



GOVERNMENT OF KERALA

Admission to Diploma in
Hotel management and Catering Technology
2021-2022

(Approved as per GO(Rt) No. 1341/2021/HEdn, dated 08/10/2021)

DIRECTORATE OF TECHNICAL EDUCATION

PADMAVILASOM ROAD, FORT P.O, THIRUVANANTHAPURAM

Admission Website: www.polyadmission.org/dhm

IMPORTANT DATES

Sl. No.	Activity	Date
1	Online Submission of Application begins	13/10/2021
2	Online Submission of Application ends	19/10/2021
3	Publication of Provisional Rank list	20/10/2021
4	Last date for appeal and correction of Applications	21/10/2021
5	Publication of Final Rank List and First Allotment	22/10/2021
6	Counselling and Admission	22/10/2021 to 25/10/2021
7	Admission closes	25/10/2021

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2	II	List of SC/ST/OEC &SEBC Communities
3	III	Undertaking from the Students as per the provisions of Anti Ragging Verdict by the Hon. Supreme Court
4	IV	Income and Asset Certificate to be produced by Economically Weaker Sections
5	V	Certificate of Fitness for claiming reservation under PWD
6	VI	Eligibility conditions for Admissions under PWD

1. INTRODUCTION

The prospectus for admission to the Diploma in Hotel Management and Catering Technology for the academic year 2021-22, approved by the Government of Kerala, is published herewith. It contains general information and rules related to the admission process and other connected matters. Candidates are requested to go through the prospectus carefully and acquaint themselves with all the relevant information relating to admission. The prospectus issued in earlier years is not valid for the academic year 2021-22.

The prospectus sets out the rules and regulations for the selection and admission for the eight-semester Diploma Programme conducted by Munnar Catering College within the state of Kerala. Admissions to this Programme is regulated on the basis of merit as assessed by the marks/grades obtained in the qualifying examination. Reservation rules as specified are applicable.

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

The submission of applications will be online.

A separate application shall be submitted for the following categories of seats. Submission of the application will be complete only after the online remittance of the application fee is successful.

- i) Application for seats in Government quota
- ii) The candidates seeking admission for the management seats shall submit their application online (by paying the application fee online) through the link **"MANAGEMENT QUOTA"** on the website. Take a printout of the application and submit the same at the institutions.

2. PROGRAMME, INSTITUTION & SEATS

2.1 The Diploma programme in Hotel Management and Catering Technology is a 4-year AICTE approved programme.

2.2 Categorization of Seats

2.2.1 **Merit Seats:** These are the seats against which the Department makes allotment through the State Institute of Technical Teachers Training & Research (SITTTR).

2.2.2 **Management Seats in the Institution:** These are the seats set apart in the Programme, to be filled up by the management concerned. 50% of sanctioned intake of the Programme is set apart under this category. A select list will be prepared from among the applicants who satisfy the eligibility conditions as laid down in clause 7. The select list is subject to the approval of the Joint Director of the respective

Regional Directorate/Deputy Director (General) of the Directorate of Technical Education.

Note:-1. Application details of all the students admitted in the Management Quota shall be entered in the admission portal before the closure of admission. The admission shall abide by the eligibility conditions prescribed in this prospectus. Admissions not obeying the eligibility conditions as per this prospectus will be cancelled and the consequences shall be borne by the Head of the institution/Management.

3. Duration of the Diploma programmes

Diploma programmes are of 8 semesters duration spanning a period of 4 years.

4. Prospectus & Application Fee

The prospectus is available on the website www.polyadmission.org/dhm and can be downloaded free of cost.

The application fee under the Government quota shall be Rs. 150/- and for scheduled Caste/Scheduled Tribe candidates, it shall be Rs. 75/-. The application fee under the management quota shall be Rs. 150/-. The application fee shall be remitted online while submitting the application.

