



GOVERNMENT OF KERALA

**ADMISSION TO 3 YEAR DIPLOMA IN
HOTEL MANAGEMENT AND CATERING TECHNOLOGY
UNDER HOTEL MANAGEMENT STREAM**

2024-2025

PROSPECTUS

(Approved as per GO(Rt) No. 574/2025/HEdn., Thiruvananthapuram dated 12/05/2025)

For online submission of application visit:

www.polyadmission.org/dhm

Prepared by : State Institute of Technical Teachers Training and Research, Kalamassery

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Admission Portal : www.polyadmission.org/dhm

IMPORTANT DATES

Sl. No.	Activity	Date
1	One time registration fee remittance and Online Submission of Application begins	
2	Online Submission of Application ends	
3	Publication of Provisional Rank list	
4	Last date for appeal and correction of Applications	
5	Publication of Final Rank List and First Allotment	
6	Counseling and Admission	
7	Commencement of First semester class & Induction Program	
8	Admission closes	

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INTRODUCTION

The prospectus for admission to the Diploma in Hotel Management and Catering Technology for the academic year 2024-25, 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 2024-25.

The prospectus sets out the rules and regulations for the selection and admission for the six-semester Diploma Program conducted by Munnar Catering College within the state of Kerala. Admissions to this Program 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 shall be online.

A separate application shall be submitted for the following categories of seats. Submission of the application shall 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 Admission Portal.

2. PROGRAM, INSTITUTION & SEATS

2.1 The Diploma program in Hotel Management and Catering Technology is a 3-year AICTE approved program.

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 Program, to be filled up by the management concerned. 50% of sanctioned intake of the Program is set apart under this category. A select list shall 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 shall be cancelled and the consequences shall be borne by the Head of the institution/Management.

3.Duration of the Diploma program (as per AICTE Office order No. AICTE/ P&AP/ Legal/ HTM/2025, Dated: 22.02.2025)

The duration of Diploma Program in the Hotel Management stream is 3 years after Class 10th with National Credit Framework (NCrF) entry level 3.0 and 2 years (lateral entry) after class 12th with NCrF entry level 4.0. The exit NCrF level of Diploma students is 4.5.

4. Prospectus & Application Fee

The prospectus is available in the Admission Portal www.polyadmission.org/dhm and can be downloaded free of cost.

The application fee under the Government quota shall be Rs. 200/- and for scheduled Caste/Scheduled Tribe candidates, it shall be Rs. 100/-. The application fee under the management quota shall be Rs.200/-. 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 6 in the prospectus.

5.1 Reservation for Differently abled (Persons with Disabilities): 5% of the seats available in the Program 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/UDID.** Candidates with a minimum disability of 40% shall be eligible to apply under this category.

The selection of candidates under this category shall 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 Program in the format as given in Annexure IV.**

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 IV from the Ophthalmologist.

5.2 Allotment of remaining seats: Leaving the seats set apart for management quota for the Institutions and reservations(Clause 5.1), the remaining seats shall 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.

5.2.1 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, 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% seats are reserved in each program for candidates belonging to Economically Weaker Sections and who are not eligible for other community reservations. A certificate from the Village Officer shall be produced at the time of admission for availing this reservation.

5.2.2 General merit in the state: 50% of the seats shall be filled up purely on merit irrespective of the category/community to which the candidate belong.

5.2.3 Mandatory Reservation: Only “Keralites” as specified in 7.1 b (i) are eligible for Mandatory reservations. The remaining 40% of the seats shall be reserved for socially and Educationally Backward Class (SEBC), scheduled Castes and Scheduled Tribes as given below.

TABLE I

(A)		General Merit (GN)	50%	
(B)		Economically Weaker Sections in General Category (EWS)	10%	
(C)		Socially and Educationally Backward Classes (SEBC)	30%	
	a.	Ezhava (EZ)	9%	
	b.	Muslim (MU)	8%	
	c.	Other Backward Hindu (BH)	3%	
	d.	Latin Catholic and Anglo Indian (LA)	3%	
	e.	Dheevera and related communities (DV)	2%	
	f.	Viswakarma and related communities (VK)	2%	
	g.	Kusavan and related communities (KN)	1%	
	h.	Other Backward Christian (BX)	1%	
	i.	Kudumbi (KU)	1%	
(D)		Scheduled Castes & Scheduled Tribes		10%
	a.	Scheduled Castes (SC)	8%	
	b.	Scheduled Tribes (ST)	2%	

