Govt. Victoria College Palakkad
UG Admission 2023
<u>Admission Process (for students)</u>

Step 1: **Necttos app installation** from play store

Step 2: **Update** Necttos app

Step 3: Report to the concerned department for **user creation**

Step 4: **Login** to Necttos using mobile number and OTP verification

Step 5: Complete all mandatory fields (**Profile filling**)

Step 6: Once profile filling is completed, wait for call from the department

Step 7: On call, accept the call and report to the department with **all necessary documents (documents list in page 2)** for **department verification**

Step 8: Once department verification is competed, a **token** will be generated for Nodal Officer verification

Step 9: **Report at the Nodal desk** and wait for the call from nodal desk

Step 10: On call, accept the call and report to Nodal desk for **Nodal verification**.

Following verification are to be completed to confirm admission

PTA verification (PTA fee collection)

Principal verification

Office verification

Admission verification (College fee collection and admission number generation)

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Documents to be produced

1. Admit card/Allotment card (for temporary admission)

2. Print out of application

3. Mandatory fee Receipt

4. Age proof (SSLC)

5. Qualifying certificate (Higher Secondary)

6. Transfer Certificate (TC) from institution last studied

7. Conduct Certificate (CC)

8. Candidates who claim bonus/weightage marks shall produce relevant certificates (Bonus marks and item list in page 3)

For community quota

9. Any one of the following

   1. OBC - Community certificate, Non-Creamy Layer certificate and Nativity Certificate, Income certificate (For e-grants)
   (OBC communities - MU, ETB, LC, OBX, OBH)
   (List of communities given in Prospectus - Appendix II)

   2. SC/ST - Community certificate and Nativity Certificate
   (List of communities given in Prospectus - Appendix III and IV)

   3. EWS certificate

   4. TLM certificate

   5. PwD certificate

Validity of the above documents and certificate issuing authority given in page 4

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Bonus marks

S. No	Item	Bonus weightage marks
1	First place/A grade in Kerala State Higher Secondary/ Vocational Higher Secondary Arts Festival	10
2	Widows and Children of Ex-servicemen/ BSF, personnel killed or disabled in action	15
3.1	NSS (Higher Secondary/+2 level) NSS certificate signed by the Director and issued by the Directorate of NSS	15
3.2	NCC (Higher secondary/ +2 level) Certificate signed by Director and issued by Directorate of NCC	15
	NCC A, B, C certificate	3, 5, 10
3.3	SPC (higher secondary/+2 level)	15
3.4	Recipients of Rajya puraskar/ Nanma Mudra Certificate (higher secondary/+2 level) in scout, guide, rover and ranger	15

For S.No 3, benefit of bonus marks for the purpose of admission can be availed only under any one category from 3.1 to 3.4.

NCC A, B, C certificate marks are in addition to 15 marks for NCC (if any)

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Validity of certificates and issuing authority

Certificate	Validity	Issuing Authority
TC		From previously studied institution
CC	6 months	From previously studied institution/Gazetted officer
Community Certificate OBC (ETB, MU, LC, OBX, OBH) (List of OBC in Appendix II)	3 years	Village Officer/Tahsildar
Community Certificate SC/ST (List of SC and ST in Appendix III and IV respectively)	3 years	Tahsildar
Community Certificate OEC (List of OEC in Appendix V)	3 years	Village Officer/Tahsildar
Non-Creamy Layer Certificate For OBC only (ETB, MU, LC, OBX, OBH)	1 year	Village Officer/Tahsildar
Nativity Certificate (For community quota)	Life long	Village Officer/Tahsildar
EWS (Income and Assets Certificate with 4 lakhs or below) Format given in Appendix VII	1 year	Village Officer/Tahsildar
EWS (Anthyodaya Annayojana (AAY) or Priority House Holds (PHH) Certificate) Format given in Appendix VIII	1 year	Village Officer/Tahsildar
PwD The category of disabilities should be clearly specified in the certificate (List of PwD categories in Appendix IX)		Issued by the district medical board or competent authorities stating that the disability is 40% or above
Lakshadweep Quota		Recommended by Director of Education, Union Territory of Lakshadweep
TLM	1 year	Village officer/Tahsildar