

CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES (CPAS)

(Established by the Government of Kerala)
(Previously run by Mahatma Gandhi University)

**ADMISSION PROSPECTUS
2017-18**

Prospectus and application form for admission to the Self Financing courses conducted by the different institutions under Centre for Professional and Advanced Studies (Established by the Government of Kerala) (Previously run by Mahatma Gandhi University) for the year 2017-18.

1. School of Medical Education (SME)
2. School of Technology and Applied Sciences (STAS)
3. School of Applied Life Sciences (SALS)
4. Institute of Communication and Journalism (ICJ)
5. Institute of Library and Information Sciences (ILIS)
6. Institute of Arts & Commerce, Chuttippara, Pathanamthitta (IAC)

CPAS reserves the right to make any changes in the rules and regulations.

DETAILS OF THE VARIOUS SELF-FINANCING COURSES**1. SCHOOL OF MEDICAL EDUCATION**

UG COURSES							
S.No.	Name of Course	Duration	Eligibility	Tuition fees per Semester (Pre-revised rate of fees. Will be revised as per Govt./CPAS Rules)			Selection
				Govt. Seat	Management seat	NRI	
1	B.Sc Nursing	4 years	Plus two with 50% marks in Biology , Physics, Chemistry & English put	As per Govt. rate- Rs.55,000/ year	Rs. 55,000/- year	Rs.2,00,000/ - (Rupees Two lakhs)	Allotment for 50% seats will be made by the Govt. Admission to 50% will be

			together				from the ranklist prepared by the CPAS based on the marks of the qualifying Exam.
2	B.Sc MLT (Medical Laboratory Technology)	4 years	<p>1. Plus two with 50% marks in Biology , Physics, Chemistry & English put together</p> <p>2. Candidates who passed the B.Sc degree (3Yr.course) examination with Physics, Chemistry, Zoology, Botany or Biochemistry as Main and any one or two of the above subjects as subsidiaries, with 50% marks for Main and subsidiaries taken together, subject to the condition that they have passed higher secondary examination, Kerala or exams recognized as equivalent thereto with Physics, Chemistry & Biology as optional. Such students are exempted from 50% marks in Plus two.</p>	33,000/- year	Rs.52,000/- year	80,000/- year	-do-

3	BPT (Physiotherapy)	4 years + 6 months internship	Plus two with 50% marks in Biology separately & 50% marks in Physics, Chemistry & Biology put together. In addition candidates should have studied English as a subject at plus two level.	34,000/- year	Rs 65,000/- Year	Rs. 1,00,000/- (One lakh)/year	-do-
4	B.Sc MRT (Medical Radiolo gical Techno logy)	4 years	Plus two with 50% marks in Physics, Chemistry & Biology put together.	Rs. 45,000/- year	Rs. 52,000/- year	Rs. 1,15,000/- year \$ 950	-do-
5	B.Sc Medical Micro Biology	4 years	Plus two with 50% marks in Physics, Chemistry & Biology put together	Rs. 33,000/- year	Rs. 42,000/- year	1,15,000/- year \$950	-do-
6	B.Pharm	4 years	Plus two with 50% marks in Biology /Maths/Biotechno logy. Computer Sc. separately & 50% marks in Physics, Chemistry & Biology / Maths/Biotechnol ogy/ Computer Sc. put together	Rs. 85,000/ Year (Two Instal ments)	Rs. 85,000/ Year (Two Instal ments)	\$ 1500 Rs. 2,00,000/- Year	-do- & As per Govt. Rules

	B.Pharm (Lateral entry to II year)		D.Pharm approved by AICTE & PCI 50% marks in D.Pharm in ER91 scheme	do	do	\$ 1500 Rs. 2,00,000/- Year	Based on the aggregate marks of D.Pharm
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PG COURSES

