



കേരള സർക്കാർ

GOVERNMENT OF KERALA

DIRECTORATE OF TECHNICAL EDUCATION



PROSPECTUS

**ADMISSION
TO
P.G. COURSE IN ENGINEERING**

**For Online Submission of the application
visit : <http://admissions.dtekerala.gov.in>**

DIRECTORATE OF TECHNICAL EDUCATION

Padmavilasom Street, FORT P.O.

Thiruvananthapuram

Kerala India Pin 695023



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GOVERNMENT OF KERALA

DIRECTORATE OF TECHNICAL EDUCATION

G.O.(MS)No. 478/2024/HEDN dated: 01/08/2024

PROSPECTUS FOR ADMISSION TO P.G. DEGREE

COURSE IN ENGINEERING

FOR THE YEAR

2024-25

CONTENTS

Clause	ITEM	Page No.	Annexure	ITEM	Page No.
	Information at a glance	4	A	List of government & aided colleges with M. Tech programme under KTU	30
			B1	List of government cost-sharing institutions with M.Tech programmes under KTU	
			B2	List of Self- Financing Private Institutions with M. Tech programmes under KTU who were allotted by DTE	
	Important Information	5	C	List of self-financing courses for which DTE is to allot 50% of the total intake of students who are being run in the government-aided engineering college on self-financing basis	
1	General Introduction	6	D	Conversion of GPA to percentage	31
			E	Fee structure	32
2	Institutions, Courses, Seats and Fee Structure	7	F	List of scheduled castes (SC)	36-37
			G	List of scheduled tribes (ST)	38
3	Distribution of Seats and Mandatory Reservations	8	H	List of other eligible communities (OEC)	39
			H (a)	List of communities eligible for educational concessions as is given to OEC	40-41
			I	List of socially and educationally backward classes (SEBC)	42-45
4	Eligibility Criteria for Selection / Admission	15	J	Inter-caste marriage certificate For son/daughter of inter-caste married couples of whom one is SC/ST	46
			K	Centralized allotment process (CAP) – 2024 Authorisation letter	47
5	Online registration and submission of Application	18	L	Undertaking from the students as per the provisions of the anti-ragging verdict By the Hon'ble Supreme Court of India	48
			M (a)	Certificate to be produced by the applicants belonging to Anthyodaya Annayojana (AAY) and priority household (PHH) category	49
6	Scrutiny of applications and publication of Rank List	20	M (b)	Income and assets certificate to be produced by economically weaker sections (EWSS) in the general category	50
			N	Non-creamy layer certificate	51
7	Allotment Process	21	O	Community certificate (for SC/ST candidates)	52
			P	Income certificate	53
8	Post allotment activities	25	Q	Community certificate (other than SC/ST candidates)	54
			R	Certificate for claiming fee concession to children of fishermen (FM)	55
9	Fees	26	S	Certificate to prove nativity for Keralites	56
			S(a)	Certificate to prove nativity for Keralites (for candidates whose parent(s) is an officer of All India Service, Kerala Cadre)	57
10	Other Information	28	T	Certificate to prove nativity for non-Keralites category ii (NK -II)	58
			U	Guidelines for the assessment of income for the Purpose of issuing income certificate	59-61
			V	Mapping of specialization with branch and GATE score	62

MCAP 2024
INFORMATION AT A GLANCE

1. Start date of Online Application submission : **25-07-2024**
2. Last date for submission of Online Application including Application Fee payment and uploading of scanned supporting documents : 2-08-2024
3. Date of publishing Draft Rank List : **14-08-2024**
4. Date of publishing final Rank List : 15-08-2024
5. Trial Allotment : 20-08-2024
6. Option Rearrangement : 17-08-2024 to 22-08-2024
7. First Allotment : **24-08-2024**
8. Last Date of remittance of fee (First Allotment) : 29-08-2024
9. Option Rearrangement : 31-08-2024 to 02-09-2024
10. Second Allotment (Provisional) : 04-09-2024
11. Second Allotment (Final) : **05-09-2024**
12. Date of Remittance of fee : 06-09-2024 to 11-09-2024
13. Date of Joining the institution : **07-09-2024 to 11-09-2024**
14. Commencement of Classes : 13-09-2024
15. Certificates/documents to be produced at the time of admission
 - a) Certificate to prove Date of Birth
 - b) Original Marks List to prove academic eligibility
 - c) Pass/ Provisional Certificate (if obtained)
 - d) Allotment letter
 - e) Originals of all the uploaded documents