5. Reservation of Seats

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

5.1 Reservation for Differently abled (Persons with Disabilities): 5% of the seats available in the Programme is reserved for the differently-abled candidates with disabilities as mandated in section 32, chapter VI of the Persons with Disabilities Act 2016. **A person with a disability means a person suffering from not less than 40% of disability certified by the Medical Boards constituted by the Government of Kerala.** Candidates with a minimum disability of 40% will be eligible to apply under this category.

The selection of candidates under this category will be based on rank and physical suitability, and not on the basis of the degree of disability. **Those candidates seeking admission to this quota shall have to produce a certificate as issued by the Medical Board pertaining to their disability and also submit a "Certificate of Fitness" proving their fitness for undergoing the Diploma Programme in the format as given in Annexure V.**

Note: For example, if a candidate is claiming reservation under low vision, then the candidate has to produce a certificate from the Medical Board as well as a fitness certificate as in Annexure V from the Ophthalmologist.

5.2 Reservation for the THSLC holders : 10% of the seats are reserved for THSLC holders.

5.3 Reservation for VHSE Candidates : 2% of the seats are reserved for the candidates who have successfully completed VHSE with eligibility for higher studies. VHSE qualified applicants will be considered only for the Diploma programmes academically related to the VHSE trade they have studied.

5.4 Allotment of remaining seats: Leaving the seats set apart for management quota for the Institutions and reservations(Clause 5.1, 5.2 & 5.3), the remaining seats will be distributed as mentioned below as per GO(P)No. 208/66/Edn dt: 02.05.1966, GO(Ms)No. 95/08/SCSTDD dt: 06.10.2008 and GO(Ms)No. 10/2014/BCDD dt: 23.05.2014 and as modified from time to time.

5.5 Seats reserved for Economically Weaker Sections in General Category

As per the G.O (MS) No.2/2020/P&ARD dated 12.02.2020 and G.O.(MS)No.5/2020/P&ARD dated 03.03.2020, the Government of Kerala have decided to implement reservation for Economically Weaker Sections in general category (EWS) to all Higher educational institutions other than minority institutions, where reservation to other backward classes are provided. 10% of seats are reserved in the program for candidates belonging to Economically Weaker Sections and who are not eligible for other community reservations. A certificate in the format as given in annexure XVI should be produced for availing of this reservation.

5.6 Open merit in the state: 50% of the seats will be filled up purely on merit irrespective of the category/ community to which the candidate belongs.

5.7 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	Dheevara & related Communities	DV	2%
6	Vishwakarma & 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 Government order (Kerala) 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 of Kerala state.

(ii) Valid Income certificate showing annual family income is less than or equal to Rs. 800000/- (Rupees Eight Lakhs) from the Village officer of Kerala state.

b. The permitted names of castes and communities under SEBC are given in Annexure II or as per Government directions from time to time.

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 candidates should furnish an "Inter-caste Marriage Certificate" from the Village Officer. They have to produce the 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 a 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 parents belonging 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 Revenue Officials.

e. Candidates claiming reservation under Scheduled Castes/ Scheduled Tribes quota should obtain the caste/ community certificate from the Tahsildar concerned of Kerala state. The names of castes and communities approved by the Government of Kerala under SC/ST categories are given in Annexure VI or as per Government directions from time to time. **The names of castes and communities of candidates claiming reservation under Scheduled Castes / Scheduled Tribes which are not included in Annexure VI or as per Government directions from time to time are invalid.**

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 listed in the Annexure to G. O. (MS) No. 14/2017/BCDD dated 02/08/2017. If any seat continues to remain unfilled, that will be allotted to Open Merit.

5.8.3 If any seats in the reservation quota (Under Clause 5.1) are left unavailed by the candidates belonging to the respective category, such seats shall be filled up from open merit quota.

5.8.4 The admission to SC/ST candidates will be provisional and subject to scrutiny and verification by KIRTADS. If at a later stage, the claim for reservation under this category is found false, the admission will be cancelled and appropriate criminal proceedings against the candidate will be initiated.