7	MPT (Master of Physiotherapy)	4 Semest ers	Pass in the BPT course from recognized Universities with 50% marks or equivalent	nil	Rs.50,000/- Sem	\$ 1000	Based on the marks of the qualifying exam.
8	M.Pharm i)Pharma ceutics ii) Pharma cology	4 sem	B. Pharm Degree recognized Universities with not less than 50% marks for all the four years of the B.Pharm Exam taken together from an institution recognized by AICTE, New Delhi and Pharmacy Council of India.	nil	Rs.40,000/- Sem	\$ 2000	Based on 25% B.Pharm marks and 75% valid GPAT score. In case of non- availability of GPAT qualified candidates, graduates without GPAT score will be considered
9	M.Sc. Medical Bio Chemistry	6 semeste rs	Any one of the following degrees with atleast 50% marks in the science subject a .B.Sc in Medical Biochemistry/B.Sc MLT/Medical Microbiology/ Medical genetics. b.B.ScBiochemistry/Bi otechnology/ Micro biology/ Genetics/ Bio informatics c. B.Sc in	Rs. 55,000/- year	Rs.65,000/- year	\$ 2000	Based on the marks of the qualifying exam. (Weightage of 15% of the total scored, to the students with B.Sc Biochemistry)

			Zoology/Botany with Bio Chemistry /Chemistry as a subsidiary d. B.Sc in Chemistry with Biological Science at the plus two level e .Any other bachelor degree in Bio- medical science/Health science/ Life science with Bio chemistry as one of the subjects f. Any other degree approved as equivalent there to by the M.G University				
10	Master of Science (Medical Documentation)	4 Sem	Any degree with 50% marks for optional subjects	nil	Rs.25,000/-* Sem	\$ 1000	Based on the marks of the qualifying exam
11	Master of Science (Bio Medical Instrumentation)	4 sem	Bachelor degree with Electronics/Instrumentation/Mathematics/ Physics/ Computer Science/ Computer Application/ Electronics as main or subsidiary from any of the Universities in Kerala or Universities recognized as equivalent there to by the M.G University with 50% marks	nil	Rs.25,000/-* sem	\$ 1000	Based on the marks of the qualifying exam. Weightage of 20% marks of the total scored will be given to the students with B.Sc Electronics or B.Sc Instrumentation degree while calculating the merit mark for admission to the course)
12	M.Sc Medical Micro Biology	2 years	4 year B.Sc Medical Micro biology with 50% marks	Rs. 55,000/- year	Rs.65,000/- year	\$ 2000	Based on the marks of the qualifying exam

13	Master of Hospital Administration (MHA)	4 sem	Any degree with 50% marks or Post Graduation. 20% marks will be given as grace marks along with the total Marks at degree level to post graduates	nil	Rs.25,000/-* sem	\$ 1000	Based on the marks of the qualifying exam
14	Master of Public Health (MPH)	4 sem	Any degree with 50% marks or Post Graduation	nil	Rs.25,000/-* sem	\$ 1000	Based on the marks of the qualifying exam
15	M.Sc Medical Anatomy	3 Years	Second class B.Sc Zoology or any of the following para medical science courses from a recognized University or its equivalent – B.Sc Nursing, B.Sc Medical Microbiology, BMRT, BPT and B.Sc. MLT .10% of Weightage will be given to post graduate qualification like M.Sc Zoology, B.Ed. Natural Science etc. 2 seats are reserved for any medical graduates (MBBS, BDS, BHMS, BAMS) . In case of absence of such candidates the seats will be allotted to general merit candidates.	nil	Rs25,000/-* Sem	\$ 1000	Based on the marks of the qualifying exam

Courses 1 to 8 are affiliated to Kerala University of Health Sciences Thrissur , Kerala and courses 9 to15 are affiliated to Mahatma Gandhi University,Kottayam , Kerala.

