



CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES (Established by Government of Kerala)

SCHOOL OF MEDICAL EDUCATION (SME)

ADMISSION PROSPECTUS 2023-24

Main Center: SME, Gandhinagar, Kottayam – 686008

Phone: 0481-2598790

Mobile: 9447967150

e-mail: admission@cpas.ac.in, smeadmission2023@gmail.com

Regional Centers:

- 1. Puthuppally**
- 2. Cheruvandoor.**
- 3. Manimalakkunnu.**
- 4. Nedumkandam.**
- 5. Pala.**
- 6. Pathanamthitta**
- 7. Angamaly**
- 8. Kottarakara***

(Centralized admission to all courses and centers at SME, Gandhinagar)

Name of Course :MSc Medical Documentation

Duration: 4semesters

Eligibility: Any degree with 50% marks.

Selection :Based on the marks of the qualifying exam. (Should register in MGU CAP also)

SI No	Centre	No of seats	MGU CAP	CPAS Allotment
1	Gandhinagar	25	12	13

Tuition fee and Special Fees for MSc Medical Documentation conducted under MG University

SI No	Description	CPAS Allotment/CAP Allotment (INR)		NRI Seat fee in USD	
		I year	II year	I year	II year
1	Admission Fee	2000		\$50	
2	Amenities Fund	1500		\$150	
3	Annual Administration Fee	1050	1050	\$16	\$16
4	Caution Deposit (Refundable)	2,000		\$150	
5	Training Fee	10000	15000	\$160	\$240
6	College Union Fund	400		\$6	
7	Identity Card	60		\$1	
8	Lab Fee	2000		\$100	
9	Library Fee	2000		\$200	
10	Medical Inspection Fee	100		\$2	
11	Miscellaneous	1000		\$50	
12	Registration Fee (MGU)	400	400	\$7	\$7
13	UniversitySports Fee	300	300	\$6	\$6
14	Student Affiliation Fee	750	750	\$12	\$12
15	University Union Fund, Welfare Fund and Group Insurance	130	130	\$3	\$3
	Total Special Fee	23690	17630	\$913	\$284
16	Tution Fee	65,000	65,000	\$1,600	\$1,600
	Grand Total	93,690	82,630	\$2,513	\$1,884

*****Fee Structure for SC/ST/OEC students:**

Sl. No.	Particulars	I Year	II Year
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1	Admission fee	2,500	Nil
2	Caution deposit (refundable)	2,000	Nil
Grand total		4,500/-	Nil

*****The Fee has to be sanctioned from E Grantz**

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

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

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

Examination fee shall be remitted by each student to the university at the time of respective examinations.

- **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.
- Caution deposit shall be returned only on completion of the course. (After adjusting liabilities if any)

How to remit the fees

All fee payment should be through online method for which link shall be provided. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.

SCHEDULE OF REMITTANCE

Fee for the first semester/half year of all the courses are to be remitted at the time of admission.

SEMESTER	DUE DATE	AMOUNT
III,	5 th OCTOBER	Special fee + Tuition Fees
II,IV	5 th April	Tuition Fee

Late Fee

A fine of Rs. 100/- within ten days of the due date. 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 online payment done 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 payment. However, the students are required to remit the fee within the cutoff date mentioned by CPAS

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. 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(EZ)-9%,Muslim (MU)-8%,Anglo-Indian/Latin Catholic (AILC) -3%, Other Backward Christian (OBX) including SIUC and converts to Christianity from SC-1%, Other Backward Hindus (OBH)-3%,SC-8%,ST-2%, the ward of Ex-service men (EX)-2%, Handicapped (PH)-3% (for Bsc Nursing 5% for physically handicapped). Viswakarma and related communities (VK) 2%, Dheevvara and related communities (DV) 2%, Kusavan and related communities (KN) 1%, Kudumbi 1%, and Economically Weaker Sections (EWS)-10%. Weightage to NCC/NSS candidates will be done according to Govt. rules.
9. 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.
10.
 - 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, Nedumkandamcentre 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 INE, Pala centre 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, Manimalakunnucentre to the candidates belonging to Pampakuda Block Panchayat in the order of merit.
11. Two seats reserved for candidates who have graduated from SME/UCME for admission to PG courses at SME.
 12. 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.
 13. Seats are reserved for MHA course as follows: 25% for Science graduates, 25% for BA/B.Com holders, 50% for professional degree holders.** (Admission criteria subject to government norms)

