



GOVERNMENT OF KERALA

POLYTECHNIC COLLEGE ADMISSION - 2017-18

PROSPECTUS

DIRECTORATE OF TECHNICAL EDUCATION

PADMAVILASOM ROAD,FORT PO,THIRUVANANTHAPURAM

Website:www.polyadmission.org

IMPORTANT DATES

Sl. No.	Activity	Date
1	Online Submission of Application begins	15-05-2017
2	Online Submission of Application ends	29-05-2017
3	Last date for Registration of applications at Polytechnic Colleges.	31-05-2017, 4 PM
4	Publication of Provisional Rank list & Trial Allotment	07-06-2017
5	Last date for Appeal & Submitting Revised Options	12-06-2017
6	Publication of Final Rank List & First allotment list	15-06-2017
7	Last Date of Reporting/Joining based on First allotment list	20-06-2017, 4 pm
8	Publication of Second allotment list	24-06-2017
9	Last Date of Reporting/Joining based on Second allotment list	28-06-2017, 4 pm
10	Publication of Third allotment list	01-07-2017
11	Last Date of Reporting/Joining based on Third allotment list	05-07-2017, 4 pm
12	Publication of Fourth allotment list	10-07-2017
13	Last Date of Admission based on Fourth allotment list	13-07-2017, 4 pm
14	Classes for I st Semester Begins on	17-07-2017
15	Admission Closes on	31-07-2017

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XIV	Form of Certificate from Village Officer for claiming reservation under Orphan (OR) quota
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1. INTRODUCTION

Prospectus for the admission to the Diploma Courses 2017-18, which has been approved by the Government of Kerala, is published herewith. It contains general information and rules related to the admission and other connected matters. Candidates are required to go through the prospectus carefully and acquaint themselves with all the relevant information relating to the admission. The Prospectus issued in earlier years is not valid for the year 2017-18.

The prospectus sets out the rules and regulations for the selection and admission for the Six Semester Diploma Programmes conducted by various Polytechnic Colleges under the Department of Technical Education within the state of Kerala. Admissions to these Programmes are regulated on the basis of merit as assessed by giving weightage to the marks/grades obtained in the qualifying examination.

This Prospectus is subject to modification/ addition/ deletion as may be deemed necessary by the Government.

The selection of candidates to Polytechnic colleges will be done state wise and the submission of applications will be “Online” (See Clause 8).

Separate application shall be submitted remitting fee in each case for the following categories

- i) Application for regular seats in Government/ Government Aided Programmes/ Government seats in Self Financing Programmes/ Special batch of Hearing Impaired (HI)**
- ii) Application for the management seats under Aided programmes to be submitted at respective Polytechnics**
- iii) Applications under NCC quota**
- iv) Applications under Sports quota**

Candidates seeking admission to the management seats in Self Financing Programmes should submit separate applications to the respective Institutions in the format insisted by the institutions.

2. Programmes, Institutions & Seats

2.1 There will be two streams of diploma programmes.

Stream1: Diploma in Engineering/Technology.

Stream2: Diploma in Commercial Practice/Diploma in Computer Application and Business Management

- 2.2 The list of Polytechnic Colleges and the various programmes/ branches offered during the academic year 2017-18 is appended in Annexure-I
- 2.3 There will be special batches for Hearing Impaired students at **Women's Polytechnic College, Thiruvananthapuram, Govt. Polytechnic College, Kalamassery & Kerala Govt. Polytechnic College, Kozhikode.**
The programmes offered under this category during the academic year 2017-18 is included in Annexure-I.

2.4 Categorization of Seats

- 2.4.1 **Merit Seats** : The seats against which the Department makes allotment through the State Institute of Technical Teachers Training & Research (SITTTR). Merit seats are available in all the Government/ Govt. Aided Polytechnic Colleges.
- 2.4.2 **Merit Seats in Self-financing Colleges with Higher Fees** : Merit seats under govt. quota are also available in selected self-financing programmes, with higher fees.
- 2.4.3 **Management Seats** : These are the seats set apart in the aided institutions, to be filled up by the management concerned. 15% of sanctioned intake of each branch is set apart under this category. This will be filled up by the management concerned from among the eligible applicants who are having eligibility conditions as laid down in clause 6 and selection list should be got approved by the Regional Joint Director/ Deputy Director of the respective region.
- 2.4.4 **Management Seats in Self Financing Programmes** : These are the seats set apart in the Self Financing Programmes, to be filled up by the management concerned. This will be filled up by the management concerned from among the eligible applicants who are having eligibility conditions as laid down in clause 7 and selection list should be got approved by the Regional Joint Director of the respective region/Deputy Director(General).

3. Duration of the Diploma programmes

All the Diploma programmes are of 6 semester duration spanning a period of 3 years. In addition to this, for Tool & Die Diploma programme compulsory twelve month in plant training is also part of the programme. All the Polytechnic Colleges follow credit based semester pattern and outcome based curriculum

4. Prospectus & Applications Fee

The prospectus can be downloaded from the website “www.polyadmission.org” in English and Malayalam languages. The prospectus will also be available from any government/aided/self-financing Polytechnic colleges in the state of Kerala on payment of Rs. 20/-.

The application fee shall be Rs. 150. For scheduled Caste/ Scheduled Tribe candidates, it shall be Rs. 75/-. It should be remitted at the Polytechnic College at the time of submission of the printout of application processed online, along with relevant documents.

5. Reservation of Seats

Reservation of seats under different categories is given below. The candidates must possess the requisite qualifications provided under clause 7 in the prospectus.

5.1 Reservation for Persons with Disabilities: 3% of the seats available in each branch are reserved for the candidates with disabilities as stipulated in section 39, chapter VI of the Persons with Disabilities Act 1995. Person with disability means person suffering from not less than 40% of disability (locomotor disability, hearing impaired and blind or low vision) certified by the Medical Boards constituted by the Government of Kerala. Candidates applying in this category should also produce a certificate from a Government Medical Officer not below the rank of Assistant Surgeon to the effect that the candidate is fit enough to undergo the diploma programme. The selection of candidates under this category will be based on the merit in the index mark, and not on the basis of the degree of disability.