***PRE-REVISED RATE OF FEES. WILL BE REVISED AS PER THE DECISION OF THE GOVERNMENT/CPAS RULES.**

SCHOOL OF TECHNOLOGY AND APPLIED SCIENCES
(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

UG COURSES						
16	B.Sc Computer Science	6 Sem	10+2 or equivalent in science stream with Maths/Computer science as compulsory subjects	Rs.10,000/-sem	\$ 1000	50% seats through CAP & 50% seats by CPAS
17	B.Sc Electronics	6 Sem	10+2 or equivalent in science stream with Maths/Computer science as compulsory subjects	Rs.10,000/-Sem	\$ 600	
18	BSc Cyber Forensic	6 Sem	10+2 with an aggregate of 50% marks in any three of five subjects: Physics, Chemistry, Maths, Biology, and Computer science and 50% mark for mathematics alone.	Rs. 17,500/-sem	\$ 1000	50% seats through CAP & 50% seats by CPAS
PG COURSES						
19	MSc Computer Science	4 Sem	BSc Degree with Mathematics/Computer/ Electronics as one of the subject (Main or Subsidiary) or BCA or B Tech Degree with not less than 55% marks in optional subjects.	Rs.20,000/-sem	\$ 1200	50% seats through CAP & 50% seats by CPAS
20	MCA	6 Sem	A pass with not less than 50% marks in any recognized regular Bachelors degree course of minimum 3 years duration in any discipline with Maths at 10+2 level Or A pass with not less than 50% marks in any recognized regular Bachelors degree course of minimum 3 years duration in any discipline	* Rs.18,500/- Sem	\$ 1200	Based on entrance exam conducted by the CPAS

			with Maths/Statistics(this does not include Business Maths or Business Statistics) as one of the subjects. Or A pass with not less than 50% marks in BCA degree of minimum 3 years duration from a recognized University Or A degree course with minimum three years (after 10+2) with Maths/stat/Com. Sc/Com.Appln./Eng/Tech as a Main/Sub/Core/Complementary Subjects with 50% mark in Degree Level			
21	MSc (Applied Electronics)	4 Sem	BSc Degree in Electronics/Computer Science/Physics with not less than 50% marks /CGPA-2 excluding languages	Rs.20,000/-sem	\$ 1200	Based on the marks of the qualifying exam (50%) and entrance test

INSTITUTE OF COMMUNICATION AND JOURNALISM
(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

22	MA (J &MC)	30 seats	4semester	45% marks in any degree (aggregate total of all parts) 5% relaxation in marks for SC/ST candidates	Rs. 18,000/- Sem (U.O.No. 2184/SFIII/Admn dated 13.04.2015)	Based on the qualifying exam marks and interview
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INSTITUTE OF LIBRARY & INFORMATION SCIENCE
(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

23	B.L.I.Sc	50 seats	2semester	45% marks in any degree 5% relaxation in marks for SC/ST candidates	Rs. 9,000/-	Based on the qualifying exam and entrance test
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24	M.L.I.Sc.	30 seats	2semester	45% marks in BLISc degree 5% relaxation in marks for SC/ST candidates	Rs. 12,500/-	Based on the BLISc marks and interview
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SCHOOL OF APPLIED LIFE SCIENCES
(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

25	M.Sc (Fishery Biology and Aqua Culture)	25seats	4sem	Degree in Zoology or degree in Botany/Chemistry with Zoology as a subsidiary subject/B.F.Sc/BSc . Aqua culture or any other equivalent degree with 55% marks in the optional subjects. SC/ST candidates are allowed 5% relaxation in marks	Rs. 22,500/-	Based on the marks of the qualifying exam, entrance test and interview
26	M.Phil (Fishery Biology & Aqua culture)	6seats	2sem	M.Sc degree in Fishery Biology & Aquaculture/Aquatic Biology & Fisheries/Zoology/ Fishery Science/ Aquaculture/Industrial Fisheries with 55% marks	Rs. 17,500/-	Based on the marks of the qualifying exam and entrance test

INSTITUTE OF ARTS & COMMERCE, CHUTTIPARA, PATHANAMTHITTA

27	B. Com (F &T)	50 seats	6 Sem	Pass 10+2 with commerce group or minimum 45% for Non-commerce group	9,000/-year	50% seats through CAP & 50% seats by CPAS
28	B. Com (CA)	50 seats	6 Sem	Pass 10+2 with commerce group or minimum 45% for Non-commerce group	11,250/- year	50% seats through CAP & 50% seats by CPAS