5.2.3.1 Claim for communal reservation under the Socially and Educationally Backward Classes(SEBC):

Reservation to the Socially and Educationally Backward Classes shall be in accordance with the provisions contained in G.O.(P)208/66/Edn.dated 02.05.1966, G.O.(Ms) No.95/08/ SCSTDD dated 06.10.2008, GO(MS) No. 10/2014/BCDD dated: 23.05.2014, G.O.(P) No. 1/2015/BCDD dated: 01.01.2015, GO(MS) No. 4/2015/H.Edn. dated: 05.01.2015, GO(MS) No. 15/2015/H.Edn. dated: 19.01.2015, GO(MS) No. 03/2018/BCDD. dated: 09.04.2018, GO(MS) No. 05 /2020/BCDD. dated: 16.03.2020and as amended from time to time and shall be in accordance with the Orders of the Hon’ble Supreme Court of India/ Hon’ble High Court of Kerala or Orders of the Government of Kerala/ Government of India.

Candidates belonging to Socially and Educationally Backward Classes as per G.O.(P) 208/66/Edn. dated 02.05.1966, GO(MS) No. 10/2014/BCDD dated: 23.05.2014, G.O.(P) No. 1/2015/BCDD dated: 01.01.2015, GO(MS) No. 4/2015/H.Edn. dated: 05.01.2015 and GO(MS) No. 15/2015/H.Edn. dated: 19.01.2015 shall produce a certificate to the extent that the candidate belongs to the community (included in Table III, 6 of Clause 8.11) which is designated a Socially and Educationally Backward Class and does not belong to the category of Creamy Layer (Annexure 5 of G.O.(P) No. 1/2015/BCDD dated: 01.01.2015). The names of castes and communities under SEBC

are given in Annexure II e. Only the claims of the candidates of those communities that are included in the list as incorporated in the respective Annexure of the Prospectus 2023 shall be considered. Claims by candidates belonging to other communities, which are not included in the Annexure II e, shall be rejected even if certificates from the concerned Revenue Officers are obtained.

Reservation under SEBC: Candidates belonging to Ezhava, Muslim, Other Backward Hindus, Latin Catholic & Anglo Indians, Dheevara and related communities, Viswakarma and related communities, Kusavan and related communities, Other Backward Christian and Kudumbi communities, claiming reservation under SEBC Quota shall invariably produce documents as prescribed in Table III, 6 of Clause 8.11 in the prescribed format for State Government Education purpose obtained from the Village Officer concerned.

5.2.3.2 a) Reservation for children of inter-caste married couple under SEBC: 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 shall furnish documents as prescribed in Table III, 8 of Clause 8.11.

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 shall be final and cannot be changed subsequently.

b) Reservation for children of inter-caste married couple under SC/ST: Candidates who are children of inter-caste married couple of whom one is SC/ST, shall 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 shall be granted the same, based on the community shown in the marriage certificate issued by the Revenue Officials or Caste certificate in the name of candidate issued by Tahasildar.

5.2.3.3 Claim for reservation under Scheduled Castes/Scheduled Tribes Quota:

a) Candidates claiming reservation under Scheduled Castes/Scheduled Tribes quota shall produce the caste/community certificate in the name of the candidate from the Tahasildar concerned of Kerala State. The names of castes and communities approved by the Govt., Of Kerala under SC/ST categories Annexure II a and II b or as per Govt. Directions from time to time only shall be considered.

b) **The candidates who are reconverted to Hinduism from Christianity of Scheduled caste** origin shall produce community certificate from the Tahasildar concerned, along with the Gazette Notification regarding re-conversion. Such candidates shall also produce the Sudhi Certificate and relevant page of the school documents of the candidate and his/her parents. The Community Certificate shall clearly specify that the candidate himself/herself (not the father or mother) belongs to the Scheduled Castes/Scheduled Tribes.

c) **WARNING:** Those who produce false SC/ST Certificate for claiming reservation under SC/ST quota shall be liable for the penalties stipulated in section 15 of the Regulation of Issue of Community Certificates Act, 11 of 1996.. Candidates and their parents who make such applications are warned that in addition to prosecution they shall have to suffer the following consequences, in case the SC/ST certificate submitted is found to be false and the candidate does not belong to any

SC/ST communities, under section 16 of the Act which says,

"Benefits secured on the basis of false community certificates shall be withdrawn.

Whoever not being a person belonging to any of the Scheduled Castes or Scheduled Tribes secures admission in any educational institution against a seat reserved for such castes or tribes or secures any appointment in the Government, Government Undertakings, Local Authority or in any other Company or Corporation owned or controlled by the Government or in any aided institution against a post reserved for such castes or tribes or enjoys any other benefits intended exclusively for such castes or tribes by uploading a false community certificate shall, on cancellation of the false community certificate, be removed by cancelling the irregular admission in the concerned educational institution, or as the case may be, removed from the said service forthwith and any benefit enjoyed by him as aforesaid shall be withdrawn forthwith.