5.2 Reservation for the THSLC holders: 10% of the seats available in all Engineering/ Technology branches (Stream I) are reserved for the THSLC holders.

5.3 Reservation for the ITI/ KGCE Certificate holders: 5% of the seats available in all branches are reserved for the ITI/ KGCE certificate holders. ITI/ KGCE holders will be considered for these seats as a single block (candidate will be ranked on the basis of marks/grades obtained in the SSLC or equivalent examination) in Diploma programmes related to their trade in ITI/ KGCE course. The list of ITI/ KGCE courses and related Diploma programmes for which they will be considered for these reserved seats are given in Annexure IV

5.4 Reservation for VHSE Candidates : 2% of the seats available in each programme, subject to a minimum of one seat in each programme (subject to eligibility) in all the Polytechnic Colleges are reserved for the candidates who possess VHSE certificates with eligibility for higher studies. VHSE certificate holders will be considered for these seats in Diploma programmes related to their trade in VHSE course. The list of VHSE courses and related Diploma programmes for which they will be considered for these reserved seats are given in Annexure V.

5.5 Special Reservations

In addition to the sanctioned intake, special reservation seats are available in

Polytechnic Colleges. The number of seats available under special reservation categories are given in Annexure VI.

5.5.1 Reservation for Nominees – These are the seats set apart for the nominees of the Jammu & Kashmir, Union Territories – Andaman & Nicobar Islands and Lakshadweep. **The authorities concerned will forward the nomination to the Director of Technical Education, Thiruvananthapuram** in a consolidated list. Piecemeal proposals will not be considered. Such candidates need not apply through this admission procedure.

a. **Nominees from Union Territory of Andaman & Nicobar Islands [AN]** : These seats are reserved for the candidates of Union Territory of Andaman & Nicobar Islands. The nominations to these seats will be made by the Administration of the Union Territory. Such candidates need not apply through this admission procedure.

b. **Nominees from Lakshadweep [LD]** : These seats are reserved for the candidates of Lakshadweep. The nominations to these seats will be made by the Administration of the Union Territory. Such candidates need not apply through this admission procedure.

c. **Nominees from Jammu & Kashmir [JK]** : These seats are reserved for the candidates of Jammu & Kashmir. The nominations to these seats will be made by the Technical Education Director of Jammu & Kashmir. Such candidates need not apply through this admission procedure.

5.5.2 Children of Ex-Servicemen [XS]: Seats are reserved for the children of Ex-servicemen belonging to Kerala state. Applicants to this category should invariably produce a certificate showing discharge from the service, from the military authorities /Rajya/ Zillah Sainik Welfare Officer or other competent authority.

5.5.3 Dependant of Defense personnel, Killed/ Missing/ Disabled in action [DK] : One seat is reserved for the child/widow of the defense person killed in action/missing in action/disabled either during war hostilities or in peace time. Applicants to this category should invariably produce a certificate showing he/she is the son/ daughter/ widow of the defense person who was killed in action or missing in action or disabled, from the military authorities or Zillah Sainik Welfare Officer or other competent authority in the prescribed format in Annexure XII. In the case of disabled personnel, the certificate should specify that the person concerned was/is in receipt of disability pension.

5.5.4 Children of Serving Defense Personnel [SD] : Seats are reserved for the children of serving defense personnel belonging to Kerala. They should produce a certificate from Military authorities showing that the applicant is the son/daughter of serving defense personnel, with details of the station where he/she works at present in the prescribed format in Annexure XIII. Certificate obtained for other purposes will not be considered.

5.5.5 Children of CRPF Personnel [CP]: Seats are reserved for the children of serving CRPF personnel from Kerala. They should produce a certificate from the commanding officer under whom they are serving, showing that the applicant is the son/daughter of CRPF personnel, with details of the station where he/she works at present in the prescribed format in Annexure XIII. Certificate obtained for other purposes will not be considered.

5.5.6 Anglo Indian Community [AI]: The candidate claiming reservation under this quota should produce a certificate from the Village Officer/ Tahasildar to the effect that he/she belong to Anglo Indian community. Such candidates have to produce the non-creamy layer certificate for claiming reservation under this quota.

5.5.7 Certificate holders in Textile Technology [TX]: Certain seats in Textile Technology branch are reserved for the candidate having Textile Technology Certificate recognized by the State Board of Technical Education, Kerala state.

5.5.8 Nominees of Motor Vehicle Department [MD]: Certain seats are reserved in Automobile Branch for the regular employees of Motor Vehicle Department of Kerala State. **The nominations to these seats will be made by the Department concerned.** The distribution of seats is shown in Annexure VI. The authority concerned will forward the nomination to the Director of Technical Education, Thiruvananthapuram in a consolidated list along with the original applications. Piecemeal proposals will not be considered. Such candidates need not apply directly to the Polytechnic Colleges.

5.5.9 Sports Quota [SP]:

The candidates seeking admission under sports quota shall submit application online through the link "SPORTSQUOTA" in the website, take the printout and register the application (printout) with the attested copy of relevant certificates in any Govt./Aided Polytechnic Colleges in the state and also submit a copy of the application with the attested copy of relevant certificates to the Secretary, Kerala Sports Council, Thiruvananthapuram - 695001 before the last date of submission of the application. The nominations to these seats will be made by the Kerala Sports Council. Application for sports quota will not be considered for selection under General quota. Such candidates who wish to apply under General Quota should submit separate online application.

5.5.10 NCC Quota [CC]:

The candidates seeking admission under NCC quota shall submit application online through the link "NCC QUOTA" in the website, take the print out and submit the application (printout) with the attested copy of relevant certificates in any Govt./Aided Polytechnic Colleges in the state and also submit a copy of

the application with the attested copy of relevant certificates to the **NCC Directorate (Kerala & Lakshadweep), PB No 2212, Thiruvananthapuram** through the respective unit officer in which they have enrolled as a cadet, before the last date of submission of application. The state level committee, on the basis of the norms approved by the government will award marks for the candidates according to their proficiency in NCC. The maximum marks for proficiency will be 500. The Deputy Director General, NCC, will forward the list of candidates with their marks to the Director of Technical Education to reach on a date fixed by the Director of Technical Education.