I. Details of Special Fees for B.Sc MLT course fixed by the Govt*

Description	Special fees (Rs)			
	I year	II year	III year	IV year
Admission Fee	2,000/-	0	0	0
Registration Free	500/-	0	0	0
Laboratory Fee	3,000/-	3,000/-	3,500/-	3,500/-
Stationary Fee	2,500/-	2,500/-	2,500/-	2,500/-
Library Fee	3,000/-	3,000/-	3,500/-	3,500/-
Miscellaneous	1,500/-	1,500/-	2,000/-	2,000/-
Caution Deposit	10,000/-	0	0	0
Total	22,500/-	10,000/-	11,500/-	11,500/-

II. Details of Special Fee for BPT course fixed by the Govt*

Sl. No.	Item	Special fees (RS.)			
		I st Year	II nd Year	III rd Year	IV th Year
1.	Admission fee	1,000/-	0	0	0
2.	Estt. & Stationery fee	5,000/-	5,000/-	5,000/-	5,000/-
3.	Library fee	2,500/-	2,500/-	2,500/-	2,500/-
4.	Laboratory fee	2,500/-	2,500/-	2,500/-	2,500/-
5.	Sports and Co-circular activities, magazine, I.D card etc.	2,000/-	2,000/-	2,000/-	2,000/-
6.	Transportation charges for clinical posting	2,000/-	2,000/-	2,000/-	2,000/-
7.	Caution Deposit (refundable)	10,000/-	0	0	0
	Total	25,000/-	14,000/-	14,000/-	14,000/-

III. Details of Special fee for B.Sc Nursing fixed by the Govt.*

Sl. No.	Particulars	I Year	II Year	III Year	IV Year
		Rs	Rs	Rs	Rs
1.	Admission fee	1,000/-	Nil	Nil	Nil
2.	Medical check up & Vaccination	2,000/-	2,000/-	2,000/-	2,000/-
3.	Clinical affiliation fee	2,000/-	3,000/-	3,000/-	3,000/-
4.	Recreation/Sports fee	1,000/-	1,000/-	1,000/-	1,000/-
5.	Consumables/Stationary	2,000/-	2,000/-	2,000/-	2,000/-
6.	Transportation	7,000/-	7,000/-	7,000/-	7,000/-
7.	Caution Deposit (refundable)	10,000/-	Nil	Nil	Nil
	Total	25,000/-	15,000/-	15,000/-	15,000/-

IV. Details of Special Fee for B.Pharm Course fixed by the Govt.*

Sl. No.	Description	Special fees (Rupees)			
		1 st Year	2 nd Year	3 rd Year	4 th Year
1.	Admission fee	2,500/-	0	0	0
2.	Statutory body fee	5,000/-	5,000/-	5,000/-	5,000/-
3.	Stationary	5,000/-	5,000/-	5,000/-	5,000/-
4.	Medical Checkup & Vaccination, Health Insurance	2,500/-	2,500/-	2,500/-	2,500/-
5.	Internet Charges	4,500/-	4,500/-	4,500/-	4,500/-
7.	Caution Deposit (refundable)	10,000/-	0	0	0
8.	Project Fees	0	0	0	10,000/-
9.	Transportation Charges**	0	0	0	0
10.	TOTAL	29,500/-	17,000/-	17,000/-	27,000/-

***This will be subject to change based on the changes made by the CPAS/Govt.**

****Transportation charges are at actual rates.**

Fees applicable for Govt merit seats for various courses will be the rates as fixed by the Government.

OTHER FEES

Management/ NRI	Library fee Rs.	Lab.	Caution deposit	Misc.	Amenities Fund	CUF	UF	GA IP	IC	MIF	S A F	Total
SME Courses 4-5,7-15	1,000 \$ 100	1,000 - \$ 50	2,000 \$ 150	1,000 \$ 50	1,500 \$ 150	400	80	10	10	100	75	7175 \$500
STAS Courses - UG 16-18	1,000 \$ 100	3,000 - \$ 300	1,000 \$ 100	1,000 \$ 100	--	400	80	10	10	100	75	6675 \$600
Courses PG 19-21	2,000 \$200	3,000 \$ 300	1000 \$100	\$100	--	400	80	10	10	100	75	6675 \$700
Courses 22-24	200	900	500	--	--	400	80	10	10	100	75	2275
Course 25-26	-	-	1,000	400	1575	400	80	10	10	100	75	3650
Course 27	1000	-	1,000	630	-	400	-	23	-	150	30 0	3503
Course 28	1000	-	1750	630	-	400	-	23	-	150	30 0	4253

'Non Refundable Institution Development fee @ Rs. 1,000/- shall be collected from all students except from those of B.Sc (N), B.Sc MLT, B.Pharm, and BPT .

