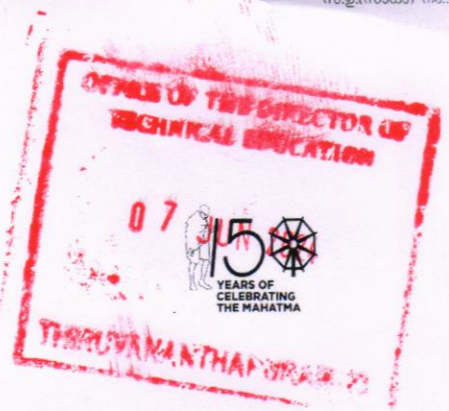


"ഭരണഭാഷ- മാതൃഭാഷ"



കേരള സർക്കാർ

സംഗ്രഹം



ഉന്നത വിദ്യാഭ്യാസ വകുപ്പ് - സാങ്കേതിക വിദ്യാഭ്യാസം - ലാറ്ററൽ എൻട്രി മോഡിൽ വർക്കിംഗ് പ്രൊഫഷണലുകൾക്കായി സാധാഹ്ന ഡിപ്ലോമ കോഴ്സുകളിൽ പ്രവേശനം നടത്തുന്നതിനുള്ള മാർഗ നിർദ്ദേശങ്ങൾ - അംഗീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ഉന്നത വിദ്യാഭ്യാസ (എൽ) വകുപ്പ്

സ.ഉ.(സാധാ) നം.599/2024/HEDN തീയതി, തിരുവനന്തപുരം, 28-05-2024

പരാമർശം:- സാങ്കേതിക വിദ്യാഭ്യാസ വകുപ്പ് ഡയറക്ടറുടെ 01.05.2024 തീയതിയിലെ എസ്.ബി.ടി.ഇ-1/37613/23/ഡി.ടി.ഇ നമ്പർ കത്ത്.

ഉത്തരവ്

ലാറ്ററൽ എൻട്രി മോഡിൽ വർക്കിംഗ് പ്രൊഫഷണലുകൾക്കായി സാധാഹ്ന ഡിപ്ലോമ കോഴ്സുകളിൽ പ്രവേശനം നടത്തുന്നതിനുള്ള മാനദണ്ഡങ്ങൾ തയ്യാറാക്കുകയും അത് അംഗീകരിക്കുന്നതിനായി സാങ്കേതിക വിദ്യാഭ്യാസ വകുപ്പ് ഡയറക്ടർ പ്രൊപ്പോസൽ ശുപാർശ ചെയ്ത പരാമർശം പ്രകാരം സർക്കാരിൽ സമർപ്പിച്ചിരുന്നു.

സർക്കാർ ഇക്കാര്യം വിശദമായി പരിശോധിച്ചു. ലാറ്ററൽ എൻട്രി മോഡിൽ വർക്കിംഗ് പ്രൊഫഷണലുകൾക്കായി ഡിപ്ലോമ കോഴ്സുകളിൽ പ്രവേശനം നടത്തുന്നതിനായി സാങ്കേതിക വിദ്യാഭ്യാസ വകുപ്പ് ഡയറക്ടർ ലഭ്യമാക്കിയ മാർഗ നിർദ്ദേശങ്ങൾ അംഗീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

(ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം)

എം സൈനുലാബ്ദീൻ

ജോയിന്റ് സെക്രട്ടറി

✓ സാങ്കേതിക വിദ്യാഭ്യാസ വകുപ്പ് ഡയറക്ടർ, തിരുവനന്തപുരം.

ജോയിന്റ് ഡയറക്ടർ, സ്റ്റേറ്റ് ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് ടെക്നിക്കൽ ടീച്ചേർസ് ട്രെയിനിങ് ആൻഡ് റിസർച്ച്, (SITTR) കളമശ്ശേരി, എറണാകുളം.

പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (ഓഡിറ്റ്), കേരള, തിരുവനന്തപുരം.

