

having higher marks in the section " Mathematics" in the Entrance Examination will be given preference. If the tie still persists, the candidate having higher marks in the section " Logical Ability" in the Entrance Examination will be given preference

- f) If any candidate has any complaint regarding the answer keys, the same should be submitted to the Director, LBS Centre for Science and Technology, by e-mail to the E-mail ID ddcc.lbs@kerala.gov.in within 3 working days from the date of publication of answer keys in the website www.lbscentre.kerala.gov.in . Complaints received after the stipulated date will not be considered under any circumstances.
- g) **Publication of Results-** The rank list for admission to the course will be published on the basis of the total marks secured by the candidates above the fixed cut off marks of 5% for the Entrance Examination.

Warning: - Any malpractice or attempt to commit any kind of malpractice in the examination will result in the summary disqualification of the candidate.

11. CENTRALISED ALLOTMENT PROCESS (CAP) AND ONLINE SUBMISSION OF OPTIONS

The Allotment Process will be done through a Single Window System (SWS) of Allotment to give allotments to the various Government/ Aided/ Private Self Financing Colleges/ Self Financing Colleges under Govt. Control based on the options submitted online by the candidates who have been included in the rank list for admission to the MCA Course 2020-21, Kerala. It is a simple and transparent process of allotment to the courses and it gives the candidate opportunity to exercise his/her options for colleges of his/her choice conveniently in the order of his/her preference considering all those available to be chosen from. The allotments will be strictly based on the options exercised, the rank obtained and eligible reservations of the candidate. Candidates should register options only to those colleges, which they are sure to join on allotment. If the candidate fails to remit fee/join the college, he/she will not be eligible for any further allotment to the course.

- 11.1(a) The Single Window System of Admissions for the MCA Course 2020-21 will be done by the Director, LBS Centre for Science and Technology.
- (b) Seats in the Government/ Aided/ Private Self Financing Colleges/ Self Financing Colleges under Govt. Control to be allotted by the Director, LBS Centre for Science and Technology will be included in the SWS and will be done as per the provisions of allotment.
- (c) Candidate to register options: Options can be registered only through the website, www.lbscentre.kerala.gov.in Candidates included in the MCA Course 2020-21 rank list will have to register their options in the 'Home Page' of the candidate through the website within the stipulated period of time. Candidates can access this website and follow the instructions given therein to register their options for colleges. *Options submitted to the Director, LBS Centre for Science and Technology by Fax, Post, Hand Delivery etc., will not be processed or considered on any account for allotment of seats.*

d) Time schedule for registering options: The facility for registering of options will be available only during the period specified in the notifications to be issued by the Director, LBS Centre for Science and Technology. Wide publicity will be given through electronic and print media regarding the schedule and related matters. The facility will be withdrawn once the time period is over *and candidates will not have access to this facility after this time period. A candidate, not registering his/her options as per the time schedule announced, will not be considered for allotments under any of the seats available then, irrespective of his/her rank.* No extension of time will be granted under any circumstances for registering options.

(e) Eligibility for registering options: Only those candidates included in the Rank List published by the Director, LBS Centre for Science and Technology for MCA Course 2020-21 based on the Entrance Examination are eligible to register their options online. Moreover, the candidates registering their options should satisfy all the eligibility conditions with regard to Nativity (Clause 5(a)), Academic qualifications (Clause 5(b)) etc., of the Prospectus for admission to MCA Course 2020-21. Academic eligibility should be satisfied on the date of admission to the Course.

Principal/Head of the Institution will be personally responsible for verification of eligibility conditions as prescribed in the Prospectus, when the candidate reports for admission. Only those candidates who are found to be qualified as prescribed shall be admitted to the college/institution, irrespective of the fact that he/she has an allotment through the SWS.

(f) Essentials for registering options: Candidates should have particulars such as **Application Number** and **Password** which he/she has created.

(g) Procedure for Registering Options: Any candidate, who wishes to register his/her options, should have the **Application Number** and **Password**, readily available with him/her. The candidate must also have access to internet facility. The candidate should follow the procedure given below for registering options:

(i) Accessing the website: The candidate can access the website, www.lbscentre.kerala.gov.in from any computer having internet facility. The platform can be Windows-based or Linux-based and any browser will be sufficient.

(ii) Logging on to the Candidate's Home page: The candidate can log on to his/her home page by entering the credentials (i.e., Application number and Password) correctly.

If the system finds that the one who has requested for 'login' is the genuine candidate, the candidate will be directed to his/her 'Home Page'. If any discrepancy is observed by the system on these credentials, the candidate will not be permitted to proceed further.

(iii) Colleges available for registering options: The list of Colleges for allotments through the SWS will be available in the Home page of the candidate. The 'Option Registration' link when clicked will show all the Government/ Aided/ Private Self Financing Colleges/ Self Financing Colleges under Govt. Control, Total Seats and Course fee applicable to the candidate.

