



GOVERNMENT OF KERALA

POLYTECHNIC COLLEGE ADMISSION 2019-2020

(Approved as per GO.(Rt) No 824/2019/H.Edn dated 27.05.2019)

PROSPECTUS

DIRECTORATE OF TECHNICAL EDUCATION

PADMAVILASOM ROAD, FORT P.O,
THIRUVANANTHAPURAM

www.polyadmission.org

IMPORTANT DATES

Sl. No.	Activity	Date
1	Online Submission of Application begins	28.05.2019
2	Online Submission of Application ends	11.06.2019
3	Last date of submission of Hard Copy of the application at Polytechnic College (For registration)	12.06.2019, 4 pm
4	Publication of Provisional Rank list and Trial Allotment	13.06.2019
5	Last date for appeal, re-option and correction of Applications	17.06.2019
6	Publication of Final Rank List and First Allotment	19.06.2019
7	Last Date of Reporting/Joining based on First allotment list	22.06.2019
8	Publication of Second allotment list	25.06.2019
9	Last Date of Reporting/Joining based on Second allotment list	27.06.2019
10	Publication of Third allotment list	29.06.2019
11	Last Date of Reporting/Joining based on Third allotment list	02.07.2019
12	Spot admission (if any) at Nodal Polytechnic College	05.07.2019
13	Commencement of Induction Programme/ Class	08.07.2019
14	Spot admission(s) (if any) at Nodal Polytechnic College	10.07.2019

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1. INTRODUCTION

The prospectus for the admission to the Diploma Courses 2019-20, 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 2019-20.

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 submission of applications will be Online.

Separate application shall be submitted by 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.

- v) 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 and Diploma in Computer Application and Business Management

2.2 The list of Polytechnic Colleges and the various programmes/ branches offered during the academic year 2019-20 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 and Kerala Govt. Polytechnic College, Kozhikode.

The programmes offered under this category during the academic year 2019-20 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/Private Self financing Polytechnic College (higher fees).

2.4.2 **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 7 and selection list should be got approved by the Regional Joint Director/ Deputy Director of the respective region.

2.4.3 **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. A select list will be prepared from among the eligible applicants who are having eligibility conditions as laid down in clause 7. The select list should be got approved by the Regional Joint Director of the respective region / Deputy Director (General) of the Directorate of Technical Education prior to admission.

Note:- Self financing programmes are available in Self Financing Colleges and also in select Aided Polytechnic Colleges.

3. Duration of the Diploma programmes

All the Diploma programmes are of 6 semester duration spanning a period of 3 years. But for Tool & Die Diploma programme, a compulsory twelve month in- plant training (in addition to 3 years) is also part of the programme.

4. Prospectus & Applications Fee

The prospectus is available in the website www.polyadmission.org and can be freely downloaded.

The application fee shall be Rs. 150/-. (For scheduled Caste/ Scheduled Tribe candidates, it shall be Rs. 75/-.) It should be remitted along with the hard copy of the application at the Polytechnic College.

5. Reservation of Seats

Reservation of seats under different categories is given below.

5.1 Reservation for Persons with Disabilities: 5% of the seats available in each branch are reserved for the candidates with disabilities as stipulated in section 32, chapter VI of the Persons with Disabilities Act 2016. 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 programmes 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

Special reservation seats are available in Polytechnic Colleges. The number of seats available under special reservation categories is 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 online 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 online 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 online 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 online 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. See annexure XII.
- 5.5.3 Dependant of Defense personnel, Killed/ Missing/ Disabled in action [DK]** : One seat is reserved in selected Polytechnic Colleges (See Annexure xxii) 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.

Note :-For applying to seats mentioned in clauses 5.5.2 to 5.5.7, the normal online application is to be used.