CUF- College Union Fund MIF- Medical Inspection fee

GAIP – General Accident and Insurance Policy
 Union Fund
 SAF- Sports Affiliation fee-

UUF- University
 IC- Identity Card

DETAILS OF SEATS AVAILABLE AT THE VARIOUS CENTRES.

SCHOOL OF MEDICAL EDUCATION GANDHINAGAR, KOTTAYAM

Sl.No	Name of course	No.of seats
1	BPT	40
2	BSc MLT	40
3	BSc Medical Radiological Technology	30
4	BSc Medical Microbiology	45
PG COURSES		
1	M.Sc Medical Anatomy	15
2	M.Sc Medical Micro Biology	20
3	M.Sc Medical Biochemistry	25
4	M. Sc BioMedical Instrumentation	25
5	M. Sc. Medical Documentation	25
6	Master of Physiotherapy (MPT)	15
7	Master of Hospital Administration (MHA)	25
8	Master of Public Health (MPH)	25
INSTITUTE OF NURSING EDUCATION,GANDHINAGAR		
1	BSc Nursing	50

SCHOOL OF MEDICAL EDUCATION, PUTHUPALLY

Sl.No	Name of course	No. of seats
1	BSc MLT	40
INSTITUTE OF NURSING EDUCATION,PUTHUPALLY		
2	BSc Nursing	50
DEPARTMENT OF PHARMACEUTICAL SCIENCES , PUTHUPALLY		
3	M.Pharm (Pharmaceutics)	15
4	B.Pharm	60
5	B.Pharm (Lateral Entry)	6+ lapsed seats

DEPARTMENT OF PHARMACEUTICAL SCIENCES, CHERUVANDOOR

Sl.No	Name of course	No.of seats
1	B.Pharm	60
2	B.Pharm (Lateral Entry)	6+ lapsed seats
3	M.Pharm (Pharmacology)	15

INSTITUTE OF NURSING EDUCATION – PALA

Sl.No	Name of course	No.of seats
1	B.Sc Nursing	50

INSTITUTE OF NURSING EDUCATION – NEDUMKANDAM

Sl.No	Name of course	No.of seats
1	B.Sc Nursing	60

SCHOOL OF MEDICAL EDUCATION ,MANIMALAKKUNNU

Sl.No	Name of course	No.of seats
1	B.Sc Nursing	40
2	BSc MLT	40

INSTITUTE OF NURSING EDUCATION, PATHANAMTHITTA

Sl.No	Name of course	No.of seats
1	B.Sc Nursing	50

SCHOOL OF MEDICAL EDUCATION, ANGAMALY

Sl.No	Name of course	No.of seats
1	BPT	40
2	BSc MLT	40

SCHOOL OF TECHNOLOGY & APPLIED SCIENCE

Sl.No	Name of course	No.of seats		
		PULLARIKKUNNU	EDAPPALLY	PATHANAMTHITTA
1	B.Sc Computer Science	40	50	50
2	B.Sc Electronics	NIL	50	NIL
3	BSc Cyber Forensic	30	30	30
4	M.Sc Applied Electronics	30	30	NIL
5	M.Sc Computer Science	NIL	30	30
6	MCA	40	40	40

INSTITUTE OF COMMUNICATION AND JOURNALISM

Sl.No.	Name of Course	No. of Seats
1	MA(J &MC)	30

INSTITUTE OF LIBRARY AND INFORMATION SCIENCES

Sl.No.	Name of Course	No. of Seats
1	BLISc	50
2	MLISc	30

SCHOOL OF APPLIED LIFE SCIENCES,PATHANAMTHITTA

Sl.No.	Name of Course	No. of Seats
1	M.Sc(Fishery Biology & Aquaculture)	25
2	M.Phil(Fishery Biology & Aquaculture)	6