Any amount paid to such person by the Government or any other agency by way of scholarship, grant, allowance, stipend or any other financial benefit shall be recovered as if it is arrears of public revenue due on land.

Any degree, diploma or any other educational qualifications acquired by such person after securing admission in any educational institution on the basis of a false community certificate shall also stand cancelled on cancellation of the community certificate obtained by him".

d) Claim of OEC candidates against the un-availed seats of SC/ST candidates: Other Eligible Community (OEC) candidates (belonging to communities as per Annexure II c) are eligible for the un-availed seats, if any, under SC/ST quota. They shall produce documents as prescribed in Table III, 5 of Clause 8.11 as per G.O.(P) No.1/2015/BCDD dated: 01.01.2015 and G.O.(MS) No.4/2015/H.Edn. dated: 05.01.2015.

e) Claim for fee concession to OEC candidates: Eligible candidates belonging to communities as per Annexure II(c) with documents as prescribed in Table III, 5 of Clause 8.11 and eligible Candidates belonging to Other Eligible Communities as per Annexure II(d) documents as prescribed in Table III, 5 of Clause 8.11 with income certificate from Village Officer with income less than or equal to Rupees Six Lakhs shall be considered for fee concessions of SC/ST.

5.3 Other General rules for reservation/fee concession

5.3.1 The seats un-availed by the Scheduled Castes (SC) candidates shall be allotted to Scheduled Tribes (ST) candidates and vice versa.

5.3.2 The seats un-availed by the SC/ST candidates shall be filled by Other Eligible Community (OEC) candidates listed in the Annexure II d to G. O. (MS) No. 14/2017/BCDD dated 02/08/2017. If any seat continues to remain unfilled, that shall be allotted to Open Merit.

5.3.3 If any seats in the reservation quota (Under Clause 5.1) are left un-availed by the candidates belonging to the respective categories, such seats shall be filled up from open merit quota.

5.3.4 The admission to SC/ST candidates shall 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 shall be cancelled and appropriate criminal proceedings against the candidate shall be initiated.

5.4 Seats under other schemes

5.4.1 Seats under Tuition Fee Waiver Scheme (AICTE scheme)

In addition to the sanctioned intake, 5% seats in the program are 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 shall be based on merit.

Candidates desirous of availing the seats under Tuition Fee Waiver Scheme for Economically Backward categories (irrespective of community) shall 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 of the valid income certificate shall be produced at the time of admission.

Students who joined a program 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.

As per APH 2024-25 to 2026-27 Clause 6.42 (d), these seats shall be available to such programs in an institution where a minimum of 50% of “approved intake” are filled up in the last academic year.

6. Eligibility for Admission

6.1 a) The candidate shall be a citizen of India.

b) Candidates seeking admission to DHMCT shall be categorised as Keralite and Non-Keralite.

Keralite: A candidate of Kerala origin shall be categorised as a ‘Keralite’ as per Clause 9.12. If he/she shall produce certificates as per Clause 8.11 and place of birth is Kerala he/she shall be eligible for Communal/EWS/TFW/Special/Persons with Disabilities reservation and fee concession. If the place of birth of such a candidate is not Kerala, he/she shall produce valid documents for reservation and fee concession from competent authorities of Govt. of Kerala. Children of All India Service (AIS) officers (Non-Keralites) allotted to Kerala cadre are deemed to be ‘Keralites’ as per G.O. (Rt) No. 822/08/H.Edn. dated 29/05/2008. But they shall not be eligible for Communal/EWS/TFW/Special/Persons with Disabilities reservation or any fee concession.

Non-Keralite: A candidate who does not belong to ‘Keralite’ category shall be categorised as ‘Non-Keralite’. He/she shall not be eligible for Communal EWS/TFW/ Special/Persons with Disabilities reservation or any fee concession.

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

7. General Conditions

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

7.2 The rank list shall be prepared based on the index score and the final list shall be prepared on the basis of the index mark and applicable reservation, if any.

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

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

7.6 Uniform

Students are expected to come to the college neatly dressed. Uniform is compulsory on all days for students of the Diploma program in Hotel Management and Catering Technology. Each student shall wear uniform as per instructions of head of institution and ensure the following items for uniform:

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.

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

7.8 All candidates selected for admission and their parents/guardians shall 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 shall 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)**

8. Submission of Applications

8.1 Application for admission shall be submitted online through the Admission Portal“www.polyadmission.org/dhm”

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

8.3 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 shall reduce the errors which may happen while filling the application form. Contact numbers of the members of the Help Desk shall be available on the Admission Portal.

