



Phone: .0471-2305631  
Fax: +91-471-2307158  
E-mail: [kuregr\\_1@eth.net](mailto:kuregr_1@eth.net),  
[kuregr\\_2@eth.net](mailto:kuregr_2@eth.net)

## UNIVERSITY OF KERALA

No. Ac.B/Admns/2007-08.

Thiruvananthapuram

Dated: 22.06.2007

From

**THE REGISTRAR**

To

**The Principals of all Affiliated Colleges**

Sir,

**Sub: Admission to Degree / PG Degree Courses in affiliated Arts and Science Colleges—2007—2008—reg.**

In the light of the fact that several complaints had been received from parents and students regarding the denial of admissions to deserving candidates, non-adherence to minimum percentage of marks prescribed/subject requirements, non-recognition of the qualifying Examinations/Degrees, admitting students in excess of the sanctioned strength etc., to Degree/PG Courses in affiliated Colleges during the previous academic year, the Principals of all affiliated Colleges are directed to strictly enforce the following instructions while making admission to various Degree/PG Degree Courses during 2007—2008:

1. Students are to be admitted strictly in accordance with the rules and regulations laid down by the University for the purpose, with particular attention to rank list, minimum percentage of marks, subject requirements and recognition of qualifying examination.
2. Rank list of all the applicants for each course should be published on the College notice board and memos issued to all the candidates who are eligible for admission showing their rank.
3. The list of all the candidates who turn up at the College in response to the memos received for admissions should be recorded.
4. Interview cards for the first and second day shall be posted together (by registered post only) well in advance to the date of interview.
5. Only the number of candidates in the merit quota seats be given intimation for admission on the 1<sup>st</sup> day of interview.
6. Quota-wise details of students (Name & Rank No.) admitted on the first day of interview be prepared on the same day and be made available for verification by the University Admission Monitoring Committee.
7. Physical presence of the applicant and the Original Certificates should be insisted upon only if the applicant is the next eligible candidate to be admitted.
8. The applicants with chance interview memos are to be ranked merit wise, specifying then and there another date and time for admission, if and when vacancy arises. For timely intimation to the

applicants, their contact numbers are to be collected. This list has to be maintained in the College and subjected to verification by the University Admission Monitoring Committee.

9. A second list showing the applicants' chance after the first day of admissions is to be published on the College notice board. A copy of the second list of admitted candidates published on the day after the interview of candidates from the second list for the Degree as well as for the PG degree courses shall be exhibited on the College Notice Board with a copy to the University.
10. Memos are to be issued specifying the date on which the candidates have to report for admission to fill up any seat that falls vacant in the event of any admitted candidate leaving the College. This process, if required, has to be repeated till the date of closure of admissions.
11. The fee structure as fixed by the University and Government for each course in the College should be published on the Notice Board prominently at the venue of admissions.
12. All permissible payments made by the admitted students should be properly and specifically receipted. No head such as 'miscellaneous' be used for any kind of remittance made by the students seeking admissions. Violation, if detected, would be sternly dealt with.
13. A hard copy of the rank lists of all the applicants for each course, subject wise should be submitted to the University office immediately after the publication of the rank lists which should also be published on the College notice board.
14. An Affidavit to the effect that the admissions were made absolutely in accordance with the University rules, regulations and that all the students admitted are eligible for admission to the course to which they have been admitted is to be furnished to the University by the Principals of every College, immediately after the admission process is over for each course.

A report containing the above details may be furnished to the Registrar's Office forthwith. The final list of candidates under each category admitted to the various courses (including those in marginal increase of seats) should be prominently displayed on the Notice Board on closure of the admission. A copy of the final list should also be forwarded to the University immediately after the closure of admission as prescribed in the schedule of dates for admission.

It is further made clear that orders and stipulations contained in the Handbook for Admission to the various courses be strictly adhered to.

**The admission of the students made in contravention of the prescribed norms and quota will not be ratified and such candidates, if any, will not be registered for the University Examinations and the University will not be responsible for the legal consequences, if any, in this regard.**

**The Principal alone will be liable for the irregular admissions, if any, made in violation of the norms prescribed by the University.**

Yours faithfully,

**REGISTRAR**