**INSTITUTE OF ARTS AND COMMERCE, CHUTTIPPARA,
PATHANAMTHITTA**

Sl.No.	Name of Course	No. of Seats Pathanamthitta
1	B.Com (F&T)	50
2	B.Com(CA)	50

- i. **Fee once remitted shall not be refunded under any circumstances.** However, the amount shall be refunded to those who discontinue after getting admission, but before the closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining years of study as liquidated damages as per Rules in force. To those who get admission under Government quota, Government rules will be applicable in this regard.
- ii. Caution deposit shall be returned only on completion of the course. (After adjusting liabilities if any)
- iii. Registration fee has to be paid along with the filled in application form.

How to remit the fees

All fees has to be paid at the time of admission by way of an account payee Pay- in-slip of SBI drawn in favour of The Director, Centre for Professional and Advanced Studies payable at SBI, Gandhinagar Branch, Kottayam Current A/c No.36906228308 branch- Code- 70111. Full postal address with PIN Code of the applicant is to be entered on back side of the counter foil of pay-in-slip in block letters.

SCHEDULE OF REMITTANCE

Fee for the I semester of all the courses are to be remitted at the time of admission. For all subsequent semesters, fee should be remitted without fine within the Fifth working day after the commencement of each Semester and there after within ten days with a fine of Rs. 100/-. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for DD/pay-in-slip drawn at prior date but submitted after the last day of remittance without fine. NRI candidates should submit \$ exchange rate certificate from SBI on the date of the DD.

Reservation Quota

1. Only the candidates of Kerala origin are eligible for claiming seats under reservation.
2. In the case of socially and educationally backward class candidates, the annual family income limit shall be the latest one prescribed by the Government. (i.e. annual income of all members in the family from all sources taken together). They should produce a community and Non-creamy layer certificate issued by the Revenue Officer not below the rank of Village Officer/Tahasildar. In the case of Latin Catholic/Anglo Indians their certificate should specifically exclude the other community
3. Candidates claiming reservation under Scheduled Caste/Scheduled Tribe should obtain Caste/Community Certificate from the Tahasildar concerned.
4. Candidates seeking admission against the seats reserved for SC/ST quota should submit the certificate from the Principal of the College last attended showing whether they had availed fee concession during the academic year. Students from other states should get the fee concession from their respective states. SC/ST candidates are exempted from paying fees other than caution deposit and amenities fund provided they have not availed of such concession for any UG/PG course earlier.
5. The seats unavailed by Scheduled Caste candidates will go to Scheduled Tribe candidates and vice versa. The seats unavailed by SC/ST candidates will go to OEC candidates. The seats that still remain unavailed of will go to Merit Quota.
6. Other Eligible Candidates (OEC) have no separate quota. They will be considered only against the seats unavailed by SC/ST candidates. They should furnish community and income certificate obtained from the Village Officer concerned. For such seats, the annual family income limit shall be the latest one prescribed by the Government.
7. Children of inter-caste married couple claiming communal reservation SC/ST quota should produce community certificate from the Village Officer/Tahasildar. Seats falling vacant under SC/ST quota are mutually transferable.
8. 5% of seats in all UG and PG course in SME & STAS are reserved for students sponsored by Non-Resident Indians (NRIs) and the admission is arranged from a separate merit list. Those who seek admission to NRI quota also, should remit additional fee of Rs. 500/- towards Registration fee. NRI candidate should be prepared to pay fees in US dollars or equivalent sum in Indian currency. Foreign nationals will also be considered as NRI candidates. All unfilled vacancies under this category will go to the open merit quota. Along with the filled in application form, NRI candidate and parent/guardian should submit a joint declaration on stamp paper worth Rs. 100/- stating that they may be considered under the NRI quota only and they are willing to pay the NRI fees either in US dollars or equivalent currency, through out the course of study and also that no request for change from NRI quota to general category, shall be made in future. No request for transfer from NRI quota to general category will be entertained by the CPAS.

