



GOVERNMENT OF KERALA

**PROSPECTUS
FOR ADMISSION TO DIPLOMA PROGRAMMES
IN THE POLYTECHNIC COLLEGES
UNDER
THE DIRECTORATE OF TECHNICAL
EDUCATION**

2012-13

(Approved vide G.O.(Rt.) No.879/2012/H.Edn. Dated 10.05.2012)

**DEPARTMENT OF TECHNICAL EDUCATION
THIRUVANANTHAPURAM**

IMPORTANT DATES

S. No	Activity	Date
1	Online Submission of Application begins	14/05/2012
2	Online Submission of Application ends	02/06/2012 , 5 PM
3	Last date for Registration of applications at Polytechnic Colleges remitting the required fee	04/06/2012, 4 PM
4	Publication of Provisional Rank list & Trial Allotment	06/06/2012
5	Last date for Appeal & Submitting Revised Options	08/06/2012
6	Publication of Final Rank List & Select List	12/06/2012
7	Date of Admission based on Select List	13/06/2012 to 15/06/2012
8	First counseling& admission (District wise) at nodal Polytechnic College	21/06/2012 to 23/06/2012
9	Second counseling& admission (District wise) at nodal Polytechnic College	28/06/2012 to 30/06/2012
10	Admission Closes on	03/07/2012
11	Classes for Ist Semester Begins on	27/06/2012

CONTENTS

Clause	Item	Page No
1	Introduction	1
2	Programmes, Institutions & Seats	1
3	Duration of Diploma Programme	2
4	Reservation of Seats	2
5	Tuition Fee Waiver Scheme	6
6	Eligibility for Admission	7
7	General Conditions	7
8	Prospectus & Submission of Application	8
9	Selection of Candidates	12
10	Centralised Allotment Process (CAP)	15
11	Fee	17
12	Annexure	19

ANNEXURE

S. No	Annexure
I	List of Polytechnic Colleges Programmes & Institution Codes
II	Branches and Codes
III	Community & Codes
IV	ITI Trades Considered for Reservation under ITI quota
V	VHSE Courses Considered for Reservation under VHSE quota
VI	Special Reservation & Codes
VII	List of SC/ST/OEC & SEBC Communities
VIII	Form of Community Certificate
IX	Form of Income Certificate
X	Form of Inter Caste Marriage Certificate
XI	Form of Nativity Certificate (For Weightage for backward districts)
XII	Form of Certificate for claiming reservation under Ex Servicemen (XS), Dependents of Defence Personnel Killed / Missing / Disabled in Action (DK) quota.
XIII	Form of Certificate for claiming reservation under Children of Serving Defence Personnel (SD) / Children of CRPF Personnel (CP) Quota
XIV	Form of Certificate from Village officer for claiming reservation under Orphan (OR) quota
XV	Undertaking from the Students as per the provisions of Anti Ragging Verdict by the Hon. Supreme Court
XVI	Form of Authorisation letter to be submitted by Authorised representative / Proxy of Candidate.
XVII	Form for Submitting Revised Options to the Principal of Nodal Polytechnic College.
XVIII	Form for Canceling Higher Options in Part / Full after joining an Allotted Courses.
XIX	Form for Retaining Higher Options without joining the Polytechnic on Allotment received

PROSPECTUS

1. Introduction

Prospectus for the admission to the Diploma Courses 2012-13, which has been approved by the Government of Kerala, is published herewith. It contains general information and rules related to the admission and other connected matters. Candidates are required to go through the prospectus carefully and acquaint themselves with all the relevant information relating the admission. Prospectuses issued for earlier years are not valid for the year 2012-13.

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

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

The selection of candidates to Polytechnic colleges will be done district wise. The submission of applications will be “Online”. (See Clause 8). Candidates can use single application for submitting applications for any number of districts.

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 / Management.

2.2 The list of Polytechnic Colleges and the various programmes/branches offered during the academic year 2012-13 is appended in Annexure – I

2.3 There will be special batches for Hearing Impaired students **at Womens Polytechnic College Thiruvananthapuram, Govt. Polytechnic College Kalamasserry,& at Kerala Govt. Polytechnic College Kozhikode.**

The course/programme offered for this category during the academic year 2012-13 is indicated in Annexure – I.

2.4 Categorization of Seats

2.4.1 **Merit Seats:** The seats against which the Department makes district wise allotment through the nodal Polytechnic Colleges. Merit seats are available in all the Government/Aided Polytechnic colleges.

