



# **INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**

**Proje Towers Vazhuthacadu, Thrivananthapuram 695014**

**(Established by Government of Kerala)**

## **ADMISSION TO 2<sup>nd</sup> YEAR OF DIPLOMA PROGRAMMES THROUGH LATERAL ENTRY IN POLYTECHNIC COLLEGES UNDER IHRD**

### **PROSPECTUS**

**2019-2020**

*(Prospectus issued for previous years are not valid for 2019-20 admission)*

**IMPORTANT DATES**

| <b>Sl. No</b> | <b>Activity</b>   | <b>Date</b>        |
|---------------|---|--------------------|
| 1             | Submission of Applications at Polytechnic Colleges begins | 03-07-2019         |
| 2             | Submission of Applications at Polytechnic Colleges ends   | 10-07-2019 4.00 pm |
| 3             | Publication of Rank List                                  | 12-07-2019         |
| 4             | Counseling and Admission                                  | 15-07-2019         |

| <b>Clause</b> | <b>Item</b>                            | <b>Page No</b> |
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## 1. Introduction

Prospectus for the admission to the Diploma Programmes (through lateral entry to third semester) during the academic year 2019-20, which has been approved by the Institute of Human Resources Development, Thiruvananthapuram, 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.

The prospectus sets out the rules and regulations for the selection and admission to the second year of Diploma Programmes (through Lateral Entry) conducted by various **Model Polytechnic Colleges (MPTC)** under the Institute of Human Resources Development within in the state of Kerala in tune with the G.O (Ms) No. 213/2019/H.EDN dated. 03.07.2019. 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/equivalent).

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

**The Principals of respective Polytechnic Colleges will receive and process the application for admission to Diploma Programmes (Lateral Entry) conducted in the institution. The selection of candidates will be done institution wise. The candidates will have to apply to the institution where he/she desires to take admission. A single application can be used to apply for all the programs in an institution.**

## 2. Programmes, Institutions & Seats

Lateral Entry diploma programs are allowed only in the Engineering/Technology stream.

The programs shall be of 2 years (4 Semester duration). The students have to undergo 4 semesters of study from 3<sup>rd</sup> to 6<sup>th</sup>. As a lateral entry candidate, the candidate admitted is deemed to have secured credits of 1<sup>st</sup> and 2<sup>nd</sup> semester when he/she passes the mandatory subjects such as Engineering Graphics, General Workshop, Branch specific theory and practical. For this the institutions will provide additional classes to the lateral entry students during morning/ evening/ Saturdays and the student have to pass the examination conducted by State Board of Technical Education (SBTE) for these subjects.

The intake for admission at each Polytechnic college for each Programme shall be as per Annexure – I

## 3. Distribution of Seats

**3.1 10% of the total approved intake during the academic year 2018-19 is considered for Lateral Entry. 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 given below.**

**3.2. In addition to this, the seats vacant at the end of the 1<sup>st</sup> year (2<sup>nd</sup> semester) shall be filled by allotting the seat to the candidate from respective quota prescribed for the 1<sup>st</sup> year regular admission for the academic year 2018-19. Details of such vacant seats and the quota to which it belongs will be published by the respective institutions before the commencement of admission process.**

**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       | Dheevera & 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%         |

For a fair distribution of seats in the community reservation quota, the total number of seats under this quota are calculated at institution level.

*Note:- 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.*

#### **4. Eligibility for Admission**

- 4.1. a. The candidate should be a citizen of India.
- b. The candidate should be a native of Kerala or undergone a qualifying examination from an institution in Kerala State.
- 4.2. a. The candidate should have passed +2/equivalent examination with Mathematics, English, physics and chemistry after completion of 2 years of study after matriculation (SSLC or equivalent).
- b. The candidate should have a minimum score of 50% in Physics, Chemistry and Mathematics put together

#### **5. General Conditions**

- 5.1 Candidates who have taken more than 2 chances to pass the qualifying examination are not eligible for admission through lateral entry. However 'SAY' Examination will not be considered as an additional chance.
- 5.2 Candidates who are undergoing any Diploma Programme in a Polytechnic College or having a Diploma are not eligible to apply.