8.4 While submitting the application online, the candidates shall keep with them the copies of documents to prove their eligibility (See clause 6), claims for reservations (See Clause 5) and enter the relevant details in the online application form. This shall avoid the chances of furnishing wrong and incomplete information.

Claims not included in the applications shall not be considered.

8.5 Procedure for submitting the application is mentioned below:-

- i. Online application link for General seats and Management seats shall be available separately in the Admission Portal.
- ii. Fill up the respective applications online at the Admission Portal link “ONLINE SUBMISSION”.
- iii. Remit the application fee online.
- iv. You shall 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.
- v. For assistance, kindly call the Help Desk set up at the institution.
- vi. **A hard copy of the Management application shall be submitted at the institution.**

8.6 Educational qualification certificate claimed by the candidate issued by date of admission may be accepted.

8.7 Candidates can verify the status of their applications on the Admission Portal. After the publication of the trial allotment list, candidates shall 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 shall be sent to the registered mobile number. No further corrections shall be permitted thereafter.

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

8.9 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 Admission Portal. Take a printout of the application and submit the same to the institution. Application for management quota shall not be considered for selection under Merit seats. Those candidates who also wish to be considered for merit seats shall submit an online application as mentioned in clause 9.5.

8.10 Any wrong information given in the application shall lead to the forfeiture of candidature. The Department of Technical Education shall not be responsible for any inconvenience caused to the candidate due to wrong/ incorrect/ incomplete entry or incorrect claim in the application form.

8.11 Details of Certificates/ Documents to be submitted at the time of admission 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 submission)

TABLE III

Sl No.	Purpose	Certificate Required
1	To Prove date of birth	Original certificate of SSLC / THSLC or equivalent examination or Birth Certificate.
2	To prove the educational qualification	Original Mark list of SSLC/THSLC or equivalent certificate.
3	To claim reservation Under VHSE category	Original Mark list of VHSE
4	To claim bonus point in case of candidate belonging to aspirational district of Wayanad	<p>a. Birth certificate and self declaration OR b. Certificate from the Head of the institution in Kerala where the candidate had undergone his/her study continuously for five years and self declaration (As per GO(P) No.1/2021/PIE&MD, Thiruvananthapuram dated 07/10/2021)</p> <p>OR c. 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 VI)</p>
5	To prove that the applicant is a Keralite	Original of Certificates required as per clause 8.12

6	To claim Community reservation as SEBC/OEC	Original of the non-creamy layer certificate which includes a community as in Annexure II(e) issued by the Village officer. OR Valid community certificate which includes a community as in Annexure II(e) and income certificate below or equal to Rs. 8 Lakhs issued by Village officer. OR SSLC/equivalent certificate showing specific caste/community (caste included in Annexure II(e)) of the candidate with self declaration and valid income certificate below or equal to Rs. 8 Lakhs issued by Village officer.
7	To claim Community reservation under SC/ST	Original of the Community certificate issued by the Tahasildar.
8	To avail Community reservation as SEBC for the children of Inter caste marriage couples	“Inter-caste Marriage Certificate” which includes a community as in II(e) from the Village Officer OR Self Declaration and Marriage certificate issued by Sub- Registrar/ Local body along with SSLC/Educational qualification certificate from Govt. Authorities of mother/father(as the case may be) which includes the particular caste/community as in II(e). AND
9	To avail Community reservation as SC / ST/OEC for the children of Inter caste marriage	Marriage certificate issued by the Revenue Officials and Caste certificate in the name of candidate issued by Tahasildar.
10	To claim Special Reservation	Certificate from the Competent authority in support of the special Reservation claimed. (See Clause 5.7.4)
11	To claim reservation Under “Differently abled Person with disability”	Medical certificate from the Medical Board as stipulated in Clause 5.1
12	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 AICTE from time to time
13	To avail reservation under EWS	Original of the EWS certificate from Village Officer
14	To establish the relationship between the parent and the candidate	Documents showing the relationship of the candidate with the parents such as ration card/school certificate/ passport/ Aadhar/ birth certificate.

15	To claim eligibility in The Special batches for Hearing Impaired	Medical certificate from the Medical Board as stipulated in clause 5.5 Fitness certificate from Government Medical officer not below Asst. Surgeon to the effect that the candidate is fit enough to undergo the program.
16	To attend admission in absentia.	Authorization letter in prescribed format and all original certificates
17	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
18	For joining & registration	Original of TC and Conduct Certificate from the institution last attended

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

8.12 Certificates to prove Nativity for Keralites:

In order to prove that a candidate is an Indian Citizen of Kerala origin for the limited purpose of eligibility for admission, he/she has to produce one of the following certificates at the time of admission.

