



GOVERNMENT OF KERALA

**ADMISSION TO PART TIME / SECOND SHIFT
DIPLOMA PROGRAMS IN POLYTECHNIC COLLEGES
UNDER SBTE**

2024-2025

PROSPECTUS

(Approved as per GO(Rt) No. 576/2024/HEdn, Thiruvananthapuram dated 22/05/2024)

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

DIRECTORATE OF TECHNICAL EDUCATION

PADMAVILASOM ROAD, FORT P.O, THIRUVANANTHAPURAM

Admission Portal : www.polyadmission.org/pt

IMPORTANT DATES

PART TIME / SECOND SHIFT DIPLOMA PROGRAMS 2024-25

Sl. No	Activity	Date
1	One-time registration and Online Submission of Application begins	23.08.2024
2	Last date for One-time registration fee remittance	03.09.2024
3	Online Submission of Application ends	03.09.2024
4	Publication of Provisional Rank list and Provisional Select List at respective Polytechnic Colleges	04.09.2024
5	Last date of appeal	05.09.2024
6	Publication of Final Rank List & Select List	06.09.2024
7	Last Date of Admission based on Select List	10.09.2024
8	I st Semester classes commence on	11.09.2024
9	Spot Admission (If there are vacant seats)	12.09.2024 to 13.09.2024
12	Admission closes on	15.09.2024

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1. Introduction

Prospectus for the admission to the Diploma Programs (Part Time/second shift) 2024-25, which has been approved by the Government of Kerala, is published herewith. It contains general information and rules related to the admission and other matters concerned. Candidates are required to read the prospectus carefully and acquaint themselves with all the relevant information relating to the admission. Prospectus issued for earlier years in connection with Part time / Ist shift Part time Diploma are not valid for the year 2024-25.

The prospectus sets out the rules and regulations for the selection and admission for the Six Semester Diploma Programs (Part Time/second shift) conducted by various Polytechnic Colleges under the Department of Technical Education within the state of Kerala. Admissions to these Programs are regulated on the basis of merit as assessed by giving weightage to the marks/grades obtained in the qualifying examination and professional experience of the applicants. Preference shall be given to the professional experience of candidates.

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 Part time/Second shift Diploma Programs shall register in the admission portal by remitting a fees of Rs. 400/- (For scheduled Caste/Scheduled Tribe candidates, it shall be Rs. 200/-)
- ii) After the one-time registration, the candidate shall have to apply to the institution where he/she desires to get admission. A single application can be used to apply for all the programs in an institution. Separate applications are required to be submitted for admission to various institutions.
- iii) The selection of candidates shall be done institution wise.
- iv) If a candidate wishes to apply in Management Group of Aided/self financing Polytechnic college, he/she has to submit separate online application to the institution where he/she desires to take admission.

2. Programs, Institutions & Seats

2.1 Part-time/second shift diploma programs are conducted only in the Engineering/Technology stream.

2.2 The programs shall be of 3 years (6 Semesters) duration and shall be conducted from Monday to Saturday (6 days per week). The timing of the classes shall be as decided by the institution.

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

2.4 Distribution of Seats

2.4.1 Distribution of seats in Government Polytechnic Colleges

2.4.1.1 Group A:- Reservation for Differently abled (Persons with Disabilities) with 2 years experience in the relevant field: 5% of the seats available in each Program are

*subject to approval of ACITE

reserved for the differently abled candidates with disabilities as mandated in section 32, chapter VI of the Persons with Disabilities Act 2016. **Person with disability means person suffering from not less than 40% of disability certified by the Medical Boards constituted by the Government of Kerala /having UDID.** Candidates with minimum disability of 40% shall be eligible to apply under this category.

The selection of candidates under this category shall be based on the rank and physical suitability, and not on the basis of the degree of disability. **Those candidates seeking admission to this Group shall have to produce a certificate as issued by the Medical Board pertaining to their disability and also submit a “Certificate of Fitness” proving their fitness for undergoing the Diploma Program in the format as given in Annexure XII.**

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

2.4.1.2 Group B:- For employees of Government Departments

10% of the seats available in each Program are reserved for the employees of Government Departments. Admission to these seats shall be done based on the index score from among the candidates meeting the eligibility requirements.

