

SCHOOL OF ENGINEERING
Cochin University of Science and Technology

CERTIFICATE VERIFICATION INSTRUCTIONS 2024-25

All the candidates who have received allotment to B.Tech / BLet and paid the required fees are directed to report in person for the centralized Certificate verification. The Verification is scheduled on **2nd and 5th August, 2024**.

Candidates should report for the verification at Seminar Complex, Near Administrative Office, Cochin University of Science and Technology, Thrikkakara, Kochi -682022 as per the schedule below.

Reporting Time : 9.30am

Sl.No.	Programmes	Date & Time
1	B.Tech/B.Let Computer Science and Engineering, Information Technology, Electronics and Communication Engineering of Thrikkakara Campus, School of Engineering (SOE)	02/08/2024 9.30 am
2	B.Tech/B.Let, Civil Engineering, Electrical and Electronics Engineering Mechanical Engineering and Safety and Fire Engineering of Thrikkakara Campus, School of Engineering (SOE)	05/08/2024 9.30 am

Candidates are directed to bring their CAT 2024 admit card for the verification process along with all other documents listed on page 2.

Check list of the documents and duly filled applications / declarations for the candidates to be arranged and produced for verification

SINo	Documents/certificates to be submitted	No. of copies
1	Passport size Photos	4no.s
2	Transfer Certificate from the Institution last attended	Original
3	Conduct Certificate from the Institution last attended	Original
4	S.S.L.C/ 10 th Standard Certificate& Mark List	2 copies, self- attested
5	11 th Standard Marklist (in case the candidate is from a CBSE school)	
6	12 th Standard/Higher Secondary Certificate & Mark List	
7	Proof for communal reservation	1 copy each and should be self attested
8	Proof for Special Reservation, if any (DAC, NRI, CGW, CHD,EWS, IDC, AND, TG etc)	
9	Proof for Keralite Status	
10	Self declaration stating Nationality	
11	Annexure II Declaration to be submitted by Candidate stating Nationality (duly filled)-(only for outside Kerala Candidates)	1copy each
12	Undertaking Anti Ragging (downloaded form after registering through https://antiragging.in/affidavit_university_form.php)	
13	Application for PTA membership (duly filled by the parent/guardian)	
14	Declaration against dowry(duly filled)	
15	Declaration Anti Drug	
<u>REMARKS</u>		
1	The originals of mark lists of 10 th and 12 th has to be submitted for verification, which will be returned after verification	
2	All the candidates are requested to arrange the above documents in the order itself, clip them properly before entering the campus/verification venue	
3	For additional information please refer the document attached along with this instruction.	

CERTIFICATES TO BE PRODUCED DURING CERTIFICATE VERIFICATION

i. The applicants to various programmes of the University shall invariably produce the following documents in original at the time of verification.

1. S.S.L.C / 10th Standard Certificate & Mark List
2. 12th Standard/Higher Secondary Certificate & Mark List
3. Transfer Certificate from the Institution last attended
4. Conduct Certificate from the Institution last attended
5. Proof for communal reservation
6. Proof for Special Reservation, if any (DAC, NRI, CGW, CHD, EWS, IDC, LKD, ANM etc)
7. Proof for Keralite Status
8. Self-declaration stating Nationality

The candidates joining CUSAT shall sign the following declarations at the time of admission:

- It has been suggested by the UGC that an anti-drug declaration be taken from the students at the time of admission to invoke a commitment from the students to have responsible behaviour during studies(Annexure – III)
- It is compulsory for each and every student and parent to submit an online undertaking every academic year at https://antiragging.in/affidavit_university_form.php . The students will receive an e-mail with his/her registration number. The anti-ragging undertaking reference number should be provided to the department at the time of admission/verification. Also downloaded copy of the anti- ragging undertaking duly signed by the deponents (student and parent) should submit to the concerned department before commencement of the classes.
- An Anti dowry declaration has to be signed by the students at the time of admission (Annexure – IV)

Mark list of the qualifying examination (12th standard)

If the same is not available, such candidates shall submit scanned copy of declaration with signature affixed, stating that “Mark list of the qualifying examination will be produced later, but before registration for the first semester examinations. I am aware of the fact that, University reserves the right to cancel my candidature / remove me from the rolls if I fail to produce the document to substantiate my educational qualification before the registration for first semester examinations.”