The Director of Technical Education shall prepare a rank list for the candidates under the NCC quota by adding the marks out of 500 awarded to the candidates for proficiency in NCC to the marks out of 500 based on the Weighted graded point average calculated from the marks obtained in the qualifying examination. So the candidates would be eligible for maximum marks of 1000. The merit list would be prepared on the basis of the index marks of the candidate computed as above and published separately.

At the time of preparation of the merit list, if there is any tie in the total marks, it will be resolved by the same principle of resolution of tie for the preparation of the Diploma admission rank list.

Application for NCC quota will not be considered for selection under General quota. Such candidates who also wish to apply under General quota should submit separate application.

5.5.11 Orphan Quota [OR]: The candidates seeking admission in the Orphan quota should attach a certificate obtained from the Registered Orphanage and counter signed by the District Social Justice Officer that he/she is an orphan in the prescribed format in Annexure XIV.

5.5.12 Persons With Disabilities [PH], (under PWD Scheme): In addition to the reservation as per clause 5.1 certain seats are reserved at Government Polytechnic College, Kottayam and Sree Rama Government Polytechnic College, Thripurayar for physically disabled candidates. These candidates should produce certificate as per clause 5.1.

5.6 All the seats of special batches for Hearing Impaired are reserved for Hearing Impaired candidates who have 60dB or above hearing loss in better ear certified by medical boards constituted by Government of Kerala. Candidates applying in this category should also produce a certificate from a Government Medical Officer not below the rank of Assistant Surgeon to the effect that the candidate is fit enough to undergo the diploma programme. The selection of candidate under this category will be based on the merit in the index mark obtained, and not on the basis of the degree of disability.

5.7 Allotment of Remaining seats: Leaving the seats set apart for management quota for the Aided Institutions and reservations (Clause 5.1 to 5.4), the remaining seats will be distributed as mentioned below as per G.O(P) 208/66/Edn dt 2.5.1966 and GO(Ms)

No: 10/2014/BCDD dt 23/05/2014.

5.7.1 Open merit in the state: 60% of the seats will be filled up purely on merit in the state irrespective of the category/community to which the candidate belongs.

5.7.2 The remaining 40% of the seats will be reserved for Socially and Educationally Backward Class (SEBC), scheduled Castes and Scheduled Tribes as given below.

Sl. No.	Category	Code	% of seats
1	Ezhava	EZ	9%
2	Muslims	MU	8%
3	Other Backward Hindus	BH	3%
4	Latin Catholics and anglo Indian	LA	3%
5	Dheevera & related Communities	DV	2%
6	Viswakarma & related communities	VK	2%
7	Kusavan & related communities	KN	1%
8	Other Backward Christians.	OX	1%
9	Kudumbi	KU	1%
10	Scheduled Castes	SC	8%
11	Scheduled Tribes	ST	2%
Total			40%

- a. Candidates belonging to SEBC as per Govt. order in force claiming reservation under SEBC quota should invariably produce
- Community certificate from village officer
 - Income certificate showing annual family income is less than or equal to Rs. 600000/- (Rupees Six Lakhs) from Village officer

If annual family income is greater than Rs. 600000/- (Rupees Six Lakhs), the Non-Creamy layer Certificate as per annexure XIX from village officer is necessary for claiming reservation.

- b. The names of castes and communities under SEBC are given in Annexure VII.
- c. Reservation under SEBC for children of inter-caste married couple: Children of inter-caste married couple with either the father or the mother belonging

to a community included in SEBC list, or with father and mother belonging to different communities, both of which are included in the SEBC list, are eligible for reservation under SEBC. Such candidate should furnish "Inter-caste Marriage Certificate" from the Village Officer in the proforma given in Annexure X. They have to produce non-creamy layer certificate for claiming communal reservation. Candidates with father and mother belonging to different communities, both of which are included in the SEBC list, can avail communal reservation under any one of the communities of their parents. The community claimed is to be mentioned by the candidate in the relevant column of the application. (For example a candidate born out of inter-caste marriage between an Ezhava and a Muslim can claim the reservation benefits applicable either to Ezhava or to Muslim. The claim for reservation benefit is applicable either to Ezhava or to Muslim only and not against both). The claim made in the application form will be final and cannot be changed subsequently. Candidates with one of the parent belongs to a community coming under SEBC need to produce the community and non creamy layer certificate of that parent belongs to SEBC for reservation under SEBC quota

- d. Candidates who are children of inter-caste married couple of whom one is SC/ST, will be eligible for educational and monetary benefits admissible to SC/ST as per section 2 (ii) of GO (MS) No.25/2005/SCSTDD dated 20.06.2005 and as modified by G.O(MS) No.109/2008/SCSTDD dated 20-11-2008, and will be granted the same, based on the community shown in the marriage certificate issued by the Revenue Officials.
- e. Candidates claiming reservation under Scheduled Castes/ Scheduled Tribes quota should obtain the caste/ community certificate from the Tahsildar concerned. The names of castes and communities under SC/ST categories are given in Annexure VII.

5.8 Other General rules for reservation

- 5.8.1** The seats unavailed by the Scheduled Castes (SC) candidates will go to the Scheduled Tribes (ST) candidates and vice versa.
- 5.8.2** The seats unavailed by the SC/ST candidates shall be filled by "Other Eligible Community" (OEC) candidates. The seats that still remain unavailed will be filled from the candidates of Open Merit Quota.
- 5.8.3** If any seats in the reservation quota (Under Cl.5.1 to 5.4) are left unavailed by the candidates belonging to the respective categories such seats shall be filled up by open merit quota.

6. Seats under Tuition Fee waiver Scheme (As per AICTE norms)

In addition to the sanctioned intake in Polytechnic Colleges, 5% of seats in each programme in every Polytechnic College are provided under the Tuition Fee Waiver Scheme for Women, Economically backward* and Physically Challenged** meritorious students. The 5% seats provided additional to the sanctioned intake in each programme shall be filled in the ratio 1:1:1 for Women, Economically Backward (Annual family income up to Rs. 6,00,000) and Physically Challenged students based on merit. In case of non availability of students of specific category as above, the

benefit will be given to other categories covered by the scheme, according to merit.

