



GOVERNMENT OF KERALA

PROSPECTUS
FOR ADMISSION TO DIPLOMA PROGRAMMES (EVENING)
IN THE POLYTECHNIC COLLEGES
UNDER
THE DIRECTORATE OF TECHNICAL EDUCATION
2013-14

(Approved vide G.O. (Rt.) No.1510/2013/H.Edn.Dated.16/07/2013)

DEPARTMENT OF TECHNICAL EDUCATION
THIRUVANANTHAPURAM

IMPORTANT DATES

Sl. No	Activity	Date
1	Online submission of Application begins	17/07/2013
2	Online Submission of Application ends	25/07/2013
3	Last date for Registration of applications at Polytechnic Colleges and remitting the required fees	26/07/2013 4 PM
4	Publication of Provisional Rank list	29/07/2013
5	Last date for Appeal	31/07/2013
6	Publication of Final Rank List & First Select List	01/08/2013
7	Date of Admission based on First Select List	02/08/2013 and 03/08/2013
8	Date of Chance Interview	12/08/2013 and 13/08/2013
9	Classes for I st Semester Begins on	14/08/2013
10	Admission closes on	31/08/2013

CONTENTS

Clause	Item	Page No
1	Introduction	1
2	Programmes, Institutions & Seats	1
3	Duration of Diploma Programme (Evening)	2
4	Channels for selection	2
5	Eligibility for Admission	4
6	General Conditions	4
7	Prospectus & Submission of Application	4
8	Selection of Candidates	8
9	Preparation of rank lists	8
10	Fees	10
11	List of Annexure	12

1. Introduction

Prospectus for the admission to the Diploma Programmes (Evening) 2013-14, 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 to the admission. Prospectus issued for earlier years are not valid for the year 2013-14.

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

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 7). Candidates shall submit separate applications for each diploma programme in each district.

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 programmes shall be of 3 year (6 Semester duration) and shall be conducted from Monday to Saturday (6 days), 5 Periods per day giving 30 periods per week. The classes will be from 4.50 pm to 9.00 pm with periods of 50 minutes each.

2.3 The intake for admission at each Polytechnic college for each Programme shall be 60. Out of this 10 seats shall be kept apart for Departmental candidates and the remaining 50 shall be considered under General Quota. The list of Polytechnic Colleges and the various programmes offered during the academic year 2013-14 is appended in Annexure – I

2.4 Categorization of Seats

2.4.1 Departmental Quota

2.4.1.1 **Departmental Quota for State Government Employees:** 5 Seats in each Programme at every Polytechnic college shall be under departmental quota for Government Employees. Any Government employee having a minimum of 2 years continuous Government service can apply under this quota. Admission to these seats shall be done based on the index score from among the candidates meeting the eligibility requirements.

2.4.1.2 **Department Quota for Employees from Boards/Corporations/Companies under State Government/Govt. Aided Institutions/State Quasi Government:** 5 Seats in each Programme at every Polytechnic college shall be under departmental quota for State Quasi Government Employees/Employees from Govt. Aided Institutions. Any such employee having a minimum of 2 years continuous service can apply under this quota. Admission to these seats shall be done based on the index score from among the candidates meeting the eligibility requirements.

2.4.2 General Quota: 50 seats in each programme at every Polytechnic college shall be under the General Quota. This shall include Merit Seats and Management Seats (Govt. Aided institutions).

2.4.2.1 Merit Seats: The seats against which the Department makes institution wise allotment based on the Index Score calculated. Merit seats are available in all the Government/Aided Polytechnic colleges.

2.4.2.2 Management Seats: These are the seats set apart in the Aided Institutions, to be filled up by the Management concerned. 15% of sanctioned intake under General Quota of each programme 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 5 and selection list thus prepared should be got approved by The Regional Joint Director / Deputy Director of the respective region.

3. Duration of the Diploma programmes (Evening)

All the Diploma programmes are of 6 semester duration spanning a period of 3 years. In addition to this, for Tool & Die Diploma programme there will be a Compulsory Twelve Month in plant training as part of the programme. All the Polytechnic Colleges shall follow credit based semester pattern. The maximum duration available for the completion of the programme shall be 6 Academic years from the year of registration for the first semester.

4. Channels for Selection:

There shall be three channels of selection as given below:

4.1 Channel A: Candidates eligible for selection under the Departmental Quota can seek admission through this channel. 10 seats in each programme are kept apart for admission through this quota.

4.2 Channel B: Candidates with Technical Qualifications like NCVT, THSLC, VHSE and KGCE are eligible for selection through this channel. 50% of the seats available under General Quota in all Programmes (25 Seats) are reserved for candidates possessing NCVT, THSLC, VHSE and KGCE qualifications in the related disciplines in the ratio 2:1:1:1. In case of non availability of candidates of a specific category as above, the benefit shall be given to candidates of the other categories, considering it as a single lot. SCVT Certificates holders shall be considered at par with NCVT certificate holders.