6. Seats under other schemes

6.1 Seats under Tuition Fee Waiver Scheme (AICTE scheme)

In addition to the sanctioned intake, 5% seats is provided under the Tuition Fee Waiver Scheme for candidates whose family income from all sources does not exceed Rs.8.00 Lakhs. The allotment to these seats will be based on merit.

- Candidates desirous of availing the seats under the Tuition Fee Waiver Scheme for Economically Backward categories (irrespective of the community) should make necessary entries in the online application form. The seats under this category are available only to candidates whose annual family income is less than/equal to Rs. 8,00,000 (Eight lakhs only). The original valid income certificate should be produced at the time of admission.

- Students who joined a programme of study under the 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

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

b. The candidate should have passed SSLC/THSLC or equivalent examination, with eligibility for higher studies.

7.2 Candidates who have taken more than two chances to secure eligibility for higher studies in SSLC/THSLC or equivalent examinations are not eligible for admission. Appearances for the "Betterment" or "SAY" examination will not be considered as a chance.

8. General Conditions

8.1 Candidates have to submit the applications as detailed in this prospectus.

8.2 The rank list will be prepared based on the index score and the allotment list will be prepared on the basis of the index mark and applicable reservation, if any.

8.3 For candidates who have not secured eligibility for higher studies on the first chance, a penal point of 0.5 will be deducted for index score calculation.

8.4 The index score is obtained after subtracting the penal points if any.

8.5 Uniform

Students are expected to come to the college neatly dressed. The following prescribed uniform is compulsory on all days for students of the Diploma programme in Hotel Management and Catering Technology

Blazer – 1 No, White shirt - 2 Nos, Black pant-2Nos, Chef Coat – 2 Nos, Chef Pant- 2 Nos, Apron- 6 Nos, Waist Coat - 1 No, Chef Scarf- 3 Nos, Napkin- 6 Nos, Tie-2 Nos, Bow tie-1 No.

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 parents/guardians should give a combined undertaking in the prescribed format (Annexure III) 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'ble Supreme Court of India)**

9. Submission of Applications

9.1 Application for admission shall be submitted online through the website "www.polyadmission.org/dhm"

9.2 It can be submitted from any computer having an internet connection.

9.3 Online Help Desk is set up at the institution. Trained staff members shall be deputed to the Help Desk to assist the candidates in filling the application form. This will reduce the errors which may happen while filling the application form. Contact numbers of the members of the Help Desk will be available on the website.

9.4 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. This will avoid the chances of furnishing wrong and incomplete information. **Claims not included in the applications will not be considered.**

9.5 Procedure for submitting the application is mentioned below:-

Application for General seats and Management seats will be available.

- **Fill up the applications online at the website link "ONLINE SUBMISSION".**
- **Remit the application fee online.**
- **You will receive SMS on your registered mobile on the successful submission of your application. Candidates can take a print out of the application at any time.**
- **For assistance, kindly call the online Help Desk set up at the institution. A hard copy of the Management application shall be submitted at the institution.**

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

9.7 Candidates can verify the status of their applications on the website. After the publication of the trial allotment list, candidates will be given an opportunity to modify it online. This is a one time opportunity and has to be exercised within the given time. For this purpose, an OTP will be sent to the registered mobile number. No further corrections will be permitted thereafter.

9.8 Complaints, if any, regarding the status of the application should be brought to the notice of the Principal of the College.

9.9 The candidates seeking admission for the management seats shall submit an application online (by paying the application fee online) through the link “MANAGEMENT QUOTA” on the website. Take a printout of the application and submit the same to the institution. Application for management quota will not be considered for selection under Merit seats. Those candidates who also wish to be considered for merit seats should submit an online application as mentioned in clause 9.5.

9.10 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 or incorrect claim in the application form.