(iv) How to register options in his/her Home Page: By entering the option number for a college, the candidate can type his/her preference numbers for the colleges displayed. Here all the eligible options of the candidate will be displayed and the candidate is expected to enter his/her preference number for a particular college.

- (v) Registering of the Options and saving/revising the Options registered: All eligible options of the candidate will be displayed. The candidate may follow the directions given therein to register the options. The data entered may be saved regularly by clicking the 'Save' button, so that the data already entered is not lost due to unexpected reasons. The candidate should enter only those options in which he/she is interested. Candidates should also note that he/she will be considered for allotment only to those colleges opted by him/her. So, a candidate who has not opted for a college will not be considered for allotment to that college. The registered options will be displayed in the order of preference number under the title "Selected College Preference List". The registered options can be cancelled by entering the number '0' against that particular option to be cancelled and by clicking the 'Update' button. All options registered by the candidate will be processed. If a candidate gets allotted to a particular seat, based on his/her option, he/she is bound to accept it, failing which, he/she will lose that allotment as well as his/her claims for any seat in any college. Such candidates will not be eligible for any further allotment in any college.
- (vi) Viewing and Printing of the Option List based on the options registered: Once the candidate completes the option entry, he/she can view his/her options by clicking on the link provided. **An option list will be generated and the candidate can take a printout of the same and keep it for future reference.** If the candidate wants to change his/her options already registered, he/she may revise the options as desired and ensure that the option list has come as per his/her preference.
- (vii) Logging off from the Home page: Once the candidate is satisfied with the options registered, he/she should 'Log off' the system by clicking on "logout" link. The process of 'Registration of Options' is complete when the candidate logs off. This action is compulsory for preventing the misuse of his/her Home Page by others.
- (viii) Rearranging option priority: A candidate may change his/her option priority any number of times within the time schedule permitted. The priority of options registered at the time of closing of the facility for registering options alone will be considered for processing.

11.2 Processing of Options and Allotment: After the period earmarked for registering options, they will be processed and the allotment for all colleges will be published on the website, "www.lbscentre.kerala.gov.in", on the date notified by the Director, LBS Centre for Science and Technology. The allotment memo, the printout of which can be taken from the website, will show the college to which the candidate is allotted and the fee to be remitted. The schedule of allotment will be notified separately.

11.3 Remittance of Fee: Those who have obtained an allotment should take the print of the allotment memo from the LBS Centre web site (www.lbscentre.kerala.gov.in) and remit Rs.10,000/- (part of the tuition fee) either through online or by direct payment at the prescribed bank. After the candidate remits the fee, a fee receipt will be generated online by the system or issued by bank in the case of direct payment. The receipt is to be produced at the college at the time of admission. Those candidates who do not remit the fee on or before the date prescribed for the same will lose their allotment as well as the eligibility for further allotments. Candidates who have not received any allotment in the first allotment and who have received an allotment in any

subsequent allotment will have to remit the prescribed fee as above for the course allotted.

11.4 Admission to the Course: Candidates allotted to courses, and who have remitted the fees as prescribed, should take admission in the allotted college as per the schedule published by the Director, LBS Centre for Science and Technology. Candidates who do not take admission will lose their allotment as well as their further claims in the Central Allotment Process (CAP).

11.5 Cancellation of options/alteration of priority of options after each allotment:

- a. Candidates who remit the fees as per each allotment within the prescribed time limit will have the facility to cancel/alter the priority of their higher order options in the list of options registered by them before the next allotment. This facility will be activated in the 'Home Page' of the candidates on the dates notified.
- b. After each allotment, the options below the 'allotted one' of the candidate will automatically be removed from the option list of the candidate. For example, if a candidate had registered 10 options in all, and if he/she is allotted his/her 8th option, options 9 and 10 will be removed from the option list. Since the 8th option is the allotted one, it will not be seen in the option list. Options from 1 to 7 only will remain valid and will be considered for future allotments.
- c. If a candidate is satisfied with an allotment and does not want to be considered against his remaining options, he/she will have the facility to cancel all the remaining options or specific options among the remaining options as per his/her desire. The candidate will also have the facility to alter the priority of the remaining options. But the candidate will not be permitted to register any fresh option to the existing ones.
- d. The facility for cancellation/deletion/alteration will be available as notified, after which the facility will be withdrawn. A candidate retaining all or any of the options after each allotment is bound to accept the next allotment, if any, given to him/her. If the candidate fails to accept the allotment, he/she will lose all the allotments/admission and will not be considered for any further allotments in the Central Allotment Process(CAP).

11.6 Further Allotments: Details regarding further allotments will be notified by the Director, LBS Centre for Science and Technology.

11.7 Post Allotment Activities:

- (a) **Reporting at the College:** Candidates who get allotment will have to report to the Principal/Head of the Institution concerned for admission on the dates notified with the required documents.

