

No.B3 – 449/2024(B.Tech)

03/09/2024

Sub:- Mar Athanasius College of Engineering, Kothamangalam – CEE – KEAM 2024 Third Phase Allotment of B.Tech Joining of Candidate – Procedures – Reg:-

Ref:- No.CEE/152/2024-TA1 Dated 29/08/2024 from the Commissioner of Entrance Examinations

For completing the admission process, you have to register in the Campus Management Portal of the College (<https://mace.etlab.in/registration>). After registration, you have to report to the college office with your parents on the dates prescribed below. While reporting to the college, you need to produce the original documents listed below and remit the fee mentioned.

Students should collect all documents in original from the college they had already been admitted to before reporting to Mar Athanasius College of Engineering.

Sl.NO	Course Code	Course Discipline	Schedule to take Admission	
			Date	Time
1	CS	Computer Science & Engineering	06/09/2024 & 07/09/2024	8.30 am To 3.30 pm
2	EC	Electronics & Communication Engineering		
3	EE	Electrical & Electronics Engineering		
4	ME	Mechanical Engineering		
5	CE	Civil Engineering		
6	AH	Artificial Intelligence and Machine Learning		
7	CO	Computer Science & Engineering (Data Science)		

Procedure for Registration:

Register online at <https://mace.etlab.in/registration>, fill all the relevant information and upload the soft copies of required documents. **(Documents should be scanned using document scanner. Photographs of the documents are not permitted).** Complete the registration process before coming to the college, which will help you to complete the admission process faster. Also please remember the Reference number of registration for future use.

You have to report to the IT centre first for initiating the admission procedure. The admission process flow diagram is attached for your reference.

Students are directed to produce the following documents in original

- **Allotment Memo 2024 Third Phase Allotment of Engineering issued by the CEE.**
- **10th Certificate** for verifying Name, Address & Date of Birth. If the Date of Birth is not included in the 10th Certificate, produce another Document like Birth Certificate, etc.
- **Admit Card** of Entrance Examination 2024.
- **Data Sheet** of KEAM 2024.
- **Original Mark list** of Qualifying Exam. Higher Secondary or Equivalent. (Pass Certificate, if issued) - 45% marks (Mathematics, Physics, Chemistry or Computer Science, Biotechnology, Biology)
- **Transfer Certificate** from the Institution last attended.
- **Conduct Certificate** (issued after 1st April 2024).
- **Eligibility Certificate** from any University in Kerala, in the case of candidates who have passed a qualifying examination other than Higher Secondary Examination/Vocational Higher Secondary Examination conducted by the Government of Kerala or the examination conducted by CBSE and CISCE.
- **Migration Certificate**, if Applicable.
- **Physical Fitness Certificate** in the relevant format given in Annexure XVII(b) of the Prospectus 2024.
- **Receipt of Fee** remitted.
- **Passport-size photograph** of the candidate – 1 No.
- **Other Fees** for Rs.17275/- for General Merit and Rs.12950/- for SC/ST/OEC approximately (collection through Card/UPI only).

Students who got admission under any reservation category such as SEBC, SC/ST, OEC, Fisherman Children, Physically Disabled etc. are also informed to produce the originals of certificates in addition to the above uploaded in the KEAM portal, proving their respective reservation category at the time of admission.

- **SEBC communal reservation** - Valid Non-Creamy Layer certificate for state Government Education purpose obtained from the Village Officer in the prescribed proforma Annexure XXVII - belonging to Ezhava (EZ), Muslim (MU), Other Backward Hindus (BH), Latin Catholic & Anglo Indians (LC), Dhevara and related communities (DV), Viswakarma and related communities (VK), Kusavan and related communities (KN), Other Backward Christian (BX) and Kudumbi communities (KU).
- **SC/ST reservation** - Valid Community Certificate from Tahsildar (Format is given in Annexure XXIX).
- **OEC category** – certificate to prove community - Valid Non-Creamy Layer certificate for state Government Education purpose obtained from the Village Officer in the prescribed proforma Annexure XXVII. Fee concession – certificate to prove community and Income certificate (up to Rs.6 lakhs) is required from the Village Officer (below One year).
- 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.
- **PD Quota** – Certificate from Medical Board.

Students are directed to provide their, Student - Mobile Number, Email ID, and Aadhaar No. and Bank A/c. No. to the college at the time of admission.

PRINCIPAL