- Candidates desirous of availing the seats under Tuition Fee Waiver Scheme for Economically Backward categories (irrespective of the communities) should submit self attested copy of the income certificate from village officer concerned to the effect that the annual family income is less than/equal to Rs. 6,00,000 along with the application. The original of the certificate should be produced at the time of admission.
- Candidates desirous of availing the seats under Tuition Fee Waiver Scheme for Physically Challenged should submit self attested copy of certificate of disability from Medical Board and fitness certificate from the Medical Officer as mentioned in clause 5.1
- Students who joined a programme of study under Fee Waiver Scheme on changing to a higher option under a different scheme are required to pay the fee as applicable to the scheme under which new admission is sought.

7. Eligibility for Admission

7.1a. The candidate should be a citizen of India.

- b. The candidate should be a native of Kerala or undergone a qualifying examination from an institution in Kerala State or his/her parent should be a permanent employee in Central/State/Quasi Government/Public Sector undertaking in Kerala State(refer page 23).
- c. The candidate should have passed SSLC/THSLC or equivalent examination, with eligibility for higher studies.

Note:- i. Candidates who have passed qualifying examination with Mathematics, English and Science subjects are eligible to apply for both stream I and stream II.

- ii. Candidates who have passed qualifying examination with Mathematics and English are eligible to apply for stream II.

7.2 Candidate who has taken more than two chances to secure eligibility for higher studies in SSLC/THSLC or equivalent examinations is not eligible for admission. Appearances for "Betterment" or "SAY" Examination will not be considered as a chance.

7.3 For CBSE/ICSE candidates the Marks/Grades obtained in Science is considered for calculating grade in science in the place of Physics and Chemistry. **In the case of CBSE candidates, only the certificates of Board examination shall be accepted as qualifying certificate and such candidates shall submit an undertaking as shown in annexure XVIII at the time of admission and a copy of the same shall be submitted along with the application.**

7.4 **Hearing Impaired candidates who have passed SSLC/THSLC or equivalent examination, with eligibility for higher studies with 60dB or above hearing loss**

in better ear are eligible to apply for admission to Special Batches for Hearing Impaired.

8. General Conditions

- 8.1 The selection list for allotment will be prepared on the basis of the index mark obtained, the option exercised and the reservation criteria if any.
- 8.2 For candidates who have secured eligibility for higher studies in the second chance, 0.5 score will be deducted as the penal point for index score calculation.
- 8.3. For the candidates who are the native of backward districts namely Pathanamthitta, Idukki, Malappuram, Wayanad, Kasargod or if they studied in VIII, IX and X standards in schools of the above districts and their qualifying examination centre belongs to above backward district, a bonus point of 1 will be awarded for the index score calculation for their selection in the respective backward district.
- 8.4 The index score is obtained after subtracting the penal points if any and adding bonus points if any from/to the Total Grade Point Average (TGPA)
- 8.5 For the admission of the candidates to Polytechnic Colleges, selection is done state wise and candidates have to submit their application as detailed in the prospectus.
- 8.6 A candidate who has already secured admission for any one of the branches of Diploma programme in a particular academic year and joined the programme can apply and seek admission in the subsequent academic year as a fresh candidate. If selected again the candidate will be permitted to join in the first semester class of the branch concerned and allowed to continue studies as a fresh candidate.
- 8.7 **Uniforms for the students in Polytechnic College including self financing Polytechnics are compulsory. The uniform will be a combination of golden yellow shirt with black pants. Girl students are permitted to wear black churidar with golden yellow top-and black waist coat.**
- 8.6 All candidates shall be accompanied by their parent/guardian at the time of admission.
- 8.7 All candidates selected for admission and their parent/guardians should give a combined undertaking in the prescribed format (Annexure XV) that he/she was not involved in any ragging activity in the past and that he/she would not indulge in it in future. If the undertaking is violated, the students would be liable to be expelled. **(Directives of the Hon. Supreme Court of India)**

9. Submission of Applications

- 9.1 The candidates will be required to submit their applications online in the website using the link **"ONLINE SUBMISSION"** available in the website.
- 9.2 **Applications** can be submitted **online** from any computer having Internet connectivity.

9.3 For the benefit of candidates who do not have access to Internet facility, Help Desks are established in all the Polytechnic Colleges. Candidates can make use of this facility free of cost.

9.4 Applications shall be submitted for the Polytechnic College Admission following the procedure mentioned below

i) Application for Regular Seats in Government/ Government Aided Programmes/ Government Seats in Self Financing Programmes (with higher fees)/ Special Batch of Hearing Impaired (HI)

- **Submit the applications online at the website link "ONLINE SUBMISSION"**
- **Take the printout of the application and register the signed application with self attested copies of relevant certificates at any convenient Government/ Govt. Aided /Self-financing Polytechnic Colleges in the state by remitting the required fee.**
- **Polytechnic officials will register the applications only after proper verification of data furnished by cross checking with the copies of certificates produced**

ii) Application for the Management Seats under Aided Programmes

Submit the applications online at the website link "MANAGEMENT SEATS". Register the application (printout) with self attested copy of relevant certificates in the respective Aided Polytechnic Colleges where the candidate seek admission by remitting the required fee.

iii) Application under NCC Quota

Submit the applications online at the website link "NCC QUOTA". Take the printout and register the application (print out) with the attested copy of relevant certificates in any Government/ Govt. Aided Polytechnic College in the state by remitting the required fee. Copy of the application with attested copy of relevant certificates should be submitted to the NCC Directorate through the respective Unit Officer (See clause 5.5.10).

iv) Application under Sports Quota

Submit the application online at the website link "SPORTS QUOTA". Take the printout and register the application (print out) with the attested copy of relevant certificates in any Government/ Govt. Aided Polytechnic College in the state by remitting the required fee. Copy of the application with attested copies of relevant certificates should be submitted to the Secretary, Kerala Sports Council, Thiruvananthapuram (See clause 5.5.9)

9.5 While submitting the applications online, the candidates should keep with them the copies of documents to prove their eligibility (See clause 7), claims for reservations (See Clause 5) and enter the relevant details in the online application form. Claims not included in the applications will not be considered.