Seat reservation under LECTURER Quota

MPT course.	One seat
M.Pharm.	One seat

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

14. **Ex-Servicemen Quota :** Applicant should submit the certificate from Zila Sainik officer and the copy of the discharge book where the name of the applicant is incorporated.
15. **NRI Quota:** 5% of seats in all UG and PG courses, except B Pharm and M Pharm, under SME are reserved for students sponsored by Non-Resident Indians (NRIs) only and the admission will be on the basis of a separate rank list. Those who seek admission to NRI quota, should remit additional fee of Rs. 1500/- towards application fee. NRI candidate should be prepared to pay fees in US dollars or equivalent sum in Indian currency. Foreign nationals will also be considered under NRI category. 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 (sponsor) should submit a joint declaration on stamp paper worth Rs. 200/- 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, throughout the course of study and also that no request for change from NRI quota to general category, shall be made in future.
 - NRI candidate should submit sponsorship certificate
 - copy of passport and Employment Certificate attested by the consulate/Embassy
 - certificate to prove relationship with the student at the time of admission (mandatory).
 - No request for transfer from NRI quota to general category will be entertained by the CPAS.

HOW TO APPLY

1. Candidates applying for admission to all courses under School of Medical Education should apply online and send a printout to the Joint Director, School of Medical Education, Gandhinagar, Kottayam – 686008 on or before the last date mentioned.
2. Online submission of Application may be made by accessing the website – www.cpas.ac.in or www.sme.edu.in.
3. Copy of the printout of the Application form must be retained for future reference.

4. 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.
5. Applicant should ensure the following before sending the printout of the application form:
 - i. All supporting documents submitted should be properly filled in and signed by the competent authority and affixed office seal at specified place.
 - ii. Copies of all certificates enclosed should be self attested by the candidate.
 - iii. The photograph uploaded online and the photograph pasted in the printout of application form should be identical and properly self-attested.
 - iv. The applicant should select the course/courses which he/she desires to study while applying online.
 - v. 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 for all future online activities such as payment of fees, etc.
6. 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.
7. Candidates should send only one application for admission to all UG and all PG courses respectively.

UG Courses Application fee: The applicant has to remit **Rs. 750/-** as application Fee by online payment through the payment gateway. **(for SC/ST candidates Rs. 375/-). Rs. 1500/- additional for NRI quota.**

PG Courses Application fee: The applicant has to remit **Rs. 1000/-** as application Fee by online payment through the payment gateway. **(for SC/ST candidates Rs. 500/-). Rs. 2000/- additional for NRI quota.**

Eligibility:

1. Those who possess the approved minimum qualification can apply. **Only the courses or their equivalents approved by the KUHS /M G University 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/MG 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.

Selection:

- All admissions shall be based on **merit** solely based on the marks of the qualifying examination.
- NRI quota is available for all courses under SME, except B Pharm and M Pharm.

- Percentage of marks given is the minimum marks required for Part III Optional Subjects, if not otherwise mentioned.
- 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.
- Rank list and the admission counseling chance memo shall be published in the admission portal. SMS alert shall be sent for the same. The admission counseling schedule shall be published in the website.
- The candidates shall log on to the website using the user name and password registered at the time of applying to the courses to view their rank, to download application form and counseling memo, and for other information. Candidate should appear for the admission counselling at their own expense.
- Admission, center transfer, etc shall be based on the general rank only.
- All mandatory reservations laid down by the government will be followed. Candidates admitted through reservation quota shall be transferred to the general seat if such vacancy arises in any of the centers of SME so that another eligible reservation candidate shall be allotted that seat.
- **If the candidate fails to appear for the admission counselling or to remit the fee in time he/she will lose the chance.**
- All admissions will be provisional until the CPAS finalize 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 online communication regarding admission counselling.
- Incomplete applications will be rejected.
- **No request for transfer from NRI quota to general category will be entertained by the CPAS.**
- **Candidates admitted through SPOT admission shall not be permitted for center change, course change, or cancellation.**

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 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) Last date to apply online and receive the printouts of courses under SME

Courses	Apply Online	Receive print out at the college
UG courses	30-06-2023	04-07-2023

PG courses	30-06-2023	04-07-2023
PhD course	As per government norms	

Tentative Dates of Counselling

1. UG Courses except B Pharm : 20-07-2023
2. PG Courses except M Pharm : 30-07-2023
3. B Pharm and M Pharm : As per government norms

Tentative dates of commencement of classes:

1. B Pharm and M Pharm : As per government norms
2. Other UG and PG courses : As per government norms

Place: Gandhinagar
Date: 01.06.2023

Sd/-
DIRECTOR