INSTRUCTIONS TO APPLICANTS

1. Applicant should go through the prospectus uploaded in the site before applying for any courses.
2. Candidates applying for admission to all courses under Centre for Professional and Advanced Studies (CPAS) should apply online and send a printout to the concerned institutions mentioned in the prospectus on or before the last date mentioned. Original certificates/ mark list should be produced at the time of admission counseling.
3. Online submission of Application may be made by accessing the websites – www.cpas.ac.in or www.sme.edu.in .
4. Applicant should register using a valid e-mail id and a mobile number. After registration a One-Time Password (OTP) will be sent to the mobile number and a confirmation link to email id given.Registration process will be completed by entering the OTP and confirming your mail id. Candidate may login using the username (e-mail) and the password already entered and complete the application process.
5. There will be 4 steps after successful login: Step 1. Personal Data, Step 2. Academic data, Step 3. Reservation details, Step 4. Selection of course/(s) and Application fee payment. Each step can be saved after completion and resume the process at any time using your user id (email id) and registration password.
6. The applicant has to remit **Rs. 500/-** as application Fee by online payment through the payment gateway. (**for SC/ST candidates Rs. 250/-**). **Rs. 750/- additional for NRI quota**.
7. The applicant should select the course/courses which he/she desires to study while applying online.
8. Applicant can apply to any number of eligible courses listed in Step 4 with single registration. But he/she has to pay separate application fee to each school (like SME, STAS, SALS, CAC etc).
9. The applicant is fully responsible for the details and marks entered in the application form. Any disparity in marks or claims noticed at the time of admission will result in the application being summarily rejected.
10. The candidate should maintain confidentiality of the password created at the time of registration for submission of online application and keep it in safe custody till the end of allotment process.
11. The applicant should ensure the following scanned copies/soft copies before starting the login process:
    i)   Photograph of size between30 kb to 300kb in jpeg format.
    ii) Scanned signature of size between 10 to 100kb in jpeg format.
    iii) Copies of mark lists and certificates in pdf format.
    iv) Mark lists / Certificates of more than one page must be uploaded after merging them in to a single pdf file. There is no provision for uploading multiple files.
12. Copy of the printout of the Application form must be retained for future reference.
13. Applicant should ensure the following before sending the printout of the application form:
    i. The photograph uploaded online and the photograph pasted in the printout of application form should be identical and properly self-attested.
    ii. The print out should be signed by both applicant and parent in the space provided.

14. No memo will be sent by post from this office in the case of defective applications. The defects, if any, should be rectified before the cut-off date by the candidate. In that case hardcopy of the corrected application should be sent to the college.
15. The print out (Hard copy) of the application form should reach the offices concerned within 5 days after the last date of online submission.
16. Incomplete forms will be rejected.
17. All admissions will be provisional till it is finalized by the CPAS.
18. The institution will not be responsible for delay in communication or late receipt of memo sent by the institution.
19. If by any circumstance the enrollment of any course does not reach half of the sanctioned strength, that course will not be conducted during this academic year.
20. The CPAS reserves the right to cancel any centre, shift the venue of the centre or amalgamate two or more centres.
21. Those who have qualified from Universities other than MG University / KUHS / Board of examinations in Kerala / CBSE / ICSE should produce eligibility/recognition certificate from this University and Migration Certificate/NOC from the parent University/Board at the time of admission.