



GOVERNMENT OF KERALA

**ADMISSION TO DIPLOMA PROGRAMMES IN
POLYTECHNIC COLLEGES UNDER SBTE**

2023-2024

PROSPECTUS

(As per GO(Rt) No. 779/2023/H.Edn, Thiruvananthapuram dated 01/06/2023)

For online submission of application visit:
www.polyadmission.org

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

**DIRECTORATE OF TECHNICAL EDUCATION
PADMAVILASOM ROAD, FORT P.O, THIRUVANANTHAPURAM**

Admission Portal : www.polyadmission.org

DIPLOMA ADMISSION -2023- 24 - IMPORTANT DATES

Sl. No.	Activity	Date
1	One time registration fee remittance and Online Submission of Application begins	14.06.2023
2	Last date for One time registration fee remittance	29.06.2023
3	Online Submission of Application ends	30.06.2023
4	Publication of Provisional Rank list and Trial Allotment	06.07.2023
5	Last date for online correction of Applications	12.07.2023
6	Publication of Final Rank List and First Allotment	15.07.2023
7	Last Date of Reporting/Joining based on allotment list	22.07.2023
8	Second allotment	26.07.2023
9	Last date of reporting/ joining based on 2 nd allotment	02.08.2023
10	District wise counseling at Nodal Polytechnic Colleges	07.08.2023 to 11.08.2023
11	Commencement of First semester class & Induction Programme	16.08.2023
12	Second Spot admission at institutions (if any)	21.08.2023 to 24.08.2023
13	Third Spot admission at institutions (if any)	07.09.2023 to 13.09.2023
14	Admission closes	15.09.2023

CONTENTS

Clause	Item	Page No
1	Introduction	5
2	Programmes, Institutions & Seats	5
3	Duration of Diploma Programmes	6
4	Prospectus, Registration Fee & Application	6
5	Reservation of seats	7
6	Eligibility for Admission	15
7	General Conditions	15
8	Submission of application	16
9	Selection of Candidates	20
10	Centralized Allotment Process	22
11	Procedure for admission	23
12	Fee Details	25
13	Refund of Fees	27

ANNEXURES

Sl. No	Annexure No	Title
1	I	List of Polytechnic Colleges, Programmes & Institution Codes
2	II	Programmes and Codes
3	III	Community & Codes
4	IV	VHSE Courses Considered for Reservation under VHSE quota
5	V	Special Reservation & Codes
6	VI	List of SC/ST/OEC & SEBC Communities
7	VII	Form of Certificate of School Studies
8	VIII	Form of Certificate for claiming special reservation under quota for Ex-Servicemen(XS)/Dependent of Defence personnel killed/missing/disabled in action (DK) Dependents of Defence Personnel Killed/Missing/Disabled in Action quota.
9	IX	Form of Certificate for claiming reservation under Quota for Children of Serving Defence Personnel(SD)
10	X	Form of Certificate for claiming reservation under Quota for Children of Serving CRPF personnel
11	XI	Form of Certificate from Village Officer for claiming reservation under Orphan (OR) quota
12	XII	Undertaking from the Students as per the provisions of Anti Ragging Verdict by the Hon. Supreme Court
13	XIII	Form of Authorization letter to be submitted by Authorized representative/ Proxy of Candidate.
14	XIV	Form of undertaking for CBSE candidates.
15	XV	General guidelines for spot admission
16	XVI	Certificate of Fitness for claiming reservation under PWD
17	XVII	Certificate to prove Keralite (All India Service)

1. INTRODUCTION

Prospectus for the admission to the Diploma Programmes for the academic year 2023-24, which has been approved by the Government of Kerala, is published herewith. It contains general information and rules related to admission process and other connected matters. Candidates are requested to go through the prospectus carefully and acquaint themselves with all the relevant information relating to admission. The prospectus issued in earlier years is not valid for the academic year 2023-24.

The prospectus sets out the rules and regulations for the selection and admission to the Diploma Programmes approved by AICTE/CoA* and conducted by institutions affiliated to the SBTE Kerala under the Directorate of Technical Education/ IHRD/CAPE, Kerala. Admissions to these Programmes are regulated on the basis of merit as assessed by giving weight-age to the marks/grades obtained in the qualifying examination.

Candidates are also required to visit the Admission Portal www.polyadmission.org regularly for notifications and announcements.

