GOVERNMENT OF KERALA

ADMISSION TO POLYTECHNIC COLLEGES
(Approved as per GO(Rt) No. 949/2021/H.Edn dated, Thiruvananthapuram 23/07/2021)

2021-2022

PROSPECTUS

DIRECTORATE OF TECHNICAL EDUCATION
**PADMAVILASOM ROAD, FORT P.O,
THIRUVANANTHAPURAM**
Admission Website: www.polyadmission.org

IMPORTANT DATES

Sl. No.	Activity	Date
1	Online Submission of Application begins	28.07.2021
2	Online Submission of Application ends	10.08.2021
3	Publication of Provisional Rank list and Trial Allotment	14.08.2021
4	Last date for online correction of Applications	18.08.2021
5	Publication of Final Rank List and First Allotment	25.08.2021
6	Last Date of Reporting/Joining based on allotment list	31.08.2021
7	Second allotment	04.09.2021
8	Last date of reporting/ joining based on 2nd allotment	08.09.2021
9	Third allotment	11.09.2021
10	Commencement of First semester class & Induction Programme	15.09.2021
11	Last date of reporting/ joining based on 3rd allotment	16.09.2021
12	First Spot Admission (District wise at Nodal Polytechnic Colleges)	22.09.2021 to 25.09.2021
13	Second Spot admission (if any)	28.09.2021 to 29.09.2021
14	Admission closes	30.09.2021

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1. INTRODUCTION

The prospectus for the admission to the Diploma programme for the academic year2021-22, approved by the Government of Kerala, is published herewith. It contains general information and rules related to the admission process and other connected matters. Candidates are requestedtogo through the prospectuscarefully and acquaint themselves with all the relevant information relating to the admission. The prospectus issued in earlier years is not valid for the academic year 2021-22.

The prospectus sets out the rules and regulations for the selection and admission for the Six Semester Diploma Programmes conducted by various Polytechnic Colleges under the Department of Technical Education and IHRD within the state of Kerala. Admissions to these Programmes are regulated on the basis of merit as assessed by giving weightage to the marks/grades obtained in the qualifying examination. All reservation rules in force are also applicable.

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

The submission of applications will be online.

Separate application shall be submitted for the following categories of seats. Submission of application will be complete only after the online remittance of application fee successfully.

i) Application for merit seats in Government/ Government Aided Programmes/ Government seats in Self-Financing Programmes/ Special batch of Hearing Impaired (HI)

ii) Applications under NCC quota.

iii) Applications under Sports quota.

iv) The candidates seeking admission for the management seats under Aided programmes and management seats in Self-Financing Programmes shall submit application online (by paying the application fee online) through the link **"MANAGEMENT QUOTA"** in the website. Take a print out of the application andsubmit the same at the respective institutions.

2. PROGRAMMES, INSTITUTIONS &SEATS

2.1 There will be two streams of diploma programmes.
   Stream 1: Diploma in Engineering&Technology.
   Stream 2: Diploma in Commercial Practice and Diploma in Computer Application & Business Management.

2.2 The list of Polytechnic Colleges and the various programmes/ branches offered during the academic year 2021-22 is appended as Annexure–I.

2.3 There will be special batches for Hearing Impaired students at Govt. Women's Polytechnic College, Thiruvananthapuram, Government Polytechnic College, Kalamassery and Kerala Government Polytechnic College, Kozhikode. The programmes offered under this category during the academic year 2021-22is appendedin Annexure–I.

2.4 Categorization of Seats

2.4.1 **Merit Seats:**These are theseats against which the Department makes allotment through the State Institute of Technical Teachers Training & Research (SITTTR). Merit seats are available in all the Government/ Government Aided Polytechnic Colleges/Government Controlled Self financing Polytechnic Colleges(IHRD) /Private Self financing Polytechnic Colleges.

2.4.2**Management Seats in Aided Polytechnic Colleges:**These are the seats set apart in the aided institutions, to be filled up by the management concerned. 15% of sanctioned intake of each Programme is set apart under this category. The selection to these seatsare at the discretion ofthe managements concerned from among the applicants who satisfyeligibility conditions as laid down in clause 7 and the selection list is subject to the approvalof the Joint Director of the respective Regional Directorate / Deputy Director(General) of the Directorate of Technical Education.

2.4.3**Management Seats in Private Self-Financing Polytechnic Colleges :**These are the seats set apart in the Self Financing Programmes to be filled up by the management concerned. 50%of sanctioned intake of each Programme is set apart under this category.A select list will be preparedfrom 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. Self-financing programmes are available at Self-Financing Colleges and at select Aided Polytechnic Colleges.

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

3. **Duration of the Diploma programmes**
   Diploma programmes are of 6 semesters duration spanning a period of 3 years. For Tool &Die Engineering, students have to undergo mandatory twelve month"In-plant training" (in addition to 3 years) as part of the programme.

4. **Prospectus & Application Fee**

   The prospectus is available in the website ***www.polyadmission.org***and can be downloadedfree of cost.

   The application fee shall be Rs. 150/-. (For scheduled Caste/Scheduled Tribe candidates, it shall be Rs. 75/-).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 mentionedunder clause 7 in the prospectus.