5.5.9 Sports Quota [SP]:

The candidates seeking admission under sports quota shall submit application online through the link "SPORTS QUOTA" 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. 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. Those shortlisted candidates have to attend an interview at the Directorate of Technical Education, Thiruvananthapuram on a date which will be announced later. Only those who attend the interview will be considered for Sports Quota seats.

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 same with the attested copy of relevant certificates in any Govt./Aided Polytechnic Colleges in the state. Also submit a copy of the application with the attested copies 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, shall 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. Those shortlisted candidates have to attend an interview at the Directorate of Technical Education, Thiruvananthapuram on a date which will be announced later. Only those who attend the interview will be considered for NCC Quota seats.

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 grade 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.

Note: - All seats under the special reservation under clause 5.5 remaining unfilled even after considering all eligible candidates will be converted into merit seats just before the third allotment.

5.6.1 Special Batch for Hearing Impaired Candidates:- Admission to special batch for hearing impaired candidates are offered in Govt. Women's Polytechnic College Thiruvananthapuram, Government Polytechnic College Kalamasserry, Kerala Government Polytechnic College Kozhikkode. 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 candidates under this category will be based on the merit in the index mark obtained, and not on the basis of the degree of disability.

5.6.2 Persons with Disabilities (under PWD Scheme): In addition to the reservation as per clause 5.1, 25 seats (5 seats each in 5 branches) each are available at Government Polytechnic College, Kottayam and Sree Rama Government Polytechnic College, Thiriprayar for physically disabled candidates. Application for admission under this scheme should be submitted directly to the respective Polytechnic College with required certificates.

5.7 Allotment of Remaining seats: Leaving the seats set apart for management quota for the Aided/**Self financing** Institutions and reservations (Clause 5.1 to 5.5), 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	VK	2%

	communities		
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 a valid Non-Creamy layer certificate from the authority concerned.

Or

- (i) Valid Community certificate from village officer
(ii) Valid Income certificate showing annual family income is less than or equal to Rs. 800000/- (Rupees Eight Lakhs) from Village officer

Note:- For claiming fee concession, SEBC candidates should produce valid income certificate and community certificate at the time of admission.

- 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 belong to a community coming under SEBC need to produce the community and non creamy layer certificate of that parent who 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 Tahsildar.
- 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 be allotted to 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 Clause 5.1 to 5.5 and 5.7.2) are left unavailed by the candidates belonging to the respective categories, such seats shall be filled up from open merit quota.

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

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. 8,00,000) 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. 8,00,000 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 Tuition Fee Waiver Scheme, on changing to a higher option under a different scheme, are required to pay the tuition fee as applicable to the scheme under which new admission is availed.

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).(also see clause 6 of 9.16)

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/Open school candidates the Marks/Grades obtained in Science is considered for calculating grade in the place of Physics and Chemistry.

Note:- 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. This undertaking need only be submitted by candidates who have passed CBSE Xth during the period 2010-2017.

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

studies are eligible to apply for admission to Special Batches for Hearing Impaired.

7.5. The rules and regulations on admission through lateral entry will be published separately

8. General Conditions

8.1 The rank list will be prepared based on the index mark and the allotment list will be prepared on the basis of the rank, option exercised and applicable reservation, 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 natives 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 is already a student of a Diploma programme (other than final year students) can seek admission to Diploma programme as a fresh candidate. If such candidate is selected for admission he/she will be permitted to join in the first semester class of the programme. See also clause 13.6.

8.7 Uniform

Boys	Combination of golden yellow half-sleeve shirt and formal black pants.
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Girls	<p>Black churidar with golden yellow top and black waist coat.</p> <p>In workshops/laboratories, girls have to wear black pants and golden yellow shirts compulsorily.</p>
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The above prescribed uniform is compulsory on all days for students in Polytechnic Colleges including self financing Polytechnics. Students are expected to come to the college neatly dressed.