Self-Declaration stating “Nationality”

All candidates receiving allotments to Academic Programmes of CUSAT in seats other than those specifically marked/set aside for “International / Foreign National Candidates” shall submit a self-declaration stating their “Nationality”, i.e all candidates who receive allotments to “General (All India Merit/State Merit / All India Quota)”, “OBC/SEBC”, KSC, KST, NRI, EWS (Economically Weaker Section,) Sports Quota, Differently Abled, Transgender, Child Quota, IDC etc Must compulsorily submit the above-mentioned declaration. **(Please see Annexure II for format).**

Transfer Certificate from the Institution/Department last attended.

If the candidate has not received the Transfer Certificate, such candidates shall submit a declaration with signature affixed, stating that “Transfer Certificate will be uploaded later, but before the commencement of classes. I am aware of the fact that, the University reserves the right to cancel my candidature / remove me from the rolls if I fail to produce the Transfer Certificate from the Institution/Department last attended before the commencement of classes.”

Conduct Certificate from the Institution/Department last attended.

If the candidate has not received the Conduct Certificate, such candidates shall submit a declaration with signature affixed, stating that “Conduct Certificate will be uploaded later, but before the commencement of classes. I am aware of the fact that, the University reserves the right to cancel my candidature / remove me from the rolls if I fail to produce the Conduct Certificate from the Institution/Department last attended before the commencement.

II. Certificates to be submitted as proof for availing communal reservation:

- a. Kerala Scheduled Caste (KSC)/Kerala Scheduled Tribe (KST) Candidates should submit a valid & original Community Certificate issued by the Tahsildar.
- b. SEBC candidates, i.e. candidates belongs to Ezhava /Thiyya/Billava (ETB), Muslim (MSM), Latin Catholic or Anglo-Indian (LCC), Other Backward Christian (OBX), Other Backward Hindus (OBH), Dheevera (DHV), Kudumbi (KMB), Pot Making Communities (PMC) and Viswakarma (VSK) etc. should submit a valid & original Community Certificate and Non-Creamy Layer certificate issued by the Village Officer. If the community/category is clearly specified in the non-creamy layer certificate no separate community certificate is required.
- c. OBH candidates eligible for fee concession applicable to OEC candidates should submit a valid & original income certificate issued by competent authority to prove their eligibility.
- d. Applicants belonging to "General" category and have claimed reservation under "Economically Weaker Sections - EWS" should submit a valid & original certificate issued by the competent authority for the purpose of claiming EWS reservation.
- e. Other certificates (if applicable): Relevant/Appropriate Certificate issued by Competent Authority for substantiating claim for any other reservation seats mentioned under Supernumerary seats if the candidate is allotted to a seat under that category. Relevant certificates, if any, may be submitted.

III. Keralite Status: A candidate will be considered as 'Keralite' for the limited purpose of admission procedure, if:

He / She or his/her father/mother was born in Kerala.

OR

He / She has been a resident of Kerala for a period of 5 years within a period of 12 Years.

OR

He / She has undergone his/her school studies from standards VIII to XII in educational institutions(s) in Kerala.

Children of All India Service (AIS) Officers (Non-Keralites) allotted to Kerala circle are deemed to be "Keralites" (GO (Rt.) No. 822/08/H. Edn. dated 29/05/2008). But they will not be eligible for Communal/Special Reservations applicable to "Keralites".

Certificates to be submitted as proof for claiming Keralite Status:

Candidates claiming the Keralite status should invariably submit the originals of any one of the following certificates:

1. The certificate of Birth / Residence of the candidate or his/her father or mother from the Village Officer / Tahsildar or from a competent authority of local body.
2. The 'Certificate showing school studies in Kerala from Standards VIII to XII' from the Head of School where the candidate completed his / her study in Standard XII.
3. Relevant page of the SSLC of the candidate's father / mother showing the place of birth in Kerala with corroborative evidence showing the relationship between the candidate and the parent.
4. Relevant page of the passport of the candidate or either of parents issued by the Government of India showing place of birth in Kerala with corroborative evidence showing the relationship between the parent and candidate.
5. Birth certificate of candidate or his / her father / mother showing the place of birth in Kerala with corroborative evidence showing the relationship between the candidate and father / mother whose birth certificate is being produced.