   5.1 Reservation for Differently abled (Persons with Disabilities): 5% of the seats available in each Programme 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% will be eligible to apply under this category.
   The selection of candidates under this category will be based on the rank and physical suitability, and not on the basis of the degree of disability. **Those candidates seeking admission to this quota shall have to produce a certificate as issued by the Medical Board pertaining to their disability and also submit a "Certificate of Fitness" proving their fitness for undergoing the Diploma Programme in the format as given in Annexure XVII.**
   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 XVII from the Ophthalmologist.

   5.2 Reservation for the THSLC holders: 10% of the seats available in all Engineering & Technology Programmes (Stream I) are reserved for THSLC holders.

   5.3 Reservation for VHSE Candidates:2% of the seats available in each programme, subject to a minimum of one seat are reserved for the candidates who have successfully completedVHSE with eligibility for higher studies atall Polytechnic Colleges. VHSE qualified applicantswill be considered only for select Diploma programmes academically related to theVHSE trade. The list of VHSEcourses and related Diploma programmes is detailed in Annexure IV.

5.4 Special Reservations:-Various categoriesofSpecial reservation are detailed below and the number of seats available under each category isincludedinAnnexure V.

5.4.1 Reservation for Nominees – These are the seats set apart for the nominees of Union Territories – Andaman & Nicobar Islands and Lakshadweep. The authorities concerned will forward the nomination to the Director of Technical Education, Thiruvananthapuramin a consolidated list. Piecemeal proposals will not be considered. **Such candidates shall approach the authorities concerned and need not apply online**.

a. **Nominees from Union Territory of Andaman &Nicobar Islands [AN]** :These seats are reserved for the candidates fromUnion Territory of Andaman &Nicobar Islands. Nominations to these seats will be made by the Administration of the Union Territory.

b. **Nominees from Lakshadweep [LD]:**These seats are reserved for the candidates fromLakshadweep. Nominations to these seats will be made by the Administration of the Union Territory.

5.4.2 Children of Ex-Servicemen [XS]: Applicants for reserved seats for the children of Ex-servicemen (retired from Army/Navy/Air force)belonging to Kerala state should invariably produce a certificate showing discharge from the service, from the military authorities'/Rajya/ Zillah Sainik Welfare Officer or other competent authority. See annexure VIII.

5.4.3 Dependent of Defence personnel Killed/ Missing/ Disabled in action [DK]: One seat is reserved in selected Polytechnic Colleges for the child/widow of the defenseperson killed in action/missing in action/disabled either during war hostilities or in peace time. Applicants to this category should invariably produce a certificate showing he/she is the son/ daughter/ widow of thedefenseperson who was killed in action or missing in action or disabled, from the military authorities or Zillah Sainik Welfare Officer or other competent authority in the prescribed format in Annexure VIII. In the case of disabled personnel, the certificate should specify that the person concerned was/is in receipt of disability pension.

5.4.4 Children of Serving DefensePersonnel [SD]: Seats are reserved for the children of serving defence personnel belonging to Kerala serving in Indian Military (serving in Army/Navy/Air force). They should produce a certificate from Military authorities showing that the applicant is the son/daughter of serving defensepersonnel, with details of the station where he/she works at present in the prescribed format in Annexure IX. Certificate obtained for other purposes will not be considered.

5.4.5 Children of CRPF Personnel [CP]: Seats are reserved for the children of serving CRPF personnel from Kerala. They should produce a certificate from the commanding officer under whom they are serving, showing that the applicant is the son/daughter of CRPF personnel, with details of the station where he/she works at present in the prescribed format in Annexure X. Certificate obtained for other purposes will not be considered.

5.4.6 Anglo Indian Community [AI]: The candidate claiming reservation under this quota should produce,

A certificate from the Village Officer/ Tahasildar to the effect that he/she belongs to Anglo Indian community and an income certificate of below Rs. 8lakhs.

Or

A non-creamy layer certificate which includes the caste as Anglo Indian.

5.4.7 Certificate holders in Textile Technology [TX]: Certain seats in Textile Technology programme are reserved for the candidates having Textile Technology Certificate recognized by the State Board of Technical Education, Kerala state.

5.4.8 Transgender candidates [TG]: - 1 seat in the Automobile Engineering Programme at Govt Polytechnic College, Kalamassery is reserved for Transgenders. For availing this seat, the candidate has to submit the hard copy of the online application along with the Medical Certificate substantiating the claim, to the Principal of that institution.

5.4.9 Nominees of Motor Vehicle Department [MD]: Certain seats are reserved in Automobile Engineering Programme for the permanent employees (who are fully eligible for admission to Diploma programmes as per Clause 7) of Motor Vehicle Department of Kerala State. Nominations to these seats will be made by the Motor Vehicles Department. The distribution of seats is shown in Annexure V.The authorityconcernedwill forward the nomination to the Director of Technical Education, Thiruvananthapuram in a consolidated list along with the original applications. Piecemeal proposals will not be considered. Such candidates shall approach the authorities concerned and need not apply online to claim the reservation.

Note:-For applying to seats mentioned under *clauses 5.4.2 to 5.4.8,* the online mode is to be followed.