8.8 All candidates shall be accompanied by their parent/guardian at the time of admission.

8.9 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 are 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 through the website www.polyadmission.org

9.2 Applications can be submitted online from any computer having internet facility.

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 are encouraged to avail this facility which is provided absolutely free of cost. This also reduces the errors which may happen while filling the applications elsewhere, since sufficient staffs are deputed to help the candidates.

9.4 Applications for admissions can be submitted 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 print out of the application and register the signed application**

with self attested copies of relevant certificate at any convenient Government / Aided Polytechnic College in the state (see the list of Govt. / Aided Polytechnic Colleges in Annexure 1) by remitting the required fee.

- Polytechnic officials will register the application only after proper verification of data furnished by cross checking with the copies of the certificate produced. A register number will be issued from the Polytechnic College office after registering the application.

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 application fee. Copy of the application with attested copy of relevant certificates and copy of the application fee remittance receipt should be **submitted to the NCC Directorate, Thiruvananthapuram** 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 application fee. Copy of the application with attested copy of relevant certificates and copy of the application fee remittance receipt should be **submitted to the Secretary, Kerala Sports Council, Thiruvananthapuram** (See clause 5.5.9)

9.5 While submitting the application "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 accepted 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 by any combinations of programmes and institutions as the case may be in the state.

(Note: - An option is a combination of an institution and a programme)

- 9.8 Candidates can take the printout of their application after exercising their options 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 the required application fee at any convenient Government/ Aided Polytechnic Colleges in the state (**see annexure 1**) before the last date along with the documents as per clause 9.16.
- 9.11 A registration number will be issued to the candidate from the Polytechnic College at the time of submitting the application at polytechnic college with self attested copies of supporting documents and by remitting the required fee.
- Belated applications will not be considered for admission under any circumstances.
- 9.12 Candidates can verify the status of their application in the website. Candidates will be permitted to add/delete/re-arrange their options online only once in the admission process during a period of time given after the trial allotment and before the first allotment. For this purpose an OTP will be sent to the registered mobile number. No further corrections will be permitted thereafter.
- 9.13 Complaints if any, regarding the status of application should be brought to the notice of the Principal of any of the Govt/ Aided Polytechnic College.
- 9.14 Candidates who apply for admission under management quota of Aided Polytechnic College 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 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 to the candidate due to wrong/ incorrect/ incomplete entry in the application form.

9.16 Certificates/Documents to be submitted along 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 style="text-align: center;">OR</p> <p>b. Self attested copy of Certificate from the Head of the institution where the candidate had 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 that 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 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. 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. 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) showing place of birth in Kerala, to be issued by a competent authority. OR</p> <p>e. Self attested copy of the certificate of residence from the Village Officer/ Tahsildar to the effect that the candidate has been a resident of Kerala state for a continuous period of five years within a period of ten years. 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 after studying 8th to 10th standard from an institution in Kerala. 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</p>
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7	To claim Community reservation under SEBC	Self attested copy of valid non - creamy layer certificate issued by the concerned authority. or Self attested copy of valid community certificate and income certificate issued by competent authority.
8	To claim Community reservation under SC/ST	Self attested copy of valid Community certificate issued by the Tahsildar
9	To claim Special Reservation	Self attested copy of certificate from the Competent authority in support of the special Reservation claimed.(Seeclause5.5)
10	To claim reservation Under "Person with disability"	Self attested copy of medical certificate from the Medical Board as stipulated in clause5.1
11	To claim reservation Under the Tuition Fee Waiver scheme for Economically backward categories	Self attested copy of valid income certificate from Concerned Village Officer to the effect that the Annual family income is less than or equal to Rs.8,00,000/-or within the limit fixed by Govt. From time to time
12	To claim reservation under the Tuition Fee Waiver scheme for Physically Challenged categories	Self attested copy of certificate of disability from Medical Board and fitness certificate from the Medical Officer as mentioned in clause 5.1
13	To claim eligibility in The Special batches for Hearing Impaired	Self attested copy of medical certificate from the Medical Board as stipulated in clause 5.6

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. In case of CBSE, if marks and grades are available in the marklist, only the marks will be considered for calculation of rank.

