

Instructions to MBA Candidates

DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION FOR ADMISSION

1. Original Certificate/Provisional Certificate/Mark list of the qualifying examination. In the absence of the original degree, a Provisional Certificate issued from the University will be accepted for granting provisional admission. Admission thus granted will be regularized only on submission of the original Degree Certificate.
2. Original Transfer Certificate from the institution last attended. In case such Certificate is not issued from the institution last attended, a Certificate stating this fact duly signed by the competent authority of that institution should be submitted along with the application for admission. If Institutions are not in the practice of issuing TC to their students such students shall be admitted to any programme of study in SDE on the strength of an affidavit attested by a Notary Public/Second Class Judicial Magistrate in lieu of TC along with a letter from the Institution stating that they do not issue TC. Students above the age of 60 years are exempted from submitting TC for admission.
3. University Pay-in-Slip/DD for the required amount of tuition/other fees remitted as stated in the fee statement.
4. Eligibility Certificate shall be obtained from the Registrar, University of Kerala if the Candidate has passed the qualifying examination from outside Kerala University/or from any other Board outside Kerala state shall be produced at the time of admission. This certificate will be issued by the Registrar, on formal application (in the prescribed form which can be downloaded from University website), addressed to him and accompanied by a fee of Rs 2000/- for Foreign Degree/ Diplomas, Rs. 350/- for PG and Professional Degree from outside Kerala, but within India and Rs. 200/- for all other Degree/Diploma. The application should be accompanied by attested copies of the Certificates of all examinations passed by the candidates (right from SSLC) along with the copy of the TC/Course Certificate (in the case of regular students) of the degree for which eligibility is required along with a self addressed stamped envelope.
5. Identity Card with name and address of the applicant duly filled up in capital letters and photograph affixed.
6. True Copy of SSLC
7. Migration Certificate in the case of candidates who have passed the qualifying examination from any University/Board other than Kerala University. Candidates shall also produce the certificate immediately after taking admission to the course.
8. Cancellation Memo from the Controller of Examination relating to Examination/unavailed portion of private registration if any has to be submitted by the candidates who have cancelled part / parts of examinations.
9. Degree Certificate or provisional Certificate, if the candidate has passed any such examination after graduation.
10. **Completed E grantz form from Akshaya Kendra for SC / ST / OEC Candidates.**
11. Caste and Income Certificate, along with copy of Adhar card, Copies of SSLC, and Degree.
12. Duly filled in identity card with photo affixed.

13. DDF receipt

14. List of documents to be submitted by the candidate for E-grantz –SC/ST/OEC community

- The print out of the Online application submitted by the candidate for E-grantz from Akshaya Kendra./ On-line (www.e-grantz.kerala.gov.in)
 - Community certificate from Akshaya Kendra
 - Income certificate from Akshaya Kendra
 - Copy of Aadhar
 - Copy of Bank pass book
 - Copy of SSLC & Plus Two certificate
- Enquiries regarding E-grantz - SC/ST/OEC community

To,

The District Development Officer
SC/ST Development Board
Ayyankali Bhavan, Kanaka Nagar Road, Kowdiyar P. O
Vellayambalam, Thiruvananthapuram
Contact No. 0471-2737205, 206, 202, 0471-2314238

15. E-grantz from Fisheries Department Students eligible for grants from fisheries department has to submit the following documents.

16. List of documents to be submitted by the candidate for Fisheries E-grantz –

- The print out of the Online application submitted by the candidate for Fisheries E-grantz from Akshaya Kendra
- Community certificate from Kerala Matsya Thozhilali Kshema Nidhi Board.
- Copy of Kerala Matsya Thozhilali Kshema Nidhi Board pass book.
- Income certificate from Akshaya Kendra
- Copy of Aadhar
- Copy of Bank pass book
- Copy of SSLC & Plus Two certificate

Enquiries regarding Fisheries E-grantz

To,

The Deputy Director of Fisheries
Matsya Bhavan
Muttathara Road, Kamaleswaram
Near Matsyafed
Trivandrum 695009.
Contact No: 7736635008

Fees Structure

Name of the program	Admission Fee +	Affiliation Fee	Assignment Fee	SLM Fee @ Rs.300 per Course	Lab Fee	Tuition Fee	Ist Semester			2nd Semester	3rd Semester	4th Semester	TOTAL# (For the entire programme)
							QC from Kerala Uty 1+2+3+4	QC from Calicut Uty including Matriculatio	QC from Other Uty , State, board, outside kerala including Matriculatio				
MBA	150 + 250	400	150	2100	Nil	7500	10550	10650	10950	9750	9450	9950	39700* 39800** 40100***

*QC from Kerala Uty **QC from Calicut ***QC from Other Uty # 5% relaxation in total fee for onetime payment

Students have to remit first semester tuition fees as per the above schedule on or before 25.10.2018 and copy of remittance certificate should be submitted at SDE.