അക്കൗണ്ടന്റ് ജനറൽ (എ&ഇ), കേരള, കോട്ടയം.

ഇൻഫർമേഷൻ & പബ്ലിക് റിലേഷൻസ് വകുപ്പ് (വെബ് & ന്യൂ മീഡിയ)

www.highereducation.kerala.gov.in

സ്റ്റോക്ക് ഫയൽ / ഓഫീസ് കോപ്പി

ഉത്തരവിൻ പ്രകാരം

Signed by

Geetha Lekshmi. G

Date: 28-05-2024 13:47:45

07/06

SBTE
6/6/24

6-7-24

RULES AND REGULATIONS OF DIPLOMA PROGRAMMES IN ENGINEERING
UNDER WORKING PROFESSIONAL SCHEME

1. Introduction

To ensure the working professionals to continue with their education, the All-India Council for Technical Education (AICTE) envisaged a new scheme called “Diploma Program for Working Professionals” from the year 2023-24. This scheme will give huge opportunity for Working Professionals to upgrade their skills and continue their education without quitting the job or taking long leave. This scheme offers flexible timings to conduct Theory/ Practical classes. This scheme will be treated as regular mode and not as Evening/Part Time program.

2. Eligibility conditions

- 2.1. The candidate shall be a citizen of India.
- 2.2. Candidates seeking admission to Polytechnic Colleges shall be categorised as Keralite and Non-Keralite.
 - 2.2.1. **Keralite:** A candidate of Kerala origin shall be categorised as a ‘Keralite’ as per Clause 2.7. If he / she shall produce certificates as per Clause 2.7 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 in Kerala, he/she shall produce valid documents for reservation and fee concession from competent authorities of Government 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.
 - 2.2.2. **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.
- 2.3. **Age:** The candidates should have completed a minimum of 19 years as on 1st June 2024.
- 2.4. Educational Qualifications:
 - 2.4.1. The candidate should have passed 10+2 / equivalent examination / VHSE with Mathematics, Physics and Chemistry / other relevant mandatory additional course as per table below (AICTE APH 2024-27, Annexure 8.1).
 - 2.4.2. In the case of 2 years matric courses of NCVT / SCVT / KGCE candidates, the basic qualification of the respective NCVT / SCVT / KGCE course shall be pass in 10th standard (matric course) they will be considered for admission to any branch of Engineering and Technology (AICTE APH 24-27, Annexure-8.1).

Table II

Programme	Mandatory courses at Plus 2 level	Other relevant mandatory additional courses for the programme
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

2.5. Professionals working in Government Departments / Registered Industry / Organizations (Central/State) / Private Ltd company / Public Limited Company / MSMEs / Educational institutions recognized by Government / Boards (State / Central) which are located within 75 Km radial distance from the Institute are only eligible to apply.

2.6. The candidate shall have minimum of one-year full time / regular working experience. 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 / MSMEs.

2.7. **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.

3. Eligibility for institutions to start Diploma programs under Working Professionals

- (i) AICTE approved polytechnics in approved disciplines only.
- (ii) Institutions having more than 80% average enrolment in last 3 years

OR

- (iii) Polytechnics in Wayanad district (Aspirational district as per Niti Ayog)

NB: For institutions having part time / second shift (P/S) Diploma programs in EOA of AICTE, their combined intake of both regular and P/S is used for checking their eligibility with respect to 3.ii.

- (iv) Before announcement of admission to DWP, institutions should have both approvals from AICTE and NOC for starting DWP from State Government / SBTE and affiliation from SBTE Kerala.

4. Number of course and intake

Eligible institutions can conduct maximum of 3 courses with permitted intake of 30 per course. Minimum 20 students for each course are required to start the course. Even if there is some drop out of students in second year, the institution must ensure that arrangements are made to conduct classes for the remaining students. The institutions also have to ensure that bridge courses are offered to the students in first year without collecting any additional fees. The conduct of courses has to be in such a way that all expenses are to be met from prescribed tuition fee collected from students and care should be taken not to incur any additional liabilities for the department for the conduct of DWP.

