Govt. Victoria College Palakkad
FYUGP Admissions 2024
Admission Process (for students)

Step 1: Online application submission by following below links

www.necttos.com/college-admissions/gvc/ug (For UG)

www.necttos.com/college-admissions/gvc/pg (For PG)

(Online application submission includes registration, uploading documents and application and id card fee payment of Rs. 280 (non-refundable)

Step 2: Report to concerned department with **all necessary documents**

(documents list in page 2)

Step 3: **Install** Necttos app from play store

Step 4: **Update** Necttos app

Step 5: **Login** to Necttos using mobile number and OTP verification

Step 6: Verification of documents by Head of the Department

Step 7: **Report at the Nodal desk** and wait for the call from nodal desk

Step 8: On call, accept the call and report to Nodal desk for **Nodal verification**.

Following verifications are to be completed to confirm admission

Step 9: **PTA verification** (PTA fee collection)

Step 10: **Principal verification**

Step 11: **Office verification**

Step 12: **Admission verification** (Govt. fee collection)

Govt. Victoria College Palakkad
FYUGP Admissions 2024
Documents to be produced

A. For open merit

1. Admit card (2 copies)
2. Print out of application (2 copies)
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)
9. Anti-dowry undertaking (To be maintained at the department)
10. Anti-ragging undertaking (To be maintained at the department)

B. For reservation category

11. Any one of the following
    1. OBC - Non-Creamy Layer certificate
       (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

C. For over and above seats (TLM, PwD, SP, SSQ and LWDP)

1. Documents mentioned for open merit category, **admit card not mandatory** (Refer section A)
2. **Any one of the below documents**
2.1. TLM certificate
2.2. PwD certificate
2.3. SP (Sports) – Sports certificate recommended by Department of Physical Education HoD
2.4. SSQ (Sports) – Copy of recommendation letter from University, sports certificate recommended by Department of Physical Education HoD
2.5. Recommendation letter from Director of Education, Union Territory of Lakshadweep

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/ Widows and Children of 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
Income certificate/Non-Creamy Layer certificate - For OBC only (ETB, MU, LC, OBX, OBH)	1 year	Village Officer/Tahsildar
Nativity Certificate – for all 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