2.4.1.3 Group C:- Departmental Group for Employees from Boards/Corporation/Companies under State Government/ Govt. aided Educational Institutions/ State Quasi Government

10% of the seats available in each Program are reserved for employees of Boards/ Corporation/ Companies under State Government/Government aided educational Institution/State Quasi Government .

Note :-If there are vacancies remaining in Group B, it will be allotted to candidates of Group C and vice versa. If vacancies still exist, they will be transferred to merit seat of Group F.

2.4.1.4 Group D:- Group for 2 year NCVT/SCVT, VHSE and KGCE holders with 2 years experience in the relevant field

10% of the seats available in each Program will be reserved for 2 year NCVT/SCVT, VHSE and KGCE holders with 2 years experience in the relevant field in the ratio, 2 year NCVT/SCVT: VHSE: KGCE = 2:1:1.

2.4.1.5 Group E:- Group for THSLC holders with 2 years experience in the relevant field

10% of the seats available in each Program will be reserved for THSLC holders with 2 years experience in the relevant field.

Note: If there are no THSLC holders with 2 years experience in the academically related relevant field, the seats will be converted to Group D and vice versa. If there are vacancies remaining in Group D & E, they will be transferred to merit seat of Group F.

2.4.1.6 Group F:- General Merit and Community reservation :-

Remaining seats can be considered for candidates with other professional experience not mentioned in Group A,B, C, D, E /without professional experience. (preference shall be given to candidates with professional experience).

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

Open Merit – 50%

EWS - 10% (**Seats reserved for EWS (As per G.O (MS)52/2019/GAD dtd Tvpm 14.03.2019)** 10% seats are reserved in each program for candidates belonging to Economically Weaker Sections and who are not eligible for other community reservations. A certificate in the prescribed format shall be produced for availing this reservation.

Community reservation – 40%

If there are still vacant seats in Group C & D, they shall be transferred to Group E during the final spot admission.

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

(A)		General Merit (GN)	50%
(B)		Economically Weaker Sections in General Category (EWS)	10%
(C)		Socially and Educationally Backward Classes (SEBC)	30%
	a.	Ezhava (EZ)	9%
	b.	Muslim (MU)	8%
	c.	Other Backward Hindu (BH)	3%
	d.	Latin Catholic and Anglo Indian (LA)	3%
	e.	Dheevara and related communities (DV)	2%
	f.	Viswakarma and related communities (VK)	2%
	g.	Kusavan and related communities (KN)	1%
	h.	Other Backward Christian (BX)	1%
	i.	Kudumbi (KU)	1%
(D)		Scheduled Castes & Scheduled Tribes	10%
	a.	Scheduled Castes (SC)	8%
	b.	Scheduled Tribes (ST)	2%

Table I

Note:- If there are no eligible candidates in SC Group, those seats will be transferred to ST Group and vice-versa. If there are no eligible candidates in other reservation categories, those seats will be transferred to General merit.

2.4.2 Distribution of seats in Aided Polytechnic Colleges:-

2.4.2.1 Management Group:-

In aided Institutions, 15% of the total seats is reserved as Management seats. This will be filled up by the management concerned from among the eligible applicants who are having eligibility conditions as laid down in clause 5. If sufficient numbers of candidates are not available under the management seats, the management shall fill up the vacant seats from eligible applicants irrespective of Groups from among the applicants. Selection list thus prepared shall be got approved by the Senior Joint Director(PS).

2.4.2.2 Group A:- Reservation for Differently abled (Persons with Disabilities): 5% of the remaining seats available in each Program are reserved for the differently abled candidates with disabilities as mandated in section 32, chapter VI of the Persons with Disabilities Act 2016. **Person with disability means person suffering from not less than 40% of disability certified by the Medical Boards constituted by the Government of Kerala.** Candidates with minimum disability of 40% shall be eligible to apply under this category.

The selection of candidates under this category shall be based on the rank and physical suitability, and not on the basis of the degree of disability. **Those candidates seeking admission to this Group shall have to produce a certificate as issued by the Medical Board pertaining to their disability and also submit a “Certificate of Fitness” proving their fitness for undergoing the Diploma Program in the format as given in Annexure XII.**

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

2.4.2.3 Group B

10% of the seats available in each Program will be reserved for employees of Government departments. The rules for filling Group B seats are as the same as that of Government Institutions.

