

APPENDIX 'G'

'Important Instructions to Associate Dean / Principal'

- (1) The original documents regarding candidate's Category, Marks, Transfer Certificate / Leaving certificate / Transference Certificate etc. shall be checked thoroughly by ensuring last date of admission strictly.
- (2) (a) If all the original documents are found to be correct, the name of the candidate shall be registered for admission.
(b) Communicate the name of the candidate whose admission is confirmed to KTPL through 'College log in'.
(c) **The fees shall not be collected from the eligible Candidates whose fees is to be refunded by the Government.**
- (3) Only the Associate Dean/Principal of the Constitutional / Government aided Colleges/Institute or his authorised officer is empowered to operate the process of refusal of admission.
- (4) If the candidate desires to cancel his admission after registration the procedure mentioned in the prospectus at point No. 4.14 shall be adopted and immediately upload the information regarding cancellation of admission through college 'log in' and by e-mail to the KTPL.
- (5) If the candidates fails to produce/submit required document(s) at the time of admission then the Associate Dean/Principal shall reject his/her admission and mention the ground for rejection of admission by using log-in ID and password.
- (6) The Associate Dean/Principal has to update the information regarding admission/rejection and cancellation of the candidate(s) upto a period of continuously five months from the commencement of first round of admission by using log-in ID and password.
- (7) If the candidate is hospitalized and cant move to attend the allotted college to take admission/refuse, personally during the scheduled time period. In such case if the authorised person produced allotment letter of that candidate, medical certificate along with all the necessary original documents, fees and authority letter at the time of admission/refusal. This condition will be also applicable if candidate is admitted in hospital during the spot round.
- (8) The student desires to donate his/her body parts after his/her death and if body parts donation form is given in **Appendix 'L'**. College has to mention "Donor of Body Parts" on his/her ID Card.