2.4.2 **Management Seats:** These are the seats set apart in the aided institutions, to be filled up by the Management concerned. 15% of sanctioned intake of each branch is set apart under this category. This will be filled up by the management concerned from among the eligible applicants who are having eligibility conditions as laid down in clause 6 and selection list should be got approved by Regional Joint Director / Deputy Director of the respective region.

3. Duration of the Diploma programmes

All the Diploma programmes are of 6 semester duration spanning over a period of 3 years. In addition to this for Tool & Die Diploma programme Compulsory Twelve Month in plant training is also the part of the programme. All the Polytechnic Colleges shall follow credit based semester pattern.

4. Reservation of Seats

Reservation of seats under different categories are given below. The candidates must possess the requisite qualifications provided under clause 6 in the prospectus.

4.1 Reservation for the Persons with disabilities: 3% of the seats available in each branch are reserved for the candidates with disabilities as stipulated in section 39, chapter VI of the Persons with Disabilities Act 1995. Person with disability means person suffering from not less than 40% of disability (Loco motor disability, Hearing impaired and Blind or low vision) certified by the Medical Boards constituted by the Government of Kerala. Candidates applying in this category should 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 programme. The selection of candidates under this category will be based on the merit in the index mark obtained and physical suitability, and not on the basis of the degree of disability.

4.2 Reservation for the THSLC Holders: 10% of the seats available in all Engineering / Technology branches (Stream I) are reserved for the THSLC holders.

4.3 Reservation for the ITI Certificate Holders: 5% of the seats available in all branches are reserved for the ITI certificate holders. ITI Holders will be considered for these seats in Diploma programmes related to their trade in ITI course. The list of ITI course and related Diploma programme for which they will be considered for these reserved seats are given in Annexure IV

4.4 Reservation for VHSE Candidates: 2% of the seats available in each branch, subject to a minimum of one seat in each branch in all the Polytechnic Colleges are reserved for the candidates who possess VHSE certificates. VHSE certificate Holders will be considered for these seats in Diploma programmes related to their trade in VHSE course. The list of VHSE courses and related Diploma programmes for which they will be considered for these reserved seats are given in Annexure V

4.5 Special Reservations

In addition to the sanctioned intake, Special Reservation seats are available in Polytechnic Colleges. The number of seats available under special reservation categories is given in Annexure VI.

4.5.1 Reservation for Nominees – These are the seats set apart for the nominees of the Jammu & Kashmir, Union Territories - Andaman & Nicobar Islands, and Lakshadweep. The concerned authorities will forward the nomination to the Director of Technical Education, Thiruvananthapuram in a consolidated list. Piecemeal proposals will not be considered. Such candidates need not apply for this admission procedure.

- a. **Nominees from Union Territory of Andaman & Nicobar Islands [AN]:** These seats are reserved for the candidates of Union Territory of Andaman & Nicobar Islands. The 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 of Lakshadweep. The nominations to these seats will be made by the Administration of the Union Territory.
- c. **Nominees from Jammu & Kashmir [JK]:** These seats are reserved for the candidates of Jammu & Kashmir. The nominations to these seats will be made by the Technical Education Director of Jammu & Kashmir.

4.5.2 Children of Ex-Servicemen [XS]: Seats are reserved for the children of Ex-servicemen belonging to Kerala state. Applicants to this category should invariably produce a certificate showing discharge from the service from the military authorities or Rajya / Zillah Sainik Welfare Officer or other competent authority in the prescribed format in Annexure XII.

4.5.3 Dependant of Defence personnel, Killed/ Missing/ Disabled in action [DK]: One seat is reserved 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 should invariably produce a certificate showing he/ she is the son/daughter/widow of the defense 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 XII. In the case of disabled personnel, the certificate should specify that the concerned person was/ is in receipt of disability pension.

4.5.4 Children of Serving Defence Personnel [SD]: Seats are reserved for the children of serving defence personnel belonging to Kerala. They should 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 XIII. Certificate obtained for other purposes will not be considered.

4.5.5 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 XIII. Certificate obtained for other purposes will not be considered.

4.5.6 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 belong to Anglo Indian community. Such candidates need not produce the income certificate for claiming reservation under this quota.

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

4.5.8 Nominees of Motor Vehicle Department [MD]: Certain seats are reserved in Automobile Branch for the regular employees of Motor Vehicle department of Kerala

State. **The nominations to these seats will be made by the concerned Department.** The distribution of seats is shown in Annexure VI. The concerned authority will 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 need not apply directly to the Polytechnic College.

4.5.9 Ceylon/Burma Repatriates [CB]: Candidates seeking reservation under repatriates from Burma and Ceylon should furnish documentary evidence in support of the claim. In addition to this, a certificate issued by the Tahasildar or revenue authorities, showing clearly, the present domicile status of the repatriate should be produced.

4.5.10 Sports Quota [SP]: The **candidates seeking admission under sports quota shall submit application online through the link “SPORTS QUOTA” in the website, take the print out and submit the application to the Director of Technical Education, Thiruvananthapuram 695 023, with the required fee (Rs. 100) as Demand Draft in favour of Director of Technical Education, Payable at Thiruvananthapuram** and photocopy of the application 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 Merit quota. Such candidates who wish to apply under Merit Quota should submit separate application online as general candidate and submit the printout of the application with the necessary fee to Principal of any of the Polytechnic Colleges (Government or Aided) in the state.

4.5.11 NCC Quota [CC]: The candidates **seeking admission under NCC quota should submit application online through the link “NCC QUOTA” in the website, take the print out and submit the application to the Director of Technical Education, Thiruvananthapuram 695 023, with the required fee (Rs. 100) as Demand Draft in favour of Director of Technical Education, Payable at Thiruvananthapuram** and photocopy of the application to the NCC Directorate (Kerala & Lakshadweep), PB No 2212, Thiruvananthapuram through the respective unit officer in which they have enrolled as cadet before the last date of submission of Application. Application for NCC quota will not be considered for selection under Merit quota. Such candidates who wish to apply under Merit Quota should submit separate application online as general candidate and submit the printout of the application with the necessary fee to Principal of any of the Polytechnic Colleges (Government or Aided) in the state.

4.5.12 Orphan Quota [OR]: The candidates seeking admission in the Orphan quota should attach a certificate obtained from the Village Officer that he / she is an orphan in the prescribed format in Annexure XIV.

4.5.13 Persons With Disabilities [PH], (under PWD Scheme): In addition to the reservation as per clause 4.1 certain seats are reserved at Government Polytechnic College, Kottayam and Sree Rama Government Polytechnic College, Thiruprayar for Physically Disabled candidates. These candidates should produce certificate as per clause 4.1.

4.6 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 should 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 course. The selection of candidate under this category will be based on the merit in the index mark obtained and physical suitability, and not on the basis of the degree of disability.

4.7 Allotment of Remaining seats: Leaving the seats set apart for Management Quota for the Aided Institutions and reservations (Cl. 4.1 to 4.4), the remaining seats will be distributed as mentioned below,

4.7.1 Open merit in the district: 64% of the seats will be filled up purely on merit in the district irrespective of the category/ community to which the candidate belongs.

4.7.2 The remaining 36% of the seats will be reserved for Socially and Educationally Backward Class (SEBC), scheduled Castes and Scheduled Tribes as given below.

S. No	Category	Code	% of seats
1	Ezhava / Thiyya	EZ	9%
2	Muslims	MU	8%
3	Kudumbi	KU	1%
4	Other Backward Hindus	OH	5%
5	Latin Catholics Other than Anglo Indians	LC	2%
6	Other Backward Christians.	OX	1%
7	Scheduled Castes	SC	8%
8	Scheduled Tribes	ST	2%
	Total		36%

- Candidates belonging to SEBC whose annual family income is up to Rs. 4.5 Lakhs (Rupees Four lakhs and fifty thousand only) are eligible for the reservation under this category. The names of castes and communities under SEBC are given in Annexure VII.
- Candidates belonging to Ezhava, Muslim, Kudumbi, Other Backward Hindus, Latin Catholic other than Anglo Indian and Other Backward Christian communities claiming reservation under SEBC quota should invariably produce both community and income certificates obtained from the concerned Village Officer.
- Applicants claiming reservation under “Latin Catholic other than Anglo Indian” quota should produce a community certificate from the concerned Village officer specifying that they belong to “***Latin Catholic other than Anglo Indian Community***”.
- Reservation under SEBC for children of inter-caste married couples: Children of inter-caste married couple with either the father or 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 in the proforma given in

Annexure X. They need not produce income 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, 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 Muslim. The claim for reservation benefit is applicable either to Ezhava or Muslim only and not against both). The claim made in the application form will be final and cannot be changed subsequently.

- e. 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/SC ST DD dated 20-11-2008, and will be granted the same, based on the community shown in the marriage certificate issued by the Revenue Officials.
- f. Candidates claiming reservation under Scheduled Castes / Scheduled tribes quota should obtain the caste/ community certificate from the concerned Tahsildar. The names of castes and communities under SC/ST categories are given in Annexure VII.

4.8 Other General rules for Reservation

- 4.8.1** The seats unavailed by the Scheduled Castes (SC) candidates will go to the Scheduled Tribes (ST) candidates and vice versa.
- 4.8.2** The seats unavailed by the SC/ST candidates shall be filled by “Other Eligible Community” (OEC) candidates. The seats that still remain unavailed will be filled from the candidates of Open Merit Quota.
- 4.8.3** If any seats in the reservation quota (Under Cl. 4.1 to 4.4) are left unavailed by the candidates belonging to the respective categories such seat shall be filled up by Open merit Quota.

5. Seats under Tuition Fee waiver Scheme (Vide G.O (Rt)No:1656/2007/H.Edn, Dated 13.9.2007)

In addition to the sanctioned intake in Polytechnic Colleges, 10% of seats in each branch in every Polytechnic College are provided under the Tuition Fee waiver scheme for Women / Economically backward* and Physically challenged** meritorious students. The 10% seats provided additional to the sanctioned intake in each discipline shall be filled in the ratio 2:3:1 for Women / Economically backward (Annual family income up to Rs. 4,50,000) and Physically challenged students based on merit. In case of non availability of students of specific category as above, the benefit will be given to any other candidate of other categories covered by the scheme, according to merit.

* Candidates desirous of availing the seats under Tuition Fee Waiver Scheme for Economically backward categories (Irrespective of the communities) should submit self attested copy of the income certificate from concerned village officer to the effect that the Annual family income is less than / Equal to Rs. 4,50,000 along with the application. The original of the certificate should be produced at the time of Admission

** Candidates desirous of availing the seats under Tuition Fee Waiver Scheme for Physically Challenged should submit self attested copy of certificate of disability from medical board and fitness certificate from the medical officer as mentioned in clause 4.1

*** Students who joined a programme of study under Fee Waiver Scheme on change to a higher option under a different scheme is required to pay the required fee as applicable to the scheme under which new admission is sought.

6. Eligibility for Admission

- 6.1 All candidates who have passed SSLC/THSLC or equivalent examination, with eligibility for higher studies are eligible to apply for admission, subject to the following conditions.
- a. The candidate should be a citizen of India.
 - b. The candidate should be native of Kerala or undergone a qualifying 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.
- 6.2 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.
- 6.3 For CBSE / ISCE candidates the Marks / Grades obtained in Science is considered for calculating grade in science in the place of Physics and Chemistry.
- 6.4 **Hearing Impaired candidates who have passed SSLC/THSLC or equivalent examination, with eligibility for higher studies with 60dB or above hearing loss in better ear are eligible to apply for admission to Special Batches for Hearing Impaired.**

7. General Conditions

- 7.1 For candidates who have secured eligibility for higher studies in the second chance, 0.5 score will be reduced from the Weighted Grade Point Average (WGPA).
- 7.2 For the admission of the candidates to Polytechnic Colleges, selection is done District wise, with weightage for candidates from backward districts for admission to Polytechnic Colleges in their own districts.. **Candidates can submit the Print out of the application registered online to any of the Polytechnic College in the state.** Only one application need be submitted for admission to Polytechnic Colleges in different districts in the state. **No inter institutional transfers will be permitted in the first year after the closing of the admissions.**
- 7.3 A weightage of 1 score will be added to the Weighted Grade Point Average (WGPA) to the candidates belonging to the districts of Kasaragod, Wayanad, Idukki, Pathanamthitta and Malappuram for admission to the Polytechnic Colleges in their native districts.
- 7.4 A candidate who has already secured admission for any one of the branches of Diploma programme in a particular academic year and joined the programme can apply and seek admission in the subsequent academic year in another branch. If selected again the candidate will be permitted to join in the first year class of the branch concerned and allowed to continue studies as a fresh candidate.
- 7.5 Uniforms for the students are compulsory. The uniform will be a combination of golden yellow shirt with black pants. Girl students are permitted to wear black churidar with golden yellow top.
- 7.6 Inter district and institutional transfer will be allowed only in second year of the diploma programme as per G.O.(Rt) No. 654/03/H.Edn. dated 12.05.2003.
- 7.7 All candidates selected for admission and their guardians should give a combined undertaking in the prescribed format (Annexure XV) 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 would be liable to be expelled. **(Directives of the Hon. Supreme Court of India)**

8. Prospectus & Submission of Applications

- 8.1 The prospectus will be available for free download from the website “**www.polyadmission.org**” in English and Malayalam languages.
- 8.2 The candidates will be required to submit their applications online at the web site using the link “**ONLINE SUBMISSION**” available in the web site.
- 8.3 Applications can be submitted **online** from any Computer having Internet connectivity.
- 8.4 For the benefit of candidates who do not have access to Internet facility, Help Desks will be established in all the 49 Polytechnic Colleges. Candidates can make use of this facility free of cost.
- 8.5 While submitting the applications online, the candidates should keep with them the copies of documents to prove their Eligibility (See clause 6), Claims for Reservations (See Clauses 4) and enter the relevant details in the online application form. Claims not included in the applications will not be considered.
- 8.6 **Certificates issued after the last date of submission of application will not be accepted.**
- 8.7 The candidates will have to exercise their options, in the order of their preference in the Online Application form. Candidates can exercise options to any number of programmes / Institutions in the district.
- 8.8 After completing the relevant entries, the Online Application form should be submitted using the link “**SUBMIT**”. Here the candidate will be issued an **Application Number**. **The Application Number should be noted for further reference.**
- 8.9 Candidates can take the Print out of their application using the link “**PRINT APPLICATION**”. The application thus printed will have the entries as submitted online by the candidate and will bear the allotted Application Number.
- 8.10 A candidate who could not take the print out of the Application immediately on the submission of the online application can take the print out at a later time using the link “**PRINT SUBMITTED APPLICATION**”. The Application number and Date of Birth of the candidate will be considered as the key for this facility.
- 8.11 The candidate should submit the Printed Application at any of the Polytechnic Colleges in the state, remitting the required fee before the last date fixed for the submission of application. Belated applications will not be considered for admission.
- 8.12 **Application Fee:** The application fee shall be Rs. 100/- per district. For scheduled Caste/ Scheduled Tribe candidates, it shall be Rs.50/-. If a candidate submits application for more than one district, he will have to remit additional fee at the rate of Rs. 100 for each district. (Rs. 50 each for SC/ST candidates). Candidates should remit required fee to the Principal of the Polytechnic College where he/she submits the Application Form. The required fee shall be printed in the application form.
- 8.13 Candidates will be issued a **Registration Number** from the Polytechnic College receiving the application form.
- 8.14 Candidates can verify the status of their application from the web site using the Application number, Registration Number and Date of Birth. Candidates will not be permitted to alter the entries made in the application.
- 8.15 Complaints if any, regarding the status of application should be brought to the notice of District Co-ordinators of the Single Window System (Principal of the Nodal Polytechnic College for the District) for Polytechnic Admissions. The names and contact details of the District Co-ordinators will be provided in the Website.
- 8.16 Candidates who apply under management quota for admission should submit the application to the Principal of the concerned Polytechnic College remitting the required application fee. Application for Management quota will not be considered for selection under Merit / Reservation quota. Such candidates who wish to apply under Merit/Reservation quota should submit separate application at any of the Polytechnic Colleges.

8.17 Any wrong information given in the application will lead to the forfeiture of candidature. The Department of Technical Education will not be responsible for any inconvenience caused due to wrong/ Incorrect/ Incomplete entry/ Delay in transit of the application form.

Applications against the seats reserved for Nominees from Jammu & Kashmir, Union Territories – Andaman & Nicobar Islands, Lakshwadeep, Motor Vehicles Department, NCC Quota, Sports Quota should be submitted to the concerned authorities as contained in clause 4.5.

8.18 Certificates/ Documents (self attested copies) to be submitted with the application

S. No	Purpose	Nature of the Certificate Required
1	To prove date of birth	Self attested copy of the relevant page of the SSLC / THSLC or equivalent examination.
2	To prove the qualification	Self attested copy of the mark list of SSLC / THSLC or equivalent certificate.
3	To claim reservation under VHSE category	Self attested copy of the mark list of VHSE
4	To claim reservation under ITI category	Self attested copy of the mark list/certificate of ITI
5	To prove Domicile at the Districts specified in Cl. 7.3 to claim weightage.	Self attested copy of Nativity Certificate indicating the district in which the candidate belongs issued by the Village Officer / Tahsildar in the prescribed format (Annexure XI).
6	To prove the applicant is a Keralite	<p>a. Self attested copy of relevant page of SSLC or equivalent showing the place of birth of the candidate in Kerala OR</p> <p>b. Self attested copy of relevant page of SSLC or equivalent showing the place of birth in Kerala of either of the Parents of the candidate with corroborative certificate to establish the relationship between the parent and the candidate. OR</p> <p>c. Self attested copy of the relevant page of Passport of the candidate issued by the Government of India, showing the place of birth in Kerala or of either of the parents of the candidate with corroborative certificate to establish the relationship between the parent and the candidate. OR</p> <p>d. Self attested copy of the certificate of birth 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) place of birth in Kerala, to be issued by a competent authority. OR</p> <p>e. Self attested copy of the certificate of residence from the Village officer / Tahsildar of the effect that the candidate has been a resident of Kerala state for a period of five years with in a period of ten years. OR</p> <p>f. Self attested copy of the relevant page of SSLC or equivalent certificate to show that</p>

		<p>the candidate has undergone the qualifying examination from an institution in Kerala.</p> <p>OR</p> <p>g. Self attested 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.</p>
7	To claim Community reservation.	<p>a. Self attested copies of Community and Income certificates issued by Village Officer for claiming reservation SEBC/OEC categories.</p> <p>b. Self attested copy of Community certificate issued by the Tahsildar for claiming reservation under SC/ ST quota.</p> <p>c. Self attested copy of inter-caste marriage certificate in the prescribed format (Annexure X). From the authorities concerned for reservation under SEBC or SC/ST as per the conditions specified in clause 4.7.2 (d) & (e)</p>
8	To claim Special Reservation	Self attested copy of certificate from the competent authority in support of the special reservation claimed. (See clause 4.5)
9	To claim reservation under "Person with Disabilities"	Self attested copy of Medical certificate from the medical board as stipulated in clause 4.1
10	To claim reservation under the Tuition Fee Waiver scheme for Economically backward categories	Self attested copy of the income certificate from concerned village officer to the effect that the Annual family income is less than / equal to Rs. 4,50,000/-
11	To claim eligibility in the Special batches for Hearing Impaired	Self attested copy of Medical Certificate from the Medical Board as stipulated in clause 4.6.

Note

- a. Certificates without the signature and seal of the issuing authority or that are incomplete in one way or the other will be treated as defective and such certificates will not be considered for availing any reservation.
- b. **Documents or Certificates furnished after the submission of application will not be entertained under any circumstance. No opportunity will be given to include any details after the submission of the application. Certificates issued after the last date for the submission of applications will not be considered for admitting the claims.**

9. Selection of Candidates

9.1 Selection of the candidate is based on the grading in SSLC/ THSLC or equivalent Examination. For the students who have passed qualifying examination under the old scheme (Prior to Grading system), marks are to be converted to 9 point absolute grade.

a. Grade / Mark is to be converted to 9 point absolute scale as follows,

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

Note: For those who have passed the qualifying examination under the old scheme (Prior to Grading system), and with Marks for individual papers with less than 30%, and have the eligibility for higher studies, will be considered to have passed the paper in D+ grade for calculating the score in 9 point absolute scale.

b. The **Total Grade Value (TGV)** is to be calculated by adding all the points thus obtained for all the papers.

c. **Calculation of Weighted Grade Point Average (WGPA) & Index**

Weighted Grade Value for Stream I = Sum of Grade Values for Physics,
Chemistry & Mathematics*

Weighted Grade Value for Stream II = Sum of Grade Values for
Mathematics* & English*

$$\text{Weighted Grade Point Average (WGPA) for Stream I} = \frac{\text{Total Grade Value} + 2 \times (\text{Weighted Grade Value for Stream I})}{\text{Total no of Papers} + 2 \times (\text{Total no of papers to which weightage is given})}$$

$$\text{Weighted Grade Point Average (WGPA) for Stream II} = \frac{\text{Total Grade Value} + 2 \times (\text{Weighted Grade Value for Stream II})}{\text{Total no. of papers} + 2 \times (\text{Total no. of papers to which weightage is given})}$$

Index Score for Stream 1 = WGPA for Stream 1 + Bonus Points[#] – Penal Points^{\$}

Index Score for Stream 2 = WGPA for Stream 2 + Bonus Points[#] - Penal Points^{\$}

Note

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

Bonus point of 1 will be added to WGPA, for calculating the index, for candidates belonging to the districts mentioned in clause 7.3, for admission to Polytechnic Colleges in their native districts.

\$ Penal Point of 0.5 will be deducted from WGPA, for calculating the index, for candidates who have passed the qualifying examination in second chance.

9.2 Preparation of rank lists:

- a. Rank list for each district shall be prepared and published in the web site.
- b. The rank list of **Stream I** programmes will be prepared on the basis of **Index Score for Stream 1** calculated and the admission will be done strictly according to this rank list for these programmes.
- c. The rank list of **Stream II** programmes will be prepared on the basis of **Index Score for Stream 2** calculated and the admission will be done strictly according to this rank list for these programmes.

d. Resolution of Tie while ranking:

For the purpose of resolution of Tie in both the streams, **Average Weighted Grade Value (AWGV)** for that stream is taken. It is obtained by dividing the Weighted Grade Value considered for stream with the number of papers considered for calculating **WGV**.

i. Stream I: In the case of tie in the W GPA for stream I, candidates with **higher score in the AWGV for stream I** will be placed higher in the ranking. If the tie still exists candidates with **higher Average Grade Point in Mathematics** (Average Grade Point of different papers if more than one paper is included for the subject in qualifying examination) will be placed higher in the ranking. In case, tie exists further, **Higher Average Grade Point in Physics** (Average Point of different papers if more than one paper is included for the subject in qualifying examination) will be considered. If the tie exists further, **Average Grade Point in English** (Average Point of different papers if more than one paper is included for the subject in qualifying examination) will be considered. If there is still a tie, **the age** of the candidate will be taken into account and the older will be placed higher in the ranking than the younger.

ii. Stream II: In the case of tie in the W GPA for stream II, candidates with **higher score in the AWGV for stream II** will be placed higher in the ranking. If the tie still exists candidates with **higher Average Grade Point in Mathematics** (Average Point of different papers if more than one paper is included for the subject in qualifying examination) will be placed higher in the ranking. In case, tie exists further, **Higher Average Grade Point in English** (Average Point of different papers if more than one paper is included for the subject in qualifying examination) will be considered. If there is still a tie, **the age** of the candidate will be taken into account and the older will be placed higher in the ranking than the younger.

- 9.3 Publication of Provisional Ranked List:** The Provisional rank list prepared will be published in the Web site. Candidates can also verify their individual rank in the list through the link provided in the website using their Application Number and Registration Number. 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 in this regard, candidate should approach the District Co-ordinator of the Single Window Admission with **specific request within 3 Days after publication of the list, for necessary action. Complaint received thereafter will not be entertained.**
- 9.4** Along with the Publication of Provisional Rank list, a Trial allotment will be done. The candidate can check the trial allotment from Web site to get an idea about the chances of getting allotment to a programme and college based on options exercised along with the application form and the rank of the candidate. **Inclusion in Trial allotment list does not guarantee that the candidate will get an allotment in a Polytechnic College and programme.** The candidate has the facility to submit revised options if required, to the Principal of the Polytechnic College where the Original application is submitted in the Prescribed Form, (See Annexure XVII) **within 3 Days after publication of the Trial Allotment, for necessary action. Revised options received thereafter will not be entertained.**
- 9.5 Publication of Final Rank List & First Allotment:** The Final Rank list prepared will be published in the Web site. Candidates can also verify their individual rank in the list through the link provided in the website using their Application Number and Registration Number. Along with the Publication of Provisional Rank list, First allotment will be done. Final Rank list and Allotment will be based on the Rank of the candidate & Options/Revised options received.
- 9.6** Inclusion of name in the rank list will not entitle the applicant for admission for the programme, unless the applicant satisfies the rules regarding the eligibility for admission as laid down in the Prospectus. Furnishing of false particulars would result in the forfeiture of the candidature, as well as cancellation of admission to the programme. If any information or documents furnished along with the application by a candidate are found false or ineligibility for admission detected before or after admissions, candidature of the applicant will be withdrawn and admission if any given will be cancelled.

10. Centralised Allotment Process (CAP)

- 10.1 The Centralised Allotment Process will be done through the **Single Window System (SWS)** of Allotment to give allotment to various programmes and Polytechnic Colleges in each district, based on the Options / Re-options exercised by the candidates. Candidates can exercise options to any number of programmes and Polytechnic Colleges of his choice available in the district. Allotments will be strictly based on the options exercised, Rank obtained and eligible reservations for the candidate. **Candidates should register options only to those programmes / colleges which they are sure to join on allotment. If a candidate fails to join the allotted college remitting the required fee, he / she will not be eligible for any further allotment.**
- 10.2 The Allotment will be published in the website www.polyadmission.org. Candidates selected for admission in the Allotment can take the print out of the Allotment letter from the website and Join the Institution allotted, submitting the Originals of the Certificates (See Clause 10.8) and remitting the required fee. **No separate Memo will be sent to the candidates selected.**
- 10.3 Candidates are advised to strictly observe the date and time of his / her appearance for admission at the allotted Polytechnic College. **No extension of time for reporting to the college will be granted under any circumstances.** A candidate who does not turn up for the admission as per allotment, at the Polytechnic College and time notified, will forfeit his/ her chance for admission. However he/she may submit a request to the Principal of the Polytechnic College to which he is allotted, for retaining his/her claims for higher options. Such applications should reach the concerned Principal on or before the scheduled date of admission. Applicants who have not turned up for admission or have not submitted the request will forfeit his claim for admission in the academic year 2012-13.
- 10.4 However, if a candidate is not able to attend the Polytechnic College on the admission date on genuine grounds, 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 XVI.
- 10.5 **Cancellation of Higher Options after Joining a Polytechnic College:** Candidates who join the Polytechnic College on the dates specified can cancel their remaining higher options fully or partially on the date of admission by submitting the request to the Principal of Polytechnic College where he joins in the prescribed format in Annexure XVIII.
- 10.6 **Future Allotments:** If seats are remaining vacant even after the allotment they will be filled by counseling which will be held at Nodal Polytechnics Colleges.
- 10.7 An applicant who joins the Polytechnic College on allotment to a programme of his lower option and has not cancelled his higher options, he/she will be considered for allotments to higher options **if and only if** he/she attends the further counseling for admission.

10.8 Documents to be produced at the time of Admission

S. No	Purpose	Nature the of Certificate Required
1	To prove date of birth	Original certificate of SSLC / THSLC or equivalent examination.
2	To prove the qualification	Original mark list of qualifying examination SSLC / THSLC or equivalent with a Photocopy of it.
3	To avail reservation for ITI / VHSE	Original ITI / VHSE Mark list / Certificate as the case may be.
4	To prove Domicile at specified districts to avail weightage. ref. cl. 7.3	Original of Nativity Certificate indicating the district in which the candidate belongs issued by the Village Officer in the prescribed format (Annexure XI).
5	To prove nativity as Keralite	Original of Certificates required as per cl. 8.18.6
6	To avail community reservation as SC/ST	Original of the Community certificate issued by the Tahsildar concerned.
7	To avail community reservation as SEBC / OEC	Original of the Community certificate and Income certificate issued by the Village Officer concerned.
8	To avail Community reservation as SEBC / SC / ST for the children of Inter caste marriage couples	Original of Inter caste marriage certificate in the prescribed format (Annexure X) from the authorities concerned.
9	To avail special reservation under Cl. 4.5	Original certificates from the competent authority in support of the special reservation claimed.
10	To avail reservation under "Person with Disabilities"	a. Medical certificate from the medical board constituted by Govt. of Kerala to prove disability of minimum 40% b. Fitness certificate from Govt. Medical officer not below 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. 4,50,000
12	To attend admission in absentia.	Authorization letter in prescribed format. Annexure XVI.
13	To claim eligibility in the Special batches for Hearing Impaired	Original Medical Certificate from the Medical Board as stipulated in clause 4.6.

Note: Any other documents mentioned in the allotment process are to be produced at the time of admission. Candidates **WILL NOT** be given any chance to produce the original documents / certificates after the date of admission.

11. Fees

11.1 Fees for the various programmes in Government/ Aided Colleges will be as follows.

Fee Component	Amount
Admission Fee (At the time of Admission)	Rs. 120
Tuition Fee	Rs. 600 per semester
Special Fee (Revenue Portion)	Rs. 360 / Year (Remit in the beginning of odd semester)
Special Fee (PD Portion)	Rs. 350 / Year (Remit in the beginning of odd semester)
Student Amenities Fee	Rs. 300 / Year (Remit in the beginning of odd semester)
Caution Deposit	Rs 250/- (Remit at the time of Admission)

11.2 Fees once remitted will not be refunded under any circumstances.

11.3 All the students whose family annual income from all sources up to Rs. 42000/- will be eligible for appropriate educational concession.

11.4 All the 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 as per clause 11.3

11.5 Candidates who are Diploma holders or who have completed the programme and become eligible for appearing for the examination for one diploma programme, seeking admission to another branch will have to pay the tuition fees @Rs.12000/- per annum. Also such candidates will not be given exemption from appearing any of the subjects either in the First year or in the subsequent semesters.

11.6 Any student who joined for diploma course and later discontinued his/her study after the closure of admission will be liable to pay the entire fee till the semester he/she last attended, for the issue of transfer certificate.

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

Sd/-
Director of Technical Education