GOVERNMENT OF KERALA

PROSPECTUS
FOR ADMISSION TO DIPLOMA PROGRAMMES
THROUGH
LATERAL ENTRY

IN POLYTECHNIC COLLEGES
UNDER

THE DEPARTMENT OF TECHNICAL EDUCATION

2021-22

(Approved as per GO(Rt) No. 948/2021/H.Edn, Thiruvananthapuram dated 23/07/2021)

DIRECTORATE OF TECHNICAL EDUCATION
THIRUVANANTHAPURAM

LATERAL ENTRY ADMISSION TO DIPLOMA

IMPORTANT DATES

Sl. No	Activity	Date
1	Online Submission of Application begins	04.08.2021
2	Online Submission of Application ends	14.08.2021
3	Publication of Provisional Rank list	18.08.2021
4	Last date for appeal and correction of Applications	25.08.2021
5	Publication of Final Rank List	28.08.2021
6	Counselling and Admission	01.09.2021 to 04.09.2021
7	Spot admission if any	16.09.2021 to 22.09.2021
8	Admission closes on	25.09.2021

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VII	Form of Authorisation letter to be submitted by Authorised representative/ Proxy of Candidate
VIII	Income and asset certificate to be produced by Economically weaker sections

1.Introduction

Prospectus for the admission to the Diploma Programmes (through lateral entry to third semester) for the academic year 2021-22, 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 2021-22.

The prospectus sets out the rules and regulations for the selection and admission to the Diploma Programmes (through Lateral Entry) 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 (+2/VHSE and 2 years courses of ITI/NCVT/SCVT/KGCE).

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

Application for admission to Diploma Programmes (Lateral Entry) shall be submitted online through the website www.polyadmission.org/let. The selection of candidates will be done institution wise. The candidates will have to apply online by selecting the institution where he/she desires to take admission. The number of seats in each polytechnic college district wise is given in Annexure I.

2. Programmes, Institutions & Seats

2.1 Lateral Entry diploma programmes are allowed only in the Engineering & Technology stream.

2.2   **Duration of Diploma Programme (Lateral Entry)**

The programmes 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. As a lateral entry candidate to +2/VHSE seats, the candidate admitted is deemed to have secured credits of 1st and 2nd semester when he/she passes the mandatory subjects viz. Engineering Graphics, General Workshop, Branch specific theory and practical. As a lateral entry candidate to 2years courses of NCVT/SCVT/KGCE seats, the candidate admitted is deemed to have secured credits of 1st and 2nd semester when he/she passes the additional subjects viz. Engineering Mathematics I, Engineering Mathematics II, Engineering Physics I and Engineering Physics II. For this, the institutions will provide additional classes to the lateral entry students during morning/ evening/ Saturdays (online/contact classes) and the student have to pass the examination conducted by State Board of Technical Education (SBTE) for these subjects.

2.3 The intake for admission to each Polytechnic college for each Programme shall be as per Annexure - I.

NB: Admissions to ITI category is compulsory in Aided Polytechnic Colleges, Self-Financing Polytechnic Colleges and Polytechnic Colleges under IHRD.

2.4 Distribution of Seats

2.4.1 10% of the approved intake in each programme during the academic year 2020-21 is considered for Lateral Entry in a programme.

Of the above 10% of the total approved intake, 50% seat will be filled from +2/VHSE candidates and remaining 50% will be filled from candidates who have passed 2years courses of NCVT/SCVT/KGCE observing the prevailing reservation norms.

[ie., 60% of these seats will be filled on a pure merit basis and the rest 40% seats will be filled based on the reservation rules in force as per Table I.]

Sl.No.	Category	Code	% of seats
1	Ezhava	EZ	9%
2	Muslims	MU	8%
3	Other Backward Hindus	BH	3%
4	Latin Catholics and anglo Indian	LA	3%
5	Dheevara & related Communities	DV	2%
6	Viswakarma & related communities	VK	2%
7	Kusavan & related communities	KN	1%
8	Other Backward Christians.	OX	1%
9	Kudumbi	KU	1%
10	Scheduled Castes	SC	8%
11	Scheduled Tribes	ST	2%

Table I

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

2.4.2 In addition to this, the seats vacant in the community reservation quota at the end of the 1st year (2nd semester) shall be filled by allotting the seat to the candidate from respective community quota and seats vacant in all other quota shall be converted into General merit (Eg. TH,PH,VH, SP, CC etc.) prescribed for the 1st year regular admission for the academic year 2020-21. EWS vacant seats shall be considered for the Lateral Entry to second year course with the same reservation policy for admission.

Note:-1. If there are no eligible candidates in SC quota, those seats will be transferred to ST quota and vice-versa. If there are no candidates in the SC and ST categories, those seats shall be filled by OEC candidates. If there are no eligible candidates in the reservation categories, those seats will be transferred to General merit.

2. If there are no sufficient eligible applicants for NCVT/SCVT/KGCE seats, the same will be transferred to +2/VHSE seats and Vice Versa.

