



GOVERNMENT OF KERALA
ADMISSION TO
DIPLOMA IN VOCATION (D Voc) PROGRAMME
IN THE POLYTECHNIC COLLEGES UNDER SBTE
2022-2023

PROSPECTUS

(Approved as per GO(Rt) No.1221/2022/H.Edn, Tvpm dated 08.08.2022)

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

DIRECTORATE OF TECHNICAL EDUCATION

PADMAVILASOM ROAD, FORT P.O, THIRUVANANTHAPURAM

Admission Portal : www.polyadmission.org/dvoc

IMPORTANT DATES

Sl. No	Activity	Date
1	Application form downloading and submission begins	05.08.2022
2	Application form downloading ends	20.08.2022
3	Last date for Submission of applications at respective Polytechnic Colleges	20.08.2022
4	Publication of Provisional Rank list at respective Polytechnic Colleges	23.08.2022
5	Last date of appeal at respective Polytechnic Colleges	24.08.2022
6	Publication of Final Rank List at respective Polytechnic Colleges	25.08.2022
7	Counseling at respective Polytechnic Colleges	29.08.2022
8	Spot Admission (If there are vacant seats)	01.09.2022
9	I Semester classes commence on	14.09.2022
12	Admission closes on	25.10.2022

CONTENTS

Clause	Item	Page No
1	Introduction	5
2	Programmes, Institutions & Seats	5
3	Distribution of seats	6
4	Duration of Diploma in Vocation Programme	7
5	Eligibility for Admission	7
6	Prospectus & Submission of Application	7
7	Selection of Candidates	9
8	Preparation of rank lists	10
9	Fees structure	11
	Annexures	

S. No	List of Annexures
I	List of SC/ST/OEC & SEBC Communities
II	Undertaking from the Students as per the provisions of Anti Ragging Verdict by the Hon. Supreme Court
III	NOC from the employer

1. Introduction

Prospectus for the admission to the Diploma in Vocation (D Voc) Programmes 2022-25, which has been approved by the Government of Kerala. It contains general information and rules related to the admission and other matters concerned. Candidates are required to read the prospectus carefully and acquaint themselves with all the relevant information relating to the admission.

The prospectus sets out the rules and regulations for the selection and admission for the Six Semester AICTE approved Diploma in Vocation (D Voc) Programmes conducted by five Govt. Polytechnic Colleges under the Department of Technical Education within the state of Kerala. Admissions to these NSQF aligned Programmes are regulated on the basis of merit as assessed by giving weightage to the marks/grades obtained in the qualifying examination and professional experience of the applicants.

The Principals of respective Polytechnic Colleges will invite application for admission to Diploma in Vocation (D Voc) Programmes conducted in that institution. The selection of candidates will be done institution wise. A single application can be used to apply for all the programmes in an institution. Separate applications are required to be submitted for admission to various institutions.

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

2. Programmes, Institution and Seats

- a. Diploma in Vocation (D Voc) programmes are conducted only in the AICTE approved institutions.
- b. The programmes shall be of 3 years (6 Semesters) duration and shall be conducted from Monday to Saturday (6 days per week). The timing of the classes will be from 2.00 pm to 7.00 pm.
- c. The intake for admission at each Polytechnic college for each Programme shall be as per Table - 1. Out of this intake, 50 percent of the seats shall be kept apart for sponsored candidates and the remaining shall be considered under General Merit. The list of Polytechnic Colleges and the various programmes offered during the academic year 2022-23 is given below.

Sl. No	Name of the Institution	Courses Offered	No of seats allotted
1	Govt. Polytechnic College, Attingal, Thiruvananthapuram	Automobile Servicing	60
		Hospitality Management	60
2	IPT & GPC, Shoranur, Palakkad	Printing Technology	30
3	Govt. Polytechnic College, Kottayam	Automobile Servicing	60
4	Govt. Polytechnic College, Perinthalmanna	Electronic Manufacturing Services	30
5	MTI Thrissur	Electronic Manufacturing Services	30

Table – 1

3. Distribution of Seats

- a. 50% of the seats will be filled from Sponsored candidates from Boards/Corporation/Departments/Banks/Private firms/industry associations,
- b. Remaining 50% of the seats will be filled from General merit SC/ST reservation, SEBC/OEC reservation and BPL Category

(SC/ST - 10%, SEBC/OEC - 5%, BPL - 5%, remaining General merit).

Note: - If there are vacancies remaining in category a, it will be allotted to candidates of category b and vice versa.

The distribution of seats in the Government polytechnic colleges for the total intake of 30 seats are given in Table – 2

Quota	Total intake =30
Sponsored	15 seats
General Merit	11 seats
SEBC/OEC	1 seats
BPL	1 seats
SC/ST	2 seats

Table – 2

The seats reserved under community quota shall be filled in accordance with the Table - 3. otation rules shall apply to community reservation.

Sl. No.	Category	% of seats
1	SEBC/OEC	5%
2	BPL	5%
3	SC/ST	10%

Table – 3

Note: - If there are no eligible candidates in SEBC/OEC, BPL, SC/ST categories, those seats will be transferred to General merit.

4. Duration of the Diploma in Vocation (D Voc) Programme

The Diploma in Vocation (D Voc) programmes are of 6 semester duration spanning over a period of 3 years. The maximum duration available for the completion of the programme shall be as per AICTE Norms.

5. Eligibility for Admission

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

6. Prospectus and Submission of Application

- a) The prospectus and application form will be available for free download from the website www.polyadmission.org/dvoc and www.asapkerala.gov.in
- b) The candidates will be required to submit their applications to the Polytechnic College where he/she desires to take admission in the application form downloaded from the website along with the documents applicable as per Table 4.
- c) Certificates issued from respective authorities after the last date of submission of application will not be accepted under any circumstances.
- d) The candidates will have to exercise their options in the Application form. Candidates can exercise options to any number of programmes offered for DVoc in that institution.
- e) Candidates will be issued a Registration Number from the Polytechnic College upon receiving the application form. This registration number should be quoted for any further queries regarding the admission.
- f) Complaints if any, regarding the status of application should be brought to the notice of the Principal of the Polytechnic College where the application is submitted.
- g) Any wrong information given in the application will lead to the forfeiture of candidature.

7. Documents to be submitted with the application

Sl.No	Purpose	Nature of the Certificate Required
1	To prove the Qualification	Self-attested copy of the mark list of SSLC /THSLC or equivalent certificate.
2	To claim Experience	a. Self-attested copies of experience Certificates from Government, Public Sector Undertakings (PSUs), and Public / Private Limited companies/ Registered small scale industries/Educational institutions. b. Self-attested copies of ESI/PF certificates in the case of Limited companies. c. Attested copy of certificate of registration of the firm in case of entrepreneurs.
3	To claim SEBC/OEC reservation.	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.
4	To claim SC/ST reservation	Self-attested copies of valid community certificate issued by the Tahsildar
5	To claim BPL reservation.	Self-attested copy of the ration card issued by the Government

Table – 4

Note: - Certificates without proper authenticity or that are incomplete in one way or the other will be treated as defective and such certificates will not be considered for availing any reservation. Documents or Certificates furnished after the submission of application will not be entertained under any circumstance. No opportunity will be given to claim any details after the submission of the application. Certificates issued after the last date for the submission of applications will not be considered for admitting the claims. Applications, which do not contain all the documents mentioned above and in which items are found defective and received after the last date of application, will not be considered. Candidate applying for admission under sponsored category should furnish “No Objection Certificate” obtained from the department/organization where he/she is working along with the application.

8. Selection of Candidates

- a. 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.
- b. 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.

- c. For calculating the index score for ranking for admission, the marks / grades in the SSLC / Equivalent examination shall be considered. The experience of the candidate in the discipline/trade concerned will be given points. Candidates with ESI/PF certificates will be given preference over candidates who have not produced such certificates in the case of a tie.

Experience	Above 5 years	Between 1 to 5 years	1 year and below
Point	5	3	1

- d. Candidates will be given points based on his/her locality of residence. Candidates who are residing nearest to the polytechnic college will be given preference over candidates who are residing farthest in the case of a tie.

Location	Same Panchayat / Municipality / Corporation	Same District
Point	5	3

- e. Index Score = Points for Qualifying examination + Points for Experience + Points for locality
- f. As per the index score a rank list will be generated for interview. Based on the interview score, final rank list will be generated.
- g. The candidates who apply directly for 2nd and 3rd year (multiple entry and exit option) have to clear the eligibility test for the concerned year. The eligibility test will be conducted at the polytechnic colleges concerned. Rules and regulations

regarding eligibility test will be published later.

Note: Candidate can submit application in multiple polytechnics and attend interview on scheduled dates.

9. Preparation of Rank List

- a. Rank list for each programme shall be prepared and published by the institution concerned.
- b. The rank lists will also be available on the website of the respective polytechnic colleges and www.asapkerala.gov.in
- c. The admission will be done strictly based on the rank list for these programmes.

10. Allotment

Final Rank list and Allotment will be based on the rank of the candidate. 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 shall result in the forfeiture of the candidature, as well as cancellation of admission to the programme. If any information or documents furnished along with the application by a candidate are found false or ineligibility for admission detected before or after admission, candidature of the applicant will be withdrawn and admission given if any will be cancelled.

11. Spot Allotment

If seats are remaining vacant after the first allotment, those seats will be filled by spot admission which will be held at Polytechnic colleges concerned. Candidates already admitted and opt for admission from another institution will have to attend the spot admission of the respective Polytechnic College.

12. Documents to be produced during the time of Admission

Sl. No	Purpose	Nature the of Certificate Required
1	To prove the qualification	Original mark list of qualifying examination SSLC / THSLC or equivalent with a Photocopy of it.
2	To prove Experience	a) Original of experience Certificates from Government, Public Sector Undertakings (PSUs), and Public / Private Limited companies/ Registered small scale industries/Educational institutions. b) Original of ESI/PF certificates in the case of Limited companies. c) Original of certificate of registration of the firm in case of entrepreneurs

3	To claim SEBC/OEC reservation.	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.
4	To claim SC/ST reservation	Valid community certificate issued by the Tahsildar
5	To claim BPL reservation.	Original of the ration card issued by the Government
6	Sponsored Candidates	No objection certificate from the Organization/ firm

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

13. Fees Structure

Fee Component	Amount
Tuition fees per year	Rs 37,500/- *
Skill Component - Examination and Certification Fees per year	As per SSC/industry/vocational training partner norms
Education Component - Examination and Assessment per student	As per SBTE norms

* Subsidy will be provided to the eligible student subject to the availability of funds

14. Fee payment

- After the finalization of the seat to the candidate, he/she should pay the tuition fees to the respective polytechnic in online mode (Internet Banking/UPI payments/Credit or Debit card transactions)
- Caution Deposit will be collected by the Polytechnics after issuing the receipt.

15. General

- Institutional transfer will not be permitted to any candidate under any circumstances.
- A student who joined for the D Voc programme at any of the Polytechnic College and later discontinued his/her studies with or without attending the classes are liable to pay the entire fee up to and including the semester he/she studied.

16. Refund of Fees

Norms and regulations in respect of refund of fee shall be as per GO(Rt) No. 77/2019/H.Edn , Thiruvananthapuram dated 18/01/2019 and AICTE Approval Process Handbook 2022-23 and referring Clause 12.1 of Prospectus,

16.1 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 ₹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.

16.2 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.

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

16.4 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.

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

Sd/-

Director of Technical Education