IMPORTANT INFORMATION

1. Applicants seeking admission to P.G Degree courses in Engineering 2024 must apply online before the deadline.
2. Applications and supporting documents must be submitted online only via the DTE website – <http://admissions.dtekerala.gov.in/>.
3. Retain the Application Acknowledgement Page for future reference. Do not send a printout of the Application Acknowledgement Page or any other documents to the Directorate of Technical Education (DTE).
4. Before submitting the online application and uploading supporting documents, ensure the following:
 - I. All required certificates are properly filled out, signed by the competent authority, and have the office seal affixed in the specified places before uploading.
 - II. The photograph and signature image to be uploaded must be clear and meet the prescribed specifications.
 - III. Select the course(s) you wish to study while applying online.
5. Keep the password created during registration confidential and secure until the end of the allotment process.
6. Any defects in the Online Application will be displayed in the Candidate Portal on the DTE website. Regularly check the DTE website for notifications and updates. Any defects should be resolved within the stipulated time notified by DTE. No intimations will be sent by post regarding applications online applications.
7. Submit only one online application for admission to MCAP 2024.

1. General Introduction

1.1 This document is the Prospectus for Admission to Post Graduate Degree courses in Engineering for the year 2024, approved by the Government of Kerala. This document outlines the procedures for preparing the rank list for admission to various P.G. Degree courses in Engineering affiliated with APJ Abdul Kalam Technological University, and the allocation of Government Seats in Government Engineering Colleges, Government Aided Engineering Colleges, Government cost-sharing Engineering Colleges and Self-Financing colleges for the academic year 2024-25. It also includes general information and other details related to pre-admission procedures.

Candidates are advised to carefully review the prospectus to familiarise themselves with all relevant information concerning the selection process and seat allotments. Additionally, candidates should regularly check the Department of Technical Education's admission portal at www.admissions.dtekerala.gov.in for updates and announcements.

The prospectus issued in previous years is not valid for the year 2024-25 admissions.

1.2 P.G Courses in Engineering/Architecture coming under the purview of the Prospectus:

P.G. courses for awarding Master's Degrees in relevant fields—Master of Technology (M.Tech.), Master of Architecture (M.Arch.), and Master of Planning (M.Plan.)—are offered by APJ Abdul Kalam Technological University to undergraduates in Engineering, Architecture, and Planning. These courses span 24 months, divided into four semesters.

1.3 Engineering Colleges coming under the purview of the Prospectus:

The Rank List released by the Director of Technical Education is applicable to the P.G. courses specified in clause 1.2 and affiliated with APJ Abdul Kalam Technological University, in accordance with current Government Orders. The allotment of Government Seats in Government Engineering Colleges, Government Aided Engineering Colleges, Government cost-sharing Engineering Colleges and Self-Financing Engineering Colleges for these P.G. courses is based on this list.

1.4 The admission process will be supervised by the Senior Joint Director (ECS) of the Directorate of Technical Education with PG Admission committee members from the Directorate of Technical Education, Government of Kerala.

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

1.6 Allotment of seats from the Rank List for all courses in private Self-financing/Autonomous colleges will be made in accordance with the orders of the Government of Kerala / respective council/Government of India/Specific Court directions if any in the subject concerned.

2. Institutions, Courses, Seats and Fee Structure

2.1 Institutions: - There are four categories of institutions that are conducting P.G. Courses in Engineering/ Architecture - (i) Government Engineering Colleges, (ii) Government Aided Engineering Colleges, (iii) Government cost-sharing Engineering Colleges and (iv) Private Self Financing Engineering Colleges. The criteria for allotment and fee structure are different for these categories of institutions. Some Government Aided Engineering colleges have minority status.

2.2 Courses: -

There are two types of postgraduate courses based on their fee structure:

- (i) Courses with government-regulated fees and
- (ii) Self-financing courses with higher fees as determined by the government periodically (Annexure B2).

2.3 Seats: -

There are two types of seats available:

- (i) **Government Seats:** These merit-based seats are allocated by the Directorate of Technical Education and are available in all four categories of institutions mentioned in clause 2.1. The availability of Government seats in Government cost-sharing Engineering Colleges and self-financing courses in Government Aided Engineering Colleges is detailed in Annexures A, B1 & B2. Candidates seeking admission in these institutions or courses must adhere to the conditions outlined in the agreement between the Government and Private Self Financing College Managements.
- (ii) **Management Seats:** These seats are reserved in Government Aided and Government cost-sharing Engineering Colleges and Private Self-Financing colleges for filling by the respective managements. Candidates interested in these seats must apply directly to the institutes concerned.

Details regarding institutions offering postgraduate courses in various disciplines and the number of seats available for centralised allotment are provided in Annexures A, B1, B2, and C.

Self- Financing those who were not participating in MCAP admissions of DTE should fill 50% of the seats in Private Self Financing Engineering Colleges within the State, Principals should refer to the Rank List published by the Directorate of Technical Education, adhering to reservation norms as outlined in clauses 3 and 4 of the prospectus. If there are no candidates available in the rank list, other eligible candidates may be considered. Candidates must apply separately to these institutes for admission to these seats.