5.4.10 Sports Quota [SP]:

The candidates seeking admission under sports quota shall submit application online (by paying the application fee online) through the link "SPORTS QUOTA" in the website. Take a printout of the application and send it with the attested copies of relevant certificates to "**The Secretary, Kerala Sports Council, Thiruvananthapuram – 695001"** before the last date of submission of the application. The nominations to these seats will be made by the Kerala Sports Council. Application for sports quota will not be considered for selection under General quota. Such candidates who wish to apply under GeneralQuota should submit separate online application. Those shortlisted candidates have to attend an interview at the Directorate of Technical Education, Thiruvananthapuram or any other location decided by the Director of Technical Education on a date which will be announced later. Only those who attend the interview will be considered for Sports Quota seats.

5.4.11NCC Quota [CC]:

The candidates seeking admission under NCC quota shall submit application online (by paying the application fee online) through thelink "NCC QUOTA" in the website. Take a printout of the application and send it

along with the attested copies of relevant certificates to "**The NCC Directorate (Kerala &Lakshadweep), PB No 2212, Thiruvananthapuram"** through the respective unit officer in which they have enrolled as a cadet, before the last date of submission of application. The state level committee, on the basis of the norms approved by the government will award marks for the candidates according to their proficiency in NCC. The maximum marks for proficiency will be 500. The Deputy Director General, NCC, shallforward the list of candidates with their marks to the Director of Technical Education to reach on a date fixed by the Director of Technical Education. Those shortlisted candidates have to attend an interview at the Directorate of Technical Education, Thiruvananthapuram or any other location decided by the Director of Technical Education on a date which will be announced later. Only those who attend the interview will be considered for NCC Quota seats.

The Director of Technical Education shall prepare a rank list for the candidates under the NCC quota by adding the marks out of 500 awarded to the candidates for proficiency in NCC to the marks out of 500 based on the weightedgradepoint average calculated from the marks obtained in the qualifying examination. So the candidates would be eligible for maximum marks of 1000. The merit list would be prepared on the basis of the index marks of the candidate computed as above and published separately.

At the time of preparation of the merit list, if there is any tie in the total marks, it will be resolved by the same principle of resolution of tie for the preparation of the Diploma admission rank list.

Application for NCC quota will not be considered for selection of merit seat. Such candidates who also wish to apply for merit seat should submit separate application.

5.4.12 Orphan Quota [OR]: The candidates seeking admission in the Orphan quota should attach a certificate obtained from the Registered Orphanage and counter signed by the District Social Justice Officer that he/she is an orphan in the prescribed format in Annexure XI.

Note: - If there are no candidates eligible for seats under special reservation (under clause 5.4), then those seats will be filled from the merit list in the subsequent allotment/spot admission.

5.5 **Special Scheme:** Admissions under this schemeshall be done in the institutions concerned. The eligibility conditions (apart from clause 7) for admission to these programmes are listed in Annexure XVIII.

5.5.1 **Special Batch for Hearing Impaired Candidates:-**Admission to special batch for hearing impaired candidates are offered in **Government Women's Polytechnic College Thiruvananthapuram, Government Polytechnic College**

Kalamassery and Kerala Government Polytechnic College Kozhikode.The selection of candidates under this category will be based on the merit, and not on the basis of the degree of disability.

5.5.2 Differently abled candidates (under PWD Scheme):-In addition to the reservation as per clause 5.1, certain seatsare availableat **Government Polytechnic College, Kottayam and SreeRama Government Polytechnic College, Thriprayar** for differently abled candidates. (Number of seats available under this scheme will be published by the respective institution subject to AICTE Approval and sanction from MSME).

5.6 Allotment of remaining seats: Leaving the seats set apart for management quota for the Aided/Self-financing Institutions and reservations (Clause 5.1 to 5.5), the remaining seats will be distributed as mentioned below as per G.O(P) 208/66/Edn dt 2.5.1966, G.O (MS) No. 95/08/SCSTDD Dated.06/10/2008 and GO(Ms) No: 10/2014/BCDD dt 23/05/2014 and as modified from time to time.

5.6.1 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 in the format as given in annexure XVI should be produced for availing this reservation**.**

5.6.2Open merit in thestate: 50% of the seats will be filled up purely on merit irrespective of the category/community to which the candidate belongs.

5.6.2 The remaining 40% of the seats will be reserved for socially and Educationally Backward Class (SEBC), scheduled Castes and Scheduled Tribes as given below.

Sl. No.	Category	Code	% of seats
1	Ezhava	EZ	9%
2	Muslims	MU	8%
3	Other Backward Hindus	BH	3%
4	Latin Catholics and Anglo Indian	LA	3%
5	Dheevara& related Communities	DV	2%
6	Viswakarma& related communities	VK	2%
7	Kusavan& related communities	KN	1%

8	Other Backward Christians.	OX	1%
9	Kudumbi	KU	1%
10	Scheduled Castes	SC	8%
11	Scheduled Tribes	ST	2%
	Total		**40%**

a. Candidates belonging to SEBC as per Government order (Kerala) in force claiming reservation under SEBC quota should invariably produce a valid Non-Creamy layer certificate from the authority concerned.

Or

(i) Valid Community certificate from village officer of Kerala state.

