

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
SCHOOL OF ENGINEERING
B. TECH PROGRAMMES
INSTRUCTIONS FOR SPECIAL SPOT ADMISSION

1. Candidates for B Tech Programmes with CAT 2024 rank can attend the SPOT admission as scheduled below.

Sl.No	Venue, Date & Time for Spot	Date	Rank Range
1	B.Tech Special Spot Admission	23/10/2024	01 - 17790
2	Venue	Placement Auditorium, School of Engineering Campus, Cochin University of Science and Technology, South Kalamassery, Kochi – 682 022	
3	Registration Time	9 AM to 10 AM	

2. **Individual call letter will not be sent to the candidates.** Candidates should register at the venue **before 10 am** on the date of Spot Admission (as per the schedule). Candidates who do not report **before 10.00 am** at the venue will not be considered for spot admission.
3. Candidates eligible for registering to Special Spot Admission.
- Candidates who did not receive any allotment so far.
 - Candidates who have received allotment and wish to change to a different program.
 - Candidates who did not register their options earlier.
 - Candidates who received allotment earlier and cancelled their allotment.
 - Candidates who received allotment earlier and rejected by the Department (not because of eligibility).
 - Candidates who received allotment earlier and not remitted the requisite fee.
4. Candidates not eligible for registering to Special Spot Admission.
- Candidates who took admission in previous spot admissions and not remitted the requisite fee/balance fee.
 - Candidates who received allotment earlier and rejected by the Department because of ineligibility).
5. Candidates who did not claim the benefits of reservations (Communal Reservation/ Special Reservation etc.) during online application (by mistake) can now claim the reservation benefits during Spot admission with supporting documents. For claiming NRI, CGW seats in special spot admission, candidates (those who have not opted for the same during the application process) have to remit an additional amount of Rs.5000/- (Rupees Five Thousand Only) along with the requisite fee.
6. **There will be multiple rounds in the special spot admissions (depending on vacancy). Admission to all generated/cancelled vacancies during the special Spot Admission will be considered in the subsequent rounds. **Once admission is taken in a particular branch during the Special Spot Admission, no further Cancellation / Change of branches is allowed in the subsequent rounds.****
7. Candidates are also advised to check the seat balance published in the admission website <https://admissions.cusat.ac.in> before attending the Spot Admission.

8. Read the Prospectus published in the website <https://admissions.cusat.ac.in> and make sure that the candidate fulfills the required eligibility criteria.
9. Programmes will be allotted to the candidates who registered for spot admission, strictly on the basis of the **CAT rank**.
10. Candidate who accepts admission in spot admission, his/her previous allotment/admission, if any, will be cancelled automatically.
11. Candidates who have already received allotment and completed the fees payment and accept spot admission to a different program in the same fee category, his/her earlier allotment will automatically be cancelled.
12. Candidates who have already received allotment and completed the fees payment and accept spot admission to a different program of the higher fee category need to remit the balance fee immediately, failing which their new allotment and their previous allotment will be cancelled automatically.
13. **Non-Keralite candidates are not eligible for communal reservation.**
14. Candidates coming for spot admission should remit the required fee immediately after the allotment (through online only). The fee payment will be enabled in the candidate profile immediately.
15. If a candidate fails to remit the fees, the admission will be summarily cancelled without further notice.
16. The candidate can proceed to document verification after completing the fee payment.
17. The candidates need to pay the additional fees of PTA/DDF/Alumni etc., at the time of verification by the Department.
18. **The following certificates/documents should be submitted in original at the time of counseling/admission.**
 - CAT – 2024 Admit Card/Online application Registration Confirmation Page/Provisional Admit Card.
 - Migration Certificate (for students who studied from institutions outside Kerala state)
 - S.S.L.C/10th Mark list & pass certificate (CBSE, ICSE etc.).
 - Plus 2 Mark lists / and pass certificate (CBSE, ICSE etc.).
 - Certificate to prove Keralite Status, for State Merit Seats
 - Transfer Certificate and Conduct Certificate from the Institution last attended (in English version)
 - Four passport size Photographs of the candidate
 - Non-Creamy Layer certificate in the case of 'SEBC' candidates, issued by Village Officer.
 - Community certificate issued by the Tahsildar in the case of Kerala Scheduled Caste (KSC)/ Kerala Scheduled Tribe (KST)candidates.
 - Candidates seeking admission under physically challenged (PHC) category should invariably produce a valid Physically Handicapped certificate issued by the District Medical Board of the State to which the candidate belongs.
 - If any of the above certificates are not in English/Malayalam, Candidates should invariably produce a translated version of the same in English endorsed by a Notary Public.
 - Two sets of self-attested copies of all the original certificates/documents mentioned above.
 - Proof for Special Reservation, if any (DAC, NRI, CGW, CHD, EWS, IDC, AND, TG etc)
 - Annexure II Declaration to be submitted by Candidate stating Nationality (duly filled)- (only for outside Kerala Candidates)
19. Candidates claiming the Keralite status should invariably produce, at the time of counseling/ admission, any one of the following certificates.
 - 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, OR
 - 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, OR