2.4.2.4 Group C

10% of the seats available in each Program will be reserved under Group C. The rules for filling Group C seats are the same as that of Government Institutions as per clause 2.4.1.3.

Note :-If there are vacancies remaining in Group C, it will be allotted to candidates of Group B and vice versa. If vacancies still exist, they will be transferred to Group F.

2.4.2.5 Group D :- Group for 2 year NCVT/SCVT, VHSE and KGCE holders with 2 years experience in the relevant field

10% of the seats available in each Program will be reserved for 2 year NCVT/SCVT, VHSE and KGCE holders with 2 years experience in the relevant field in the ratio 2 years NCVT / SCVT: VHSE : KGCE = 2:1:1.

2.4.2.6 Group E:- Group for THSLC holders with 2 years experience in the relevant field

10% of the seats available in each Program will be reserved for THSLC holders with 2 years experience in the academically related relevant field.

Note: If there are no THSLC holders with 2 years experience in the academically related relevant field, the seats will be converted to Group D and vice versa. If there are vacancies remaining in Group D & E, they will be transferred to merit seat of Group F.

2.4.2.7 Group F:- Open Merit and Community reservation :-

Remaining seats can be considered for candidates with other professional experience not mentioned in Group A,B, C, D, E /without professional experience (preference shall be given to candidates with professional experience).

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

Open Merit – 50%

EWS – 10% (10% seats are reserved in each program for candidates belonging to Economically Weaker Sections and who are not eligible for other community reservations. A certificate in the prescribed format shall be produced for availing this reservation.)

Community reservation – 40%

The seats reserved under community Group shall be filled in accordance with the Table I of clause 2.4.1.6 given above.

If there are still vacant seats in Group D & E, these seats are transferred to merit seats of Group F. If there are vacant seats in Group F, these seats can be filled from Management Group.

2.4.3 Distribution of seats in Self-financing Colleges

2.4.3.1 Management Group

Fifty (50) percent of the total seats is reserved as Management Group. The rest 50% seats is Government Group and is divided into Group A, Group B, Group C, Group D, Group E and Group F.

2.4.3.2 Group A:- Reservation for Differently abled (Persons with Disabilities): 5% of the remaining seats available in each Program are reserved for the differently abled candidates with disabilities as mandated in section 32, chapter VI of the Persons with Disabilities Act 2016. **Person with disability means person suffering from not less than 40% of disability certified by the Medical Boards constituted by the Government of Kerala.** Candidates with minimum disability of 40% shall be eligible to apply under this category.

The selection of candidates under this category shall be based on the rank and physical suitability, and not on the basis of the degree of disability. **Those candidates seeking admission to this Group shall have to produce a certificate as issued by the Medical Board pertaining to their disability and also submit a “Certificate of Fitness” proving their fitness for undergoing the Diploma Program in the format as given in Annexure XII.**

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

2.4.3.3 Group B

10% of the Govt. seats available in each Program will be reserved for employees of Government departments. The rules for filling Group A seats are as the same as that of Government Institutions as per clause 2.4.1.2.

2.4.3.4 Group C

10% of the Govt. seats available in each Program will be reserved under Group C. The rules for filling Group C seats are the same as that of Government Institutions as per clause 2.4.1.3.

2.4.3.5 Group D :- Group for 2 year NCVT/SCVT, VHSE and KGCE holders with 2 years experience in the relevant field

10% of the Govt. seats available in each Program will be reserved for 2 year NCVT/SCVT, VHSE and KGCE holders with 2 years experience in the relevant field in the ratio:

2 year NCVT/ SCVT: VHSE:KGCE = 2:1:1.

2.4.3.6 Group E:- Group for THSLC holders with 2 years experience in the relevant field

10% of the Govt. seats available in each Program will be reserved for THSLC holders with 2 years experience in the academically related relevant field.

Note: If there are no THSLC holders with 2 years experience in the academically related relevant field, the seats will be converted to Group D and vice versa. If there are vacancies remaining in Group D & E, they will be transferred to merit seat of Group F.

2.4.3.7 Group F :- Open Merit and Community reservation

Remaining Govt. seats can be considered for candidates with other professional experience not mentioned in Group A,B, C, D, E /without professional experience (preference shall be given to candidates with professional experience).