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

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

c. Reservation under SEBC for children of inter-caste married couple: Children of inter-caste married couple with either the father or the mother belonging to a community included in SEBC list, or with father and mother belonging to different communities, both of which are included in the SEBC list, are eligible for reservation under SEBC. Such candidate should furnish "Inter-caste Marriage Certificate" from the Village Officer. They have to produce non-creamy layer certificate for claiming communal reservation. Candidates with father and mother belonging to different communities, both of which are included in the SEBC list, can avail communal reservation under any one of the communities of their parents. The community claimed is to be mentioned by the candidate in the relevant column of the application. (For example a candidate born out of inter-caste marriage between an Ezhava and a Muslim can claim the reservation benefits applicable either to Ezhava or to Muslim. The claim for reservation benefit is applicable either to Ezhava or to Muslim only and not against both). The claim made in the application form will be final and cannot be changed subsequently. Candidates with one of the parent belonging to a community coming under SEBC need to produce the community and non creamy layer certificate of that parent who belongs to SEBC for reservation under SEBC quota.

d. Candidates who are children of inter-caste married couple of whom one is SC/ST, will be eligible for educational and monetary benefits admissible to SC/ST as per section 2 (ii) of GO (MS) No.25/2005/SCSTDD dated

20.06.2005 and as modified by G.O (MS) No.109/2008/SCSTDD dated 20-11-2008, and will be granted the same, based on the community shown in the marriage certificate issued by the Revenue Officials.

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

5.7 Other General rules for reservation

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

5.7.2 Theseats un availed by the SC/ST candidates shall be filled by Other Eligible Community(OEC) candidates listed in the Annexure to G. O. (MS) No. 14/2017/BCDD dated 02/08/2017.If any seatcontinue toremain unfilled, thatwill be allotted to Open Merit.

5.7.3 If any seats in the reservation quota (UnderClause 5.1 to 5.4) are left un availed by the candidates belonging to the respective categories, such seats shall be filled up fromopen merit quota.

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

6. Seats under other schemes

6.1Seats under Tuition Fee Waiver Scheme (AICTE scheme)

In addition to the sanctioned intake,5% seats in each programme at every Polytechnic College 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 will be based on merit.

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

- Students who joined a programme of study under Tuition Fee Waiver Scheme, on changing to a higher option under a different scheme, are

required to pay the tuition fee as applicable to the scheme under which new admission is availed.

7. Eligibility for Admission

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

b. The candidate should be a native of Kerala or have undergone thequalifying examination from an institution in Kerala State or his/her parent should be a permanent employee in Central/State/Quasi Government/Public Sector undertaking in Kerala State.

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

Note:-i. Candidates who have passed qualifying examination with Mathematics, English and Science subjects are eligible to apply for both stream I and stream II.

ii. Candidates who have passed qualifying examinationwith Mathematics and English are eligible to apply for stream II.

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

7.3 For CBSE/ICSE/Open school candidates the Marks/Grades obtained in Science is considered for calculating grade in the place of Physics and Chemistry. As per Circular No. Acad 03/2019 dated 10th January 2019, CBSE school candidates who have passed qualifying examination with Mathematics-Standard are only eligible to apply for stream I and stream II.

Note:- In the case of CBSE candidates, only the certificates of Board examination shall be accepted as qualifying certificateand such candidates shall submit an undertaking as shown in annexure XIVat the time of admission. This undertaking need only be submitted by candidates who have passed CBSE Xth during the period 2010-2018.

7.4 Hearing Impaired candidates with 60dB or above hearing loss in better ear who have passed SSLC/THSLC or equivalent examination, with eligibility for higher studies are eligible to apply for admission to Special Batches for Hearing Impaired.

8. General Conditions

8.1 Candidateshave to submit theapplications as detailed in this prospectus.

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

8.3 In each of the 3 allotments, an excess of allotment of an arbitrary percentage of excess seats will be made if required (upto20% based on the demand and previous year's admission to a particular programme to respective institution).

This is only to expedite the admission process. Hence mere inclusion in the allotment list does not guarantee a seat for the candidate.

8.4 For candidates who have secured eligibility for higher studies in the second chance, penal point of 0.5 will be deducted for index score calculation.

8.5 For the candidates who are natives of aspirational district namely Wayanad or if they have studied VIII, IX and X standards and appeared the qualifying examination from the above district, a bonus point of 0.5 will be awarded for the index score calculation for their selection in the respective aspirational district.

8.6 The index score is obtained after subtracting the penal points if any and adding bonus points if any from/to the Total Grade Point Average (TGPA).

8.7 A candidate who is already a student of a Diploma programme (other than final year students) can seek admission to a Diploma programme as a fresh candidate. If such candidate is selected for admission he/she will be permitted to join in the first semester of the programme and shall attend all the examinations as a fresh candidate.

8.8 **Uniform**

Boys	**Combination of blue and white checked half-sleeve shirt and formal black pants**
Girls	**Black churidar with blue and white checked top and black waist coat.** **In workshops/laboratories, girls have to wear black pants and blue and white checked shirts withblack over coat compulsorily.**

The above prescribed uniform is compulsory on all days for students of Polytechnic Colleges including self-financing Polytechnic Colleges subject to Government approval. Students are expected to come to the college neatly dressed.

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

8.10 All candidates selected for admission and their parent/guardians should give a combined undertaking in the prescribed format (Annexure XII) that he/she was not involved in any ragging activity in the past and that he/she would not indulge in it in future. If the undertaking is violated, the students are liable to be expelled. **(Directives of the Hon'ble Supreme Court of India)**

8.11 Admission to Women's Polytechnic Colleges is restricted to female candidates only.

9. Submission of Applications

9.1 Application for admission shall be submittedonline through the website **"www.polyadmission.org"**

9.2 Itcan be submitted fromany computer having internet connection.

9.3 Online Help Desks areset up atall Polytechnic Colleges. Trained staff members are deputed at the Help Desk to assist the candidates in filling the application form. This willreduce the errors which may happen while filling the application form.