9. Reservation of seats and relaxation of marks for all courses will be granted based on the Govt./CPAS rules. The existing percentage of reservation is Ezhava/Thiyya-9%,Muslim-8%,Latin Catholic/ Anglo-Indian-3%, Other Backward Christian including SIUC and converts to Christianity from SC-1%, Other Backward Hindus-3%,SC-8%,ST-2%, the ward of Ex-service men-2%, Handicapped-3%. Viswakarma and related communities (VK) 2%, Dheevara and related communities (DE) 2% , Kusavan and related communities (KS) 1% and Kudumbi 1%.Reservation to NCC/NSS candidates will be done according to Govt. rules

10. Those who seek admission to the seats that fall under the reserved category shall produce the relevant certificates from the competent authority. In order to prove concession based on caste and financial status, the certificates should be from a Revenue Officer not below the rank of a Tahasildar or Village Officer. No center change will be permitted for candidates availing admission through regional weightage quota.

11. i) Weightage of 10% of seats for admission to SME UG course in Puthuppally Centre to candidates belonging to Ayarkunnam, Akalakunnam, Manarcaud, Kooroppada, Meenadom, Pallikkathodu, Pampady, Panachikkad, Vakathanam, Vijiayapuram and Puthuppally Grama Panchayats in the order of merit.
 ii) Weightage of 10% seats for admission to BSc Nursing course in INE, Nedumkandam to candidates belonging to Udumbanchola Taluk in the order of merit.
 iii) Weightage of 10% of seats for admission to BSc Nursing course in the UCN, Pala to the candidates belonging to Pala Municipality, Marangattupally, Karoor and Mutholy Grama Panchayaths in the order of merit provided to ensure admission to at least one applicant from each local body, if there are applications from each local body.
 iv) Weightage of 10% seats for admission to BSc Nursing and BSc MLT course in the SME,Manimalakunnu to the candidates belonging to Pampakuda Block Panchayat in the order of merit.
12. Two seats reserved for candidates who have graduated from SME(UCME) for admission to PG courses at SME.
13. In the case of SC/ST/OEC students who are admitted under the merit quota the reimbursement of tuition fee will be subject to the decision of the Government.
14. One seat is reserved for BSc MRT and BPT course for candidates having two year Diploma approved by KUHS in the appropriate subjects.
15. Seats are reserved for (i) MHA course as follows: 25% for Science graduates, 25% for BA/B.Com holders, 50% for professional degree holders (ii) MPH-40% for Arts and Commerce, 40% for Science and 20% for professional degree courses.

Seat reservation under LECTURER Quota

MPT course.	One seat
M.Pharm.	One seat per center

The applicants under teachers quota should have minimum five years teaching experience in the institution of SME and satisfy the conditions prescribed therein for admission to the course. They shall also execute a bond with the CPAS as prescribed and abide by the rules of the CPAS .

WHERE TO APPLY

Duly filled in application forms should be sent to the **Director** as follows:
(The fee has to be remitted by way of Demand Draft/ pay in slip in favour of The Director, Centre for Professional and Advanced Studies payable at SBI, Gandhinagar Branch, Kottayam, Current A/c No.36906228308

Institution	Courses	
SME	All UG courses	One form is enough for all these courses. Apply to the Director, SME, Gandhinagar P O, Kottayam-686 008
	All PG courses	Separate form for MPharm courses. One form is enough for other courses
STAS	All UG and PG Courses under STAS	Apply to concerned centers: 1. The Director, STAS, Pullarikkunnu, Malloossery P O, Kottayam-686 041 2. The Regional Director, STAS, Chuttippara, Pathanamthitta- 689645 3. The Regional Director, STAS, Edappally, Kochi- 682024
Institute of Communication & Journalisam	MA(J &MC)	Apply to the Director, Institute of Communication & Journalisam, M.G.University Campus, Kottayam
Institute of Library & Information Sciences	BLISc MLISc	Apply to The HOD, Institute of Library & Information Sciences, M.G University Campus, Kottayam.
School of Applied Life Sciences	M.Sc(Fishery Biology & Aquaculture) M.Phil(Fishery Biology & Aquaculture)	Apply to The Director, School of Applied Life Sciences, Chuttippara, Pathanamthitta.
Institute of Arts & Commerce	B Com (F&T) B Com (CA)	Apply to The Director, Institute of Arts & Commerce, Chuttippara, Pathanamthitta.