5. Duration, Timing and mode of study for DWP

Same as lateral entry to second year with not less than 2 years so as to fulfil the total contact hours prescribed by SBTE for completion of duration of the course.

Timing of conduct of classes normally shall be in evening / weekend / any flexible convenient timing other than that in the regular batches in alignment with timings of industry / organization. Mode of conduct of classes shall be applicable for regular programs defined in the AICTE public notice vide no

AICTE/AB/Academic/2020-21 Dt. 13 Aug 2020. The classes should be arranged without disturbing the time slot of regular batches.

6. Faculty and staff Requirement

As per the prevailing AICTE norms.

OR

Existing faculty in the polytechnic/industry experts as per AICTE norms are permitted with additional remuneration as per state government norms.

7. Infrastructure Requirement

Existing infrastructure can be used without affecting the classes of regular batches.

8. Reservation of Seats

8.1. Distribution of Govt seats:

Group A: Reservation for Differently abled (Persons with Disabilities): 5% of the seats available in each Programme 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, eligibility conditions 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 Programme in the format as given in Annexure I.**

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

Group B: Govt. quota seats

For employees working in Government Departments/ Boards/Corporation/Companies under State Government/ Govt. Aided Educational Institutions/ State Quasi Government are eligible for this quota seats. 25% of the seats available in each Programme are reserved for the employees as mentioned above. Admission to these seats shall be done based on the rank from among the

candidates meeting the eligibility requirements. Candidates have to produce No Objection Certificate (NOC) from the employer at the time of admission.

Group C: NCVT/SCVT/KGCE quota seats

For employees having 2 years NCVT/SCVT/KGCE Certificate, the basic qualification of the respective NCVT/SCVT/KGCE course shall be pass in 10th standard (matric course). 10% of the seats available in each Programme will be reserved for this quota.

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

Group D: General Merit and Community reservation

Remaining seats can be considered for candidates based on the rank from among the candidates meeting the eligibility requirements.

The Group D seats shall be filled in the following manner.

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.

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%

8.2. Distribution of management seats in Aided Polytechnic Colleges

In aided Institutions, 15% of the total seats are reserved as Management seats. This will be filled up by the management concerned from among the eligible applicants who are having eligibility conditions. The remaining 85% seats will be filled through the Centralized Admission Process.

8.3. Distribution of management seats in Self-financing Colleges

Fifty (50) percent of the total seats are reserved as Management Group. The remaining 50% seats will be filled through the Centralized Admission Process.

9. Fees

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

Fee Component	Amount
Admission Fee (At the time of Admission)	Rs. 1000/-
Establishment Fee (Revenue)	Rs. 650/- (Remit in the beginning of odd semester)
Tuition Fee	Rs. 25000/- per annum
Special Fee (Revenue Portion)	Rs. 1800/- per Year (Remit at the beginning of odd semester)
Special Fee (PD Portion)	Rs. 1250/- 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.1000 is also payable at the time of admission.

9.2. Fees for various programmes in Self Financing (SF) Colleges

Fee Component	Amount
Admission Fee(At the time of Admission)	Rs.2500
Tuition Fee (Govt. seats)	Rs. 25000 per annum
Tuition Fee (Management seats)	Rs. 37500 per annum
Special Fee	Rs.2500 per annum
Fee for permanent register number	Rs. 2000/-

A Caution Deposit of Rs. 5000 is also payable at the time of admission.

9.3The fee prescribed above will be changed from time to time as per Government decisions.