Contact numbers of the members of the Help Desk will be available in the website.

9.4 While submitting the application online, the candidates should keep with them the copies of documents to prove their eligibility (See clause 7), claims for reservations (See Clause 5) and enter the relevant details in the online application form. This will avoid the chances of furnishing wrong and incomplete information.**Claims not included in the applications will not be considered**.

9.5Procedure for submitting the application is mentioned below:-

i). **Applicationfor Merit Seats in Government / Government Aided Programmes / Government Controlled Self financing [IHRD] (with higher fee) / Government Seats inSelf Financing Programmes(with higher fee) / Special Batch of Hearing Impaired (HI)**

- **Fill upthe applications online at the website link "ONLINE SUBMISSION".**
- **Remit the application fee online.**
- **You will receive SMS on your registered mobile on the successful submission of your application. Candidates can take print out of the application at any time.**
- **For assistance, kindly callthe online Help Desk set up at any Polytechnic College (No need to submit the hard copy of the application).**

ii) Application under NCC Quota

Submit the applications online at the website link **"NCC QUOTA"** and remit the application fee online.Take the printout and submit itto **The NCC Directorate (Kerala &Lakshadweep), PB No 2212, Thiruvananthapuram** through the respective Unit Officer with attested copies of all relevant certificates. (See clause 5.4.11).

iii) Application under Sports Quota

Submit the application online at the website link **"SPORTS QUOTA"** and remit the application fee online. Take a printout of the application and send it with the attested copies of relevant certificates to "**The Secretary, Kerala Sports Council, Thiruvananthapuram – 695001"** before the last date of submission of the application. (See clause 5.4.10)

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

9.7 The candidates will have to exercise their options, in the order of their preference in the online application form. Candidates can exercise a maximum of 30 options.

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

9.8 Candidates can verify the status of their application inthe website. After the publication of the trial allotment list, candidates will be given an opportunity to modify ie, add / delete / rearrange their options online. This is a onetime opportunity and has to be exercised within the given time. For this purpose an OTP will be sent to the registered mobile number. No further corrections will be permitted thereafter.

9.9 Complaints if any, regarding the status of application should be brought to the notice of the Principal of any of the Govt./Aided/ IHRD Polytechnic College.

9.10 The candidates seeking admission for the management seats under Aided programmes and management seats in Self-Financing Programmes shall submit application online (by paying the application fee online) through the link **"MANAGEMENT QUOTA"** in the website. Take a print out of the application and submit the same at the respective institutions. Application for management quota will not be considered for selection under Merit seats. Those candidates who wish to be considered for merit seats should submit online application as mentioned in clause 9.5.

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

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

Sl No.	Purpose	Certificate Required
1	To Prove date of birth	SSLC/ THSLC or equivalent examination.
2	To prove the educational	Mark list of SSLC/THSLC or equivalent certificate.
3	To claim reservation Under VHSE category	Mark list of VHSE
4	To claim bonus point in case of candidate belonging to aspirational district of Wayanad	a. Nativity/ Domicile certificate from Village Officer 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 VII)

5	To prove that the applicant is a Keralite	a. SSLC or equivalent showing the place of birth of the candidate is in Kerala OR b. Passport of the candidate issued by the Government of India, showing the place of birth in Kerala. OR c. Birth certificate from the competent authority (Panchayath/ Municipality/Corporation) to register the birth of candidate or either of the parents (in which case corroborative certificate to establish the relationship between the parent and the candidate is necessary) showing place of birth in Kerala, to be issued by a competent authority. OR d. Certificate of residence from the Village Officer/ Tahsildar tothe effect that the candidate has been a resident of Kerala state for a continuous period of five years within a period of ten years. OR e. SSLC or equivalent certificate to show that the candidate has undergone the qualifying examination after studying 8th to 10th standard from an institution in Kerala. OR f. Certificate issued by the employer that any of the parents of the candidate is working in Central/State/Quasi Government / Public Sector undertaking in Kerala state, specifying the place and district in Kerala where that firm/office is located.
6	To claim Community reservation under SEBC	Valid non – creamy layer certificate issued by the concerned authority.
		or
		Valid community certificate and income certificate issued by competent authority.
7	To claim Community reservation under SC/ST	Valid **Co**mmunity certificate issued by the Tahsildar
8	To claim Special Reservation	Certificate from the Competent authority in support of the special Reservation claimed. (See clause 5.4)

9	To claim reservation Under "Differently abled Person with	Medical certificate from the Medical Board as stipulated in clause 5.1
10	To claim reservation Under the Tuition Fee Waiver scheme for Economically backward categories	Valid income certificate from Concerned Village Officer to the effect that the Annual family income is less than or equal to Rs.8,00,000/-or within the limit fixed by Govt. From time to time
11	To avail reservation under EWS	Original of the Income & Asset certificate from Village Officer in the format as given in Annexure XVI
12	To claim eligibility in The Special batches for Hearing Impaired	Medical certificate from the Medical Board as stipulated in clause 5.5