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 ,Physics & Chemistry multiplied by 0.7 and divided by the number of subjects in Mathematics, physics and chemistry.

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

- The Weighted Grade Point Average 2 (WGPA2) is the average of sum of grade points of subjects other than Mathematics, Physics & Chemistry multiplied by 0.3 and divided by number of subjects other than Mathematics, Physics and chemistry.

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

- 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 English multiplied by 0.7 and divided by number of subjects in Mathematics and English.

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

- 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 and divided by the number of subjects other than Mathematics and English.

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

- 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 : Either the candidates who are natives of backward districts namely Pathanamthitta, Idukki, Malappuram, Wayanad, Kasargod or they studied in schools from VIII to X std belonging 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.

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 WGPA1 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 Rank List: The Provisional rank list prepared will be published in the website on the date specified. 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 the Govt/Aided Polytechnic College where he has submitted the hard copy of the application with specific request within 3 days after publication of the provisional rank list, for necessary action. Complaint received thereafter will not be entertained.

10.4 Trial Allotment:- Along with the Publication of Provisional Rank list, a trial allotment will be published. 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 of name in Trial allotment list does not guarantee the candidate an allotment in a Polytechnic College and programme.** The candidate has the facility to submit revised options online, if required, within 3 Days after publication of the Trial Allotment. (see clause 9.12). The candidates can check the last rank of allotment for the previous years for various programmes/institution/category using the link "LAST RANK OF ALLOTMENT".

10.5 Publication of Final rank list and first allotment:-

After the time allotted for re-option, final rank list and first allotment list will be published in the website. Candidates are required to go through the rank list. They can check their rank by candidate login.

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 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 and any fees (if paid) will be forfeited.

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 30 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 30 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.**

11.2 There will be a total of 3 allotments. The allotment list 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 any of the 3 allotments) in respect of

programme and institution, he/she is bound to join the allotted option in the stipulated time; otherwise he/she will lose the allotment and candidature cancelled.

- 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 allotted option by cancelling all the higher options

OR

- iii. He/she can retain the allotted seat by remitting a non-refundable security deposit of Rs.500 /- (one time payment) at any of the Govt/Aided polytechnic Colleges and wait for higher options (This amount will be adjusted against the Caution Deposit at the time of joining.) He/she is bound to join the programme allotted in any of the subsequent allotments, failing which results in the cancellation of allotment and candidature, and the Security Deposit will be forfeited.

- iv. If a candidate does not join in the allotted option within the stipulated time or donot retain the allotment by remitting the security deposit within the stipulated time, that allotment will be cancelled and he/she will be considered for higher options only.

- v. A Canddate is bound to join the programme allotted in the final allotment, failing which results in the cancellation of allotment. However he/she may be permitted to attend the spot admission(s).

12. PROCEDURE OF ADMISSION:- 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:

12.1 A selected candidate should report to the allotted Government/ Government Aided/Self financing (Govt. Quota) Polytechnic College with allotment letter, required fees and all the original documents (see clause 12.3). It comprises of all original documents including qualification, fee concessions, and reservations, transfer and conduct certificate. The candidate should submit the documents at the institution, get admitted and receive the admission slip and receipt for documents after proper scrutiny by the College authorities.

12.2 Candidates are advised to strictly adhere to the date and time of his / her reporting. No extension of time for reporting to the college will be granted under any circumstance. A candidate who does not turn up for reporting as per allotment, at any of Govt./Aided/Self financing Polytechnic College and time notified, will forfeit his/her chance for admission.

Note:-However, if a candidate is not able to attend in person at 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 XVI along with required original documents.