10. Additional Information for DWP

- (i) Institution transfer and branch change shall not be allowed. In the case of a candidate discontinued the course in a particular institution which having no junior batch, institution transfer for that candidate is permissible subject to the concurrence of the institutions and SBTE.
- (ii) Conditions for readmission shall be as per Revision 21 curriculum. Readmission shall be permitted only once in a semester. However, readmission to the same semester in a particular program in the forthcoming year shall be permitted only if the batch exists. SBTE shall not be responsible for unavailability of the batch in the forthcoming years.
- (iii) All the Rules and Regulations of the running curriculum will be applicable to the Diploma programme for Working Professionals.

11. Proposed Remuneration for Staff

Sl. No.	Designation	Amount
1	Administrative staff including principal, Course coordinator and office staff	As Per Part time Diploma course
2	Lecturer/HOD	Rs 400/ Hr
3	Demonstrator/WI	Rs 300/Hr
4	TI/T'Man	Rs 250/Hr

ANNEXURE I

CERTIFICATE OF FITNESS

(To be furnished by Medical Practitioners
(of concerned disability) not below the
rank of Govt. Surgeon)

I, the undersigned have thoroughly examined Sri. / Smt./Kum.
.....
..... (name
and address), aged.....and based on the assessment, issue
the following certificate.

Certified that Sri. / Smt. /Kum..... is
fit/unfit to undergo the rigors of the 2-year Diploma in Engineering
Programme under Working Professional Scheme.

Signature and seal of the Medical
Practitioner of the concerned disability
(Neurologist / Clinical Psychologist /
Psychiatrist /Orthopedic surgeon
Ophthalmologist / ENT Surgeon)

(OfficeSeal)

Note: The 2-year Engineering Diploma programme for working professionals requires rigorous training in various machines and tools viz., Electrical, mechanical, furnaces etc. The candidates applying for Diploma programmes should be physically fit and have a sound mind. The Medical Practitioners examining the candidates and issuing certificates may kindly consider these factors.



प्रो. राजीव कुमार
सदस्य सचिव
Prof. Rajive Kumar
Member Secretary



सत्यमेव जयते



आजादी का
अमृत महोत्सव

अखिल भारतीय तकनीकी शिक्षा परिषद्

(भारत सरकार का एक सांविधिक निकाय)

शिक्षा मंत्रालय, भारत सरकार

नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070

दूरभाष : 011-29581399

ई-मेल : ms@aicte-india.org

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A STATUTORY BODY OF THE GOVT. OF INDIA)

Ministry of Education, Govt. of India

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

Phone : 011-29581399

E-mail : ms@aicte-india.org

File No. AICTE/P&AP/APH/2023-24/02

24.08.2023

CIRCULAR

To,

All Directors of State Technical Board and
All Principals of Polytechnics,

Subject: - Guidelines for running Diploma Program for Working Professionals in AICTE Approved Institutions.

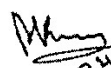
Respected Madam/Sir,

AICTE Approved Institutes are eligible to run Diploma Program/Courses from the A/Y 2023-24 for the working Professionals ONLY in the approved disciplines/courses. The following guidelines for running the courses: -

01.	Courses & Intake	
i.	Permitted Courses	AICTE Approved Courses.
ii.	Number of Courses	Maximum Three Courses per Institute
iii.	Permitted Intake per Course	30(Over and above the approved intake)
iv.	Minimum Admission Required to Run the Course	1/3 of the Approved Intake in each course
02.	Eligibility for Admission	
i.	Professionals working in Registered Industry / Organization (Central / State) / Private/ Public Limited Company/ MSMEs located within 50Km radial distance from the Institute.	
ii.	Minimum of ONE Year Full time / Regular working Experience	
iii.	Qualification Same as candidates eligible for Lateral Entry to Second Year (As Specified in Approval Process Handbook published by AICTE from time to time) (Appendix-I in Approval Process Handbook 2023-24)	
03.	Duration of the Course	
i.	Same as Lateral Entry to Second Year with a total course duration NOT less than TWO years, so as to fulfill the total contact hours as prescribed by the Department of Technical Education for completion of duration of the course.	