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 Programmes shall register in the admission portal by remitting a fees of Rs. 200/- (For scheduled Caste/Scheduled Tribe candidates, it shall be Rs. 100/-)
- ii) After the one time registration, Separate application shall be submitted for the following categories of seats:
 - a) Application for Govt. quota seats in Government/ Government Aided Programmes/ IHRD/CAPE/Government seats in Self-Financing Programmes/ Special batch of Hearing Impaired (HI)
 - b) Application for NCC quota seats.
 - c) Application for Sports quota.
 - d) Applications for Management quota seats
 - e) Candidates seeking admission for management seats in Aided programmes and management seats in Self-Financing Programmes 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 for each self financing Polytechnic College.

2. PROGRAMMES, INSTITUTIONS & SEATS

2.1 There shall be two streams of diploma programmes.

Stream 1: Diploma in Engineering & Technology.

Stream2: Diploma in Commercial Practice and Diploma in Computer Application & Business Management.

- 2.2 The list of Polytechnic Colleges and the various programmes/ branches offered in each institute and the intake of each programme during the academic year 2023-24 is appended as Annexure-I.
- 2.3 There shall be special batches for Hearing Impaired candidates 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 2023-24 is appended in Annexure-I.

*subject to approval of AICTE/Council of Architecture

2.4 Categorization of Seats

2.4.1 Government Seats: The seats set apart by the Director of Technical Education in the Govt./Govt. Aided/self financing institutions are called “Government Seats”. The allotment to these seats shall be made by the State Institute of Technical Teachers Training & Research (SITTTR). Govt. seats are available in all the Government/ Government Aided Polytechnic Colleges/Government Controlled Self financing Polytechnic Colleges(IHRD)/ Govt. Controlled Self Financing Programmes in CAPE Engineering Colleges /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 are set apart under this category. The selection to these seats are at the discretion of the managements concerned from among the applicants who satisfy eligibility conditions as laid down in Clause 6. 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.

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 shall be prepared from among the applicants who satisfy the eligibility conditions as laid down in Clause 6. 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 selected Aided Polytechnic Colleges.

2. Admission to Management seats shall be done online at the time of admission through the Admission Portal by generating the admission slip. Copy of the admission slip with details of certificates collected shall be handed over to the admitted candidate. The self financing institutions shall abide by the eligibility conditions for admission prescribed in this prospectus. Admissions not obeying the eligibility conditions as per this prospectus shall be cancelled and the consequences shall be borne by the Head of the institution/Management.

3. DURATION OF THE DIPLOMA PROGRAMMES

Diploma programmes are of 6 semesters duration spanning a period of 3 years. Each institution shall conduct induction training for the admitted students. The induction training may be conducted as per AICTE guidelines and shall include adequate sessions on English, Maths, Physics, Chemistry etc., so that all students are at level studying field. For Tool & Die Engineering, there shall be a mandatory twelve month “In- plant training” for the students (in addition to 3 years) as part of the programme.

4. PROSPECTUS, REGISTRATION FEE & APPLICATION

- i) The prospectus is available in the Admission Portal www.polyadmission.org 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/IHRD/CAPE/Self Financing Colleges.
- iii) Each candidate shall complete a one time Registration process in the admission portal by remitting Rs. 200/- (For scheduled Caste/Scheduled Tribe candidates, it shall be Rs. 100/-) 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 using the registered mobile number or the registration number with OTP.
- v) Different links are available for the following categories:
 - a) Application for seats in Govt./Govt. aided/IHRD/CAPE/Govt. seats in Self Financing
 - b) Application for NCC quota seats
 - c) Application for Sports quota seats
 - d) Application for Management quota seats in Self Financing institutions.
- vi) Candidates shall select appropriate links and submit their applications. A candidate can submit only one application each in categories v (a), v (b) and v (c). A candidate should submit separate applications to the self financing institutions he /she wishes 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.

5. RESERVATION OF SEATS

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

5.1 Reservation for Differently abled (Persons with Disabilities): 5% of the seats available in 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% shall be eligible to apply under this category.

The selection of candidates under this category shall 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 XVI.**

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 XVI 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 per programme are reserved for candidates who have successfully completed VHSE with eligibility for higher studies, at all Polytechnic Colleges. VHSE qualified applicants shall be considered only for select Diploma programmes academically related to the VHSE trade. The list of VHSE courses and related Diploma programmes are detailed in Annexure IV.

5.4 Special Reservations:- Various categories of Special reservation are detailed below and the number of seats available under each category is included in Annexure 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 shall forward the nomination to the Director of Technical Education, Thiruvananthapuram in a consolidated list. Piecemeal proposals shall not be considered.

This category of candidates shall not be governed by clauses 8.1 b (i) and (ii).