6. For claiming Keralite - AIS (All India Service), certificate from competent authority should be uploaded.

IV. Non-resident Indian (NRI) Seats (Applicable to all Programmes for which NRI seats are allotted): Certificates to be submitted for claiming NRI Seats.

1. NRI status is not compulsory but those who have opted for NRI seats should submit the 'Declaration' given in **Annexure I**.
2. For NRI seats candidates should have applied for the same at the time of application registration. Others will not be considered for admission under NRI seats. However, they can participate in NRI spot admission if seats are available.

V. Seats reserved for Children of Indian Workers in Gulf Countries (CGW) applicable to all Programmes for which CGW seats are allotted.

CGW seats are reserved for candidates whose father or mother is working in any Gulf Country. Those who have opted for CGW seats should invariably submit the following documents substantiating their claim for CGW seats.

Certificates to be submitted for claiming CGW Seats

1. Certificate / Mark list of Plus Two Examinations and 10th Certificate.
2. Employment Certificate of the Parent which is duly attested by The Indian Embassy/ Govt. Agency.

OR

Copy of Work Permit, Account Statement of Bank in Gulf Country and copy of VISA which are duly attested by The Indian Embassy / a Govt. Agency.
3. Copy of the Birth Certificate of the candidate or any other Government certificate/document proving the relationship between the candidate and the parent.
4. Migration Certificate (if the candidate has studied in an institution outside Kerala)
5. Transfer Certificate and Conduct Certificate from the Institution last attended.

Note:

1. *If a candidate fails to submit the required certificates before the stipulated time, his claim for admission to the programme under the category claimed by him will be forfeited. The sole responsibility for such incidents will rest with the candidate only.*
2. *Admission will be provisional and is subject to Biometric Verification of the admitted candidates, the date of which will be published later.*

Note:

- Any discrepancies in the reservation claim and document submitted to substantiate the claim may lead to disqualification. Hence, utmost care must be observed while submitting the documents/certificates. Similarly, failure to produce relevant documents to substantiate the communal reservation / Special reservation will disqualify your claim for admission in the respective reservation category. The candidate alone will be responsible for such incidents.
- Candidates are directed to check the status of the allotment on a daily basis till the allotment process is completed.

Annexure I – Declaration for NRI Candidates

DECLARATION

I hereby declare that I am a Non Resident Indian and the applicant Shri/Smt/Kum
..... is my Son/Daughter/Ward/Dependent (*Strike out which is not applicable*)
coming under the definition of NRI candidate as per section 2(o) of Act XIX of 2006. My Passport No. is
..... and I am Employed / residing at
.....
.....(*Fill the details of Foreign
Employment/ Place of residence*).

I hereby undertake to abide by the rules and regulations of Cochin University of Science And Technology in connection with the admission of the above applicant under NRI.

Place :
Date :

Signature of the Declarant:
Name and Full Address:
with Contact number

Annexure II – Declaration to be submitted by Candidate stating Nationality

DECLARATION

I am a citizen of..... (name of Country) and my register number for CUSAT CAT 2024 is.....I am aware of the fact that, the University (CUSAT) reserves the right to cancel my candidature / remove me from the rolls, if, at a later stage it is found that I am not eligible to be allotted/admitted to the seat to which I am allotted/admitted to.