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

Open Merit – 50%

EWS – 10% (10% seats are reserved in each program for candidates belonging to Economically Weaker Sections and who are not eligible for other community reservations. A certificate in the prescribed format shall be produced for availing this reservation.)

Community reservation – 40%

The seats reserved under community Group shall be filled in accordance with the Table I of clause 2.4.1.6 given above. Rotation rules shall apply to community reservation and shall be followed by the respective institution.

3. Duration of the Diploma programs (Part Time/second shift)

All the Diploma programs are of 6 semester duration spanning over a period of 3 years. **The maximum duration available for the completion of the program shall be 6 Academic years from the year of registration for the first semester.**

4. PROSPECTUS, REGISTRATION FEE & APPLICATION

- i) The prospectus is available in the Admission Portal www.polyadmission.org/pt and can be downloaded free of cost.
- ii) **ONE-TIME REGISTRATION** in the admission portal is mandatory for applying to any program in Govt./Govt. Aided/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.
- v) Different links are available for the following categories:
 - a) Application for Govt./ Govt. seats in Aided/Govt. seats in Self Financing
 - b) Application for Department Group seats in Govt. / Govt. aided/Self Financing
 - c) Application for Management Group seats in Govt. aided/Self Financing institutions.
- vi) Candidates shall select appropriate links and submit their applications.. A candidate shall submit separate application for each institution. If a candidate wishes to apply for both the General and Departmental Group he/she shall submit separate applications for both.
- vii) A candidate shall submit separate application to the Management Group seats in Govt. aided / self financing institutions where he /she wishes to apply. Applications to Management seats can be submitted up to the last date of admission.
- viii) Candidates can view all the submitted applications in his/her login.
- ix) 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. Eligibility for Admission

5.1. a. The candidate shall be a citizen of India.

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

Keralite: A candidate of Kerala origin shall be categorised as a 'Keralite' as per Clause 6.11. If he/she shall produce certificates as per Clause 6.11 and if the place of birth is Kerala he/she shall be eligible for Communal/EWS/TFW/Special/Persons with Disabilities reservation and fee concession. If the place of birth of such a candidate is not Kerala, he/she shall produce valid documents for reservation and fee concession from competent authorities of Govt. of Kerala or his/her parent shall be a permanent employee in Central/State/Quasi Government/Public Sector undertaking in Kerala State or he/she shall be a permanent employee in Central/State/Quasi Government/Public Sector under taking in Kerala State. Children of All India Service (AIS) officers (Non-Keralites) allotted to Kerala cadre are deemed to be 'Keralites' as per G.O. (Rt) No. 822/08/H.Edn. dated 29/05/2008. But they shall not be eligible for Communal/EWS/TFW/Special/Persons with Disabilities reservation or any fee concession.

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

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

Note:- i. Candidates should have passed qualifying examination with Mathematics, English, physics and chemistry .

ii. For CBSE/ICSE candidates the Marks/Grades obtained in science is considered in the place of Physics and Chemistry. **In the case of CBSE candidates, only the certificates of Board examination shall be accepted as qualifying certificate and such candidates (only those who have passed during 2010-2017 period) shall submit a certificate stating that he/she has passed the Board Examination from the Principal of the school where he/she studied, at the time of admission, and a copy of the same shall be submitted along with the application. As per Circular No. Acad 03/2019 dated 10th January 2019, CBSE school candidates who have passed qualifying**

examination with Mathematics-Standard are only eligible to apply for stream I and stream II.

5.2 Age: The candidates should have completed a minimum of 18 years as on 1st June 2024.

5.3 Experience:

5.3.1 Professional experience shall be the experience gained by the candidates after attaining the required qualification in Government, Public Sector Undertakings (PSUs), Public/Private Limited companies / Registered small scale industries/ educational institutions. Professional experience of Self employed persons shall be considered with the condition that they should have completed two years in entrepreneurship and the registration certificate of the respective firm shall be produced.

5.3.2 Candidates should possess a 2 year NCVT/SCVT certificate/equivalent qualification after passing SSLC/THSLC or equivalent examination.

6. General Conditions

6.1 For candidates who have secured eligibility for higher studies availing more than one Chance, 0.5 score will be reduced from the Weighted Grade Point Average (WGPA) for each subsequent chance for the purpose of ranking.