<p>The candidate is specifically instructed NOT to inform his/her PASSWORD to the institutions concerned.</p>

DOCUMENTS (IN ORIGINAL) TO BE PRODUCED AT THE TIME OF ADMISSION

- a) Admit Card of the Entrance Examination.
- b) Allotment Memo.
- c) SSLC or any relevant school records to prove date of birth.
- d) Originals of Degree Certificate and Mark list of all parts of the qualifying exam.
- e) Originals of Certificates, the copies of which are enclosed with the print out of application form.
- f) Transfer certificate and conduct certificate from the institution where the candidate studied last.
- g) Two copies of passport size photograph of the candidate.
- h) Candidates who passed their qualifying examination from Universities/Boards outside the State shall produce "Eligibility Certificate / Equivalency Certificate" from any of the Universities in Kerala.
- i) Applicant who is employed or a trainee in Government service, Scheduled Bank etc. should produce, at the time of interview, a relieving order and a certificate of good conduct from the Head of the office where the applicant is employed.
- j) The student who qualifies from other universities should produce migration certificate at the time of admission.

Note: All certificates as listed above must be produced for verification at the time of admission. Candidates will not be given any chance to produce the original documents/certificates asked for, on a subsequent occasion.

- (b) **Verification of Documents:** The Principal/Head of the College or Institution shall be personally responsible for verification and satisfaction of the correctness of the records produced by the candidate at the time of seeking admission in the college/institution. The Universities concerned shall also verify the records produced by the candidates securing admission in the colleges/institutions coming under them by deputing special teams and submit report to Government within 10 days from the last date fixed for final allotment of seats.
- (c) **Failure to Report for Admission:** Candidates who do not pay the tuition fee or do not take admission on the prescribed date will lose their allotment. They will not be considered for any further allotments in the Central Allotment Process(CAP).
- (d) **Cancellation of Higher Options after joining a College:** Candidates who join the college on the dates specified can cancel their remaining options fully or partially or change the priority of their remaining options before the dates prescribed. A candidate not interested in any further allotments, must cancel all the remaining options before the specified date failing which, the options will remain live and will be considered for further allotments. In this case the candidate will be bound to accept allotment in the higher options.
- (e) **Admission/Allotment of seats is governed by a statewide principle of selection.** Accordingly, the total seats available in all the Institutions will be distributed statewide for the different categories by applying mandatory reservation principle as mentioned in Clause 6 (B). While doing selection as per the statewide break up of seats, an institution wise break up of seats for the various categories following the principle of reservation, will also be maintained for the allotment of seats for the course in each college.

- (f) **Selection / Allotment of College:** Selection/Allotment of a candidate to any college will be based on the rank of the candidate and the availability of seats, at that point of time when the candidate files option. The procedure adopted for admission will be as per the selection principle approved in G.O. (MS) No.122/98/HEdn dated 7-10-1998. According to the G.O., “candidates of the reserved category who will otherwise come in the open merit list will be allotted to the college of his choice provided he would have been eligible for allotment to that college if he was treated as candidate coming under reservation quota. While a reserved category candidate entitled to admission on the basis of his merit will have the option of taking admission to the colleges where a specified number of seats have been kept reserved for reserved category, when computing the percentage of reservation he will be deemed to have been admitted as an open category candidate and not as a reserved category candidate”.
- i. The allotment to colleges will be as per the break-up of seats for the course in each college. But on applying the principle of selection mentioned above, the break-up of seats for allotment in certain colleges are likely to change.
 - ii. Allotment of Government seats in all Self financing Colleges will be done college/institution wise in accordance with the reservation policy of the Government.
 - iii. Allotment memo will be issued to the selected candidates in the Centralised Allotment Process. It is obligatory for the candidates to report to the College to which he/she is selected. Candidates should report for admission to the college with their parents/guardians. No extension of time for reporting to the college will be granted under any circumstances. Failure to appear before the Principal concerned for joining the course on the notified date and time will result in the forfeiture of his/her admission to the course and he/she will not be considered for any vacancies arising in future.
 - iv. Vacancies arising after the first round of allotment of seats will be filled up according to the rank and options submitted by the candidates and observing the reservation rules on the basis of the priority given in the option form. There will be no mutual transfer between the candidates from one college to another.
- (g) If a candidate who got admission in any Allotment of any phase under CAP conducted by the Director, LBS Centre for Science and Technology, discontinues the course by taking TC to join another college or course which is not the part of CAP or for any other reasons not related to CAP, such candidate will not be considered for further allotment Process in the CAP.
- (h) No allotment of seats to the 1st year of the Course will be made after the last date of closing of admission even if vacancy / vacancies arise thereafter.
- (i) Weeding out Rule: The records of the MCA Entrance Examinations will be preserved upto 31st December of the year of conduct of Entrance Examination.

12. ADMISSIONS

Admission to the college will be made by the Principals of the Colleges after