This includes 4 seats under management quota at Govt. Aided institutions.

4.3 Channel C: The remaining 50% seats available under General Quota in all Programmes (25 seats), shall be open for selection from candidates possessing SSLC or equivalent qualification, subject to community reservation applicable.

This includes 3 seats under management quota at Govt. Aided institutions.

Candidates eligible for Channel B and Channel C except seats under management quota can apply simultaneously with single application. Candidates eligible for Channel A (Departmental Quota) and Candidates seeking Admission under Management quota in Channel C should submit separate application Forms.

A single application can be used to apply to the same Diploma Programme in more than one Polytechnic Colleges in one district. Separate applications are required for different Diploma Programmes.

4.3.1 Reservation of Seats: Leaving the seats set apart under management quota at Govt. Aided institutions, the remaining seats under General Quota in all Programmes will be distributed as mentioned below,

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

4.3.1.2 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) or as fixed by the government from time to time 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 candidates 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 community reservation. Candidates with father and mother belonging to different communities, both of which are included in the SEBC list, can avail community 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.
- 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.
- g. The seats unavailed by the Scheduled Caste (SC) candidates will go to the Scheduled Tribe (ST) candidates and vice versa.
- h. 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.

Seats remaining vacant for want of eligible candidates under Channel A or Channel B shall be filled through selection under Channel C.

5. Eligibility for Admission

5.1 Qualification: The minimum qualification prescribed for admission is SSLC / THSLC or equivalent examination with eligibility for higher studies.

5.2 Age: The candidates should have completed a minimum of 18 years as on 1st June of the Academic year of admission.

5.3 Experience: Candidates with a minimum of 2 years professional experience shall be given priority. For this, the experience gained by the candidates after attaining the required qualification in Government, Public Sector Undertakings (PSUs), Public / Private Limited companies may be considered. The relevant details of ESI/PF shall be insisted for candidates from Limited companies.

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.

6.2 For calculating the index score for ranking for admission, the marks / grades in the SSLC / Equivalent examination shall be considered similar to the one adopted for regular diploma programmes. Additional weightage of 0.2 score shall be added to the Weighted Grade Point Average (WGPA) for every year of completed experience in the specific subject, limited to a maximum of 2 Score. Seats remaining unfilled after admitting the experienced candidates may be filled by candidates without experience but satisfying other eligibility requirements.

6.3 A particular Diploma Programme (Evening) will be conducted only if a minimum of 40 candidates are admitted in that particular programme in that Polytechnic College.

An amount of Rs. 100/- shall be collected as **provisional admission fee** from the students who are selected at the time of counseling. The provisional admission fee thus collected shall be adjusted against the tuition fee which will be collected at the time of admission. The provisional admission fee shall be refunded if the course could not be conducted due to non availability of required minimum number of candidates as mentioned above.

7. Prospectus & Submission of Applications

7.1 The prospectus will be available for free download from the website **www.polyadmission.in**.

7.2 The candidates will be required to submit their applications online in the web site using the link "**ONLINE SUBMISSION**" available in the web site.

7.3 Applications can be submitted **online** from any computer having Internet facility.

- 7.4 For the benefit of candidates who do not have access to Internet facility, Help Desks will be established in all the Polytechnic Colleges in the state in which Diploma Programmes (evening) is being conducted. Candidates can make use of this facility free of cost.
- 7.5 Submit the applications online at the website link “ONLINE SUBMISSION”. Register the application (printout) with self attested copies of relevant certificates at any Government/Aided Polytechnic Colleges in the state in which Diploma Programmes (evening) is being conducted, remitting the required fee.
- 7.6 While submitting the applications online, the candidates should keep with them the copies of documents to prove their eligibility (See clause 5), channels for selection (See Clauses 4) and enter the relevant details in the online application form. Claims not included in the applications will not be considered.
- 7.7 **Certificates issued from respective authorities after the last date of submission of application will not be accepted.**
- 7.8 The candidates will have to exercise their options in the Online Application form. Candidates can exercise options to any number of Institutions within the district where the particular Diploma Programmes (Evening) is being conducted.
- 7.9 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.**
- 7.10 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.
- 7.11 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.
- 7.12 The candidate should submit the printed application signed by candidate and parent/guardian at any of the Polytechnic College in the state in which Diploma Programmes (evening) is being conducted, remitting the required fee before the last date fixed for the registration of application at Polytechnic Colleges. Belated applications will not be considered for admission.
- 7.13 **Application Fee:** The application fee shall be Rs. 100/- for each Diploma Programme per one district. For scheduled Caste/ Scheduled Tribe candidates, it shall be Rs.50/-. If a candidate submits application for more than one diploma programme or more than one district, he/she will have to remit additional fee at the rate of Rs. 100 for each diploma programme per one 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.
- 7.14 Candidates will be issued a **Registration Number** from the Polytechnic College receiving the application form.
- 7.15 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.
- 7.16 Complaints if any, regarding the status of application should be brought to the notice of the District Coordinators of the Single Window System (Principal of the Nodal Polytechnic College for the District) for Polytechnic College Admissions (Evening). The names and contact details of the District Coordinators will be provided in the Website.