ii.	Timings for conduct of classes normally shall be in the evening hours/any flexible convenient timings in alignment with timings of Industry / Organization.
iii.	Mode of Conduct of Classes shall be as applicable for Regular Programs as defined in the AICTE Public Notice Vide. No. AICTE/AB/Academic/2020-21, dated 13 th August, 2020
04.	Academic Requirements
i.	Total Credits as specified in the AICTE Model Curriculum (or) State Department of Technical Education are required to be earned for getting the Diploma
ii.	NSQF aligned courses at appropriate level may also be considered and given the weightage/credits.
iii.	Up to 40% of credit transfer is permitted through MOOCs / SWAYAM, where ever available as per the norms of Board of Technical Education/AICTE
05	Faculty & Staff Requirement
i.	As per the prevailing AICTE Norms (or) Existing Faculty in the Institute / Industry Experts as per AICTE Norms are permitted with additional remuneration / honorarium as per the State Government/DTE/ University/Institute Norms.
ii	Existing staff (Technical / Supporting) are permitted with additional remuneration / honorarium as per the State Government/DTE/ University/Institute Norms.
06	Infrastructure Requirements
	Existing Infrastructure can be used
07	Mode of Admission or Admission Policy
i.	As per the Technical Education Department (DTE) /State Admission Policy. In absence of any such Admission Policy in respect of working professionals, institute can devise transparent mechanism for short listing the eligible candidates in a highly transparent manner based on Merit of the Qualifying Examination.
ii	Reservation Policy of the respective State/UT is applicable.
08	State Government / DTE Requirements
	DTEs shall affiliate the Working Professionals admitted in AICTE Approved Institutes for Diploma Courses under this Policy in regular mode.
09	Other Requirements
	AICTE Approved Institutes shall fulfill any other requirements as specified / required which are notified from time to time.

Your Sincerely,


24.8.23
(Prof. Rajive Kumar)
Member Secretary



प्रो. राजीव कुमार
सदस्य सचिव
Prof. Rajive Kumar
Member Secretary



सत्यमेव जयते



अखिल भारतीय तकनीकी शिक्षा परिषद्
(भारत सरकार का एक सांविधिक निकाय)
शिक्षा मंत्रालय, भारत सरकार
नेल्सन मंडेला मार्ग, वसंत कुज, नई दिल्ली-110070
दूरभाष : 011-29581399
ई-मेल : ms@aicte-india.org

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(A STATUTORY BODY OF THE GOVT. OF INDIA)
Ministry of Education, Govt. of India
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070
Phone : 011-29581399
E-mail : ms@aicte-india.org
Dated:21.03.2024

AICTE/RB/Misc./2023-24

Circular

To,

All Vice Chancellors of Technical Education and All Directors/
All Directors of State Technical Boards
Principals of AICTE approved Institutions/All Principals of Polytechnics.

Sub: Revised guidelines for running working professionals (Diploma /UG/PG) in AICTE approved institutions for A.Y. 2023-24-reg.

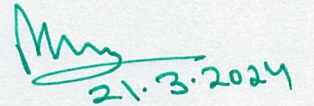
Sir,

In continuation to letter no. 'AICTE/P&AP/APH/2023-24/02 dated 24.08.2023 regarding guidelines for running Diploma Program for working Professionals in AICTE approved Institutions and letter no. AICTE/P&AP/APH/2023-24/01 dated 24.08.2023.

2. In this regard, it is intimated that council has considered and approved relaxation for minimum admission (1/3rd) required to run the courses for working professionals for A.Y. 2023-24 only. The distance criteria for the eligibility of a working professionals as mentioned in the aforesaid guidelines is modified to the extent "The existing to 75 KM either from place of residence/working place to the enrolled institutions"

This is for your kind information and necessary action please.

Your sincerely,


21.3.2024

(Prof. Rajive Kumar)
Member Secretary

Copy to:

1. Principal Secretary, State Higher & Technical Education
2. VCs/Registrar of Affiliating Universities
3. DTE, State Dept. of Technical Education