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

10. Selection of Candidates

10.1 Selection is based on the grade point secured by the candidate in SSLC/THSLC or equivalent Examination. For the students who have passed qualifying examination under the old scheme (prior to Grading System), marks are to be converted to 9 point grade scale as detailed below

Grade	A+	A	B+	B	C+	C	D+
% of Marks	>=90	>=80	>=70	>=60	>=50	>=40	>=30
Point	9	8	7	6	5	4	3

Note: For those who have passed the qualifying examination under the old scheme (prior to Grading System), and with marks for individual papers with more than 30%, and have the eligibility for higher studies, will be considered to have passed the paper in D+ grade for calculating the grade point. **In case of CBSE, if marks and grades are available in the mark list, only the marks will be considered for arriving the grade point.**

Calculation of weighted grade point average and index

Stream I

- The Weighted Grade Point Average 1 (WGPA1) is the average of sum of grade points of Mathematics, Physics & Chemistry multiplied by 0.85.

$$WGPA1 = \frac{\text{Sum of Grade Points of Mathematics, physics, chemistry and English X 0.85}}{\text{No. of papers covering Mathematics, physics, chemistry and English}}$$

- The Weighted Grade Point Average 2 (WGPA2) is the sum of grade points of subjects other than Mathematics, Physics, Chemistry & English multiplied by 0.15 and divided by number of subjects other than Mathematics, Physics ,chemistry & English.

$$\text{WGPA2} = \frac{\text{Sum of Grade Points of Subjects other than Mathematics, physics, chemistry and English X 0.15}}{\text{No. of papers other than Mathematics, physics, chemistry and English}}$$

- The sum of WGPA1 and WGPA2 will yield Total Grade Point Average (TGPA)

i.e. TGPA = WGPA1 + WGPA2

Stream II

- The Weighted Grade Point Average 1 (WGPA1) is the average of sum of grade points of Mathematics and English multiplied by 0.85.

$$\text{WGPA1} = \frac{\text{Sum of Grade Points of Mathematics and English X 0.85}}{\text{No. of papers covering Mathematics and English}}$$

- The Weighted Grade Point Average 2 (WGPA2) is the sum of grade points of subjects other than Mathematics and English multiplied by 0.15and divided by the number of subjects other than Mathematics and English.

$$\text{WGPA2} = \frac{\text{Sum of Grade Points of Subjects other than Mathematics and English subjects X 0.15}}{\text{No. of papers other than Mathematics and English}}$$

- The sum of WGPA1 and WGPA2 will yield total Grade Point Average (TGPA)

i.e. TGPA = WGPA1+WGPA2

Penal Point   :**0.5** for candidates who have passed the qualifying examination in second chance.

Bonus Point :Forcandidates who are natives of aspirational district namely Wayanad or have studied in schools from Std VIII to X from the above district will be awarded 0.5 as bonus point for arriving the index score for their selection in the respective aspirational district.

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

Index score for Stream 1 = TGPA for stream I – Penal Point + Bonus Point

Index score for Stream 2 = TGPA for stream II – Penal Point + Bonus Point

Grades/Marks of all papers of a subject will be considered separately
if the subject has more than 1 paper in the qualifying examination.
Marks of physics and chemistry or science (if physics and chemistry
are not shown separately) will be counted wherever applicable.

10.2 Preparation of rank lists

a. Rank list for centralized allotment will be published in the portal *www.polyadmission.org*.

b. The rank list of Stream **I** programmeswill be prepared on the basis of **Index Score for Stream I** calculated and the allotmentwill be done strictly on the basis of the rank list for these programmes.

c. The rank list of **Stream II** programmeswill be prepared on the basis of **Index Score for Stream 2** calculated and the allotmentwill be done strictly on the basis of the rank list for these programmes.

d. **Resolution of Tie while ranking:**

For the purpose of resolution of Tie, candidate with higher WGPA1 in the stream concerned will be placed higher.

If tie still persists

    i)   **Stream I:** Candidates with higher **Average Grade Point (AGP)** in Mathematics **(**Average Grade Point is the average of various papers that constitute a subject) will be placed higher in the ranking. In case, tie exists further, higher**Average Grade Point (AGP)** in Physics (if physics is not a separate subject, average grade point for science is taken into account) will get priority. If the tie exists further, higher **Average Grade Point (AGP)** in English will get priority. If there is still a tie, the **age** of the candidate will be taken into accountand the older will be placed higher in the ranking.

    ii) Stream II: Candidates with higher **Average Grade Point (AGP)** in Mathematicswill be placed higher in the ranking. If the tie exists further, higher **Average Grade Point (AGP)** in Englishwill get priority. If there is still a tie, the **age** of the candidate will be taken into accountand the older will be placed higher than the younger in the rank list.

10.3 Publication of Provisional Rank List: The Provisional rank list prepared by State Institute of Technical Teachers Training and Research, Kalamassery (SITTTR) will be published in *"www.polyadmission.org"* on the date specified. Candidates can also verify their individual rank in the list through the link provided in the website. Candidates are advisedto verify the Provisional Rank lists and satisfy themselves regarding their position in the

list, such as inclusion under different categories, eligibility for community/special reservation, option details submitted, etc. If candidate has any complaint it can be corrected online or he/she may approach any of the Govt/Aided/Government controlled self-financing (IHRD) Polytechnic College with relevant documentswithin the stipulated time after publication of the provisional rank list, for necessary action. Complaint received thereafterwill not be entertained.

