



CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES

**School of Medical Education
Gandhinagar, Kottayam-686 008
Phone: 0481-2598790**

INSTRUCTIONS TO CANDIDATES ATTENDING ADMISSION COUNSELLING

Venue of counselling: School of Medical Education (Main Center), Gandhinagar, Kottayam

1. Candidates as per rank order are directed to appear for admission counseling at the SME Main Centre, Gandhinagar, (Near Medical College), Kottayam on the specific mentioned date and time to the courses offered at various centres/Departments of School of Medical Education.
2. **Candidates with parents/guardians should attend the counselling well in advance of the time scheduled. Late arrival of candidates will not be entertained for the counselling and they will lose their chance. No claim shall be made in the case of candidates not reporting on the date and time of counselling.**

The admission will be based on the rank list prepared and published based on the details entered by the applicant, and the availability of seats in the concerned reservation or merit quota of all courses.

In the case of B Pharm course KEAM qualified candidates only will be admitted. Candidates should produce the KEAM score card for verification.

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.

The applicants should carefully read the admission prospectus 2019-20 and instructions available in the website (www.sme.edu.in or www.cpas.ac.in) before attending admission counselling.

The candidate is directed to produce the following documents IN ORIGINAL at the time of counselling

1. One stamp size photo of the candidate.
2. Copy of the application form (print out of online application form).
3. Print out of counselling memo.
4. Secondary School Leaving Certificate (SSLC) to prove Age and Date of Birth.
5. Certificate and all mark lists (Plus Two) of the qualifying Examination.
6. Transfer certificate and Conduct certificate from the institution where the candidate last studied. If the candidate is studying elsewhere, TC may be produced after confirmation of admission.

7. Migration certificate.
8. Caste Certificate in the case of candidates claiming communal reservation for SC/ST issued within one year by the Village Officer/Thahasildar concerned.
9. Caste, Income, and Non-creamy layer certificate from the competent authority in the case of candidates belonging to OBH, OBX, Kudumbi, Dheevara, Kusava communities and Non-creamy layer certificate in the case of Viswakarma, Muslim, Ezhava/Thiyya, LC/Anglo Indian communities issued within six months by Thahasildar/Village officer.
10. Original Discharge Certificate issued from the competent authority and certificate form Zilla Sainik Welfare Board in the case of candidates claiming reservation under Ex-servicemen Quota.
11. Nativity Certificate in the case of candidates claiming Regional Weightage, issued by Thahasildar/Village officer within six months.
12. Original NSS/NCC certificate, if applicable. (**NCC 'B' Certificate**)
13. Medical Fitness Certificate from a Medical Officer not below the rank of a civil surgeon.
- 14. NRI candidate should submit sponsorship certificate, copy of passport and Employment Certificate attested by the consulate/Embassy at the time of admission. Certificate to prove relationship with the student issued by the village officer also should be submitted.**
15. Certificate issued by Principal/Head of the Institution where the candidate last attended showing whether the candidate has availed fee concession during the academic year, in the case of candidates belonging to SC/ST/OEC category.
16. Any other certificate not mentioned above but is relevant for admission to the course applied for.

- ☞ **The selected candidate has to remit the first installment of Tuition Fee and other fees as detailed in the admission prospectus 2019-20 (available at www.sme.edu.in) on the same day of counselling itself, failing which their chances for admission will be lost.**
- ☞ **Candidates are requested to keep enough attested copies of their certificates for their own future use. Originals once submitted to the institution will be returned only on completion or discontinuation of the course/ Programme.**
- ☞ **No candidate will be entertained for counselling after the scheduled date and time. Claim of non-receipt of memo will not be accepted. The printout of the Chance Memo should be produced at the time of counselling.**
- ☞ **IMPORTANT: All information regarding admission process should be clarified with the SME Admission Cell only. Institution will not be responsible for any fake information received from any other sources.**

Sd/-
JOINT DIRECTOR