7.17 Candidates who apply under management quota for admission should submit the application to the Principal of the Polytechnic College concerned remitting the required application fee. Application for management quota will not be considered for selection under merit/Reservation quota. Such candidates who also wish to apply under Merit/Reservation quota should submit separate application at any Government/Aided Polytechnic Colleges.

7.18 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.

7.19 Application for Departmental Quota will not be considered under General Quota and vice versa. If a candidate wishes to apply for both the General and Departmental Quota he/she should submit separate applications for both.

7.20 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 or equivalent certificate.
5	To claim reservation under KGCE category.	Self attested copy of the mark list/certificate of KGCE
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</p> <p style="text-align: center;">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.</p> <p style="text-align: center;">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.</p> <p style="text-align: center;">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</p>

		<p>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 the candidate has undergone the qualifying examination from an institution in Kerala. 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 Experience	<p>a. Self attested copies of professional experience Certificates from Government, Public Sector Undertakings (PSUs), and Public / Private Limited companies.</p> <p>b. Self attested copies of ESI/PF certificates also be included in the case of Limited companies.</p>
8	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 4.3.1.3 (d) & (e)</p>

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.**
- c. **Applications, which do not contain all the documents mentioned above and in which items are found defective and received after the last date of application, will not be considered.**

8. Selection of Candidates

8.1 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.

d. **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 Calculation

Stream 1 = WGPA for Stream 1 + Weightage for Experience[#] – Penal Points^{\$}

Stream 2 = WGPA for Stream 2 + 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.

Weightage of 0.2 will be added to WGPA of candidates having professional experience in related discipline for every year of completed experience, subject to a maximum of 2 score for calculating the index. For this the conditions as stipulated in clause 5.3 shall be adhered to.

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

9. Preparation of rank lists:

- Rank list for each programme shall be prepared and published in the website www.polyadmission.in.
- 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:**
 - i. For the purpose of resolution of Tie the candidate with more years of completed professional experience shall be placed higher.
 - ii. If the tie still persists, the **Average Weighted Grade Value (AWGV)** for that stream will be considered. It is obtained by dividing the Weighted Grade Value with the number of papers considered for calculating **WGV**. Person with higher **AWGV** will be placed higher.
 - iii. If the tie still persists,
 - 1) **Stream I:** 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.
 - 2) **Stream II:** 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.

9.1 Publication of Provisional Rank List: The Provisional rank list prepared will be published in the website. 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 channels, eligibility for Community reservation. If a candidate has any complaint in this regard, candidate should approach the Principal of the Nodal Polytechnic College in the district concerned with **specific request within 3 Days after publication of the list, for necessary action. Complaint received thereafter will not be entertained.**

9.2 Publication of Final Rank List & Allotment: The Final Rank list prepared will be published in the website www.polyadmission.in. 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 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 admission, candidature of the applicant will be cancelled.

9.3 Future Allotments: If seats are remaining vacant even after the first allotment those will be filled by counseling which will be held at Nodal Polytechnic Colleges. Candidates admitted will have to attend the counseling for higher options.

9.4 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 / KGCE	Original ITI / VHSE /KGCE Mark list / Certificate as the case may be.
4	To prove nativity as Keralite	Original of Certificates required as per cl. 7.1.6
5	To prove Experience	Original of Certificates required as per cl. 7.1.7
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 attend admission in absentia.	Authorization letter in prescribed format. Annexure XII.

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.

10. Fees

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

Fee Component	Amount
Admission Fee (At the time of Admission)	Rs. 600
Tuition Fee	Rs. 5500 per semester
Special Fee (Revenue Portion)	Rs. 1250 / Year (Remit in the beginning of odd semester)
Special Fee (PD Portion)	Rs. 1250 / Year(Remit in the beginning of odd semester)
Student Amenities Fee	Rs. 500 / Year(Remit in the beginning of odd semester)
Caution Deposit	Rs 500/- (Remit at the time of Admission)

10.2 Fees once remitted will not be refunded under any circumstance.

10.3 The students who leave the institution without completing the diploma programme will have to pay the full programme fee for the entire programme as liquidated damages.

10.4 Institution Transfer will not be permitted to any candidates under any circumstance.

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

S. No	List of Annexure
I	List of Polytechnic Colleges, Programmes & Institution Codes
II	Programmes and Codes
III	Community & Codes
IV	ITI Trades Considered for Reservation under ITI quota
V	VHSE Courses Considered for Reservation under VHSE quota
VI	KGCE Trades considered for Reservation under KGCE quota
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	Undertaking from the Students as per the provisions of Anti Ragging Verdict by the Hon. Supreme Court
XII	Authorisation letter