6.2 For calculating the index score for ranking in the admission process, the marks / grades in the SSLC / Equivalent examination shall be considered. Additional weightage of 0.2 score shall be added to the Weighted Grade Point Average (WGPA) for every completed year of experience in the discipline/trade concerned, limited to a maximum score of 2. Candidates with ESI/PF certificates will be given preference over candidates who have not produced such certificates in the case of a tie.

6.3 A Diploma Program (Part Time/second shift) will be conducted only if a minimum of 40 candidates are admitted in that particular program.

6.4 Certificates issued from respective authorities after the last date of submission of application will not be accepted under any circumstances.

6.5 The candidates will have to exercise their options in the Application form. Candidates can exercise options to any number of programs offered for Part time Diploma in that Institution.

6.6 Complaints if any, regarding the status of application shall be brought to the notice of the Principal of the Polytechnic College concerned.

6.7 Candidates who apply under management Group for admission shall submit separate online application under the Management Group link. Application for management Group will not be considered for selection under Groups A, B, C, D, E or F.

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

6.9 Application for Departmental Group (B and C) will not be considered under General Groups (D , E and F) and vice versa. If a candidate wishes to apply for both the General and Departmental Group he/she shall submit separate applications for both.

6.10 Certificates/ Documents to be submitted at the time of admission

SI No.	Purpose	Certificate Required
1	To Prove date of birth	Original certificate of SSLC / THSLC or equivalent examination or Birth Certificate.
2	To prove the educational qualification	Original Mark list of SSLC/THSLC or equivalent certificate.
3	To claim reservation Under VHSE category	Original Mark list of VHSE
4	To claim reservation Under ITI category	Self attested copy of the mark list/certificate of ITI or equivalent certificate.
5	To claim reservation Under KGCE category	Self attested copy of the mark list/certificate of KGCE
6	To prove that the applicant is a Keralite	Original of Certificates required as per clause 6.11
7	To claim Community reservation as SEBC/OEC	Original of the non-creamy layer certificate which includes a community as in Annexure VII(e) issued by the Village officer. OR Valid community certificate which includes a community as in Annexure VII(e) and income certificate below or equal to Rs. 8 Lakhs issued by Village officer. OR SSLC/equivalent certificate showing specific caste/community (caste included in Annexure VII(e) of the candidate with self declaration and valid income certificate below or equal to Rs. 8 Lakhs issued by Village officer.
8	To claim Community reservation under SC/ST	Original of the Community certificate issued by the Tahasildar.
9	To avail Community reservation as SEBC/OEC for the children of Inter caste marriage couples	“Inter-caste Marriage Certificate” which includes a community as in VII(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 VII(e). AND Original of the non-creamy layer certificate issued by the Village officer
10	To avail Community reservation as SC / ST for the children of Inter caste marriage couples	Marriage certificate issued by the Revenue Officials and Caste certificate in the name of candidate issued by Tahasildar.

11	To avail reservation under EWS	Original of the EWS certificate from Village Officer
12	To establish the relationship between the parent and the	Documents showing the relationship of the candidate with the parents such as ration card/school certificate/ passport/ Aadhar/ birth certificate.
13	To claim Experience	<p>a. Self attested copies of experience Certificates from Government, Public Sector Undertakings (PSUs), and Public / Private Limited companies/ Registered small scale industries/Educational institutions.</p> <p>b. Self attested copies of ESI/PF certificates in the case of Limited companies.</p> <p>c. Attested copy of certificate of registration of the firm in case of entrepreneurs.</p>
14	For joining & registration	Original of TC and Conduct Certificate from the institution last attended

Note Certificates without proper authenticity 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. No opportunity will be given to claim any details after the submission of the application. Certificates issued after the last date for the submission of applications will not be considered for admitting the claims. Candidate applying for admission under Groups A or B should furnish “No Objection Certificate” obtained from the department/organization where he/she is working at the time of admission.

6.11 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 in Clause 6.11 to establish the relationship between the parent and the candidate.

OR

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

OR

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

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

7. Selection of Candidates

7.1 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.