12.3 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	Nativity/ Domicile certificate from Village Officer (Annexure XIA) OR Certificate from the Head of the institution where the candidate undergone his/her study from std.VIII to X in these 5 districts 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. 9.16.6
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	Valid Non-Creamy layer certificate from the authority concerned. OR Valid community certificate and income certificate issued by competent authority
8	To avail community reservation as SEBC/ SC/ ST for the children of Inter caste marriage couple	Original of Inter caste marriage certificate in the prescribed format (Annexure X) from the authorities concerned. Income certificate/ Non-Creamy layer certificate in case of SEBC Original of the Community certificate issued by the Tahsildar concerned in the case of SC/ST
9	To avail special reservation under Clause 5.5	Original certificates from the competent authority in support of the special reservation claimed.
10	To avail reservation Under "Person with Disabilities" (As per clause 5.1)	a. Medical certificate from the medical board constituted by Govt. of Kerala to prove disability of minimum 40% as given in clause 5.1 b. Fitness certificate from Govt. Medical officer not below the rank of an Asst. Surgeon to the effect that the candidate is fit enough to undergo the programme chosen in the Polytechnic College.
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.8,00,000 or within the limit fixed by Govt. from time to time
12	To avail reservation under the Tuition Fee Waiver scheme for Physically Challenged categories	Original certificate of disability issued by Medical Board and fitness certificate from the Medical Officer as mentioned in clause 5.1
13	To attend admission in absentia.	Authorization letter in prescribed format (Annexure XVI) and all original certificates

14	To claim eligibility in the special batches for Hearing Impaired	a) Original Medical Certificate from the Medical Board as stipulated in clause 5.6. 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.
15	For educational fee concession	1. 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 2. Valid community certificate.

Note: Candidates **WILL NOT** be given any chance to produce the original documents/certificates after the date of admission.

13. FEES

13.1 Fees for the various programmes in Government/ Aided Polytechnic 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 (Revenue Portion)	Rs.700/Year	Beginning of odd semester
Special Fee (PD Portion)	Rs.600/Year	Beginning of odd semester

Student Amenities Fee	Rs.350/Year	Beginning of odd semester
Caution Deposit (Refundable)	Rs 500 /-	At the time of Admission

Note:- Fee and educational concessions are available for students whose family income is below Rs. 100000 (One Lakh only) irrespective of their community.

13.2 Fees for Government seat & Management seat in self financing Polytechnic College

Fee Component	Amount	Remittance
Tuition Fee (For Govt. Quota Seats)	Rs. 22,500/- per year	At the time of Admission
For Management Seats	Rs.37,500/- per year	At the time of Admission
Examination Permanent registration fee	Rs.1500/- per student	At the time of Admission

Special fees	Rs.2500/ per year	Beginning of odd semester
Caution Deposit (Refundable at the time of issue of TC)	Rs.5000/-	At the time of Admission
Interest free deposit (Refundable at the time of issue of TC)	Rs. 10000/	At the time of Admission <i>Note:- SC/ST candidates are exempted from interest free deposit.</i>

[Note : SC/ST candidates admitted into Polytechnic Colleges through centralised allotment process, may avail educational concessions as per rules of the SC/ST department]

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

13.4 Students who got admitted in Govt/ Aided Polytechnic colleges in Govt quota and whose family annual income from all sources up to Rs.100000 /- (One Lakh only) will be eligible for appropriate educational concession. Such students should produce income certificate and community certificate at the time of admission.

13.5 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 fees if they are not eligible for fee concession as per clause 13.1 or 13.2. If a student admitted under Tuition Fee Waiver Scheme is allotted a higher option other than the seat under Tuition Fee Waiver Scheme, such candidate will have to pay the tuition fee and other fees applicable.

13.6 Candidates who are Diploma holders or who have completed the diploma 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.

13.7 Any student who joined for a Diploma programme in Govt./Govt Aided College /Self financing Polytechnic College and later discontinued his/her studies with or without attending the classes are liable to pay the entire fees up to and including the semester he/she studied.

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

Director of Technical Education