9.6 Certificates issued after the last date of submission of application will not be entertained under any circumstances.

- 9.7 The candidates will have to exercise their options, in the order of their preference in the Online Application form. Candidates can exercise a maximum of 30 options to any combinations of programmes and institutions as the case may be in the state.
- 9.8 Candidates can take the printout of their application using the link “**PRINT APPLICATION**”.
- 9.9 A candidate who could not take the printout of the application immediately on the submission of the online application can take the print out at a later time using the link “**PRINT SUBMITTED APPLICATION**”.
- 9.10 **The candidate should REGISTER the hardcopy(printout) of the online application signed by candidate and parent/ guardian with required fee at any convenient Government/ Aided Polytechnic Colleges/Self financing Polytechnic Colleges in the state before the last date along with the documents as per clause 9.16.**
- Belated applications will not be considered for admission under any circumstances.**
- 9.11 A registration number will be issued to the candidate from the Polytechnic College at the time of registering the application with self attested copies of supporting documents and fee.
- 9.12 Candidates can verify the status of their application from the website. Candidates will not be permitted to alter the entries made in the application.
- 9.13 Complaints if any, regarding the status of application should be brought to the notice of Principals of Polytechnic colleges where the candidate registered his/her application.
- 9.14 Candidates who apply under management quota for admission should register the application to the Principal of the Polytechnic College concerned. Application for management quota will not be considered for selection under merit/Reservation quota. Such candidates who also wish to apply under Merit/Reservation quota should submit separate application at any Government/Govt. Aided/ Self Financing Polytechnic Colleges.
- 9.15 Any wrong information given in the application will lead to the forfeiture of candidature. The Department of Technical Education will not be responsible for any inconvenience caused due to wrong/ incorrect/ incomplete entry/delay in transit of the application form.
- 9.16 **Certificates/ Documents (self attested copies only) to be submitted with the application at the time of registration**

Sl. No.	Purpose	Nature of the Certificate Required
1	To prove date of birth	Self attested copy of the relevant page of the SSLC/ THSLC or equivalent examination.
2	To prove the Qualification	Self attested copy of the mark list of SSLC/ THSLC or equivalent certificate.
3	To claim reservation Under VHSE category	Self attested copy of the mark list of VHSE
4	To claim reservation under ITI/KGCE category	Self attested copy of the mark list/certificate of ITI/KGCE
5	To claim bonus point in case of Backward districts Pathanamthitta, Idukki, Malappuram, Wayanad, Kasargod	<p>a. Self attested copy of the Nativity/ Domicile certificate from Village Officer (Annexure XIA)</p> <p>OR</p> <p>b. Self attested copy from the Head of the institution where the candidate undergone his/her study from VIII std. to X std. and appeared for qualifying examination in the prescribed format (Annexure XI B)</p>

6	To prove the applicant Is a Keralite	<p>a. Self attested copy of relevant page of SSLC or equivalent showing the place of birth of the candidate in Kerala</p> <p style="text-align: center;">OR</p> <p>b. Self attested copy of relevant page of SSLC or equivalent showing the place of birth in Kerala of either of the Parents of the candidate with corroborative certificate to establish the relationship between the parent and the candidate.</p> <p style="text-align: center;">OR</p> <p>c. Self attested copy of the relevant page of Passport of the candidate issued by the Government of India, showing the place of birth in Kerala or either of the parents of the candidate with corroborative certificate to establish the relationship between the parent and the candidate.</p> <p style="text-align: center;">OR</p> <p>d. Self attested copy of the certificate of birth from the competent authority (Panchayath/ Municipality/Corporation) to register the birth of candidate or either of the parents (in which case corroborative certificate to establish the relationship between the parent and the candidate is necessary) place of birth in Kerala, to be issued by a competent authority.</p> <p style="text-align: center;">OR</p> <p>e. Self attested copy of the certificate of residence from the Village Officer/ Tahsildar of the effect that the candidate has been a resident of Kerala state for a period of five years within a period of ten years.</p> <p style="text-align: center;">OR</p> <p>f. Self attested copy of the relevant page of SSLC or equivalent certificate to show that the candidate has undergone the qualifying examination from an institution in Kerala.</p> <p style="text-align: center;">OR</p> <p>g. Self attested copy with certificate issued by the employer that any of the parents of the candidate is working in Central/State/Quasi Government/Public Sector undertaking in Kerala state, specifying the place and district in Kerala where that firm/office is located.</p>
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7	To claim Community reservation under SEBC	<p>a) Self attested copy of valid Community certificate from village officer</p> <p>b) Self attested copy of Valid income certificate if the annual family income is less than or equal to Rs 600000/- (Rupees Six Lakhs) from the Village officer.</p> <p>In case of candidates who claim reservation under SEBC/OEC whose annual family income greater than Rs 600000/- (Rupees Six Lakhs), self attested copy of the valid non-creamy layer certificate issued by Village officer</p>
8	To claim Community reservation under SC/ST	Self attested copy of Community certificate issued by the Tahsildar for claiming reservation under SC/ST quota.
9	To claim Special Reservation	Self attested copy of certificate from the Competent authority in support of the special Reservation claimed. (See clause 5.5)
10	To claim reservation Under "Person with Disabilities"	Self attested copy of medical certificate from the Medical Board as stipulated in clause 5.1
11	To claim reservation Under the Tuition Fee Waiver scheme for Economically backward categories	Self attested copy of the income certificate from Concerned Village Officer to the effect that the Annual family income is less than/equal to Rs.6,00,000/-or within the limit fixed by Govt. from time to time
12	To claim eligibility in The Special batches for Hearing Impaired	Self attested copy of medical certificate from the Medical Board as stipulated in clause 5.5.