Place :

Signature of the Candidate:

Date :

Signature of the Parent / Guardian:

ANNEXURE

ANTI-DRUG DECLARATION FORM TO BE SIGNED BY THE STUDENT

I(name) son /daughter/ward of
Mr./Mrs./Ms.(name) admitted to (course and year)...
in..... (institution) during the year....., hereby agree to the following
terms:

1. I am aware that the possession, use, sale and distribution of alcohol/tobacco/any psychoactive substances are wrong and harmful.
2. I shall refrain from using, being under the influence of, possessing, furnishing, distributing, selling or conspiring to sell or possess, or being in the chain of sale or distribution of alcohol/tobacco/any psychoactive substances within the premises of the institute/university or during any sponsored activities by the institute/university.
3. I shall report to the authorities of the institution any irregular behaviour that I observe in relation to the possession, use, sale and distribution of alcohol/tobacco/any psychoactive substances which may have occurred at the institution or during any activities conducted by any students or institution.
4. I shall support and actively participate in any substance use prevention education programmes which may be organized by the institution/government which would enable me to be a better student and citizen of India.
5. I shall co-operate with the authorities of the institution and other relevant authorities in their investigation of any substance-related incident of which I may have information, and to prevent the possession, use, sale and distribution of any psychoactive substances in or around my institution.

Date:.....

Signature:.....

Name of the Student:

.....

**PARENT TEACHER ASSOCIATION
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY**

APPLICATION FOR MEMBERSHIP

1. Name of the Applicant :
(Parent/Guardian)

2. i) Name of the Ward :

ii) Branch and Batch (year of admission) :

3. Relationship with the Ward :

4. Address for communication :

Telephone No- Land line/Mobile
Email-ID

5. Official Address :

Telephone No- Land line/Mobile

6. Permanent Address :

Telephone No- Land line/Mobile

7. Local Guardian of the Ward and Address :

Telephone No- Land line/Mobile
Email-ID

Place:

Date:

Signature :

(For Office use only)

Membership No : _____

Membership Fee : _____

Receipt No. & Date : _____

Admitted on : _____

President

Secretary

DECLARATION

Anti-Dowry

I, ----- S/o or D/o ----- aged -----

years and the resident of

-----, do hereby declare that :-

1. I shall not give or take or abet the giving or taking of dowry
2. I shall not demand directly or indirectly, from the parents or the guardians of the bride or the bridegroom, as the case may be, any dowry.

Signature

UNDERTAKING

(For Those who have no original TC and CC)

I S/o / D/o (Address)

.....
.....
.....
.....

admitted to B.Tech./ M. Tech. programme in(Branch)

hereby undertake that the following certificates in original will be produced at the time of starting of regular classes in off line mode at School of Engineering, CUSAT

Mark list / Certificate of Qualifying Examination / Migration Certificate / Transfer Certificate /
Conduct Certificate / Community Certificate / Income Certificate / Nativity Certificate / (other,
specify) (strikeout whichever is not
applicable)

I understand that failure to produce the above mentioned documents on the prescribed date will result in cancellation of my admission.

Name & Signature of the Candidate

Name & Signature of the Parent or Guardian

Affidavit (For Candidates other than SC/ST)

1. I hereby declare that I am well aware of the fact that I am liable to pay **Rs .5570/-** (Rupees Five Thousand Five Hundred and Seventy) (The total amount of fees of PTA-Rs.4000/-. DDF- Rs.1000/- and Alumni – Rs 570/-) to complete my admission procedures and my admission will only be provisional unless I pay the fee.
2. I hereby undertake to **pay Rs 5570/-** (Rupees Five Thousand Five Hundred and Seventy) when the notice for the payment of the above fee will be issued by the Principal, after the official closing date of admission and payment will be done before the last date mentioned in the notice.
3. It is also known to me that I will not get any exemption from paying the above said fee

Signature of student

Signature of Parent

Mob. No.

Date:

Place:

Affidavit (For SC/ST candidates)

- 1 I hereby declare that I am well aware of the fact that I am liable to pay **Rs .570/-**(Rupees Five Hundred and Seventy Only (Amount of Alumni Fee – Rs 570/-) to complete my admission procedures and my admission will only be provisional unless I pay the fee.
- 2 I hereby undertake to pay **Rs 570/-** (Rupees Five Hundred and Seventy Only) when the notice for the payment of the above fee will be issued by the Principal, after the official closing date of admission and payment will be done before the last date mentioned in the notice.
- 3 It is also known to me that I will not get any exemption from paying the above said fee

Signature of student

Signature of Parent

Mob. No.

Date:

Place: