



GOVERNMENT OF KERALA

**ADMISSION TO DIPLOMA PROGRAM FOR
WORKING PROFESSIONALS IN POLYTECHNIC
COLLEGES UNDER SBTE**

2024-2025

PROSPECTUS

(Approved as per GO(Rt) No. 982/2024/HEdn, Thiruvananthapuram dated 05/08/2024)

For online submission of application visit:

www.polyadmission.org

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

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Admission Portal : www.polyadmission.org/wp

IMPORTANT DATES
DIPLOMA PROGRAMS FOR
WORKING PROFESSIONALS 2024-25

Sl. No	Activity	Date
1	One-time registration and Online Submission of Application begins	14.08.2024
2	Last date for One-time registration fee remittance	22.08.2024
3	Online Submission of Application ends	22.08.2024
4	Publication of Provisional Rank list and Provisional Select List at respective Polytechnic Colleges	23.08.2024
5	Last date of appeal	27.08.2024
6	Publication of Final Rank List & Select List	29.08.2024
7	Last Date of Admission based on Select List	03.09.2024
8	Classes commence on	04.09.2024
9	Spot Admission (If there are vacant seats)	09.09.2024 to 13.09.2024
10	Admission closes on	15.09.2024

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IV	List of SC/ST/OEC & SEBC Communities
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1. Introduction

Prospectus for the admission to the Diploma Programs for the working professionals (through lateral entry to third semester) 2024-25, which has been approved by the Government of Kerala, is published herewith. 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. To ensure the working professionals to continue with their education, the All India Council for Technical Education (AICTE) envisaged a new scheme called “Diploma program for Working Professionals” from the year 2023-24. This scheme will provide ample opportunity for Working Professionals to upgrade their skills and continue their education without quitting the job or taking long leave. This scheme offers flexible timings to conduct Theory/ Practical classes. This scheme will be treated as regular mode and not as evening/part time program.

The prospectus sets out the rules and regulations for the selection and admission to the third semester for the Diploma Programs for the working professionals approved by AICTE and conducted by institutions affiliated to the SBTE Kerala under the Directorate of Technical Education, Kerala. Admissions to these Programs 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 shall be online after one time registration in the admission portal.

- i) **One time registration is mandatory for all candidates.** Candidates desirous of applying to Diploma Programs for the working professionals (through lateral entry to third semester) shall register in the admission portal by remitting a fees of Rs. 400/- .
- ii) After the successful completion of one time registration by remitting the fees, the candidate will be able to login through CANDIDATE LOGIN available in the home screen of www.polyadmission.org/wp . After login, separate application shall be submitted for the following categories of seats :
 - a) Application for plus two/VHSE candidates in Govt./Govt. aided/Govt Cost –Sharing Institutions under IHRD and CAPE /Govt. seats in Self Financing Colleges
 - b) Application for ITI/KGCE candidates in Govt./Govt. aided/ Govt Cost –Sharing Institutions under IHRD and CAPE /Govt. seats in Self Financing Colleges
 - c) Application for plus two/VHSE candidates in Management quota seats in Self Financing institutions.
 - d) Application for ITI/KGCE candidates in Management quota seats in Self Financing institutions.
- iii) Candidates seeking admission for management seats in Aided / self-financing programs in Aided Polytechnic Colleges and management seats in Self-Financing Polytechnic colleges shall submit separate application online for each institution of their choice through the link “Applications for Management quota seats” in the Admission Portal www.polyadmission.org/wp for each institution.

2. Programs, Institutions & Seats

- 2.1 The programs shall be of 2 years (4 Semesters) duration and shall be conducted during evening hours/any flexible convenient timings in alignment with timings of industry/organization. The timing of the classes shall be as decided by the institution.

2.2 The intake for admission at each Polytechnic college for each Program shall be as per Annexure - I. The list of Polytechnic Colleges and the various programs offered during the academic year 2024-25 is appended in Annexure – I.

3. Distribution of Govt seats:

3.1 Group A:- Reservation for Differently abled (Persons with Disabilities): 5% of the seats available in each Program are reserved for the differently abled candidates with disabilities as mandated 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 certified by the Medical Boards constituted by the Government of Kerala.** Candidates with minimum disability of 40% shall be eligible to apply under this category.

The selection of candidates under this category shall be based on the rank, eligibility conditions and physical suitability, and not on the basis of the degree of disability. **Those candidates seeking admission to this Group shall have to produce a certificate as issued by the Medical Board / UDID, 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 VIII.**

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

3.2 Group B:- Government quota seats

For employees working in Government Departments/ Boards/Corporation/Companies under State Government/ Govt. aided Educational Institutions/ State Quasi Government are eligible for this quota seats. 25% of the seats available in each Program are reserved for the employees as mentioned above. Admission to these seats shall be done based on the rank from among the candidates meeting the eligibility requirements. Candidates have to produce No Objection Certificate (NOC) from the employer at the time of admission.

3.3 Group C :- NCVT/SCVT/KGCE quota seats

For employees having 2 years NCVT/SCVT/KGCE certificate, the basic qualification of the respective NCVT/SCVT/KGCE course shall be pass in 10th standard (matric course), 10% of the seats available in each Program will be reserved for this quota.

Note :- If there are still vacant seats in Group A, B & C, they shall be transferred to Group D during the subsequent spot admission.

3.4 Group D:-General Merit and Community reservation :-

Remaining seats can be considered for candidates based on the rank from among the candidates meeting the eligibility requirements.

The Group D seats shall be filled in the following manner:-

The seats reserved under community Group shall be filled in accordance with the following table (Table I). Rotation rules shall apply to community reservation and shall be followed by the respective institution.

(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.	Dheevara 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%

Table I

4 Reservation of Seats

4.1 General Merit: The seats under General Merit (GN) will be filled purely on merit (State-wide) basis irrespective of the category/community to which the candidates belong.

4.2 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 programme 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.

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

Reservation to the Socially and Educationally Backward Classes will 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: 16.03.2020

and as amended from time to time and will 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.

- (a) 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, 5 of Clause 12) 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 IV 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 will be considered. Claims by candidates belonging to other communities, which are not included in the Annexure IV e, will be rejected even if certificates from the concerned Revenue Officers are obtained.

- (b) **Reservation under SEBC:** Candidates belonging to Ezhava, Muslim, Other Backward Hindus, Latin Catholic & Anglo Indians, Dheevvara 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, 5 of Clause 12.

- (c) **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, 6 of Clause 12.

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.

- d) 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, 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 or Caste certificate in the name of candidate issued by Tahasildar.

4.4 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 Tahsildar concerned of Kerala State. The names of castes and communities approved by the Govt., Of Kerala under SC/ST categories Annexure IV a and 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 Tahsildar 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 should 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 will 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 will be withdrawn.

(i) 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.

(ii) 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.

(iii) 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 IVc) 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 12 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.

4.5 Other General Rules for Special/Mandatory Reservation:

- 4.5.1 If there are still vacant seats in Group A, B & C (as per clause 3), they shall be transferred to Group D (General merit and communal reservation) during the subsequent spot admission.
- 4.5.2 The seats unavailed by the Scheduled Castes candidates will go to the Scheduled Tribes candidates and vice versa.
- 4.5.3 The seats unavailed by the SC/ST candidates will go to Other Eligible Community (OEC) candidates (Annexure IVc). The seats that still remain unavailed will go to the General Merit Quota.
- 4.5.4 The seats unavailed by the SEBC, EWS category candidates will be allotted under General Merit.
- 4.5.5 The admission to SC/ST candidates shall be provisional and subject to scrutiny and verification. 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.

The names of castes and communities of candidates claiming reservation under Scheduled Castes / Scheduled Tribes/OEC which are not **included in Annexure IV a or IV b or IV c or IV d or as per Government directions from time to time are invalid.**

5. Distribution of management seats in Aided Polytechnic Colleges:-

In aided Institutions, 15% of the total seats are reserved as Management seats. This will be filled up by the management concerned from among the eligible applicants who are having eligibility conditions. The remaining 85% seats will be filled through the Centralized Admission Process.

6. Distribution of management seats in Self-financing Colleges

Fifty (50) percent of the total seats is reserved as Management seats. The remaining 50% seats will be filled through the Centralized Admission Process.

7. Duration of the Diploma Programs for the working professionals

The programs shall be of 4 Semesters spanning a period of 2 years duration same as Lateral Entry to second year so as to fulfill the total contact hours as prescribed by the State Board of Technical Education, Kerala for completion of duration of the program. **The maximum duration available for the completion of the program shall be 5 Academic years from the year of registration for the third semester.**

The students have to undergo 4 semesters of study from 3rd to 6th. Based on the subjects of study included in Plus Two/VHSE/2 years courses of NCVT/SCVT/KGCE (as the case may be), the candidate is deemed to have studied such papers of Diploma First year that were included in the respective programs.

As a lateral entry candidate from +2/VHSE, the admitted candidate shall attend appropriate bridge courses conducted by the respective colleges and earn a “pass” in the institution level examinations for the courses in Engineering Graphics, Engineering Workshop Practice, branch specific theory and practical.

As a lateral entry candidate from 2 years courses of NCVT/SCVT/KGCE, admitted candidate shall attend appropriate bridge courses conducted by the respective colleges and earn a “pass” in the institution level examinations for the courses in Mathematics II, Applied Physics II, branch specific theory and practical.

Each institution shall conduct appropriate bridge courses by providing additional classes to the lateral entry students during any flexible convenient timings (online/contact classes). The students shall earn a “pass” in the institution level examinations in such courses for the award of Diploma.

8. Timing and mode of study for Diploma for Working Professionals

Timing of conduct of classes normally shall be in evening / weekend / any flexible convenient timing other than that in the regular batches in alignment with timings of industry / organization. Mode of conduct of classes shall be applicable for regular programs defined in the AICTE public notice vide no AICTE/AB/Academic/2020-21 Dt. 13 Aug 2020. The classes should be arranged without disturbing the time slot of regular batches.

9. PROSPECTUS, REGISTRATION FEE & APPLICATION

- i) The prospectus is available in the Admission Portal www.polyadmission.org/wp and can be downloaded free of cost.
- ii) **ONE TIME REGISTRATION** in the admission portal is mandatory for applying to any program in Govt./Govt. Aided/Govt. cost sharing / Self Financing Colleges. A single One Time Registration is enough for submitting any number of applications in category v(a) or v(b) under clause 9 for a particular candidate.
- iii) Each candidate shall complete a one-time Registration process in the admission portal by remitting Rs. 400/-, submitting details including valid mobile number, valid email id etc. This mobile number shall be considered as the **candidate’s registered mobile number** and shall be essential for all activities (including OTP) related to admission. During the process, candidates will get a system generated registration number.

HOW TO APPLY?

- iv) The candidate shall login through CANDIDATE LOGIN available in the home screen using the registered mobile number or the registration number with OTP / Password.
- v) Different links are available for the following categories:
 - a) Application for plus two/VHSE candidates in Govt./Govt. aided/Govt Cost –Sharing Institutions under IHRD and CAPE /Govt. seats in Self Financing Colleges
 - b) Application for ITI/KGCE candidates in Govt./Govt. aided/ Govt Cost –Sharing Institutions under IHRD and CAPE /Govt. seats in Self Financing Colleges
 - c) Application for plus two/VHSE candidates in Management quota seats in Self Financing institutions.
 - d) Application for ITI/KGCE candidates in Management quota seats in Self Financing institutions.
- vi) Candidates shall select appropriate links and submit their applications. Candidate seeking admission to Govt seats shall submit application in category v(a) as given above. In addition to Govt. seats, candidates seeking admission to management seats in Aided/Self financing

institutions can submit separate applications in category v(b) as given above. It may be noted that, separate applications shall be submitted to each self financing institution he /she wish to apply. Applications to Management seats can be submitted up to the last date of admission.

- vii) Candidates can view all the submitted applications in his/her login.
- viii) Corrections if any in the submitted application can be made by the candidate through his/her login until the last date of online submission of application.

10. Eligibility for Admission

10.1. The candidate shall be a citizen of India.

10.2. Candidates seeking admission to Polytechnic Colleges shall be categorized as Keralite and Non-Keralite.

Keralite: A candidate of Kerala origin shall be categorised as a 'Keralite' as per Clause 12. If he/she shall produce certificates as per Clause 12 and if the place of birth is Kerala he/she shall be eligible for Communal/EWS /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 or his/her parent shall be a permanent employee in Central/State/Quasi Government/Public Sector undertaking in Kerala State or he/she shall be a permanent employee in Central/State/Quasi Government/Public Sector under taking in Kerala State. 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/Special/Persons with Disabilities reservation or any fee concession.

(i) **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/ Persons with Disabilities reservation or any fee concession.

10.3 Age: The candidates should have completed a minimum of 19 years as on 1st June 2024.

10.4 Educational Qualifications:

10.4.1 The candidate should have passed 10th + plus2/equivalent examination/VHSE with Mathematics, Physics and chemistry / other relevant mandatory additional course as per table below (AICTE APH 2024-25 to 2026-27, Annexure 8.1).

10.4.2 In the case of 2 years matric courses of NCVT/SCVT/KGCE candidates, the basic qualification of the respective NCVT/SCVT/KGCE course shall be pass in 10th standard (matric course) they will be considered for admission to any branch of Engineering and Technology (AICTE APH 2024-25 to 2026-27, Annexure-8.1).

Table II

Program	Mandatory courses at Plus 2 level	Other relevant mandatory additional courses for the program
CE, CH, ME, AU, RA, MT, PT, PL, WP, TD, TT, MC, FT, CV, CL, CR	Physics, Chemistry, Maths	NA
CT, CM, CC, CN, CF, RP, IF, EL, EC, BM, EE, IE, RE, AI, AM, IC, EV,CS	Physics, Maths	Chemistry/ Computer Science/ Electronics/Information Technology /Biology/ Informatics Practices / Biotechnology / Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/ Entrepreneurship

10.5 Professionals working in Government Departments / Registered Industry / Organizations (Central/State) / Private Ltd company / Public Limited Company / MSMEs / Educational institutions recognized by Government / Boards (State / Central) whose working place or place of residence is within 75 Km radial distance from the Institute are only eligible to apply (as per AICTE Circular No. AICTE/RB/Misc/2023-24 dated 21/03/2024 - Revised Guidelines). Professionals working in Government/ Educational institutions recognized by Government / Boards (State / Central) shall furnish “No Objection Certificate” obtained from the current employer.

10.6 Experience:

The candidate shall have minimum of one year full time/ regular working experience. Professional experience shall be the experience gained by the candidates after attaining the required qualification in Government Departments / Registered Industry / Organizations (Central/State) / Private Ltd company / Public Limited Company / MSMEs / Educational institutions recognized by Government / Boards (State / Central). Professional experience of Self employed persons shall be considered with the condition that they should have completed one year in entrepreneurship and the registration certificate of the respective firm shall be produced.

11. General Conditions

11.1 For candidates who have secured eligibility for higher studies availing more than one chance, 5% will be reduced from the total percentage for the purpose of ranking.

11.2 For calculating the index score for ranking in the admission process, the percentage obtained of total marks / grades obtained in the qualifying examination shall be considered.

11.3 The minimum admission required to conduct each Diploma Program for working professional shall be 1/3 of the approved intake in that particular program. (For example, if the approved intake of a particular program is 60, then the permitted intake for that particular program for conducting Diploma for Working Professionals shall be 30. The minimum number of candidates required for starting the said program shall be 20).

- 11.4** Educational qualification certificate claimed by the candidate issued by date of admission may be accepted and is applicable to all Govt./Aided/Govt. cost sharing/SF colleges.
- 11.5** The candidates will have to exercise their options in the Application form. Candidates can exercise options to any number of programs offered for Diploma for working professionals.
- 11.6** Complaints if any, regarding the status of application shall be brought to the notice of the Principal of the Polytechnic College concerned.
- 11.7** Candidates who apply for programs under management seats (clause 9 v(b)) for admission shall submit separate online application under the Management quota seat link (Clause 9 v(b)). Application for management quota seat will not be considered for selection under Govt. quota seats.
- 11.8** Any wrong information given in the application will lead to the forfeiture of candidature. The Department of Technical Education will not be responsible for any inconvenience caused due to wrong/ incorrect/ incomplete entry/ in the application form.
- 11.9** In Womens Polytechnic Colleges, the programs shall be conducted without considering gender.

12. Certificates/ Documents to be submitted at the time of admission

Table III

Sl. No	Purpose	Nature the of Certificate Required
1	To prove date of birth	Original certificate of SSLC / THSLC or equivalent examination or Birth Certificate.
2	To prove the qualification	Original mark list of +2 /VHSE/NCVT/SCVT/KGCE.
3	To prove nativity as Keralite	Original of Certificates required as per clause 12.1
4	To avail community reservation as SC/ST	Original of the Community certificate issued by the Tahasildar.
5	To avail community reservation as SEBC/OEC	Original of the non-creamy layer certificate which includes a community as in Annexure IV e / IV c issued by the Village officer. OR Valid community certificate which includes a community as in Annexure IV e / IV c 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 IVe / IV c) of the candidate with self declaration and valid income certificate below or equal to Rs. 8 Lakhs issued

		by Village officer.
6	To avail Community reservation as SEBC for the children of Inter caste marriage couples	<p>“Inter-caste Marriage Certificate” which includes a community as in IV 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 IV e.</p> <p style="text-align: center;">AND</p> <p>Original of the non-creamy layer certificate issued by the Village officer</p>
7	To avail Community reservation as SC / ST/OEC for the children of Inter caste marriage couples	Marriage certificate issued by the Revenue Officials and Caste certificate in the name of candidate issued by Tahasildar.
8	To claim reservation under ITI/KGCE category	Mark list /certificate of ITI/NCVT/SCVT/KGCE
9	To avail reservation under EWS	Valid EWS certificate issued by the competent authority.
10	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.
11	For joining & admission	Original of TC from the institution last attended and Conduct Certificate
12	No Objection Certificate	Professionals working in Government/ organization (Central/State) shall furnish “No Objection Certificate” obtained from the current employer as per Annexure VI
13	To prove experience	Certificate from the employer showing the exact period of service (minimum of one year full time/ regular working experience gained by the candidates after attaining the required qualification in Government Departments / Registered Industry / Organizations (Central/State) / Private Ltd company / Public Limited Company / MSMEs / Educational institutions recognized by Government / Boards (State / Central).
14	To avail educational concessions for OEC as per Annexure IV d	<p>Original of the non-creamy layer certificate which includes a community as in Annexure IV d issued by the Village officer.</p> <p style="text-align: center;">OR</p> <p>Valid community certificate which includes a</p>

		<p>community as in Annexure IV d and income certificate below or equal to Rs. 6 Lakhs issued by Village officer.</p> <p style="text-align: center;">OR</p> <p>SSLC/equivalent certificate showing specific caste/community (caste included in Annexure IV d) of the candidate with self declaration and valid income certificate below or equal to Rs. 6 Lakhs issued by Village officer.</p>
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Note Certificates without proper authenticity or those are incomplete in one way or the other will be treated as defective and such certificates will not be considered for availing any reservation. 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. Professionals working in Government/ Educational institutions recognized by Government / Boards (State / Central) shall furnish “No Objection Certificate” obtained from the current employer.

12.1 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.

- i. 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

- ii. 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 10 of Table III in Clause 12 to establish the relationship between the parent and the candidate.

OR

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

OR

- iv. 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.

13. Selection of Candidates

(i) For +2 or equivalent / VHSE candidates

The selection shall be done based on the index score calculated as follows

Index Score = % of the total score in the plus 2/VHSE /equivalent examination

(ii) For Candidates who have passed 2 years courses of NCVT/SCVT/KGCE

The selection shall be done based on the index score calculated as follows

Index Score= % of the total score in the NCVT/SCVT /KGCE examination of both the years put together.

The candidates who have passed 2 years courses of NCVT/SCVT/KGCE will be considered for admission to any branch of Engineering and Technology (AICTE APH 2024-25 to 2026-27, Annexure-8.1).

14. Preparation of rank lists

14.1 a) Rank list will be prepared and published in the portal www.polyadmission.org/wp.

b) The rank list will be prepared on the basis of Index Score calculated and the admission will be done strictly according to this rank list for these programs.

c) Resolution of Tie while ranking:

i. For the purpose of resolution of Tie the candidate with higher professional experience shall be placed higher in the ranking.

ii. If the tie still persists, the age of the candidate will be considered and the older will be placed higher in the ranking than the younger.

14.2 Publication of Rank List & Admission: The Rank list prepared by State Institute of Technical Teachers Training and Research, Kalamassery will be published in the website www.polyadmission.org/wp. The admission will be based on the published Rank list observing admissibility as per Clause 10 and all reservation rules in force. Inclusion of name in the rank list will 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 would 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 are 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.

15. PROCEDURE OF ADMISSION:-

Candidates who wish to join for admission at any of the Government / Government Aided / Government cost sharing / Self-Financing (Government Quota seats) shall proceed as follows:

15.1 i) The admission process shall consist of one or more institution wise spot admission depending on the existing vacancies.

ii). Candidates can participate in institution-wise counseling of more than one institution.

iii). Candidates participating in more than one institution shall use proxy form as per annexure V (signed by applicant and father/guardian)

iv). Vacancy of seats, schedule of admission, other details of counseling shall be published in the admission portal.

v). a) **If a candidate takes admission in more than one institution, only the last admission shall remain valid and all other previous admissions shall stand cancelled.**

Eg: If a candidate gets admission at 10.30am for ME, GPC Kalamassery and EE at Kottayam at 10.35 am, then the EE admission at Kottayam shall be retained and the ME admission at GPC Kalamassery shall stand cancelled. Candidates seeking admission in more than one institution shall themselves ensure admission at a particular Polytechnic College. The risks involved in participating admissions in more than one institution shall be borne by the candidate himself and the authorities shall in no way be responsible for any loss in admission.