Note:-

- a. Certificates without the signature and seal of the issuing authority or that are incomplete in one way or the other will be treated as defective and such certificates will not be considered for availing any reservation.
- b. Certificates of government services with digital signature receiving through online is legally valid as per the Kerala IT (EDS) Rules 2010 issued as per G.O.(P) No./ 24/ 10ITD Dated 04.08.2010.
- c. **Documents or certificates furnished after the submission of application will not be entertained under any circumstance. No opportunity will be given to include any details after the submission of the application. Certificates issued after the last date for the submission of applications will not be considered for admitting the claims.**

10. Selection of Candidates

10.1 Selection of the candidate is based on the grading in SSLC/THSLC or equivalent Examination. For the students who have passed qualifying examination under the old scheme (prior to Grading System), marks are to be converted to 9 point absolute grade.

a) Grade/Mark is to be converted to 9 point absolute scale as follows,

Grade	A+	A	B+	B	C+	C	D+
% of Marks	>=90	>=80	>=70	>=60	>=50	>=40	>=30
Point	9	8	7	6	5	4	3

Note: For those who have passed the qualifying examination under the old scheme (prior to Grading System), and with marks for individual papers with less than 30%, and have the eligibility for higher studies, will be considered to have passed the paper in D+ grade for calculating the score in 9 point absolute scale.

Calculation of weighted grade point average and index

Stream I

- The Weighted Grade Point Average 1 (WGPA1) is the average of sum of grade points of Mathematics and Science multiplied by 0.7.

$$\text{WGPA1} = \frac{\text{Sum of Grade Points of Mathematics physics and chemistry} \times 0.7}{\text{No. of subjects in Mathematics physics and chemistry}}$$

- The Weighted Grade Point Average 2 (WGPA2) is the average of sum of grade points of subjects other than Mathematics and Science multiplied by 0.3

$$\text{WGPA2} = \frac{\text{Sum of Grade Points of Subjects other than Mathematics, physics and chemistry} \times 0.3}{\text{No. of subjects other than Mathematics physics and chemistry}}$$

- The sum of WGPA1 and WGPA2 will yield Total Grade Point Average (TGPA)

$$\text{i.e. TGPA} = \text{WGPA1} + \text{WGPA2}$$

Stream II

- The Weighted Grade Point Average 1 (WGPA1) is the average of sum of grade

points of Mathematics and Science multiplied by 0.7.

$$\text{WGPA1} = \frac{\text{Sum of Grade Points of Mathematics and English subjects} \times 0.7}{\text{No. of subjects in Mathematics and English}}$$

- The Weighted Grade Point Average 2 (WGPA2) is the average of sum of grade points of subjects other than Mathematics and English multiplied by 0.3

$$\text{WGPA2} = \frac{\text{Sum of Grade Points of Subjects other than Mathematics and English subjects} \times 0.3}{\text{No. of subjects other than Mathematics and English}}$$

- The sum of WGPA1 and WGPA2 will yield total Grade Point Average (TGPA)

i.e. $\text{TGPA} = \text{WGPA1} + \text{WGPA2}$

Penal Point : **0.5** for candidates who have passed the qualifying examination in second chance.

Bonus Point : **1** Either the candidates who are native of backward districts namely Pathanamthitta, Idukki, Malappuram, Wayanad, Kasargod or they studied in schools from VIII to X std belong to any one of the above backward district, a bonus point of 1 will be awarded for the index score calculation for their selection in the respective backward district.

0 for all other districts

Index score for Stream 1 = TGPA for stream I - Penal Point + Bonus Point

Index score for Stream 2 = TGPA for stream II - Penal Point + Bonus Point

- Grades/Marks of all papers of a subject will be considered separately if the subject has more than 1 paper in the qualifying examination.
- Marks of physics and chemistry or science (if physics and chemistry are not shown separately) will be counted wherever applicable

10.2 Preparation of rank lists:

- a. Rank list of centralised allotment shall be prepared and published in the Website.

- b. The rank list of Stream I programmes will be prepared on the basis of **Index Score for Stream I** calculated and the allotment will be done strictly on the basis of the rank list for these programmes.
- c. The rank list of **Stream II** programmes will be prepared on the basis of **Index Score for Stream 2** calculated and the allotment will be done strictly on the basis of the rank list for these programmes.

d. **Resolution of Tie while ranking:**

For the purpose of resolution of Tie in both the streams candidate with higher W GPA1 in the stream concerned will be placed higher.

If tie still persists

- i) **Stream I:** Candidates with higher **Average Grade Point (AGP)** in Mathematics (Average Grade Point of different papers if more than one paper is included for the subject in qualifying examination) will be placed higher in the ranking. In case, tie exists further, higher **Average Grade Point (AGP)** in Physics (if physics is not a separate subject, average grade point for science is taken into account) it will be considered. If the tie exists further, **Average Grade Point (AGP)** in English (Average Point of different papers if more than one paper is included for the subject in qualifying examination) will be considered. If there is still a tie, the **age** of the candidate will be taken into account and the older will be placed higher in the ranking than the younger.
- ii) **Stream II:** Candidates with higher **Average Grade Point (AGP)** in Mathematics (Average Grade Point of different papers if more than one paper is included for the subject in qualifying examination) will be placed higher in the ranking. If there is still a tie, the **age** of the candidate will be taken into account and the older will be placed higher in the ranking than the younger.

10.3 Publication of Provisional Ranked List: The Provisional rank list prepared will be published in the website. Candidates can also verify their individual rank in the list through the link provided in the website. Candidates are advised to verify the Provisional Rank lists and satisfy themselves regarding their position in the list, such as inclusion under different categories, eligibility for community/special reservation, option details submitted, etc. If candidate has any complaint in this regard, candidate should approach the Principal of Polytechnic College where original application is submitted with **specific request within 3 Days after publication of the list, for necessary action. Complaint received thereafter will not be entertained.**

10.4 Along with the Publication of Provisional Rank list, a Trial allotment will be done. The candidate can check the trial allotment from website to get an idea about the chances of getting allotment to a programme and college based on options exercised in the application form and the rank of the candidate. **Inclusion in Trial**

allotment list does not guarantee that the candidate will get an allotment in a Polytechnic College and programme. The candidate has the facility to submit revised options if required, to the Principal of the Polytechnic College where the original application is submitted, in the Prescribed Form, (See Annexure XVII) **within 3 Days after publication of the Trial Allotment, for necessary action. Revised options received thereafter will not be entertained.**

10.5 Publication of Final Rank List & First Allotment: The Final Rank list prepared will be published in the website. Candidates can also verify their individual rank in the list through the link provided in the website. Along with the Publication of final Rank list, first allotment will be done. Final Rank list and Allotment will be based on the Rank of the candidate & Options.