## 6. Prospectus & Submission of Applications

The prospectus, application form and annexure will be available for free download from the website [www.ihrd.ac.in](http://www.ihrd.ac.in).

The candidates will be required to submit their applications to the Principals of the Model Polytechnic Colleges where he/she desires to take admission in the application form downloaded from the website [www.ihrd.ac.in](http://www.ihrd.ac.in) along with the supporting documents applicable as per clause 6.1 and by remitting the required application registration fee as per clause 6.2.

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

The candidates need not to exercise their options in the Application form. Candidates can exercise their options to any number of programs offered in an Institution at the time of counselling.

Candidates will be issued a Register Number from the Model Polytechnic College where the application form is submitted. This register number should be quoted for any further queries regarding the admission.

Complaints if any, regarding the status of application should be brought to the notice of the Principal of the Model Polytechnic College where the application is submitted.

Any wrong information given in the application will lead to the forfeiture of candidature. IHRD will not be responsible for any inconvenience caused due to wrong/ incorrect/ incomplete entry/ in the application form made by candidate.

### 6.1 Certificates/ Documents (self attested copies) to be submitted with the application

| Sl. 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/ Birth Certificate.   |
| 2      | To prove the qualification           | Self attested copy of the mark list of +2 or equivalent certificate.  |
| 3      | To prove the applicant is a Keralite | a. Self attested copy of relevant page of SSLC or equivalent showing the place of birth of the candidate in Kerala<br>OR<br>b. Nativity Certificate from the authority concerned to prove the candidate is a native of Kerala.<br>OR<br>c. Self attested copy of certificate issued by the employer that the candidate/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. |

|   |                                 |   |
|---|---------------------------------|---|
| 4 | To claim Community reservation. | <p>a. Self attested copies of non-creamy layer certificates issued by Village Officer for claiming reservation under SEBC/OEC categories.</p> <p>b. Self attested copy of Community certificate issued by the authority concerned for claiming reservation under SC/ ST quota.</p> <p>c. Self attested copy of certificate of inter-caste marriage of the parents in the prescribed format from the authorities concerned for reservation under SEBC or SC/ST as per rules applicable to inter-caste married couples if either of the parents belongs to SEBC/SC/ST</p> |
|---|---------------------------------|---|

**Note:-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. 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 or in which items are found defective and received after the last date of application, will not be considered.**

**6.2 Application Registration Fee:** The application Registration fee shall be Rs. 300/- ( Rs.150/- for scheduled Caste/ Scheduled Tribe candidates). The filled up application is to be submitted to the respective MPTCs/MRPTC, along with a registration fee. The registration fee can be paid directly to the respective college office or by Demand Draft.

**6.3** Candidates who wish to apply for more than one MPTCs have to submit the print outs and registration fees to the respective MPTCs separately. The address of all MPT Colleges are given in Annexure –I.

**6.4** DD should be drawn in favor of the Principal of the MPTCs where the candidate seeks admission. Money order/ Postal Order/ Cheques etc. will not be accepted towards the registration fee.

## 7. Selection of Candidates:

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

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

Where,

- A is the % of marks in Physics
- B is the % of marks in Chemistry
- C is the % of marks in Mathematics
- T is the % of Total Marks of all subjects in the mark list.

## 8. Preparation of rank lists

a) Rank list shall be prepared by the institution concerned.

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:

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.

If there is still a tie, the age of the candidate will be taken in to account and the elder will be placed higher in ranking than the younger.

**d) Publication of Rank List & Counselling:** The Rank list prepared will be published by the Model Polytechnic College concerned. The allotment of seats during Counselling 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 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 withdrawn and admission if any given will be cancelled.