b) A candidate who seeks admission in a Polytechnic College shall provide original documents at the Polytechnic College for verification. His/her admission shall be permitted only if the documents are found to be correct as prescribed in prospectus for eligibility & reservation. In the case of proxy, he/she shall be permitted only if the proxy produces all required documents attested by the candidate. Original shall be produced at the time of admission in the case of candidate attending the admission. If original documents / candidate attested documents are not produced by candidate/proxy, they will not be considered for admission.

c) If seats are remaining vacant after first institution wise spot admission, the Govt seats in self Financing Colleges lying vacant after first spot admission shall be converted to Management seats and the institutions shall fill such seats by conducting subsequent spot admissions before the closing of admission. The detailed procedure, schedule etc. regarding spot admission shall be published in the portal.

d) In Govt./ Aided/Govt. cost sharing/Self Financing Polytechnic Colleges, if vacancies still exist after considering the entire rank list in the spot admissions, fresh institution wise application submission after one time registration shall be permitted till the closing date of admission with prior permission from the Joint Director, SITTR. In such cases, admissions will be based on the revised rank list prepared by including fresh applications in the existing rank list appropriately. Candidates shall have to submit separate applications to each such institution as desired.

15.2 Verification by College Authorities:

The head of institution shall be responsible for proper verification of all documents in support of the candidate's claim to be eligible before admitting the candidate as **no documents are uploaded/verified at the time of application submission.** The verifying officer shall scrutinize the documents as per eligibility conditions specified and ensure that

- i) Documents are as per clause 12
- ii) The competent authority have issued the documents
- iii) Documents are within the validity period specified.

15.3 Document submission at the time of admission shall be as per Table III, Clause 12.

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

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

15.3.3 AADHAR card shall be produced at the time of admission.

15.3.4 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. EWS certificate - 1 year
- iv. Non creamy layer certificate - 1 year
- v. Fitness Certificate - 1 year

15.4 The admission of candidate who do not produce original documents at the time of admission as per Table III of Clause 12 shall not be considered. Candidates who get admitted through proxy shall produce original documents within one week failing which the admission shall stand cancelled.

16. Fees

16.1 Fees for the various programs in Government/ Aided Colleges will be as follows.

Fee Component	Amount
Admission Fee (At the time of Admission)	Rs. 1000/-
Establishment Fee (Revenue)	Rs. 650/- (Remit at the beginning of odd semesters)
Tuition Fee	Rs. 25000/- per annum
Special Fee (Revenue Portion)	Rs. 1800/- per Year (Remit at the beginning of odd semesters)
Special Fee (PD Portion)	Rs. 1250/- per Year (Remit at the beginning of odd semesters)
Student Amenities Fee	Rs. 500/- per Year (Remit at the beginning of odd semesters)

A Caution Deposit of Rs.500 is also payable at the time of admission.

16.1 Fees for various programs in SF Colleges

Fee Component	Amount
Admission Fee (At the time of Admission)	Rs.2500
Tuition Fee(Govt. seats)	Rs. 25000 per annum
Tuition Fee (Management seats)	Rs. 37500 per annum
Special Fee	Rs.2500 per annum
Fee for permanent register number	Rs. 2000/-

Note: A Caution Deposit of Rs.5000 and a refundable deposit of Rs.10000 are also payable at the time of admission. The fee prescribed above will be changed from time to time as per Government decisions.

17. 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 16 of Prospectus,

17.1 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.

17.2 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.

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

17.4 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.

18. Institution transfer and branch change shall not be allowed.

i) In the case of a candidate discontinued the course in a particular institution which having no junior batch, institution transfer for that candidate is permissible subject to the concurrence of the institutions and SBTE.

ii) Conditions for readmission shall be as per Revision 21 curriculum. Readmission shall be permitted only once in a semester. However, readmission to the same semester in a particular program in the forthcoming year shall be permitted only if the batch exists. SBTE shall not be responsible for unavailability of the batch in the forthcoming years.

19. All the Rules and Regulations of the running curriculum will be applicable to the Diploma programme for Working Professionals.

20 a) A student who joined for a Diploma program for working professionals at any of the Polytechnic College through lateral entry admission and later discontinued his/her studies in the third semester itself, can seek new admission to Diploma Program for working professionals through Lateral Entry, only through the admission process in the forth coming year.

b) A student who joined for the Diploma program for working professionals 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.

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