

**SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, KARUKUTTY**  
**M.C.A. ADMISSION MERIT QUOTA (2025-26) – SC/ST/OEC**

**(A) *Original documents to be furnished for verification at the time of admission.***

- 10<sup>th</sup> Mark List
- 12<sup>th</sup> Mark List
- Degree Mark lists of all semesters/years and Degree/Provisional Certificate
- Transfer Certificate, Conduct Certificate
- Admit card of Entrance Examination (LBS)
- Allotment Memo, LBS Score Card
- Tuition Fee payment receipt from LBS center
- Physical fitness certificate, Migration Certificate
- Three copies of 10<sup>th</sup> ,12<sup>th</sup> , Degree mark lists and Provisional/Degree Certificates
- Three passport size photographs
- Aadhar card copy
- Caste and Income Certificates (In the case of SC/ST/OEC/OBH candidates only)
- Nativity Certificate, Valid Non Creamy Layer certificate -for communal reservation seat
- PD Quota- Certificate from Medical Board
- EWS quota- Only for forward community having income not above 4 lakh or should produce AAY/PHH certificate.
- Fee concession to children of Fishermen- certificate from Fisheries Officer concerned of Kerala Fishermen Welfare Fund Board.
- Fee concession to inmates of Sri Chitra Home, Nirbhaya Home & Juvenile Home- certificate from Director, Women and Child development
- 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.
- 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.

**(B) *Details of fees to be remitted at the time of Enrolment at the college.***

➤ Caution deposit (Refundable)	- Rs.10,000/-*	} <b>Rs. 16,560/-</b>
➤ Admission Fee	- Rs. 100/-	
➤ Prospectus	- Rs. 300/-	
➤ Identity card	- Rs. 500/-	
➤ P.T.A.	- Rs. 2,000/-	
➤ KTU Administration fee	- Rs. 1,050/-**	
➤ KTU Student Affiliation fee	- Rs. 1,050/-**	
➤ KTU Sports &Arts fee	- Rs. 1060/-**	
➤ Alumni Fee	- Rs. 500/- **	

\*\* Any increase in these fees introduced by APJAKTU will require students to pay the difference as and when required

(C) **Hostel accommodation (available for Boys & Girls)**

Those requiring hostel accommodations have to fill up the application form and remit the following fees.

➤ Hostel caution deposit (Refundable)	-	Rs. 5,000/-*	} <b>Rs. 11,255/-</b>
➤ Advance Hostel Rent for six months (Rs. 2000/- per month x 6 Months)	-	Rs. 2,000/-	
➤ One month advance towards mess fee	-	Rs. 4255/-	

**Note: On vacating the hostel, student should take hostel clearance from warden and vacate the room on the same day itself.**

(D) **Transportation.**

Those requiring transport facility by College bus have to fill up the form and remit the fee for six months. Transport facility will be available from Aroor, Vyttila, Thoppumpady, Valanjambalam, GCDA, Palarivattom, High court Junction, Poothotta-Thripunithura (Seaport Airport road), Vaduthala, Njarackal-Paravur, Paravur- Keetholi, Kodungallur, Moonnupeedika- Irinjalakuda, Pukkattupady, Kakkannad Bus Stand, Muvattupuzha, Perumbavoor, and Thrissur to College and back.

**Note: On cancelling the bus facility, student should return the bus pass along with cancellation letter to principal**

**Beneficiary Details**

- Account Name : SCMS School of Engineering and Technology
- Account Number : 345801010030000
- IFS Code : UBIN0558885
- Name of the bank : Union Bank of India
- Name of Branch : Palissery

Can also be paid as cash at the bank extension counter.

**For any queries contact: 7034780072, 0484 2628000**

**Refund procedure**

Refund to students who shift from our college to other colleges under government allotment will be issued through account transfer to Student's/Parent's Account.

**Contact Nos.:** Office : 0484 – 2882900, 0484-2450330 E.mail: [sset@scmsgroup.org](mailto:sset@scmsgroup.org)

**Principal :** 0484 – 2882901 (O), 9497775295 (Mobile), E-mail: [principalsset@scmsgroup.org](mailto:principalsset@scmsgroup.org)

**NOTE**

1) Students are instructed to keep sufficient copies of their 10th, 12th Degree Mark List & LBS Grade Card for future requirements.

2) Enrolled students are advised to open a bank account in Union Bank of India, SSET College Branch at the time of admission for all future online transactions. Fee payments will be permitted only through online transactions. \* \*

\*Caution Deposit will be refunded only when the student passes out of the college or withdraws from the college in between and a Transfer Certificate is applied for. The Original Caution Deposit receipt must be presented at the time of refund. In case the receipt is lost an affidavit should be submitted for getting the refund. The same will not bear any interest and will be refunded after deduction for damages/loss or dues if any.

*Signature*  
27/2/25