

## KEAM 2019 – MBBS

### Stray Vacancy Filling at Institution Level

#### GUIDELINES

*Eligible candidates should report before the concerned college authority with all the documents including TC in original, and the fee should be paid to the college before the end of reporting period. Reporting Period: 17-08-2019 to 18-08-2019, 3 PM.*

#### **A. Determining the list of candidates to be considered (to be done by the CEE office)**

1. For each category having vacant seats at this stage, a cut-off kerala state medical rank should be fixed for this stray vacancy filling phase. The cut-off ranks are fixed in such a way that the number of candidates satisfying the following conditions constitute ten times the vacant seats in the respective categories:
  - a. The Kerala state medical rank of the candidate should be within the cut-off rank.
  - b. The candidate is not presently admitted in a medical college for MBBS course.
  - c. The candidate should have registered for the Mop-Up counselling conducted on 07-08-2019.
  - d. The candidates should have opted the concerned college in KEAM2019 CAP.
2. All the candidates within the cut-off rank fixed as above and not currently admitted in a medical college for MBBS course are eligible to be considered in the stray vacancy filling phase.

#### **B. Guidelines for Allotment ( to be followed by the colleges and candidates)**

1. Stray vacancy filling **should not be on First-Come, First-Served basis.**
2. Eligible candidates can report before the concerned college authority with all the required documents in original including Transfer Certificate. All the documents listed in the prospectus, as the documents to be submitted to the college authority for taking admission, should be submitted to the concerned college authority before the end of the reporting period. The fees should also be paid to the college before the end of the reporting period. The reporting period for this particular stray vacancy filling phase is 3 PM on 18-08-2019. However, if the candidate and the college agree to employ a particular mode of banking facility for fee payment which closes before the end of the normal reporting time, such closing time of the banking facility will be the deadline as far as fee payment is concerned.
3. No actual seat allocation should be done before the end of reporting period, and the admission finalization should be done in rank order only, from the candidates reported before the college authority satisfying the conditions in the previous Para. Admission finalization should be done only **after the reporting period ends**. Fee collected from candidates who are not finally admitted should be promptly refunded.
4. Admission to any category seats should be made from the candidates belonging to the respective categories only. However, in the event of not enough candidates reporting

even after the first half of the reporting period elapses, the college authority should report the same to the CEE office and subsequently the CEE will lower the cut-off ranks for the respective categories, adequately. For this particular stray vacancy filling it can be taken that the first half of the reporting period ends at 1 PM on 17-08-2019. The lowering of the cut-off ranks, does not in any way prohibit the eligible candidates as per the initial cut-off, from reporting before the college authority after the lowering of the cut-off ranks, as long as such candidates report before the college authority before the closing of the reporting period, which is 3 PM on 18-08-2019. That is, for all the eligible candidates, the reporting period will end at 3 PM on 18-08-2019 irrespective of whether the cut-off ranks are lowered or not.

5. College authorities should verify the Kerala State Medical rank as well as the category status of the candidates using the KEAM 2019 data sheet to be brought by the candidates.
6. The colleges should forward the following lists to the CEE on 19-08-2019:
  - (i) The list of candidates who have reported before the college authority.
  - (ii) The list of rejected candidates, if any, with the reason(s) for rejection.
  - (iii) The list of candidates finally admitted.

The lists should include KEAM 2019 roll number, Kerala state medical rank, admitted category, if applicable, reporting time, and the name of the candidate.

**16-08-2019**

**COMMISSIONER FOR ENTRANCE EXAMINATIONS**