**e) 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  | Self attested copy of the 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.   |
| 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 (Annexure VII) 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/ST |
| 7      | To Complete admission formalities   | TC and Conduct Certificate from the institution last attended   |

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

**9. Fee for various Diploma programs in Model Polytechnic Colleges under IHRD**

|  |                        |  |
|--|------------------------|--|
| 1. Admission Fee<br>(At the time of Admission) | Rs.500 /-              | To be paid at the time of admission                            |
| 2. Tuition Fee                                 | Rs.18000/- Per annum   | Payable in four installments @Rs.4,500/-                       |
| 3. Special Fee                                 | Rs.3000/- per annum    | Payable in four installments @Rs.750/-                         |
| 4. Students Amenities Fee                      | Rs. 500/- (per annum)  | To be paid along with the first installment of the tuition fee |
| 5. Fee for examination permanent registration  | Rs.100 per installment | To be paid along with each installment of the tuition fee      |
| 6. Caution Deposit                             | Rs.1500 (Refundable)   | To be paid at the time of admission                            |

*An additional fees of Rs.10,000/- to be paid for the students admitted under Lateral Entry scheme in four installments for the classes on 1<sup>st</sup> year basic courses and foundation courses such as Engineering Graphics, General Workshop, Branch specific theory and practical in addition to their regular classes in 2<sup>nd</sup> year.*

### 9.1 Fee collection schedule for second year of Diploma courses:

| Fee particulars   | fee payable at the time of admission<br>Rs. | 2 <sup>nd</sup> installment of 2 <sup>nd</sup> year<br>Rs. | 3 <sup>rd</sup> installment of 2 <sup>nd</sup> year<br>Rs. | 4 <sup>th</sup> installment of 2 <sup>nd</sup> year<br>Rs. |
|---|---|--|--|--|
| 1. Admission fee  | 500/-                                       | ---  | ---  | ---  |
| 2. Tuition fee  | 4,500/-                                     | 4,500/-  | 4,500/-  | 4,500/-  |
| 3. Special fee  | 750/-                                       | 750/-  | 750/-  | 750/-  |
| 4. Student Amenities fee                                    | 500/-                                       | ---  | ---  | ---  |
| 5. Fee for examination<br>Permanent registration.           | 100/-                                       | 100/-  | 100/-  | 100/-  |
| 6. Caution Deposit( <i>refundable</i> )                     | 1,500/-                                     | ---  | ---  | ---  |
| 7. Additional fee for First year basic & foundation courses | 2,500/-                                     | 2,500/-  | 2,500/-  | 2,500/-  |
| <b>Total Amount :</b>                                       | <b>10,350/-</b>                             | <b>7,850</b>   | <b>7,850</b>   | <b>7,850</b>   |

**Note:** Any student who gets admission, later discontinues his/her study from any one of the MPT Colleges under IHRD, TC will be issued as per conditions specified in the G.O.(MS)no. 319/2017/H.Edn.(J) dated 29-12-2017. ie. In the event of a student withdrawing before the starting of the Course, the entire fee collected from the student, after a deduction of the processing fee Rs.1,000/- (Rupees One thousand only) plus admission fee of Rs. 500/- will be refunded by the College. If a student leave after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the College will refund the fee collected after a deduction of the processing fee of Rs. 1,000/- (Rupees One thousand only) , admission fee of Rs. 500/- and proportionate deductions of monthly fee, where applicable. In case the vacated seat is not filled, the candidate is eligible to get refund of the security deposit only. All such refund will be processed only after closure of admission under Lateral Entry Scheme 2019-20.