General Information

1. Where to get:

The application and Prospectus of self financing admission 2017-18 will be available in the official website of the CPAS www.sme.edu

The Forms of the previous years are not valid

The applicants can download the application forms and prospectus from the above site.

2. Registration fee: The applicant has to remit **Rs. 400/-** as Registration Fee (for SC/ST candidates Rs. 200/-).

The fee shall be remitted either by way of Demand Draft /pay-in-slip in favour of The Director, Centre for professional and advanced studies **payable at SBI, Gandhinagar Branch, Kottayam** Current A/c No.36906228308 . The address of the candidate should be written in bold letters on the reverse of the DD/pay in slip.

3. How to apply: One form is enough to apply for all UG courses from 1 to 7 at School of Medical Education. .

One form is enough to apply to one course at different centres under School of Technology and Applied Sciences. Separate application forms are necessary for all other courses.

Eligibility:

1. Those who possess the approved minimum qualification can apply. Only the courses or their equivalents approved by the M G University/KUHS shall be reckoned as minimum qualification.

2. Those who are awaiting the results of the qualifying examination can also apply. They shall produce the mark list on or before the dates stipulated in the schedule of admissions.

3. There is no age limit for admission

4. Candidates belonging to SEBC whose total annual family income does not exceed the prescribed limit approved by the Govt will have a relaxation of 3% marks in the qualifying exam. 5%relaxation for OEC candidates. Eligible relaxation in marks for SC/ST candidates

5. Those who have qualified from Universities other than KUHS/M G University/Board of Examinations in Kerala/CBSE/ICSE should produce eligibility/recognition certificate from MG University/KUHS and Migration Certificate/NOC from the parent University/Board at the time of admission.

4. Selection: All admissions shall be based on **merit** either solely based on the marks of the qualifying examination, or taking into account the score obtained in the entrance test or both.

The CPAS will conduct an entrance test for courses as notified

NRI quota is available for courses under SME & STAS.

Only the courses or their equivalents approved by KUHS/ Mahatma Gandhi University shall be reckoned as eligible qualification.

Percentage of marks given is the minimum marks required for Part III Optional Subjects, if not otherwise mentioned.

Those who are awaiting the results of the qualifying examinations can also apply.

Reservation, concession based on income and community will be allowed according to the rules of the Government.

For 50% seats other than Govt merit seats the students will be ranked according to the merit list prepared by SME and will be called for counseling where they can select the best available course and request for better options.

Admission list shall be published at the Main Office of the respective institution.

The candidates who are selected will be informed by post/mobile sms. Candidate should appear for the entrance test and interview at their own expense.

If the candidate fails to appear for the test/interview or to remit the fee in time he/she will lose the chance.

All admissions will be provisional until the CPAS finalizes it.

No rounding off of the percentage of marks to the nearest whole number is permitted.

The CPAS will not be responsible for delay in communication or late receipt of the memo sent by the institution.

Incomplete applications will be rejected

No request for transfer from NRI quota to general category will be entertained by the CPAS.

If by any circumstance the enrolment of any course does not reach half of the sanctioned strength, that course will not be conducted during this academic year.

Candidates shall be transferred to a different centre of study, if the CPAS decides to do so. The CPAS reserves the right to cancel/modify the existing rules and to cancel any center, shift the venue of the center or amalgamate two or more centers.

The Hon. Supreme Court of India has directed that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the Institution.

5. Dates to remember:

- i) Application forms of all courses will be available
in the website (www.sme.edu.in) from : 09-06-2017
- ii) Last date to receive the filled in application forms
UG Courses (Courses other than applied through CAP) : 26-06-2017, 5 pm
PG Courses (Courses other than applied through CAP) : 15-07-2017, 5 pm

Place: Gandhinagar
Date: 09-06-2017

Sd/-
DIRECTOR