The relevant page of the Secondary School Leaving Certificate /Passport/Birth certificate from competent authority of the candidate showing place of birth in Kerala.

OR

The relevant page of the Secondary School Leaving Certificate /Passport/Birth certificate from competent authority of either of the parents showing place of birth in Kerala and valid certificate specified as per 12 of Table III in Clause 10.14 to establish the relationship between the parent and the candidate.

OR

A certificate from the Village Officer/ Tahasildar to show that the candidate or his/her father/mother was born in Kerala

OR

A certificate in the format given in Annexure VII from the competent authority showing that the parent of the candidate is an All India Service officer allotted to Kerala cadre.

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

9. Selection of Candidates

9.1 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, shall 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 shall be considered for arriving at the grade point.**

Calculation of Index mark

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

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 shall not be considered as a chance)

Index score = Index mark – Penal Point

Grades/Marks of all papers of a subject shall be considered separately if the subject has more than 1 paper in the qualifying examination.

9.2 Preparation of rank lists

a) Rank list for allotment shall be published in the portal www.polyadmission.org/dhm.

b) The rank list shall be prepared on the basis of the **Index Score** calculated and the allotment shall be done strictly on the basis of the rank list for the program.

c) Resolution of Tie while ranking:

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

If a tie still persists :

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

9.3 Publication of Provisional Rank List: The Provisional rank list prepared by State Institute of Technical Teachers Training and Research, Kalamassery (SITTTR) shall 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 Admission Portal. 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 shall not be entertained.

9.4 Trial Allotment:- Along with the Publication of Provisional Rank list, a trial allotment list shall be published. The candidate can access both the rank list and trial allotment list from the Admission

Portal to assess the probability of getting allotment to the program. **Inclusion of name in the Trial allotment list does not guarantee allotment to the candidate.**

9.5 Inclusion of name in the rank list shall not entitle the applicant for admission to the program unless the applicant satisfies the rules regarding the eligibility for admission as laid down in this Prospectus. Furnishing of false particulars shall 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 shall be withdrawn and admission if any given shall be cancelled and any fee (if paid) shall be forfeited by the candidate.

9.6 Publication of Rank List & Admission: The Rank list prepared by the State Institute of Technical Teachers Training and Research, Kalamassery shall be published on the Admission Portal www.polyadmission.org/dhm. The allotment of seats during admission shall be based on this published Rank list observing all reservation rules. Inclusion of name in the rank list shall not entitle the applicant for admission to the program unless the applicant satisfies the rules regarding the eligibility for admission as laid down in the Prospectus. Furnishing of false particulars shall result in the forfeiture of the candidature, as well as cancellation of admission to the program. 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 shall be withdrawn and if any admission was given, that shall 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.

9.7 Procedure Of Admission:- Candidates who wish to join for admission shall take the printout of the allotment letter from the Admission Portal and proceed as follows:

9.8 Candidates who wish to join the admitted seat, shall report at the College with admission slip, required fee and the entire original documents (see clause 9.9). 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.

9.9 Document submission at the time of admission shall be as per Table III , Clause 8.11.

Note:

- i)** Certificates issued by the competent authorities of Kerala State or as notified by the Government from time to time only is valid.
- ii)** Candidates **WILL NOT** be given any chance to produce the original documents / certificates after the date of admission.
- iii)** AADHAR card shall be produced at the time of admission.
- iv)** Certificates issued by the competent authorities of Kerala State or as notified by the Government from time to time shall only be considered.

v) 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
- v. EWS certificate - 1 year

The admission of candidate who do not produce original documents at the time of admission as per Table III of Clause 8.11 shall not be considered. Candidates who get admitted through proxy shall produce original documents within one week failing which the admission shall stand cancelled.

10.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.1925/-	At the time of Admission

[Note: SC/ST candidates admitted into Government seats in the institution 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 the institution are not eligible for fee and other educational concessions.]

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

11. Refund of Fees

As per GO (Rt) No. 77/2019/H.Edn., Thiruvananthapuram dated 18/01/2019 and AICTE Approval Process Handbook 2024-25 to 2026-27 and referring Clause 10 of Prospectus,

11.1In 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 ₹1000/- (Rupees One Thousand only) shall be refunded by the Institution. It shall not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original.

11.2 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 ₹1000/- (Rupees One Thousand only) and proportionate deductions of monthly Fee and hostel rent, where applicable.

11.3 In case the vacated seat is not filled; the Institution shall refund the Security Deposit and return the original documents.

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

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

Director of Technical Education