10.6 Inclusion of name in the rank list will not entitle the applicant for admission for the programme, unless the applicant satisfies the rules regarding the eligibility for admission as laid down in the Prospectus. Furnishing of false particulars would result in the forfeiture of the candidature, as well as cancellation of admission to the programme. If any information or documents furnished along with the application by a candidate are found false or ineligibility for admission detected before or after admissions, candidature of the applicant will be withdrawn and admission if any given will be cancelled.

11. Centralised Allotment Process (CAP)

11.1 The Centralised Allotment Process will be done through the **Single Window System (SWS)** of allotment to give allotment to various programmes and Polytechnic Colleges, based on the options/re-options exercised by the candidates. Candidates can exercise options to a maximum number of 25 of his/her choice (programme and institution combination) eg: chemical engg in Govt. Polytechnic College. Kalamassery can be one option and Mechanical engg in Cherthala Govt. Polytechnic can be another option. Such type of a maximum of 25 options can be given in an application form.. Allotments will be strictly based on the options exercised, Rank obtained and eligible reservations for the candidate. **Candidates should register options only to those programmes/colleges which they are sure to join on allotment. Candidates should join the allotted college/programme remitting required fee and submitting certificates if he/she is allotted with his/her first option, within the stipulated time. If the candidate fails to join the college, he/she will lose the allotment as well as all the existing options to which the allotment belongs. The options once lost will not be available in the subsequent phases. When a new allotment is given to a candidate, the previous allotment if any, shall automatically stands cancelled.**

11.2 The allotment will be published in the website www.polyadmission.org. **Separate Memo will not be sent to the selected candidates.**

11.3 a) General Rules related to allotment process:

i. If a candidate is allotted the first option in respect of programme and

institution, he/she is bound to join the allotted option, otherwise will lose the candidature.

- ii. If a candidate is satisfied with the offered allotment, even though the same is not his/her first option, he/she can join the option by cancelling the higher options. The same cannot be changed at later stage and such candidates will not be considered for further options.
 - iii. If a candidate is not satisfied with the allotted option, they can wait for higher option by retaining the existing allotment by registering the same at any of the Polytechnic Colleges by submitting the certificates in respect of qualification and reservation. In such case the candidate can join the existing allotment if they failed to get any higher option.
 - iv. If a candidate is not satisfied with the allotted option, they can wait for higher option by forfeiting the existing option by registering the same at any of the Polytechnic Colleges. In such case the candidate will be eligible for admission to higher options only.
 - v. The same procedure furnished above as per 11.3a) i to 11.3a) iv will be followed in all further allotments. A candidate seeking higher option, shall retain the registration alive by submitting the certificates at any of the polytechnic colleges.
 - vi. Withdrawal of Certificates from the institution at any point of time will result in losing the candidature in the admission process.
 - vii. A Candidate is bound to join the programme allotted in the final allotment as notified by the Government failing which his/her candidature stands cancelled.
 - viii. A candidate not offered any allotment, will continue to retain their priority in the registration list and will be eligible for further allotments if any.
- 11.3 b) Candidates selected for admission in the allotment in any of the Govt./Govt. Aided/ Self Financing(Govt. Quota) can take the printout of the allotment letter from the website and proceed as follows:

- (i) A selected candidate who has obtained his/her first option have to join a programme allotted and should report to the allotted Government/ Government Aided/Self financing(Govt. Quota) Polytechnic College with allotment letter, required fees(including PTA and College Development fund) and all the original documents. It comprises of all original eligibility documents including qualification, fee concessions, reservations, transfer and conduct certificate . The candidate should submit the documents at the institution and receive the admission slip after proper scrutiny by the College authorities along with the receipt of documents submitted.
- (ii) A candidate who wishes to join the allotted programme and institution other than the first option can do so by cancelling his/her higher options and by reporting to the allotted Government/ Government Aided/Self financing(Govt. Quota) Polytechnic College with allotment letter, required fees(including PTA and College Development fund) and all the original documents. It comprises of all original eligibility documents including qualification, fee concessions, reservations, transfer and conduct certificate.

The candidate should submit the documents at the institution and receive the admission slip after proper scrutiny by the College authorities along with the receipt of documents. His admission will be final and he cannot change his decision at a later time.

The candidate can cancel his higher options at the time of reporting. No further opportunity will be given to lower options and cancelled options and his admission will be final.

- (iii) A selected candidate who wishes **not to join** the programme allotted, but wish to continue in subsequent allotments of higher choice should report at his/her convenient Government/ Government Aided Polytechnic College with allotment letter and original eligibility certificate (certificates proving qualification and reservation) and submit the higher option retaining format (Annexure XVII) within the stipulated time and receive a confirmation for his/her reporting. However the candidate will continue in the current allotment until a higher option is allotted. His current option will be cancelled only if he is giving in writing.

The candidate can modify his/her higher options at the time of reporting. No further opportunity will be given to lower options and cancelled options. The candidate will be allotted to the higher options if any, in subsequent allotments if eligible.

- (iv) A candidate who got allotment of his/her choice, fails to report at any of the Government/ Government Aided/Self financing(Govt. Quota) Polytechnic Colleges within the stipulated time, will forfeit his/her eligibility for the entire admission process.

Candidates are advised to strictly observe the date and time of his / her appearance for reporting. **No extension of time for reporting to the college will be granted under any circumstances.** A candidate who does not turn up for reporting as per allotment, at any of Govt./Govt.aided/Self financing(Govt. Quota)Polytechnic College and time notified, will forfeit his/her chance for admission.

11.4 However, if a candidate is not able to attend the Polytechnic College on the reporting date on genuine grounds, the Parent/ Guardian, or any authorized person can act as proxy at the risk of the candidate on production of authorization letter in the form given in Annexure XV **along with original documents** as per Clause 11.3 and Clause 11.7

11.5 **Admission at the finally allotted Polytechnic College:** A candidate is offered allotment of his choice (case i), or he is satisfied with the official allotment (case ii) have to join the allotted programme in the allotted institution within the stipulated time. However case ii candidates should cancel his/her higher options on joining. Institutional authorities should ensure that their higher options are cancelled.