- The Weighted Grade Point Average 1 (WGPA1) is the average of sum of grade points of Mathematics, Physics & Chemistry multiplied by 0.85 and divided by the number of subjects in English, Mathematics, physics and chemistry.

$$\text{WGPA1} = \frac{\text{Sum of Grade Points of Mathematics, Physics, Chemistry and English} \times 0.85}{\text{No. of subjects in Mathematics, Physics, Chemistry and English}}$$

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

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

- The sum of WGPA1 and WGPA2 will yield Total Grade Point Average (TGPA)
i.e. $\text{TGPA} = \text{WGPA1} + \text{WGPA2}$

Penal Points : $(\text{No. of chances taken to pass qualifying examination} - 1) \times 0.5$

Index Score = TGPA + Weightage for Experience[#] – 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.

Marks of physics and chemistry /science will be counted wherever applicable

Weightage of 0.2 will be added to TGPA of candidates having professional experience in related discipline for every completed year of experience, subject to a maximum score of 2 for calculating the index. For this the conditions as stipulated in clause 6.2 shall be adhered to.

\$ Penal Point of 0.5 each will be deducted from TGPA for each subsequent chance, for calculating the index, for candidates who have passed the qualifying examination in more than one chance.

8. Preparation of rank lists:

- a. Rank list for each program shall be prepared and published by the institution concerned.
- b. The rank lists of all Polytechnics will also be available on the website www.polyadmission.org/pt
- c. 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.
- d. **Resolution of Tie while ranking:**
 - i. For the purpose of resolution of Tie the candidate with more years of completed professional experience shall be placed higher in the ranking.
 - ii. If the tie still persists, candidate with higher **WGPA1** will be placed higher in rank.
 - iii. If the tie still persists,

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** (if physics is not a separate subject, average grade point for science is taken into account) 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 one will be placed higher in the ranklist than the younger.

8.1 Publication of Provisional Rank List: The Provisional rank list prepared will be published by the Polytechnic College concerned. The Provisional Rank list of all polytechnic colleges will also be published in the website www.polyadmission.org/pt Candidates are advised to verify the Provisional Rank list and satisfy themselves regarding their position in the list, such as inclusion under different Groups, eligibility for Community reservation etc. If a candidate has any complaint in this regard, he/she shall approach the Principal of the Polytechnic College concerned with specific request within the specified time after publication of the list, for necessary action. **Complaint received thereafter will not be entertained.**

8.2 Publication of Final Rank List & Allotment: The Final Rank list prepared will be published by the Polytechnic College concerned. Final Rank list and Allotment will be based on the Rank of the candidate. Inclusion of name in the rank list will not entitle the applicant for admission for 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 or documents claimed by a candidate are found false or ineligibility for admission detected before or after admission, candidature of the applicant will be withdrawn and admission given if any will be cancelled.

8.3 Future Allotments: If seats are remaining vacant after the first allotment those seats will be filled by chance spot admission(s) which will be held at Polytechnic Colleges concerned. Candidates already admitted will have to attend the spot admission(s) for claiming higher options.

8.4 In Govt./ Aided Polytechnic Colleges, if vacancies still exists 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, admissions will be based on the revised rank list

prepared by including fresh applications in the existing rank list appropriately. Candidates shall have to submit separate applications to each such institution as desired.

8.5 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 or registering for the allotment 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 6.10
- ii) The competent authority have issued the documents
- iii) Documents are within the validity period specified.

Note: Candidates have to produce the originals of the certificates as per clause 6.10. Candidates **WILL NOT** be given any chance to produce the original documents / certificates after the date of admission.

9. Fees

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

Fee Component	Amount
Admission Fee (At the time of Admission)	Rs. 770/-
Establishment Fee (Revenue)	Rs. 640/- (Remit at the beginning of odd semester)
Tuition Fee	Rs. 22980/- per annum
Special Fee (Revenue Portion)	Rs. 1925/- per Year (Remit at the beginning of odd semester)
Special Fee (PD Portion)	Rs. 1270/- per Year (Remit at the beginning of odd semester)
Student Amenities Fee	Rs. 500/- per Year (Remit at the beginning of odd semester)

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

9.1.2 Fees for various programs in SF Colleges

Fee Component	Amount
Admission Fee (At the time of Admission)	Rs.2500
Tuition Fee	Rs. 22500 per annum
Special Fee	Rs.2500 per annum
Fee for permanent register number	Rs.1925/-

A Caution Deposit of Rs.5000 and a refundable deposit of Rs.10000 are also payable at the time of admission.

10. 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 9 of Prospectus,

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

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

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

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

10.5 Institutional transfer will 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