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 from Union Territory of Andaman & Nicobar Islands. Nominations to these seats shall be made by the Administration of the Union Territory.

b. **Nominees from Lakshadweep [LD]**: These seats are reserved for the candidates from Lakshadweep. Nominations to these seats shall 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 shall 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 defence person killed in action/missing in action/disabled either during war hostilities or in peace time. Applicants to this category shall invariably produce a certificate showing he/she is the son/ daughter/ widow of the defence person 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 shall specify that the person concerned was/is in receipt of disability pension.

5.4.4 Children of Serving Defence Personnel [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 shall produce a certificate from Military authorities showing that the applicant is the son/daughter of serving defence personnel, with details of the station where he/she works at present in the prescribed format in Annexure IX. Certificate obtained for other purposes shall not be considered.

5.4.5 Children of CRPF Personnel [CP]: Seats are reserved for the children of serving CRPF personnel from Kerala. They shall 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 shall not be considered.

5.4.6 Anglo Indian Community [AI]: The candidate claiming reservation under this quota shall produce, documents as per Sl No.5 of Table III of Clause 8.14

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.

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.

Note:- Applications under *clauses 5.4.2 to 5.4.8*, shall be submitted online through the Admission Portal.

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 shall be made by the Motor Vehicles Department. The distribution of seats is shown in Annexure V. The authority concerned shall forward the nomination to the Director of Technical Education, Thiruvananthapuram in a consolidated list along with the original applications. Piecemeal proposals shall not be considered. Such candidates shall approach the authorities concerned and need not apply online to claim the reservation.

5.4.10 Sports Quota [SP]:

The candidates seeking admission under sports quota shall submit application online (after one time registration by paying the registration fee) through the link “APPLICATION TO SPORTS QUOTA SEATS” 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 shall be made by the Kerala Sports Council. Application for sports quota shall not be considered for selection under General quota. Such candidates who wish to apply under General Quota shall 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 shall be announced later. Only those who attend the interview shall be considered for Sports Quota seats.

5.4.11 NCC Quota [CC]:

The candidates seeking admission under NCC quota shall submit application online (after one time registration by paying the registration fee) through the link “Application to NCC QUOTA seats” 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 shall award marks for the candidates according to their proficiency in NCC. The maximum marks for proficiency shall be 500. The Deputy Director General, NCC, shall forward 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 shall be announced later. Only those who attend the interview shall 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 weighted grade point average calculated from the marks obtained in the qualifying examination. So the candidates shall be eligible for maximum marks of 1000. The merit list shall 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 shall be resolved by the same principle of resolution of tie for the preparation of the Diploma admission rank list.

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

5.4.12 Orphan Quota [OR]: The candidates seeking admission in the Orphan quota shall 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 shall be filled from the merit list in the subsequent allotment/ spot admission

5.5 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 shall 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.

5.5.1 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 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.

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

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

Table I

(A)		General Merit (GN)	50%	
(B)		Economically Weaker Sections in General Category (EWS)	10%	
(C)		Socially and Educationally Backward Classes (SEBC)	30%	
	a.	Ezhava (EZ)	9%	
	b.	Muslim (MU)	8%	

	c.	Other Backward Hindu (BH)	3%	
	d.	Latin Catholic and Anglo Indian (LA)	3%	
	e.	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%	

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

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

- (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, 6 of Clause 8.14) 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 VI(e). Only the claims of the candidates of those communities that are included in the list as incorporated in the respective Annexure of the Prospectus 2023 shall be considered. Claims by candidates belonging to other communities, which are not included in the Annexure VI(e), shall 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, Dheevara and related communities, Viswakarma and related communities, Kusavan and related communities, Other Backward Christian and Kudumbi communities, claiming reservation under SEBC Quota shall invariably produce documents as prescribed in Table III, 6 of Clause 8.14 in the prescribed format for State Government Education purpose obtained from the Village Officer concerned.

5.5.3.2 a) Reservation for children of inter-caste married couple under SEBC: Children of inter-caste married couple with either the father or the mother belonging to a community included in SEBC list, or with father and mother belonging to different communities, both of which are included in the SEBC list, are eligible for reservation under SEBC. Such candidate shall furnish documents as prescribed in Table III, 6 of Clause 9.8.

The community claimed is to be mentioned by the candidate in the relevant column of the application. (For example a candidate born out of inter-caste marriage between an Ezhava and a Muslim can claim the reservation benefits applicable either to Ezhava or to Muslim. The claim for reservation benefit is applicable either to Ezhava or to Muslim only and not against both). The claim made in the application form shall be final and cannot be changed subsequently.

b) Reservation for children of inter-caste married couple under SC/ST: Candidates who are children of inter-caste married couple of whom one is SC/ST, shall be eligible for educational and monetary benefits admissible to SC/ST as per section 2 (ii) of GO (MS) No.25/2005/SCSTDD dated 20.06.2005 and as modified by G.O (MS) No.109/2008/SCSTDD dated 20-11-2008, and shall be granted the same, based on the community shown in the marriage certificate issued by the Revenue Officials or Caste certificate in the name of candidate issued by Tahasildar.

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

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

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

c) **WARNING:** Those who produce false SC/ST Certificate for claiming reservation under SC/ST quota shall be liable for the penalties stipulated in section 15 of the Act referred to in Clause (c) above. Candidates and their parents who make such applications are warned that in addition to prosecution they shall have to suffer the following consequences, in case the SC/ST certificate submitted is found to be false and the candidate does not belong to any SC/ST communities, under section 16 of the Act which says,

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

(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 VI(c) are eligible for the un-availed seats, if any, under SC/ST quota. They shall produce documents as prescribed in Table III, 6 of Clause 8.14 as per G.O.(P) No.1/2015/BCDD dated: 01.01.2015 and G.O.(MS) No.4/2015/H.Edn. dated: 05.01.2015.

e) **Claim for fee concession to OEC candidates:** Eligible candidates belonging to communities as per Annexure VI(c) with documents as prescribed in Table III, 6 of Clause 8.14 and eligible Candidates belonging to Other Eligible Communities as per Annexure VI(d) documents as prescribed in Table III, 6 of Clause 8.14 with income certificate from Village Officer with income less than or equal to Rupees Six Lakhs shall be considered for fee concessions.

5.6 Other General rules for reservation/fee concession

5.6.1 The seats unavailed by the Scheduled Castes (SC) candidates shall be allotted to Scheduled Tribes (ST) candidates and vice versa.

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

5.6.3 If any seats in the reservation quota (Under Clause 5.1 to 5.4 and 5.6.1) are left unavailed by the candidates belonging to the respective categories, such seats shall be filled up from open merit quota.

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

5.7 Seats under other schemes

5.7.1 Seats 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 shall be based on merit.

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

- Students who joined a 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.
- As per APH 2023-24 Clause 7.49 (d), these seats shall be available to such programmes in an institution where a minimum of 50% of “approved intake” are filled up in the last academic year.

5.7.2 Special Scheme:

a) Special Batch for Hearing Impaired Candidates:-Admissions under this scheme shall be done in the institutions concerned. The eligibility conditions (apart from clause 6) for admission to these programmes are listed below.

All the seats of special batches for Hearing Impaired are reserved for Hearing Impaired candidates who have 60dB or above hearing loss in better ear certified by Medical Boards constituted by Government of Kerala. Candidates applying in this category shall also produce a certificate from a Government Medical Officer not below the rank of Assistant Surgeon to the effect that the candidate is fit enough to undergo the diploma programme. **All candidates shall produce a Certificate of Fitness as per Annexure XVI for obtaining admission.**

Admissions 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 shall be based on the merit, and not on the basis of the degree of disability.

b) Differently abled candidates (under PWD Scheme):-In addition to the reservation as per clause 5.1, certain seats are available at **Government Polytechnic College, Kottayam and Sree Rama Government Polytechnic College, Thrirprayar** for differently abled candidates suffering from not less than 40% of any disability as certified by a medical authority. Number of seats available under this scheme shall be published by the respective institution subject to AICTE Approval and sanction from MSME.

Admissions under this scheme shall be done in the institutions concerned. The eligibility conditions (apart from Clause 6) for admission to these programmes are listed below.

Seats for Differently abled candidates (under PWD Scheme) are reserved for Persons with disability which include the following categories.

- i) Visually impaired
- ii) Hearing impaired
- iii) Leprosy cured
- iv) Mentally Retarded(IQ 51 and above)
- v) Locomotor impairment
- vi) Mental illness.

Candidates shall produce a Certificate of Fitness as per Annexure XVI for obtaining admission.

6. Eligibility for Admission

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

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

(i) **Keralite:** A candidate of Kerala origin shall be categorised as a ‘Keralite’ as per Clause 8.15. If he/she shall produce certificates as per Clause 8.15 and if the place of birth is Kerala he/she shall be eligible for Communal/EWS/TFW/Special/Persons with Disabilities reservation and fee

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

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

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

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 examination with Mathematics and English are eligible to apply for stream II.

A 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 shall not be considered as a chance.

6.3 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 certificate and such candidates shall submit an undertaking as shown in annexure XIV at the time of admission. This undertaking need only be submitted by candidates who have passed CBSE Xth during the period 2010-2018.

6.4 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.

7. General Conditions

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

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

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

7.4 For candidates who are natives of aspirational district namely Wayanad, a bonus point of 0.5 shall be awarded for the index score calculation for their selection in Wayanad district. They shall produce a certificate as per column 4 of Table III of Clause 8.14

7.5 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).

7.6 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 shall be permitted to join in the first semester of the programme and shall attend all the examinations as a fresh candidate.

7.7 Uniform

Table II

Boys	Combination of golden yellow half-sleeve shirt and formal black pants
Girls	Black churidar with golden yellow top and black waist coat. In workshops/laboratories, girls have to wear black pants and golden yellow shirts with black 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.

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

7.9 All candidates selected for admission and their parent/guardians shall 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 shall not indulge in it in future. If the undertaking is violated, the students are liable to be expelled. **(Directives of the Hon'ble Supreme Court of India)**

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

8. Submission of Applications

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

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

8.3 Online Help Desks are set up at all Polytechnic Colleges. Trained staff members are deputed at the Help Desk to assist the candidates in filling the application form. This shall reduce the errors which may happen while filling the application form. Contact numbers of the members of the Help Desk shall be available in the website.

8.4 While submitting the application online, the candidates shall keep with them the copies of documents to prove their eligibility (See clause 6), claims for reservations (See Clause 5) and enter the relevant details in the online application form. This shall avoid the chances of furnishing wrong and incomplete information. **Claims not included in the applications shall not be considered.**

8.5 Procedure for submitting the application is mentioned below:-

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

- **Complete the “ONE TIME REGISTRATION” by remitting fee online.**
- **Login using registered mobile number or registration number and OTP to get the candidate’s dashboard.**
- **Fill up the required category of applications online.**
- **After the successful submission of application, the candidate can take print out of the application at any time.**
- **For assistance, kindly call the Help Desk set up at any Polytechnic College**
- **All applications of the candidate can be viewed in the candidate’s dashboard.**
- **No need to submit hardcopy of applications except for NCC, Sports and Management**

ii) Application under NCC Quota

Submit the applications online in the Admission Portal “**Application for NCC QUOTA seats**” after one time registration by remitting registration fee online. Take the printout and submit it to **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 in the Admission Portal “**Application for SPORTS QUOTA seats**” after one time registration by remitting registration 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)

- 8.6** Educational qualification certificate claimed by the candidate issued by date of admission may be accepted and is applicable to all Govt./Aided/IHRD/CAPE/SF colleges.
- 8.7** The candidates shall 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)
- 8.8** Candidates can verify the status of their application in the Admission Portal. After the publication of the trial allotment list, candidates shall 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 shall be sent to the registered mobile number. No further corrections shall be permitted thereafter.
- 8.9** Complaints if any, regarding the status of application shall be brought to the notice of the Principal of any of the Govt./Aided/ IHRD Polytechnic College.
- 8.10** The candidates seeking admission for the management seats under Aided programmes and management seats in Self-Financing Programmes shall submit separate application online through the link “**APPLICATION TO MANAGEMENT QUOTA SEATS**” in the Admission Portal and submit hardcopy of the application in the respective institution.
- 8.11** Application for management quota shall not be considered for selection under Merit seats. Those candidates who wish to be considered for merit seats shall submit online application as mentioned in Clause 8.5.
- 8.12** Any wrong information given in the application shall lead to the forfeiture of candidature. The Department of Technical Education shall not be responsible for any inconvenience caused to the candidate due to wrong/ incorrect/ incomplete entry or incorrect claim in the application form.
- 8.13** As per APH 2023-23, Institutions having Programme(s) in which admissions are less than 30% of the “Approved Intake” for the consecutive past 5 years consistently, and if in the following year, the admitted student strength does not exceed 50% of the “Approved Intake” in the Programme(s) by filling vacant seats through lateral entry, then the Council shall reduce the intake by 50%, in such Programme(s) in the current Academic Year.

8.14 Details of Certificates/ Documents to be submitted at the time of admission in addition to AADHAR.

Table III

Sl No.	Purpose	Certificate Required
1	To Prove date of birth	Original certificate of SSLC / THSLC or equivalent examination or Birth Certificate.
2	To prove the educational qualification	Original Mark list of SSLC/THSLC or equivalent certificate.
3	To claim reservation Under VHSE category	Original Mark list of VHSE
4	To claim bonus point in case of candidate belonging to aspirational district of Wayanad	a. Birth certificate and self declaration OR b. Certificate from the Head of the institution in Kerala where the candidate had undergone his/her study continuously for five years and self declaration (As per GO(P) No.1/2021/PIE&MD, Thiruvananthapuram dated 07/10/2021) 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	Original of Certificates required as per clause 8.15
6	To claim Community reservation as SEBC/OEC	Original of the non-creamy layer certificate which includes a community as in Annexure VI(e) issued by the Village officer. OR Valid community certificate which includes a community as in Annexure VI(e) and income certificate below or equal to Rs. 8 Lakhs issued by Village officer. OR SSLC/equivalent certificate showing specific caste/community (caste included in Annexure VI(e) of the candidate with self declaration and valid income certificate below or equal to Rs. 8 Lakhs issued by Village officer.
7	To claim Community reservation under SC/ST	Original of the Community certificate issued by the Tahasildar.
8	To avail Community reservation as SEBC/OEC for the children of Inter caste marriage couples	“Inter-caste Marriage Certificate” which includes a community as in VI(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 VI(e). AND Original of the non-creamy layer certificate issued by the Village officer

9	To avail Community reservation as SC / ST 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.
10	To claim Special Reservation	Certificate from the Competent authority in support of the special Reservation claimed. (See Clause 5.7.4)
11	To claim reservation Under “Differently abled Person with disability”	Medical certificate from the Medical Board as stipulated in Clause 5.1
12	To claim reservation Under the Tuition Fee Waiver scheme for Economically backward categories	Valid income certificate from Concerned Village Officer to the effect that the Annual family income is less than or equal to Rs.8,00,000/-or within the limit fixed by AICTE from time to time
13	To avail reservation under EWS	Original of the EWS certificate from Village Officer
14	To establish the relationship between the parent and the candidate	Documents showing the relationship of the candidate with the parents such as ration card/school certificate/ passport/ Aadhar/ birth certificate.
15	To claim eligibility in The Special batches for Hearing Impaired	a) Medical certificate from the Medical Board as stipulated in clause 5.5 b) Fitness certificate from Government Medical officer not below Asst. Surgeon to the effect that the candidate is fit enough to undergo the programme chosen in the Polytechnic College.
16	To attend admission in absentia.	Authorization letter in prescribed format (Annexure XIII) and all original certificates
17	For educational fee concession	1.Original of the income certificate from Village Officer concerned to the effect that the annual family income is less than /equal to Rs. 1,00,000 or within the limit fixed by Government from time to time 2. Valid community certificate.
18	For joining & registration	TC and Conduct Certificate from the institution last attended

8.15 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 14 of Table III in Clause 8.14 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 XVII from the competent authority showing that the parent of the candidate is an All India Service officer allotted to Kerala cadre.

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

9. Selection of Candidates

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

Grade	A+ / A1	A / A2	B+ / B1	B / B2	C+ / C1	C / C2	D+ / D1
% of Marks	>=90	>=80	>=70	>=60	>=50	>=40	>=30
Point	9	8	7	6	5	4	3

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

Calculation of 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.

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

- 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.

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

- The sum of WGPA1 and WGPA2 shall 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.

Sum of Grade Points of Mathematics and English X 0.85

WGPA1 =

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 0.15 and divided by the number of subjects other than Mathematics and English.

Sum of Grade Points of Subjects other than Mathematics and English subjects X 0.15

WGPA2 =

No. of papers other than Mathematics and English

- The sum of WGPA1 and WGPA2 shall 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 : For candidates who are natives of aspirational district namely Wayanad or have studied in schools from Std VIII to X from the above district shall 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 shall 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 shall 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) shall be counted wherever applicable.

9.2 Preparation of rank lists

- a. Rank list for centralized allotment shall be published in the portal www.polyadmission.org.
- b. The rank list of Stream I programmes shall be prepared on the basis of **Index Score for Stream I** calculated and the allotment shall be done strictly on the basis of the rank list for these programmes.
- c. The rank list of **Stream II** programmes shall be prepared on the basis of **Index Score for Stream 2** calculated and the allotment shall 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 shall 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) shall 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) shall get priority. If the tie exists further, higher **Average Grade Point (AGP)** in English shall get priority. If there is still a tie, the **age** of the candidate shall be taken into account and the older shall be placed higher in the ranking.
- ii) **Stream II:** Candidates with higher **Average Grade Point (AGP)** in Mathematics shall be placed higher in the ranking. If the tie exists further, higher **Average Grade Point (AGP)** in English shall get priority. If there is still a tie, the **age** of the candidate shall be taken into account and the older shall be placed higher than the younger in the rank list.

9.3 Publication of Provisional Rank List: The Provisional rank list prepared by State Institute of Technical Teachers Training and Research, Kalamassery (SITTR) shall 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 Admission Portal. Candidates are advised to verify the Provisional Rank lists and satisfy themselves regarding their position in the list, such as inclusion under different categories, eligibility for community/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 documents within the stipulated time after publication of the provisional rank list, for necessary action. Complaint received there after shall not be entertained.

9.4 Trial Allotment:- Along with the Publication of Provisional Rank list, a trial allotment list shall be published. The candidate can access rank list of stream I and stream II and trial allotment list from website to assess the probability of 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 the Trial Allotment list (see Clause 8.8). 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.**

9.5 Inclusion of name in the rank list shall 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 shall result in the forfeiture of the candidature. If any information furnished along with the application by a candidate are found false or ineligible for admission detected before or after admission, candidature of the applicant shall be withdrawn and admission if any given shall be cancelled and any fee (if paid) shall be forfeited by the candidate.

10. Centralised Allotment Process (CAP)

10.1 The Centralised Allotment Process shall be done through the **Single Window System (SWS)** of allotment to give allotment to various programmes and 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 shall 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.

10.2 There shall be **two** allotments. The allotment list shall be published in the Admission Portal *www.polyadmission.org*. Separate Memo shall not be sent to the selected candidates.

10.2.1 Spot admissions may be conducted to fill up the remaining seats in Govt./Govt Aided Polytechnic Colleges (if any) after the two allotments. (See Annexure XV for the guidelines.)

10.2.2 After the second allotment, the Govt. quota seats lying vacant in Self Financing Colleges shall be filled by the institutions themselves

10.2.3 After the second allotment, seats lying vacant in IHRD/CAPE shall be filled by the institutions themselves.

10.2.4 In Govt./ Aided Polytechnic Colleges, where existing vacancies are more than 30% of the intake after nodal spot admission, fresh institution wise application submission after one time

registration shall be permitted till the closing date of admission. 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.

10.3 General Rules related to allotment process:

- i. If a candidate is allotted his/her first option in respect of programme and institution, he/she is bound to join the allotted option in the stipulated time; otherwise he/she shall not be considered for further allotments.
- ii. 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.
- iii. 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 shall be cancelled.

OR

- He/she can wait for higher options in further allotments as in the submitted application. His/her current allotment shall be cancelled.
- iv. If a candidate does not join in the allotted option in the final allotment within the stipulated time, that allotment shall be cancelled and he/she may be considered for higher options (as given in the submitted application) in the ensuing spot admissions (if any).
 - v. All applicants with valid candidature are allowed to attend spot admissions (if any).

11. PROCEDURE FOR ADMISSION:-

Candidates who wish to join/register for admission at any of the Government/Government Aided/Government controlled self-financing/ Self-Financing(Government Quota) shall take the printout of the allotment letter from the Admission Portal and proceed as follows:

11.1 For joining the allotted option: The candidate and parent shall report at the allotted Polytechnic College with :

- i) Allotment letter,
- ii) Required fee and
- iii) All original documents as in (Clause 8.14).
- iv) In case the candidate does not produce valid document for caste/ community/ income/EWS/disability certificate etc., the candidate's claim shall be considered only on the he/she produces such documents. The claim will be considered as per available vacancy on that date and if it is within the admission schedule.

The candidate shall submit the documents, remit fees and receive the admission slip and receipt for documents submitted and fees.

11.2 For registering the allotted option: Report at any of the Polytechnic College with :

- i) Allotment letter,
- ii) All original documents as in (Clause 8.14).

Candidate shall submit supporting documents, for claims in his/her application. The College authorities shall verify the documents and on being satisfied, register the allotment of candidate through the admission portal. Neither fees nor documents need be collected for registration.

11.3 Counseling at Nodal Polytechnic Colleges / spot admission at institutions for vacant seats after 3 allotments shall be conducted as per guidelines in Annexure XV.

11.3.1 Candidates can participate in district-wise counseling of more than one district but candidates shall ensure to register only in districts where either candidate/proxy will be able to participate.

11.3.2 Candidates participating in more than one district shall use proxy form as per annexure (signed by applicant and father/guardian)

11.3.3 Vacancy of seats, schedule of admission, other details of district-wise counseling shall be published in the admission portal later.

11.3.4 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 district shall themselves ensure admission at a particular Polytechnic College in a particular district. The risks involved in participating admissions in more than one district 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 Nodal Polytechnic College / 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. 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 district-wise counseling, institution wise spot admission shall be conducted at the particular Polytechnic College. The detailed procedure, schedule etc. regarding spot admission shall be published in the portal.

11.4 Verification by College Authorities:

The College shall be responsible for proper verification of all documents in support of the candidate's claim before either admitting the candidate or registering the allotment. The verifying officer shall scrutinize the documents and ensure that

- i) Documents are as per clause 8.14
- ii) The competent authority have issued the documents
- iii) Documents are within the validity period specified.

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

11.6 Document submission at the time of admission shall be as per Table III , Clause 8.14.

Note:

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

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

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

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

11.6.5 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

The admission of candidate who do not produce original documents at the time of admission as per Table III of Clause 8.14 shall not be considered. Candidates who get admitted through proxy shall produce original documents within one week failing which the admission shall stand cancelled.

12. FEE DETAILS

12.1 Fee for the various programmes in Government/ Aided Polytechnic Colleges shall be as follows.

Fee Component	Amount	Remittance
Admission Fee	Rs.245/-	At the time of Admission
Tuition Fee	Rs. 915/- per semester	Beginning of Each semester
Special Fee (Revenue Portion)	Rs.865/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 : 80 6. Youth Festival Fee : 110 7. Calendar/Diary fee : 20 8. Union Fee : 80]	Rs.620/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

12.2 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.9000 x 2 instalments
Special Fee	Rs.3000/Year	Rs.1500 x 2 instalments
Student Amenities Fee	Rs.500/Year	Beginning of odd semester

Examination Fee	Rs. 400/- per year	Rs. 200 per instalment, to be paid along with each instalment of tuition fee.
Caution Deposit (Refundable)	Rs.1500 /-	At the time of Admission only

12.3 Fee for Government controlled self-financing (CAPE) Colleges

Fee Component	Amount	Remittance
Admission Fee	Rs.250/-	One time
Tuition Fee	Rs.9000/-	Per Semester
Special Fee	Rs.1500/-	Yearly
Establishment Fee	Rs.1500/-	Yearly
Student Activity Fund i) Arts – Rs. 100/- ii) Sports – Rs. 100/- iii) Magazine – Rs. 100/- iv) Union & others – Rs.200/-	Rs.500/-	Yearly
Co-operative Society	Rs. 55/-	One time
PTA Fund	Rs. 2000/-	Yearly
Bus Fund (no fee for SC/ST/OEC)	Rs. 2000/-	One time
Career Guidance	Rs. 350/-	One time
Examination Fee	Rs. 400/-	One time (at the time of Exam Registration)
Caution Deposit (Refundable)	Rs.3000 /-	One time

12.4 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.1830/-	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 <i>Note:- SC/ST candidates are exempted from interest free deposit.</i>

[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.]

- 12.5** Students (irrespective of caste and community) admitted in Government and Government aided Polytechnic Colleges and whose family annual income from all sources is equal to or below Rs.1,00,000 /- (Rupees One Lakh only) shall be eligible for appropriate fee concessions. Such students shall produce income certificate and community certificate at the time of admission.
- 12.6** Students selected under the “Tuition Fee Waiver Scheme” shall be exempted from the payment of tuition fee. They shall 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 shall have to pay the tuition fee and other fee applicable.
- 12.7** 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 shall have to pay the tuition fee @Rs.30000/- per annum. They shall not be given exemption from appearing for any of the courses either in the first semester or in the subsequent semesters.
- 12.8** a) A student who joined for a Diploma programme at any of the Polytechnic College and later discontinued his/her studies in the first semester itself, can seek admission to Diploma Programme only 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 fee up to and including the semester he/she studied.

13. Refund of Fees

As per GO (Rt) No. 77/2019/H.Edn., Thiruvananthapuram dated 18/01/2019 and AICTE Approval Process Handbook 2023-24 and referring Clause 12.1 of Prospectus,

13.1 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.

13.2 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.

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

13.4 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.

13.5 The processing fee (as in clause 13.1 &13.2) shall not be collected from students leaving Diploma Programmes from Govt. institutions.

13.6 Students admitted to Self Financing Polytechnic College and later get admission in Govt. Polytechnic College may request for TC and refund of fees to the particular Self Financing College. The particular Self Financing College shall complete the refund of fees along with the return of Certificates within 7 days of receiving the request for the same.

14. Institution transfer shall be permitted to S2 and S4 only as per prevailing norms.

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

Director of Technical Education