Those who want to retain their higher options need not join their allotted institutions, but they have to register at the convenient Govt./Govt.Aided institution by retaining their current and higher options or rearranging their options.

11.6 Documents to be produced at the time of Admission

Sl. No.	Purpose	Nature the of Certificate Required
1	To prove date of birth	Original certificate of SSLC/THSLC or equivalent examination.
2	To prove the qualification	Original mark list of qualifying examination SSLC/ THSLC or equivalent with a Photocopy of it.
3	To avail reservation for ITI/VHSE/KGCE	Original ITI/VHSE/KGCE Mark list/Certificate as the case may be.
4	To claim bonus point in case of Backward districts Pathanamthitta, Idukki, Malappuram, Wayanad, Kasargod	c. Self attested copy of the Nativity/ Domicile certificate from Village Officer (Annexure XIA) OR d. Self attested copy from the Head of the institution where the candidate undergone his/her study from std.VIII to X and appeared for qualifying examination in the prescribed format (Annexure XI B)
5	To prove nativity as Keralite	Original of Certificates required as per cl. 9.19.6
6	To avail community Reservation as SC/ST	Original of the Community certificate issued by the Tahsildar concerned.

7	To avail Community reservation in case of SEBC	<p>c) Self attested copy of Community certificate from village officer</p> <p>d) Self attested copy of valid income certificate if the annual family income is less than or equal to Rs 600000/- (Rupees Six Lakhs) from the Village officer.</p> <p>In case of candidates who claim reservation under SEBC/OEC whose annual family income greater than Rs 600000/- (Rupees Six Lakhs), self attested copy of the valid non-creamy layer certificate issued by Village Officer is required.</p>
8	To avail community reservation as SEBC/ SC/ ST for the children of Inter caste marriage couples	Original of Inter caste marriage certificate in the prescribed format (Annexure X) from the authorities concerned. Income certificate/ Creamy layer certificate in case of SEBC
9	To avail special reservation under Cl. 5.5	Original certificates from the competent authority in support of the special reservation claimed.
10	To avail reservation Under "Person with Disabilities"	<p>a. Medical certificate from the medical board constituted by Govt. of Kerala to prove disability of minimum 40%</p> <p>b. Fitness certificate from Govt. Medical officer not below Asst. Surgeon to the effect that the candidate is fit enough to undergo the programme chosen in the Polytechnic College.</p>
11	To avail reservation Under the Tuition Fee Waiver Scheme for Economically backward categories	Original of the income certificate from concerned Village Officer to the effect that the annual family income is less than /equal to Rs.6,00,000 or within the limit fixed by Govt. from time to time
12	To attend admission in absentia.	Authorization letter in prescribed format (Annexure XV) and original certificates
13	To claim eligibility in the special batches for Hearing Impaired	<p>a) Original Medical Certificate from the Medical Board as stipulated in clause 5.6.</p> <p>b) Fitness certificate from Govt. Medical officer not below Asst. Surgeon to the effect that the candidate is fit enough to undergo the programme chosen in the Polytechnic College.</p>

14	For educational concession	Original of the income certificate from Village Officer concerned to the effect that the annual family income is less than /equal to Rs. 1,00,000 or within the limit fixed by Govt. from time to time
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Note: Any other documents mentioned in the allotment process are to be produced at the time of admission. Candidates **WILL NOT** be given any chance to produce the original documents/certificates after the date of admission.

12. Fees

12.1 Fees for the various programmes in Government/ Aided Colleges will be as follows.

Fee Component	Amount	Remittance
Admission Fee	Rs.200	At the time of Admission
Tuition Fee	Rs.750 per semester	Beginning of Each semester
Special Fee (split up) Library fee-250, Laboratory fee-380, health fee-70) (Revenue Portion)	Rs.700/Year	Beginning of odd semester
Special Fee (PD Portion) <u>Split up</u> Athletic fee-160 Visual education fee-10 Association fee-60 Magazine fee-100 Stationary fee-60 Calendar fee-20 Youth festival fee-110 Union fee-80	Rs.600/Year	Beginning of odd semester
Student Amenities Fee	Rs.350/Year	Beginning of odd semester
Caution Deposit	Rs 500	At the time of Admission
Affiliation fee for self financing courses	Rs 1500/ student	to be remitted at the institution concerned, at the time of admission

12.2 (a) Tuition Fee for the Government seats in Self financed programmes is Rs. 22,500/- per year.

(b)Affiliation fee of self-financing courses is to be remitted at the time of admission along with all other fees as specified above. After closing the admission procedure the principals of polytechnic colleges concerned must remit this amount to the sakthi account of Joint controller of Technical Examinations (SBI Sakthi account No: 67154609791)and send the original receipt to JCTE office, Kaimanam, Thiruvananthapuram.

12.3 Fees once remitted will not be refunded under any circumstances.

12.4 All the students whose family annual income from all sources up to Rs.1,00,000/- will be eligible for appropriate educational concession.

12.5 All the students selected under the “Tuition Fee Waiver Scheme” will be exempted from the payment of tuition fee. They will have to pay all other fee if they are not eligible for fee concession as per clause 12.4

12.6 Candidates who are Diploma holders or who have completed the programme and become eligible for appearing for the final year/semester examination for one diploma programme are not eligible to seek admission for the same Diploma programme again. Such candidates seeking admission to another programme will have to pay the tuition fees @Rs.25000/-per annum. Also such candidates will not be given exemption from appearing any of the courses either in the first semester or in the subsequent semesters.

12.7 Any student who joined for a Diploma programme and later discontinued his/her studies with or without attending the classes are liable to pay the entire fees up to the semester he/she studied for issuing the transfer certificate and all other returnable certificates submitted at the time of admission.

12.8 Any candidate who joined for diploma programme (Self Financing) and later discontinued his/her study after the closure of admission will be liable to pay the entire course fee, for the issue of transfer certificate.

Any other items not specifically covered in this prospectus will be decided by the undersigned and it shall be final.

Director of Technical Education.