

Date: 21st July 2018

MODEL ENGINEERING COLLEGE THRIKKAKARA

B.Tech Admission 2018-19

Students who have taken admission as per KEAM allotment and having changes as per the latest allotment are directed to follow the following procedure:

1. Those who have **institution change** due to higher options OR decided to cancel their admission in this institution can apply for Transfer Certificate and release of other documents and fee remitted at college by accessing the link <http://welcome.mec.ac.in/tc>. They are instructed to submit the duly signed printouts along with attachments as requested therein.
2. Those who have **branch change OR admission category change** within the institution shall submit the new allotment memo along with the earlier Admission slip to complete the procedure.
3. Those who have changed to Allotment under Reservation category within the institution itself shall submit the new Allotment Memo along with earlier Admission slip and the copy of documents like community certificate, Income certificate and Non-creamy layer certificate in the prescribed format (*whichever is applicable*).
4. Candidates newly allotted to this institution as per KEAM 3rd phase allotment are directed to report on 23rd and 24th July along with their parents for completing the admission formalities. For requisites please see http://www.mec.ac.in/mec/news_and_events/btech-2018-requisites.pdf and http://www.mec.ac.in/mec/news_and_events/keam-physical-fitness-format-2018.pdf

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