9.11 Details of Certificates/ Documents to be submitted at the time of online submission of application in addition to AADHAR number. (The candidates are required to enter the number, date of the certificate and name/designation of the issuing authority in the online application)

Sl No.	Purpose	Certificate Required
1	To Prove date of birth	SSLC/ THSLC or equivalent examination.
2	To prove the educational qualification	Mark list of SSLC/THSLC or equivalent certificate.
3	To claim Community reservation under SEBC	Valid non - creamy layer certificate issued by the concerned authority.
		or
		Valid community certificate and income certificate issued by the competent authority.
4	To claim Community reservation under SC/ST	Valid Community certificate issued by the Tahsildar
5	To claim reservation Under “Differently abled Person with disability”	Medical certificate from the Medical Board as stipulated in clause 5.1

6	To claim reservation Under the Tuition Fee Waiver Scheme for Economically backward categories	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
7	To avail reservation under EWS	Original of the Income & Asset certificate from Village Officer in the format as given in Annexure IV

Note: Certificates issued by the competent authorities of Kerala State or as notified by the Government from time to time only are valid.

10. Selection of Candidates

10.1 Selection is based on the grade point secured by the candidate 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 grade scale as detailed below

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 more than 30%, and have the eligibility for higher studies, will be considered to have passed the paper in D+ grade for calculating the grade point. **In the case of CBSE, if marks and grades are available in the mark list, only the marks will be considered for arriving at the grade point.**

Calculation of Index mark

Index Mark = $\frac{\text{Sum of Grade Points of all subjects}}{\text{Total No. of subjects}}$

Penal Point: **0.5** for candidates who have not passed the qualifying examination in the first chance.

(Note: Appearances for "Betterment" or "SAY" examination will not be considered as a chance)

Index score = Index mark - Penal 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.

10.2 Preparation of rank lists

- Rank list for allotment will be published in the portal www.polyadmission.org/dhm.
- The rank list will be prepared on the basis of the **Index Score** calculated and the allotment will be done strictly on the basis of the rank list for the programme.

d. Resolution of Tie while ranking:

For the purpose of resolution of Tie, a candidate with a higher index score in the rank list will be placed higher.

If a tie still persists :

Candidates with higher **marks/grades** in English will be placed higher in the ranking. In case, tie still exists, the **age** of the candidate will be taken into account and the older will be placed higher in the ranking.

10.3 Publication of Provisional Rank List: The Provisional rank list prepared by State Institute of Technical Teachers Training and Research, Kalamassery (SITTTR) will be published in "www.polyadmission.org/dhm" on the date specified. Candidates can also verify their individual rank in the list through the link provided on 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/PWD, etc. If a candidate has any complaint it can be corrected online or he/she may approach the institution with relevant documents within the stipulated time after the publication of the provisional rank list, for necessary action. Complaints received thereafter will not be entertained.

10.4 Trial Allotment:- Along with the Publication of Provisional Rank list, a trial allotment list will be published. The candidate can access both the rank list and trial allotment list from the website to assess the probability of getting allotment to the programme. **Inclusion of name in the Trial allotment list does not guarantee allotment to the candidate.**

10.5 Inclusion of name in the rank list will not entitle the applicant for admission to the programme unless the applicant satisfies the rules regarding the eligibility for admission as laid down in this Prospectus. Furnishing of false particulars would result in the forfeiture of the candidature. If any information furnished along with the application by a candidate is found false or ineligibility for admission detected before or after admission, the candidature of the applicant will be withdrawn and admission if any given will be cancelled and any fee (if paid) will be forfeited by the candidate.

10.6 Publication of Rank List & Admission: The Rank list prepared by the State Institute of Technical Teachers Training and Research, Kalamassery will be published on the website www.polyadmission.org/dhm. The allotment of seats during admission will be based on this published Rank list observing all reservation rules. Inclusion of name in the rank list will not entitle the applicant for admission to 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 is found false or ineligibility for admission detected before or after admission, the candidature of the applicant will be withdrawn and if any admission was given, that will be cancelled.