10.4 Trial Allotment:- Along with the Publication of Provisional Rank list, a trial allotment list will be published. The candidate can access both the rank list and trial allotment list from website to assess the probabilityof getting allotment to the programme and college of choice. The candidate has the facility to submit revised options online, if required, within the stipulated time after publication of theTrial Allotment list(see clause 9.8). The allotment details for the previous years for various programmes/institution/category etc can be accessed through the link "LAST RANK OF ALLOTMENT" which can be of help in deciding the options. **Inclusion of name in Trial allotment list does not guarantee allotment to the candidate**.

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

11. Centralised Allotment Process (CAP)

11.1 The Centralised Allotment Process will be done through the **Single Window System (SWS)** of allotment to give allotment to various programmesand Polytechnic Colleges, based on the options/re-options exercised by the candidates. Candidates can exercise options to a maximum number of 30 of his/her choice (programme and institution combination) eg: Chemical Engg in Government Polytechnic College, Kalamassery can be one option and Mechanical Engg in Government Polytechnic College, Cherthala can be another option. A maximum of 30 options can be given in an application form. Allotments will be strictly based on the options exercised, rank obtained and eligible reservations. Candidates are advised to exercise options only to those programmes/ colleges which they are sure to join on allotment.

11.2 There will be **three** allotments. The allotment list will be published in the website *www.polyadmission.org*. Separate Memo will not be sent to the selected candidates.

11.2.1 Spot admissions may be conducted to fill up the remaining seats (if any) after the three allotments. (See Annexure XV for the guidelines.)

11.3 a)**General Rules related to allotment process:**

1. If a candidate is allotted the first option in respect of programme and institution, he/she is bound to join the allotted option in the stipulated time; otherwise he/she will not be considered for further allotments.

2. If a candidate is satisfied with the offered allotment, even though the same is not his/her first option, he/she can join the allotted option by cancelling all the higher options.

3. If a candidate is not satisfied with the offered allotment,

He/she can retain the allotted seat by registering at any of the Govt/Aided Polytechnic Colleges after the verification of all relevant certificates and wait for higher options. He/she is bound to join the programme allotted in the last allotment, failing which results in the cancellation of allotment.

OR

He/she can wait for higher options in further allotments as in the submitted application. His/her current allotment will be cancelled.

4. If a candidate does not join in the allotted option in the final allotment within the stipulated time, that allotment will be cancelled and he/she may be considered for higher options (as given in the submitted application) in the ensuing spot admissions (if any).

5. All applicants with valid candidature are allowed to attend spot admissions (if any).

12. **Procedure Of Admission:-** Candidates who wish to join/register for admission at any of the Government/Government Aided/Government controlled self-financing/ Self-Financing(Government Quota) shouldtake the printout of the allotment letter from the website and proceed as follows:

12.1Candidates who wish to join the allotted option, should report at the allotted Polytechnic College with allotment letter, required fee and the entire original documents (see clause 12.3). Documents comprise of certificates of qualification, fee concessions, and reservations, transfer and conduct certificate. The candidate should submit the documents at the institution and receive the admission slip and receipt for documents after proper scrutiny by the College authorities.

OR

The candidate who wish to register the allotted option, should report at any of the Govt/ Govt Aided Polytechnic College with allotment letter and the entire original documents (see clause 12.3) for verification. Document comprises certificates of qualification, fee concessions and reservations. The College authorities should verify all the certificates, the candidate has claimed in his/her application and register through the admission portal. The College authorities shall ensure that the nativity/caste/community/income certificates etc. are issued by the competent authorities of Kerala State or as notified by the Government from time to time. It is not necessary to collect the certificates/fees from the candidate for registration.

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

Note:-If a candidate is not able to attend in person at the Polytechnic College on the reportingdate on genuine reasons, the Parent/ Guardian, or any authorized person can act as proxy at the risk of the candidate,on production of authorization letter in the form given in Annexure XIII along with required original documents.

12.3**Documents to be submittedat the time of Admission**

Sl. No.	Purpose	Nature the of Certificate Required
1	Proof of date of birth	Original certificate of SSLC/THSLC or equivalent examination.
2	Proof of educational qualification	Original mark list of qualifying examination SSLC/THSLC or equivalent with a Photocopy of it.
3	To claim reservation for VHSE	Original VHSECertificate
4	To claim bonus point in case of candidate belonging to aspirational district i.e Wayanad	a. Nativity/ Domicile certificate from Village Officer OR b. Certificate from the Head of the institution where the candidate has undergone his/her study from std.VIII to X in Wayanad and appeared for qualifying examination in the prescribed format (Annexure VII)

5	To provenativity	Original of Certificates required as per clause 9.12(5)
6	To avail community Reservation as SC/ST	Original of the Community certificate issued by the Tahsildar concerned.
7	To availCommunity reservation in case of SEBC	Valid Non-Creamy layer certificate from the authority concerned. OR Valid community certificate and income certificate with income not more than Rs. 8 Lakhs issued by competent authority
8	To avail community reservation as SEBC/ SC/ ST for the children of Inter caste marriage couple	Original of Inter caste marriage certificate in the prescribed format from the authorities concerned. Income certificate/ Non-Creamy layer certificate in case of SEBC Original of the Community certificate issued by the Tahsildar concerned in the case of SC/ST
9	To avail special reservation under Clause 5	Original certificates from the competent authority in support of the special reservation claimed.
10	To avail reservation Under "Person with Disabilities" (As per clause 5.1)	a. Medical certificate from the medical board constituted by Governmentof Kerala to prove disability of minimum 40% as given in clause 5.1 b. Fitness certificate from GovernmentMedical officer not below the rank of an Asst. Surgeon to the effect that the candidate is fit enough to undergo the programme chosen in the Polytechnic College.
11	To avail reservation under the Tuition Fee Waiver Scheme for Economically backward categories	Original of the income certificate from concerned Village Officer to the effect that the annual family income is less than /equal to Rs.8,00,000 or within the limit fixed by Governmentfrom time to time
12	To avail reservation under EWS	Original of the Income & Asset certificate from Village Officer in the format as given in Annexure XVI
13	To attend admission in absentia.	Authorization letter in prescribed format (Annexure XIII) and all original certificates

14	To claim eligibility in the special batches for Hearing Impaired	a) Original Medical Certificate from the Medical Board as stipulated in clause 5.5.1 b) Fitness certificate from GovernmentMedical officer not below Asst. Surgeon to the effect that the candidate is fit enough to undergo the programme chosen in the Polytechnic College.
15	For educational fee concession	1.Original of the income certificate from Village Officer concerned to the effect that the annual family income is less than /equal to Rs. 1,00,000 or within the limit fixed by Governmentfrom time to time 2. Valid community certificate.

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

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

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

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

      i. Caste/community certificate   - 3 years

      ii. Income certificate   - 1 year

      iii. Non creamy layer certificate - 1 year

      iv. Fitness Certificate   - 1 year

13. FEE DETAILS

13.1 Fee for the various programmes in Government/ Aided Polytechnic Colleges will be as follows.

Fee Component	Amount	Remittance
Admission Fee	Rs.220	At the time of Admission
Tuition Fee	Rs. 830/-persemester	Beginning of Each semester
Special Fee (Revenue Portion)	Rs.780/Year	Beginning of odd semester
Special Fee (PD Portion) [1. Athletic fee : 160 2. Visual Education fee : 10 3. Association Fee: 60 4. Magazine Fee : 100 5. Stationary fee : 60 6. Youth Festival Fee : 110 7. Calendar/Diary fee : 20 8. Union Fee : 80]	Rs.600/Year	Beginning of odd semester
Student Amenities Fee	Rs.350/Year	Beginning of odd semester
Caution Deposit (Refundable)	Rs 1000 /-	At the time of Admission

13.2 Fee for Government controlled self-financing (IHRD) Polytechnic College

Fee Component	Amount	Remittance
Admission Fee	Rs.500/-	At the time of Admission only
Tuition Fee	Rs.18000/-per year	Rs.4500 x 4 instalments
Special Fee	Rs.3000/Year	Rs.750 x 4 instalments
Student Amenities Fee	Rs.500/Year	Beginning of odd semester
Examination Fee	Rs. 400/- per year	Rs. 100 per instalment, to be paid along with each instalment of tution fee.
Caution Deposit (Refundable)	Rs.1500 /-	At the time of Admission only

13.3 Fee for Government seat &Management seat in self-financing Polytechnic College

Fee Component	Amount	Remittance
Tuition Fee (For Government Quota Seats)	Rs. 22,500/- per year	At the time of Admission
For Management Seats	Rs.37,500/- Per year	At the time of Admission
Examination Permanent registration fee	Rs.1655/-	At the time of Admission
Special fee	Rs.2500/ per year	Beginning of odd semester
Caution Deposit (Refundable at the time of issue of TC)	Rs.5000/-	At the time of Admission
Interest free deposit (Refundable at the time of issue of TC)	Rs. 10000/	At the time of Admission *Note:- SC/ST candidates are exempted from interest free deposit.*

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

13.4.Students (irrespective of caste and community) admitted in Government and Government aided Polytechnic Colleges and whose family annual income from all sources is equalto or below Rs.1, 00,000 /- (Rupees One Lakh only) will be eligible for appropriate fee concessions. Such students should produce income certificate and community certificate at the time of admission.

13.5 Students selected under the "Tuition Fee Waiver Scheme" will be exempted from the payment of tuition fee. They will have to pay all other fee if they are not eligible for fee concession. If a student admitted under Tuition Fee Waiver Scheme is allotted a higher option other than Tuition Fee Waiver Scheme, such candidate will have to pay the tuition fee and other fee applicable.

13.6 Candidates who are Diploma holders or who have completed the diploma programme and become eligible for appearing for the final year/semester examination are not eligible to seek admission for the same Diploma programme again. Such candidates seeking admission to another programme will have to pay the tuition fee @Rs.25000/-per annum. Theywill not be given exemption from appearing any of the courses either in the first semester or in the subsequent semesters.

13.7a) A student who joined for the Diploma programme at any of the Polytechnic College and later discontinued his/her studies in the first semester itself, can seek admission to any Diploma Programme through the admission process in the forth coming year.
b) A student who joined for the Diploma 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 feeup to and including the semester he/she studied.

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

14.1   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 would not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original.

14.2   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.

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

14.4   The Institution should 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 should be completed within 7 days.

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

Director of Technical Education