**Note:** *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.

### 10. OTHER CONDITIONS

- 10.1 IHRD do not allow any educational concession/exemption from payment of fee to students studying in the Model Polytechnic Colleges managed by it. But SC/ST/OEC students are exempted from payment of the prescribed fee provided they submit application for educational concession from the SC Development Department, in the prescribed form along with Supporting documents within 15 days from the date of commencement of regular class. If they fail to do so, they should pay the prescribed fee.
- 10.2 All students eligible for any type of education concession from various departments/welfare agencies, except SC/ST/OEC category, are required to pay the fee as per the schedule. The actual amount sanctioned towards the education concession by the Dept./welfare agencies will be reimbursed to them by the Principal, as and when it is received in the Institution.
- 10.3 Selection of candidates will be made by the Principal of the Model Polytechnic College where the applicant has applied for admission based on the information furnished by the candidate.
- 10.4 If any information given in the application by the candidate is found to be false on verification at the time of interview or even at a later stage, the candidate will forfeit his/her claim for admission.
- 10.5 The list of candidates called for interview will be published at Model Polytechnic College concerned. Details regarding whether a candidate selected for interview or not can be known from College Office/ Notice Board.



10.6 The candidates called for interview should report before the Principal concerned with the originals of all the documents and Medical Certificate in the prescribed format the time and date specified for interview, failing which he/ she will forfeit his/her claim for admission. It should be noted that no request for change of date, time or venue of interview or extension of time for producing the original documents will be allowed under any circumstances.

10.7 The candidates seeking admission to Model Polytechnic Colleges will have to abide by the campus rules and regulations issued from time to time. The campus rules now in force in the institutions under IHRD are reproduced below.

(a) All students shall wear the prescribed dress during theory class and practical session as the case may be. Low waist/ tight/jeans pants, T-Shirts etc. are strictly prohibited. *Uniform details as follows*

Boys- White shirt (Half sleeves), Grey pants, Black belt, black shoes and white socks, Blue coat - for practical classes only.

Girls- Churidar with Grey bottom, White long top, Grey Shawl, black shoes and white socks, Grey coat- for practical classes only.

(b) Smoking is strictly prohibited within the campus. Students are advised to desist from the habit of smoking altogether, as it is well known that smoking is injurious to health.

(c) As a matter of general discipline, students are prohibited from loitering in the verandah and from sitting on the parapet wall.

(d) Leaning against the wall with feet placed on the wall is strictly prohibited. Students are requested to co-operate to maintain the Polytechnic College building and the campus clean and spotless. This is a collective responsibility of the students.

(e) Late entry to classrooms or Lab/ Workshop will not be allowed.

(f) The identity card issued by the Polytechnic College must be prominently displayed on the chest by each student. Mere possession of the card is not enough.

(g) Directions from the Polytechnic College staff in respect of academic matters and general discipline must be strictly complied with all students.

(h) Leave of absence will be granted only on medical grounds. However, such leave will be considered only for the purpose of granting condonation of shortage of attendance.

(i) Duty leave will be granted only for the work/activity directly connected with the Polytechnic College.

(j) Use of motor vehicles, mobile phones and other similar digital devices and Performance of Cinematic dance and Fashion shows inside the campus by the students is strictly prohibited.

11. Hostel facilities are not available in the Polytechnic Colleges and students will have to make their own arrangements for boarding and lodging.

## 12. **RAGGING IS A COGNISABLE OFFENCE AND PUNISHES ABLE UNDER PROVISIONS OF KERALA PROHIBITION OF RAGGING ACT 1998.**

The institution will take stern action against the offenders. The cardinal points contained in the Act are furnished below for information of the concerned.

(1) Short title and extent

(i) The Act may be called the Kerala Prohibition of Ragging Act 1998.

(ii) It extends to the whole of the State of Kerala.

(2) Definition

'Ragging means display of disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any education institution and includes:

- a. Teasing, abusing or playing practical jokes on or causing hurt to student.

**OR**

- b. Asking the student to do any actor per form something which such student will not in the ordinary course willingly do.

(3) Prohibition of ragging

Ragging within or without any educational institution is prohibited.

(4) Penalty for ragging

Whoever directly or indirectly commits, participates in, abets or propagates ragging within, or without, any education institution, shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

(5) Dismissal of student

Any student convicted of an offence under section 4 shall also be dismissed from the educational institution and such students shall not be admitted in any other educational institution for a period of 3 years from the date of order of such dismissal.