3. Eligibility for Admission

3.1. a. The candidate should be a citizen of India.

    b. The candidate should be a native of Kerala or have undergone the qualifying examination from an institution in Kerala State.

    c. The candidate should have passed +2/equivalent examination/VHSE with Mathematics, English, physics and chemistry after completion of 2 years regular course or passed 2 years matric courses of NCVT/SCVT/KGCE.

    d. In the case of +2/VHSE, the candidate should have a minimum score of 50% in Physics, Chemistry and Mathematics put together.

    e. In the case of 2 years courses of NCVT/SCVT/KGCE candidates should have a minimum of 50% of the aggregate marks in the qualifying examination

    f. In the case of candidates who have passed 2 years courses of NCVT/SCVT/KGCE, they will be considered for admission to the related diploma   programme only as per the list of ITI/ /KGCE trade and related diploma programmes (See Annexure VI)

3.2 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. 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 programme. 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 eligibility conditions for admission are:

    a. The candidate should be a citizen of India.

    b. The candidate should be a native of Kerala or have undergone the qualifying examination from an institution in Kerala State.

    c. The candidate should have passed +2/equivalent examination/VHSE with Mathematics, English, physics and chemistry after completion of 2 years regular course or passed 2 years matric courses of NCVT/SCVT/KGCE.

    d. In the case of candidates who have passed 2 years courses of NCVT/SCVT/KGCE , they will be considered for admission to the related diploma   programme only as per the list of ITI/ /KGCE trade and related diploma programmes (See Annexure VI)

4. General Conditions

4.1 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.

4.2   Candidates who are undergoing any Diploma Programme in a Polytechnic College, or who were admitted to Diploma Programmes earlier or having a Diploma are not eligible to apply .

5. Prospectus & Submission of Applications

5.1 Application for admission shall be submitted online through the website www.polyadmission.org/let

5.2 Application can be submitted online from any computer having online facility.

5.3 The prospectus and annexures will be available for free download from the website www.polyadmission.org/let.

5.4 While submitting the application online, the candidates should keep with them the documents to prove their eligibility (See clause 3), Distribution of seats (See Clause 2.4) and enter the relevant details in the online application form. This will avoid the chances of furnishing wrong and incomplete information. **Claims not included in the applications will not be considered**.

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

5.6 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 15 options.

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

5.7 **Application Fee**: The application Fee shall be Rs. 300/- (for scheduled Caste/ Scheduled Tribe candidates, Rs.150/-). Candidates should remit required Fee online while submitting the application.

5.8 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/ of the application form.

6. Selection of Candidates

(i) For +2 or equivalent / VHSE candidates

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

Index Score = A+B+C+T

Where,

a) A is the % of marks in Physics
b) B is the % of marks in Chemistry
c) C is the % of marks in Mathematics
d) T is the % of Total Marks of all subjects in the mark list.

(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 ITI/KGCE examination

The candidates who have passed 2 years courses of NCVT/SCVT/KGCE will be considered only for admission to appropriate diploma programme related to their ITI/NCVT/SCVT/KGCE trade.

7. Preparation of rank lists

7.1   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 programmes.

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 and then English 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.

7.2   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 all reservation rules. Inclusion of name in the rank list will not entitle the applicant for admission to 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 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.

　　　　If seats are remaining vacant after the allotment and admission, spot admissions may be conducted to fill any remaining seats before the closing of admission.

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

7.2.2 Candidates who wish to join the admitted seat, should report at the respective Polytechnic College with admission slip, required fee and the entire original documents (see clause 7.3). Documents comprise of certificates of qualification, fee concessions, and reservations, transfer and conduct certificate. The College authorities shall ensure that the nativity/caste/community/income certificates etc. are issued by the competent authorities of Kerala State or as notified by the Government from time to time.

7.3 Documents to be produced at the time of Admission

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 or equivalent certificate.
3	To prove nativity as Keralite	Original of Certificates required as per cl. 5.9
4	To avail community reservation as SC/ST	Original of the Community certificate issued by the authority concerned.

5	To avail community reservation as SEBC/OEC	Original of the non-creamy layer certificate issued by the authority concerned. **or** Valid community certificate and income certificate issued by competent authority.
6	To avail Community reservation as SEBC / SC / ST/OEC for the children of Inter caste marriage couples	Original of Inter caste marriage certificate in the prescribed format from the authority concerned and Non-creamy layer certificate for SEBC/OEC if one of the inter-caste couple belong to SEBC/OEC and caste certificate in the case of SC.
7	To claim reservation under ITI/KGCE category	Mark list /certificate of ITI/NCVT/SCVT/KGCE
8	To claim eligibility in the Special batches for Hearing Impaired	Medical certificate from the Medical Board as stipulated in clause 3.2
9	To avail reservation under EWS	Original of the Income & Asset certificate from an Officer not below the rank of Tahsildar in the format as given in Annexure VIII
10	For joining & registration	TC and Conduct Certificate from the institution last attended

Note: 1. Certificates issued by the competent authorities of Kerala State or as notified by the Government from time to time only is valid.

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

8. Fee Details

8.1.1 Fee for the various programmes in Government/ Aided Colleges will be as follows.

Fee Component	Amount
Admission Fee (At the time of Admission)	Rs. 220 /- (At the time of admission)
Tuition Fee	Rs. 830/- per semester
Special Fee (Revenue Portion)	Rs. 780/- Year (Remit in the beginning of odd semester)
Special Fee (PD Portion)	Rs. 600 / Year (Remit in the beginning of odd semester)
Student Amenities Fee	Rs. 350 / Year (Remit in 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)

8.1.2 Fee for various programmes 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.1655/- 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.*

9 Refund of Fees

As per GO (Rt) No. 77/2019/H.Edn., Thiruvananthapuram dated 18/01/2019 and AICTE Approval Process Handbook 2021-22 and referring clause 7.2.1 of prospectus,

9.1   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.

9.2   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.

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

9.4   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.

10 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