



CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES
School of Medical Education, Gandhinagar, Kottayam 686008
Phone: 0481-2598790

All candidates allotted through CEE and LBS are directed to report to the centralized admission cell at School of Medical Education (Main center), Gandhinagar, Kottayam.

Candidates shall report well in advance and not wait till the last minute for taking admission. They shall also make appointment and report at the allotted time. As per Government instruction CANDIDATE ONLY shall be permitted to enter the college campus and admission hall. All required certificates should be submitted at the time of admission. Candidates are requested to **READ THE INSTRUCTIONS CAREFULLY.**

The candidate is directed to produce the following documents IN ORIGINAL at the time of counselling

1. One stamp size photo of the candidate.
2. Print out of allotment memo issued by CEE/LBS.
3. **Transfer felicitation slip** for CEE candidates who are transferred from other college.
4. **Score card.**
5. **Receipt of fee paid at CEE/LBS.**
6. Secondary School Leaving Certificate (SSLC) to prove Age and Date of Birth.
7. Certificate and all mark lists (**Plus Two**) of the qualifying Examination.
8. Migration certificate
9. **Transfer certificate and Conduct certificate** from the institution where the candidate last studied.
10. **Caste Certificate** in the case of candidates claiming communal reservation for **SC/ST** issued within one year by the Village Officer/Thahasildar concerned.
11. **Caste, Income, and Non-creamy layer certificate** from the competent authority in the case of candidates belonging to OBH, OBX, Kudumbi, Dheevera, Kusava communities and Non-creamy layer certificate in the case of Viswakarma, Muslim, Ezhava/Thiyya, LC/Anglo Indian communities issued within six months by Thahasildar/Village officer.
12. **“Income and Assets Certificate to be produced by Economically Weaker Section (EWSs) in General Category”** issued by Thahasildar/Village officer should be produced by the candidates claiming Reservation under Economically Weaker Section category.
13. Original **Discharge Certificate** issued from the competent authority and certificate form **Zilla Sainik Welfare Board** in the case of candidates claiming reservation under **Ex-servicemen Quota.**
14. Original NSS/NCC certificate, if applicable. (**NCC ‘B’ Certificate**)
15. **Medical Fitness Certificate** from a Medical Officer not below the rank of a civil surgeon.

16. Certificate issued by Principal/Head of the Institution where the candidate last attended showing whether the candidate has availed fee concession during the academic year, in the case of candidates belonging to SC/ST/OEC category.
17. Any other certificate not mentioned above but is relevant for admission to the course applied for.

- ☞ **The selected candidate has to remit the first installment of Tuition Fee and other fees (first half year tuition fee + special fee+ caution deposit) as detailed in the admission prospectus 2020-21 (available at www.cpas.ac.in) or as decided by LBS/CEE on the same day of admission itself, through SB collect link available in the website, failing which their chances for admission will be lost.**
- ☞ **Candidates are requested to keep enough attested copies of their certificates for their own future use. Originals once submitted to the institution will be returned only on completion or discontinuation of the course/Programme.**
- ☞ **IMPORTANT: All information regarding admission process should be clarified with the College Admission Cell only. Institution will not be responsible for any fake information received from any other sources.**

Sd/-
DIRECTOR

Special instructions to candidates and parents regarding Covid 19 Protocol.

1. As part of Covid 19 protocol candidates shall fill a **Self-declaration form** as per the format provided in the website/next page.
2. **Only candidates** are allowed to enter the campus and admission hall.
3. **Crowding in front of the gate shall not be permitted.**
4. Candidates should **always wear mask and gloves** inside the admission counselling hall and campus premises.
5. While you are in campus always **maintain social distancing** and use **hand sanitizer/ wash your hands** at regular intervals.
6. If you are in a containment zone, provide government order declaring that your **locality is a containment area.**
7. All candidates and parents must **abide by Covid protocols** stipulated by state and central governments.
8. If you are a Covid positive person/ in observation, please inform us via mail smeadmission2018@gmail.com, before the allotted admission date and time. Certificate from the competent authority shall be produced.
9. Candidate shall be responsible for obtaining permission from CEE/LBS for late joining, if any, after the stipulated date and time, due to the above mentioned reason. CPAS will not be responsible for any such delays.

Sd/-
DIRECTOR

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Center for Professional and Advanced Studies (CPAS), Kottayam

Self-Declaration Form to be submitted by the candidate at the time of admission counselling

Applicant name:

Application number:

Date of Admission counselling:

Time:

1. In the last 14 days I did not have flu like symptoms such as fever, cough, sore throat, breathlessness, runny nose, body ache. Yes/No
If No, specify:
2. I have not been in contact with a confirmed case of Covid 19 (less than 1meter distance for more than 15 minutes) over the past 14 days. Yes/No
If No, specify:
3. I have not been in close contact with a person suffering from Covid 19 and I am NOT under mandatory quarantine over the past 14 days. Yes/No
If No, specify:
4. I do not have a travel history for the past 14 days out of the state/abroad/containment zone. Yes/No
If No, specify:

I, do hereby declare that the details given above are correct to the best of my knowledge. If the information provided above is found wrong at any time, I am liable to face any disciplinary/legal action by the institution. I have read the instructions, guidelines, and relevant order of Govt. of India and Govt. of Kerala pertaining to Covid 19 pandemic. I have also read the instructions, prospectus, and notices available in the website www.cpas.ac.in.

Name and Signature:

1. Candidate:

2. Parent: