



GOVERNMENT OF KERALA

**ADMISSION TO DIPLOMA PROGRAMS IN POLYTECHNIC COLLEGES
(THROUGH LATERAL ENTRY)
UNDER SBTE
2024-25**

PROSPECTUS

(As per GO(Rt) No. 555/2024/HEdn, Thiruvananthapuram dated 15/05/2024)

**For online submission of application visit:
www.polyadmission.org/let**

DIRECTORATE OF TECHNICAL EDUCATION

PADMAVILASOM ROAD, FORT P.O, THIRUVANANTHAPURAM

Admission Portal: www.polyadmission.org/let

LATERAL ENTRY ADMISSION TO DIPLOMA IMPORTANT DATES

2024-25

Sl. No	Activity	Date
1	One-time registration fee remittance and Online Submission of Application begins	20.05.2024
2	Last date for One-time registration fee remittance	30.05.2024
3	Online Submission of Application ends	31.05.2024
3	Publication of Provisional Rank list	05.06.2024
4	Last date for appeal and correction of Applications	11.06.2024
5	Publication of Final Rank List	14.06.2024
6	Counselling and Admission	18.06.2024 to 22.06.2024
7	Spot admission if any	25.06.2024 to 29.06.2024
8	Admission closes on	15.09.2024

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1. Introduction

Prospectus for the admission to the Diploma Programs (through lateral entry to third semester) for the academic year 2024-25, which has been approved by the Government of Kerala, is published herewith. It contains general information and rules related to the admission process and other connected matters. Candidates are requested to go through the prospectus carefully and acquaint themselves with all the relevant information relating to the admission. The prospectus issued in earlier years is not valid for the academic year 2024-25.

The prospectus sets out the rules and regulations for the selection and admission to the Diploma Programs (through Lateral Entry) approved by AICTE and conducted by institutions affiliated to the SBTE Kerala under the Directorate of Technical Education/ IHRD/CAPE. Admissions to these Programs are regulated on the basis of merit as assessed by giving weightage to the marks/grades obtained in the qualifying examination (+2/VHSE and 2 years courses of ITI/NCVT/SCVT/KGCE). Candidates are also required to visit the Admission Portal www.polyadmission.org/let 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 Programs shall register in the admission portal by remitting a fee of Rs. 400/- (For scheduled Caste/Scheduled Tribe candidates, it shall be Rs. 200/-)
- ii) After the one-time registration, Separate application shall be submitted for the following categories of seats:
 - a) Application for plus two/VHSE candidates in Govt./Govt. aided/ Special batch of Hearing Impaired (HI) / Govt Cost –Sharing Institutions under IHRD and CAPE /Govt. seats in Self Financing Colleges
 - b) Application for ITI/KGCE candidates in Govt./Govt. aided/ Govt Cost –Sharing Institutions under IHRD and CAPE /Govt. seats in Self Financing Colleges
 - c) Application for plus two/VHSE candidates in Management quota seats in Self Financing institutions.
 - d) Application for ITI/KGCE candidates in Management quota seats in Self Financing institutions.
- iii) Candidates seeking admission for management seats in Aided and self-financing programs of Aided Polytechnic colleges and management seats in Self-financing institutions 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/let for each Aided / self financing Polytechnic College.

2. Programs, Institutions & Seats

2.1 Lateral Entry admissions are conducted for various Programs in the Engineering & Technology stream.

2.2 The intake for admission to each Polytechnic college in each Program shall be as per Annexure – I (The list of Polytechnic Colleges, programs in each institution).

Note: Lateral Entry Admissions is mandatory for all Govt./Govt. Aided/Self-Financing Polytechnic Colleges and Diploma programs in Govt. Cost-Sharing institutions under IHRD and CAPE.(Letter No. L2/152/2021/HEdn, Thiruvananthapuram dated 24/12/2021)

3. Duration of Diploma Program (Lateral Entry)

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

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

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

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

4. PROSPECTUS, REGISTRATION FEE & APPLICATION

- i) The prospectus is available in the Admission Portal www.polyadmission.org/let and can be downloaded at free of cost.
- ii) **ONE-TIME REGISTRATION** in the admission portal is mandatory for applying to any program in Govt./Govt. Aided/Govt. Cost- Sharing Institutions under IHRD & CAPE / Self Financing Colleges.
- iii) Each candidate shall complete a one-time Registration process in the admission portal by remitting Rs. 400/- (For scheduled Caste/Scheduled Tribe candidates, it shall be Rs. 200/-) 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/password.
- v) Different links are available for the following categories:
 - a) Application for plus two/VHSE candidates in Govt./Govt. aided/Govt Cost –Sharing Institutions under IHRD and CAPE /Govt. seats in Self Financing Colleges
 - b) Application for ITI/KGCE candidates in Govt./Govt. aided/ Govt Cost –Sharing Institutions under IHRD and CAPE /Govt. seats in Self Financing Colleges
 - c) Application for plus two/VHSE candidates in Management quota seats in Self Financing institutions.
 - d) Application for ITI/KGCE candidates in Management quota seats in Self Financing institutions.
- vi) Candidates shall select appropriate links and submit their applications. A candidate can submit only one application in category v(a). A candidate should submit separate applications to the self financing institutions he /she wishes to apply. Applications to Management seats can be submitted upto 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. Categorisation of Seats

- i) Government seats: The seats set apart by the Director of Technical Education in the Govt./Govt. Aided/ Govt Cost –Sharing Institutions under IHRD and CAPE /self financing institutions are called “Government Seats”.
- ii) Management Seats: The seats set apart in the aided/self financing institutions, to be filled up by the management concerned are called “Management Seats”.
- iii) 10% of the approved intake of 2023-24 (excluding supernumerary seats) in each program is considered for Lateral Entry in a program.
- iv) Of the above 10% of the total approved intake, 50% seats shall be filled with candidates who have passed 2years courses of NCVT/SCVT/KGCE.
- v) Remaining 50% seats of 5(i) above and vacant seats, if any (except supernumerary seats) at the time of Lateral Entry admission at the end of the 1st year (2nd semester) shall be filled from candidates who have passed Plus two/VHSE observing reservation norms as below. [ie., 50% of these seats will be filled on a pure merit basis, 10% on EWS basis and the rest 40% seats will be filled based on the reservation rules in force as per Table I.]

Govt. Seats that fall vacant after closure of admission in the first year and are vacant at the time of Lateral Entry admission shall be considered as Govt. Seats.

The percentage break-up of seats as per mandatory reservation is as follows:

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%	

iv) Seats vacant in TFW scheme at the end of the 1st year (2nd semester) shall be filled by eligible TFW candidates whose annual family income from all sources is less than or equal to Rs.8 lakhs. Allotment shall be based on merit. Valid original income certificate from the Village Officer shall be produced at the time of admission.

For a fair distribution of seats in the community reservation quota, the total number of seats under this quota are calculated on a district wise basis.

6. Reservation of Seats

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

6.2 Seats reserved for Economically Weaker Sections in General Category

As per the G.O (MS) No.2/2020/P&ARD dated 12.02.2020 and G.O.(MS)No.5/2020/P&ARD dated 03.03.2020, Government of Kerala have decided to implement reservation for Economically Weaker Sections in general category (EWS) to all Higher educational institutions other than minority institutions, where reservation to other backward classes are provided. 10% seats are reserved in each program 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.

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

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

- (a) Candidates belonging to Socially and Educationally Backward Classes as per G.O.(P) 208/66/Edn. dated 02.05.1966, GO(MS) No. 10/2014/BCDD dated: 23.05.2014, G.O.(P) No. 1/2015/BCDD dated: 01.01.2015, GO(MS) No. 4/2015/H.Edn. dated: 05.01.2015 and GO(MS) No. 15/2015/H.Edn. dated: 19.01.2015 shall produce a certificate to the extent that the candidate belongs to the community (included in Table III, 5 of Clause 9.8) which is designated a Socially and Educationally Backward Class and does not belong to the category of Creamy Layer (Annexure 5 of G.O.(P) No. 1/2015/BCDD dated: 01.01.2015). The names of castes and communities under SEBC are given in Annexure IV e. Only the claims of the candidates of those communities that are included in the list as incorporated in the respective Annexure of the Prospectus 2024 will be considered. Claims by candidates belonging to other communities, which are not included in the Annexure IV e, will be rejected even if certificates from the concerned Revenue Officers are obtained.

- (b) **Reservation under SEBC:** Candidates belonging to Ezhava, Muslim, Other Backward Hindus, Latin Catholic & Anglo Indians, Dheevera and related communities, Viswakarma and related communities, Kusavan and related communities, Other Backward Christian and Kudumbi communities, claiming reservation under SEBC Quota shall invariably produce documents as prescribed in Table III, 5 of Clause 9.8.

6.3.1 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 will 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, will be eligible for educational and financial benefits admissible to SC/ST as per section 2 (ii) of GO (MS) No.25/2005/SCSTDD dated 20.06.2005 and as modified by G.O (MS) No.109/2008/SCSTDD dated 20-11-2008, and will be granted the same, based on the community shown in the marriage certificate issued by the Revenue Officials or Caste certificate in the name of candidate issued by Tahasildar.

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

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

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

c) WARNING: Those who produce false SC/ST Certificate for claiming reservation under SC/ST quota shall be liable for the penalties stipulated in section 15 of the Regulation of Issue of Community Certificates Act , 11 of 1996. Candidates and their parents who make such applications are warned that in addition to prosecution they will have to suffer the following consequences, in case the SC/ST certificate submitted is found to be false and the candidate does not belong to any SC/ST communities, under section 16 of the Act which says,

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

- (i) Whoever not being a person belonging to any of the Scheduled Castes or Scheduled Tribes secures admission in any educational institution against a seat reserved for such castes or tribes or secures any appointment in the Government, Government Undertakings, Local Authority or in any other Company or Corporation owned or controlled by the Government or in any aided institution against a post reserved for such castes or tribes or enjoys any other benefits intended exclusively for such castes or tribes by uploading a false community certificate shall, on cancellation of the false community certificate, be removed by cancelling the irregular admission in the concerned educational institution, or as the case may be, removed from the said service forthwith and any benefit enjoyed by him as aforesaid shall be withdrawn forthwith.
 - (ii) Any amount paid to such person by the Government or any other agency by way of scholarship, grant, allowance, stipend or any other financial benefit shall be recovered as if it is arrears of public revenue due on land.
 - (iii) Any degree, diploma or any other educational qualifications acquired by such person after securing admission in any educational institution on the basis of a false community certificate shall also stand cancelled on cancellation of the community certificate obtained by him".
- d) **Claim of OEC candidates against the un-availed seats of SC/ST candidates:** Other Eligible Community (OEC) candidates (belonging to communities as per Annexure IVc) are eligible for the un-availed seats, if any, under SC/ST quota. They shall produce documents as prescribed in Table III, 5 of Clause 9.8 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 IVc with documents as prescribed in Table III, 5 of Clause 9.8 and eligible Candidates belonging to Other Eligible Communities as per Annexure IV d documents as prescribed in Table III, 5 of Clause 9.8 with income certificate from Village Officer with income less than or equal to Rupees Six Lakhs shall be considered for fee concession.

6.4 Other General Rules for Special/Mandatory Reservation:

- 6.4.1 The seats unavailed by the Scheduled Castes candidates will go to the Scheduled Tribes candidates and vice versa.
- 6.4.2 The seats unavailed by the SC/ST candidates will go to Other Eligible Community (OEC) candidates (Annexure IVc). The seats that still remain unavailed will go to the General Merit Quota.
- 6.4.3 The seats unavailed by the SEBC, EWS category candidates will be allotted under General Merit.
- 6.4.4 If there are no sufficient eligible applicants for NCVT/SCVT/KGCE seats, the same will be transferred to +2/VHSE seats and Vice Versa.
- 6.4.5 Seats of TFW remaining vacant shall not be converted to any other category.

The names of castes and communities of candidates claiming reservation under Scheduled Castes / Scheduled Tribes/OEC which are not **included in Annexure IVa or IVb or IVc or IVd or as per Government directions from time to time are invalid.**

7. Eligibility for Admission

7.1. a. The candidate should 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 9.9. If he/she shall produce certificates as per Clause 9.9 and 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.

c. The candidate should have passed +2/equivalent examination/VHSE with Mathematics, physics and chemistry/other relevant mandatory additional course as per table below (AICTE APH 2024-25 to 2026-27, Annexure 8, 8.1 (v)).

d. In the case of +2/VHSE, the candidate should have a minimum score of 50% in Physics, Mathematics and other relevant mandatory additional course put together. In case of VHSE, the candidate should have a pass in Physics, Mathematics and other relevant mandatory additional subject including additional Mathematics.

e. In the case of 2 years matric courses of NCVT/SCVT/KGCE candidates, they shall have a minimum of 50% of the aggregate marks in the qualifying examination and they will be considered for admission to any branch of Engineering and Technology (AICTE APH 2024-25 to 2026-27, Annexure 8, 8.4).

Table II

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

7.2 Special Batch for Hearing Impaired Candidates:- Lateral Entry Admission to special batch for hearing impaired candidates are offered in Govt. Women’s Polytechnic College Thiruvananthapuram, Government Polytechnic College Kalamasserry and Kerala Government Polytechnic College Kozhikode. The seats of special batches for Hearing Impaired are reserved for Hearing Impaired candidates who have 60 dB or above hearing loss in better ear certified by medical boards constituted by Government of Kerala/UDID. 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 diploma program. The selection of candidates under this category will be based on the merit in the index mark obtained, and not on the basis of the degree of disability. The other eligibility conditions for admission are as per Clause 7.1.

8. General Conditions

8.1 Candidates who have taken more than 2 chances to pass the qualifying examination are not eligible for admission through lateral entry. However ‘SAY’ or betterment examination will not be considered as an additional chance.

8.2 Uniform

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 all Govt./Govt. Aided/Govt.Cost-Sharing institutions under IHRD & CAPE / Self-financing Polytechnic Colleges. Students are expected to come to the college neatly dressed.

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

8.4 All candidates selected for admission and their parent/guardians shall give a combined undertaking in the prescribed format (Annexure V) 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)**

9. Submission of Applications

9.1 Applications for admission shall be submitted online state wide through the Admission Portal www.polyadmission.org/let.

9.2 Applications can be submitted online from any computer having internet facility.

9.3 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 will reduce the errors which may happen while filling the application form. Contact numbers of the members of the Help Desk will be available in the Admission Portal.

9.4 While submitting the application online, the candidates shall keep with them copies of documents to prove their eligibility (See clause 7)for claims of category/communal reservation/fee concession (See Clause 6) and enter the relevant details in the online application form. This will avoid the chances of furnishing wrong and incomplete information. The candidate shall refer the List of Polytechnic Colleges and

Programs(Annexure I) while submitting the application. **Claims not included in the applications will not be considered.**

9.5 Candidates who do not produce valid documents at the time of admission shall not be admitted.

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

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

9.7 Procedure for submitting the application:

i) Application for Seats in Government / Government Aided Programs / Government Cost-Sharing institutions under IHRD & CAPE (with higher fee) / Government Seats in Self Financing Programs(with higher fee) / Special Batch of Hearing Impaired (HI) may be completed as follows:

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

a. The candidates seeking admission for the management seats in Aided colleges and management seats in Self-Financing coeges 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.

b. Application for management quota will not be considered for selection under Government seats. Those candidates who wish to be considered for Government seats shall submit online application as mentioned in clause 9.7.

3. 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/ of the application form.

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

Table III

Sl. No	Purpose	Nature the of Certificate Required
1	To prove date of birth	Original certificate of SSLC / THSLC or equivalent examination or Birth Certificate.
2	To prove the qualification	Original mark list of +2 /VHSE/NCVT/SCVT/KGCE.
3	To prove nativity as Keralite	Original of Certificates required as per clause 9.9

4	To avail community reservation as SC/ST	Original of the Community certificate issued by the Tahasildar.
5	To avail community reservation as SEBC/OEC	Original of the non-creamy layer certificate which includes a community as in Annexure IV e / IV c issued by the Village officer. OR Valid community certificate which includes a community as in Annexure IV e / IV c and income certificate below or equal to Rs. 8 Lakhs issued by Village officer. OR SSLC/equivalent certificate showing specific caste/community (caste included in Annexure IV e / IV c) of the candidate with self declaration and valid income certificate below or equal to Rs. 8 Lakhs issued by Village officer.
6	To avail Community reservation as SEBC for the children of Inter caste marriage couples	“Inter-caste Marriage Certificate” which includes a community as in IV e from the Village Officer OR Self Declaration and Marriage certificate issued by Sub-Registrar/ Local body along with SSLC/Educational qualification certificate from Govt. Authorities of mother/father(as the case may be) which includes the particular caste/community as in IV e. AND Original of the non-creamy layer certificate issued by the Village officer
7	To avail Community reservation as SC / ST/OEC for the children of Inter caste marriage couples	Marriage certificate issued by the Revenue Officials and Caste certificate in the name of candidate issued by Tahasildar.
8	To claim reservation under ITI/KGCE category	Mark list /certificate of ITI/NCVT/SCVT/KGCE
9	To claim eligibility in the Special batches for Hearing Impaired	Medical certificate from the Medical Board as stipulated in clause 7.2
10	To claim reservation Under the Tuition Fee Waiver scheme for Economically backward categories	Valid income certificate from concerned Village Officer to the effect that the Annual family income is less than or equal to Rs.8,00,000/-or within the limit fixed by AICTE from time to time
11	To avail reservation under EWS	Valid EWS certificate issued by the competent authority.
12	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.
13	For joining & registration	Original of TC and Conduct Certificate from the institution last attended
14.	To avail educational concessions for OEC as per	Original of the non-creamy layer certificate which includes a community as in Annexure IV d issued by the Village officer.

	Annexure IV d	<p style="text-align: center;">OR</p> <p>Valid community certificate which includes a community as in Annexure IV d and income certificate below or equal to Rs. 6 Lakhs issued by Village officer.</p> <p style="text-align: center;">OR</p> <p>SSLC/equivalent certificate showing specific caste/community (caste included in Annexure IV d) of the candidate with self declaration and valid income certificate below or equal to Rs. 6 Lakhs issued by Village officer.</p>
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9.9 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 12 of Table III in Clause 9.8 to establish the relationship between the parent and the candidate.

OR

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

OR

- iv. A certificate in the format given in Annexure VII from the competent authority showing that the parent of the candidate is an All India Service officer allotted to Kerala cadre.

10. Selection of Candidates

(i) For +2 or equivalent / VHSE candidates

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

$$\text{Index Score} = A+B+C+T$$

Where,

- a) A is the % of marks in Physics
- b) B is the % of marks in Mathematics
- c) C is the % of marks in chemistry/other relevant mandatory additional course (as per Table II).
- d) T is the % of Total Marks of all subjects in the mark list of both years put together

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

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

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

The candidates who have passed 2 years courses of NCVT/SCVT/KGCE will be considered for admission to any branch of Engineering and Technology (AICTE APH 2024-25 to 2026-27, Annexure 8, 8.4).

11. Preparation of rank lists

- 11.1 a) Rank list will be prepared and published in the portal www.polyadmission.org/let.
b) The rank list will be prepared on the basis of Index Score calculated and the admission will be done strictly according to this rank list for these programs.

c) Resolution of Tie while ranking:

(i) For +2 or equivalent / VHSE candidates

If a tie occurs, total marks will be considered first, if the tie still persists, marks of Mathematics, then physics, then chemistry/other relevant mandatory additional course (as per Table II) will be considered for giving weightage for index score so as to resolve the tie. Candidates with higher marks will be given preference.

(ii) for 2 years courses of NCVT/SCVT/KGCE candidates

If a tie occurs, total marks of the theory examination including drawing subject will be considered, if tie still exists, total marks of Practical Examination will be considered. If the tie still persists, the age of the candidate will be considered and the older will be placed higher in the ranking than the younger.

- 11.2 **Publication of Rank List & Admission:** The Rank list prepared by State Institute of Technical Teachers Training and Research, Kalamassery will be published in the website www.polyadmission.org/let. The allotment of seats during admission will be based on this published Rank list observing admissibility as per Table II Clause 7 and all reservation rules in force. Inclusion of name in the rank list will not entitle the applicant for admission to the program, unless the applicant satisfies the rules regarding the eligibility for admission as laid down in the Prospectus. Furnishing of false particulars would result in the forfeiture of the candidature, as well as cancellation of admission to the program. If any information furnished along with the application by a candidate are found false or ineligibility for admission detected before or after admission, the candidature of the applicant will be withdrawn and if any admission was given, that will be cancelled.

Spot admissions may be conducted to fill remaining seats if any before the closing of admission.

12. PROCEDURE OF ADMISSION:-

Candidates who wish to join for admission at any of the Government / Government Aided / Government Cost-Sharing institutions under IHRD & CAPE / Self-Financing (Government Quota seats) shall proceed as follows:

12. 1. i) The admission process shall consist of one district-wise counseling at the Nodal Polytechnic College and one or more institution wise spot admission depending on the existing vacancies.
ii). All Polytechnic colleges (Govt/ Govt. Aided/ Government Cost-Sharing institutions under IHRD & CAPE /Self Financing) in the concerned district shall participate in the district-wise counselling which shall be arranged at the Nodal Polytechnic College of the district.
iii). Interested candidates who are included in the rank list in participating in the Lateral entry admission process shall register online through the Link “SPOT ADMISSION REGISTRATION” in the admission portal.
iv). Candidates who do not register for the district wise counselling shall not be able to participate in the district-wise counseling.

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

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

vii). Vacancy of seats, schedule of admission, other details of district-wise counselling shall be published in the admission portal later.

viii) (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.

12.2 a) If seats are remaining vacant after district-wise counselling, institution wise spot admission shall be conducted at the particular Polytechnic College. The Govt seats in self Financing Colleges lying vacant after counselling at Nodal Polytechnic Colleges shall be converted to Management seats and the institutions shall fill such seats by conducting spot admissions before the closing of admission. The detailed procedure, schedule etc. regarding spot admission shall be published in the portal.

b) In Govt./Aided Polytechnic colleges, if vacancies still exist after considering the entire rank list, fresh institution wise application submission after one-time registration shall be permitted till the closing date of admission. In such cases, admission 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.

12.3 Verification by College Authorities:

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

- i) Documents are as per clause 9.8
- ii) The competent authority have issued the documents
- iii) Documents are within the validity period specified.

12.4 Document submission at the time of admission shall be as per Table III , Clause 9.8.

Note:

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

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

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

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

12.5 The admission of candidate who do not produce original documents at the time of admission as per Table III of Clause 9.8 shall not be considered. Candidates who get admitted through proxy shall produce original documents within one week failing which the admission shall stand cancelled.

13. Fee Details

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

Fee Component	Amount
Admission Fee (At the time of Admission)	Rs. 260 /- (At the time of admission)
Tuition Fee	Rs. 965/- per semester
Special Fee (Revenue Portion)	Rs. 910/- Year (Remit at the beginning of odd semester)
Special Fee (PD Portion)	Rs. 620 / Year (Remit at the beginning of odd semester)
Student Amenities Fee	Rs. 350 / Year (Remit at the beginning of odd semester)
Special Fee (Additional classes)	Rs.10000 /- (To be remitted at the time of admission)
Caution Deposit	Rs.1000/- (At the time of admission)

13.2 Fee for Government Cost-Sharing institutions under IHRD Polytechnic College

Fee Component	Amount	Remittance
Admission Fee	Rs.500/-	At the time of Admission only
Tuition Fee	Rs.10,950/ per semester	Per semester
Special Fee (Additional classes)	Rs.10000 /-	To be remitted at the time of admission
Caution Deposit (Refundable)	Rs.1500 /-	At the time of Admission only

13.3 Fee for Government Cost-Sharing institutions under 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)
Special Fee (Additional classes)	Rs.10000 /-	To be remitted at the time of admission
Caution Deposit (Refundable)	Rs.3000 /-	One-time

13.4 Fee for various programs in Self Financing Colleges

Fee Component	Amount
Admission Fee (At the time of Admission)	Rs.200 /- to be remitted at the time of admission
Tuition Fee (for Govt quota seats)	Rs. 22500/- per annum
*Tuition Fee (For Management seats in SFC)	Rs.37500/- per annum
Special Fee (Additional classes)	Rs.10000/- (To be remitted at the time of admission)
Special Fee	Not more than Rs.2500 per annum
Fee for examination permanent registration	Rs.1925/- per student to be remitted at the time of admission
Caution Deposit	Rs.5000/- to be remitted at time of admission
Refundable deposit	Rs.10000/- to be remitted at the time of admission

* Applicable only for students admitted in the Management Quota of Self-Financing Colleges.

[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. SC/ST students admitted through management quota in Self-financing Polytechnic Colleges are not eligible for fee and other educational concessions.]

13.5 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) will be eligible for appropriate fee

concessions. Such students shall produce income certificate and community certificate at the time of admission.

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

13.7 Conditions for readmission shall be as per Rev 2021 curriculum. Readmission shall be permitted only once in a semester.

14 Refund of Fees

As per GO (Rt) No. 77/2019/H.Edn., Thiruvananthapuram dated 18/01/2019 and AICTE Approval Process Handbook 2024-25 to 2026-27 and referring clause 13 of prospectus,

14.1 In the event of a student withdrawing before the start of the Course, the entire Fee collected from the student, after a deduction of the processing fee of not more than Rs.1000/- (Rupees One Thousand only) shall be refunded by the Institution. It would not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original.

14.2 In case, if a student leaves after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the Fee collected after a deduction of the processing Fee of not more than Rs.1000/- (Rupees One Thousand only) and proportionate deductions of monthly Fee and hostel rent, where applicable.

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

14.4 The Institution should not demand Fee for the subsequent years from the students cancelling their admission at any point of time. Fee refund along with the return of Certificates should be completed within 7 days.

14.5 The processing fee (as in clause 14.1 & 14.2) shall not be collected from students leaving Diploma Programs from Govt. institutions.

14.6 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.

15. Institutional transfer shall not be permitted to any candidate under any circumstances.

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