- True copy of the 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, OR
- True copy of the 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, OR
- True copy of 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 of whose birth certificate is being produced For claiming Keralite-AIS (All India Service), certificate from competent authority should be attached.

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)
20. The University reserves the right to add, delete or amend any of the stipulations regarding eligibility, intake, specialization, type of programmes, rules, regulations, fee structure etc. at any time and these will be applicable to the candidates seeking admission.
21. **CANCELLATION OF ADMISSION AND REFUND OF FEES:** Refund of fees if any will be governed by the refund policy published in the admissions website <https://admissions.cusat.ac.in>

ENQUIRIES: 0484-2862031, 8281993982

Kochi
21-10-2024

Sd/-
PRINCIPAL
School of Engineering, CUSAT

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 :

Signature of the Declarant:

Date :

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:

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 behavior 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

DECLARATION

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

SEAT BALANCE*												
BRANCH	GEN	OBH	KSC	KST	NRI	PHC	CHD	EWS	CGW	IDC	ANM	TSG
BTCE1F	1	0	0	0	0	0	0	2	0	0	0	0
BTCE1P	0	0	0	0	0	5	0	0	2	3	1	2
BTCE1R	0	0	0	0	1	0	0	0	0	0	0	0
BTCS1F	0	0	0	0	0	0	0	0	0	0	0	0
BTCS1P	1	0	0	0	0	1	0	0	0	2	1	2
BTCS1R	0	0	0	0	0	0	0	0	0	0	0	0
BTEC1F	0	0	0	0	0	0	0	0	0	0	0	0
BTEC1P	0	0	1	0	0	5	0	0	0	3	1	2
BTEC1R	0	0	0	0	0	0	0	0	0	0	0	0
BTEE1F	0	0	0	0	0	0	0	0	0	0	0	0
BTEE1P	0	0	0	0	0	3	0	0	0	3	1	2
BTEE1R	0	0	0	0	0	0	0	0	0	0	0	0
BTIT1F	0	0	0	0	0	0	0	0	0	0	0	0
BTIT1P	0	0	0	0	0	3	0	0	0	3	1	2
BTIT1R	0	0	0	0	0	0	0	0	0	0	0	0
BTME1F	0	0	0	0	0	0	0	0	0	0	0	0
BTME1P	0	0	0	0	0	0	0	0	0	3	1	2
BTME1R	0	0	0	0	0	0	0	0	0	0	0	0
BTSF1F	0	0	0	0	0	0	0	0	0	0	0	0
BTSF1P	0	0	0	0	0	0	0	0	0	3	1	2
BTSF1R	0	0	0	0	0	0	0	0	0	0	0	0
* As per the details provided by DoA via email dated 15.10.2024												



Abha Ly
PRINCIPAL
 School of Engineering
 Cochin University of Science and Technology
 Kochi - 682 022, Kerala