(6) Suspension of student

1. Without prejudice to the foregoing provisions, when ever any student complains of ragging to the head of an educational institution or to any other person responsible for the management of the educational institution, such head of the educational institution or person responsible for the management of the educational institution shall inquire in to the same immediately and if found through shall suspend the student, who has committed the offence, from the educational institution.
2. The decision of the head of the educational institution or the person responsible for the management of the educational institution that any student has indulged in ragging under sub-section (1) shall be final.
3. The applicant as well as his/her parent/ guardian is required to furnish a declaration on the awareness of the provisions of the Act in the application form.

Copy of the prohibition of Ragging Act 1998 will be available in the institution for reference.

13. The conditions in the prospectus specified above may vary according to the Government directions/ orders issued for admission to 2019-2020 after the issue of this prospectus and before the closure of the admission.
14. Any other details not specifically covered by this prospectus will be decided by the undersigned and such decisions shall be final.

Thiruvananthapuram,  
Dated: 03-07-2019

Sd/-  
**DIRECTOR**

## Annexure- I

| <b>Institution</b>   | <b>Courses</b>                              | <b>Lateral entry seats</b> |
|--|---|----------------------------|
| 1. Model Polytechnic College<br>Nut Street, Vadakara<br>Kozhikode-673 104                                | 1. Electronics Engineering                  | 6                          |
|  | 2. Biomedical Engineering                   | 6                          |
|  | 3. Computer Hardware Engineering            | 6                          |
| 2. K Karunakaran Memmorial<br>Model Polytechnic College<br>Mala, Kallettumkara (PO),<br>Thrissur-680 683 | 1. Electronics Engineering                  | 6                          |
|  | 2. Computer Hardware Engineering            | 6                          |
|  | 3. Computer Engineering                     | 6                          |
|  | 4. Biomedical Engineering                   | 6                          |
| 3. Model Polytechnic College<br>Mattakkara<br>Kottayam-686 564   | 1 Electronics Engineering                   | 6                          |
|  | 2. Computer Hardware Engineering            | 6                          |
|  | 3. Electronics & Communications Engineering | 5                          |
| 4. EK Nayanar Memorial<br>Model Polytechnic College<br>Kalliassery, Kannur -670 562                      | 1. Computer Hardware Engineering            | 6                          |
|  | 2. Biomedical Engineering                   | 6                          |
|  | 3. Electronics & Communications Engineering | 6                          |
| 5. Model Polytechnic College<br>Painavu , Idukki -685 603  | 1. Biomedical Engineering                   | 6                          |
|  | 2. Computer Hardware Engineering            | 6                          |
|  | 3. Electronics & Communications Engineering | 6                          |
| 6. Model Polytechnic College<br>Karunagappally<br>Kollam -690 518  | 1. Electronics Engineering                  | 6                          |
|  | 2. Computer Hardware Engineering            | 6                          |
|  | 3. Electronics & Communications Engineering | 6                          |
| 7. Model Polytechnic College<br>Poonjar, South.P.O,<br>Poonjar – 686 582                                 | 1. Electronics Engineering                  | 6                          |
|  | 2. Computer Hardware Engineering            | 6                          |
| 8. Model Residential Polytechnic<br>College, Kuzhalmannam P.O<br>Palakkad -678 702                       | 1. Civil Engineering (2 batches)            | 12<br>(6+6)                |

## Annexure-II

**COMMUNITY CODE**

| Sl. No | Community                         | Code |
|--------|-----------------------------------|------|
| 1      | Ezhava                            | EZ   |
| 2      | Muslims                           | MF   |
| 3      | Kudumbi                           | KF   |
| 4      | Latin Catholics and Anglo Indians | LA   |
| 5      | Other Backward Christians         | BX   |
| 6      | Scheduled Castes                  | SC   |
| 7      | Scheduled Tribes                  | ST   |
| 8      | General Categories                | GN   |
| 9      | Other Backward Hindus             | BH   |
| 10     | Dheevera & related communities    | DV   |
| 11     | Viswakarma & related communities  | VK   |
| 12     | Kusavan & related communities     | KN   |