If seats are remaining vacant after the allotment and admission, spot admissions may be conducted to fill any remaining seats before the closing of admission.

10.7 Procedure Of Admission:- Candidates who wish to join for admission should take the printout of the allotment letter from the website and proceed as follows:

10.8 Candidates who wish to join the admitted seat, should report at the College with admission slip, required fee and the entire original documents (see clause 10.9). Documents including certificates of qualification, fee concessions, and reservations, transfer and conduct certificate. The College authorities shall ensure that the caste/community/income certificates etc. are issued by the competent authorities of Kerala State or as notified by the Government from time to time.

10.9 Documents to be submitted at the time of Admission

Sl. No.	Purpose	Nature the of Certificate Required
1	Proof of date of birth	Original certificate of SSLC/THSLC or equivalent examination.
2	Proof of educational qualification	Original mark list of qualifying examination SSLC/THSLC or equivalent with a Photocopy of it.
3	To avail community Reservation as SC/ST	Original of the Community certificate issued by the Tahsildar concerned.
4	To avail Community reservation in case of SEBC	Valid Non-Creamy layer certificate from the authority concerned. OR Valid community certificate and income certificate with income not more than Rs. 8 Lakhs issued by the competent authority
5	To avail reservation Under "Person with Disabilities" (As per clause 5.1)	a. Medical certificate from the medical board constituted by Government of Kerala to prove disability of minimum 40% as given in clause 5.1 b. Fitness certificate from Government Medical officer not below the rank of an Asst. Surgeon to the effect that the candidate is fit enough to undergo the particular programme in the College.

6	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 Government from time to time
7	To avail reservation under EWS	Original of the Income & Asset certificate from Village Officer in the format as given in Annexure IV
8	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 Government from time to time 2. Valid community certificate.

Note: 1. AADHAR card should be produced at the time of admission.

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

3. Certificates issued by the competent authorities of Kerala State or as notified by the Government from time to time will only be considered.

4. Validity of various certificates from the date of issue is as given below or as notified by the Government from time to time :

- i. Caste/community certificate - 3 years
- ii. Income certificate - 1 year
- iii. Non-creamy layer certificate - 1 year
- iv. Fitness Certificate - 1 year

11. FEE DETAILS

Fee Component	Amount	Remittance
Tuition Fee (For Government Quota & Management quota)	Rs. 98000/- per year	At the time of Admission
Examination Permanent registration fee	Rs.1655/-	At the time of Admission

[Note: SC/ST candidates admitted into Government seats in Self Financing Polytechnic Colleges through centralized allotment process are eligible for fee and other educational concessions as per Government rules. Those SC/ST students admitted through management quota in Self-financing Polytechnic Colleges are not eligible for fee and other educational concessions.]

11.1 Students selected under the “Tuition Fee Waiver Scheme” will be exempted from the payment of tuition fees. They will have to pay all other fees if they are not eligible for fee concession.

12. Refund of Fees

As per GO (Rt) No. 77/2019/H.Edn., Thiruvananthapuram dated 18/01/2019 and AICTE Approval Process Handbook 2021-22 and referring Clause 12.1 of Prospectus,

12.1 In the event of a student withdrawing before the start of the Course, the entire Fee collected from the student, after a deduction of the processing fee of not more than Rs.1000/- (Rupees One Thousand only) shall be refunded by the Institution. It would not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original.

12.2 In case, if a student leaves after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the Fee collected after a deduction of the processing fee of not more than Rs.1000/- (Rupees One Thousand only) and proportionate deductions of monthly Fee and hostel rent, where applicable.

12.3 In case the vacated seat is not filled, the Institution should refund the Security Deposit and return the original documents.

12.4 The Institution should not demand Fees for the subsequent years from the students cancelling their admission at any point in time. Fee refund along with the return of Certificates should be completed within 7 days.

13. Any other items not specifically covered in this prospectus will be decided by the Govt of Kerala and it shall be final.

Director of Technical Education