2.4. Fee Structure: The fee structure is different for the following categories (i) The Courses conducted in Government Engineering Colleges and Government Seats in Government Aided Engineering Colleges, (ii) Government seats in Self-financing courses in Government Aided

Engineering Colleges (as decided by the Management and by the Government), (iii) Government seats in the Government cost-shared Self Financing Engineering Colleges (as decided by the Management and agreed by the Government), (iv) Seats in Self- financing Engineering colleges and (v) Management seats in Government Aided Engineering Colleges (as decided by the Management / not under the purview of the Prospectus). The Fee structure is given in Annexure B2 & E.

3. Distribution of Seats and Mandatory Reservations

3.1. Reservation for Differently Abled (DA):

5% of the seats available for allotment by the Directorate of Technical Education Government/ Government Aided/ Govt. cost-sharing colleges (as per G.O(MS) No. 438/2022/HEDN dt. 03.09.22) are reserved for candidates with benchmark disabilities as stipulated in Section 32, Chapter VI of the Persons with Disabilities Act 2016. As per Clause 2 (r), Chapter I of the Act, 'Person with benchmark disability' means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority. Generally, candidates who have a minimum of 40% disability alone will be eligible to apply for this quota. For claiming reservation under DA category, a true copy of the Certificate of Disability from the District Medical Board certifying the degree or percentage of disability issued not earlier than 12 months prior to the submission of application has to be uploaded with the online application.

As per G.O (Ms) No.229/2023/HEdn dated.2.5.2023, the Government have decided to sanction one post-graduate seat in all Govt / Aided Colleges, above the present admission strength without additional financial commitment to the Government for differently Abled Students coming under the following categories- Autism, Intellectual Disability, Specific Learning Disability, Mental illness, based on merit. However, a medical certificate issued by the District Medical Board in which the disability is marked '**Permanent**' will be considered life-long valid. The selection of such differently abled candidates will be based on the merit in the rank list prepared by the Directorate of Technical Education, and not based on the degree of disability. The suitability of such candidates for a particular course will be scrutinised by a separate committee constituted by the Director of Technical Education.

3.2. Seats Reserved for Sponsored Candidates (special reservation):-

3.2.1. The following seats are reserved for P.G admission under sponsored candidates' quota as per the existing Govt. orders.

Department	Branch/Specialization	No. of seats	G.O. No.& Date	Name of Colleges
Public	Civil (Structural/Geo)	2	G.O(Rt)No.	Any institution offering

Works Department	tech/Traffic and Transportation)		1409/2022/HEDN dated.22.09.2022	the relevant specialization
Kerala State Pollution Control Board	Environmental Engineering	2	G.O(Rt)No. 1409/2022/HEDN dated.22.09.2022	One in Government Engineering College, Thrissur and one in Government Engineering College, Thiruvananthapuram
Kerala Water Authority	Civil Engineering (any stream opted by the candidate)	5	G.O(Rt)No. 1409/2022/HEDN dated.22.09.2022	Any institution offering the relevant specialization
Irrigation Department	Civil Engineering (any stream opted by the candidate)	2	G.O(Rt)No. 1409/2022/HEDN dated.22.09.2022	Any institution offering the relevant specialization

3.2.2. Guidelines for Govt. sponsored candidates:

A maximum of 10% seats in each specialisation is earmarked for the candidates sponsored by any other Central/State Govt. and Public sector undertakings on a merit basis as per clause 6.3. The candidates should get the Government order from Higher Education Department for eligibility of such sponsorship. The Govt. orders in this regard should officially reach the office of Directorate of Technical Education on or before the last date of application. Maximum seats allotted for sponsored candidates should not exceed 10% in each branch/specialization of an institution.

These candidates should fulfil the criteria of eligibility of admission clause 4.

3.3. Management Quota seats in Aided colleges

3.3.1. A maximum of 15% of seats in government-aided Engineering will be filled by the Management (For courses in Annexure A)

3.3.2. A maximum of 50% of seats in self-financing courses which are being run in the Government Aided Engineering Colleges will be filled by the Management (For courses in Annexure C).

3.4. Mandatory Reservation

3.4.1 Leaving the seats set apart for differently-abled candidates, Government sponsored candidates, all types of supernumerary seats that are sanctioned, and Management Quota, the remaining Government seats for each specialization in Govt./Govt. Aided / Govt. cost-shared Colleges will be distributed as per the mandatory reservation principle as contemplated in G.O. (P) No.208/66/Edn.dated 2.5.1966, G.O.(Ms)No.95/08/SCSTDD Dated 06.10.2008, GO(Ms) No. 10/2014/BCDD dated 23.05.2014 and as modified from time to time.

(A)	State Merit (SM)	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%	

Note: Communal Reservation for candidate belonging to Socially and Educationally Backward Classes (SEBC) and SC/ST categories will be followed as per Government norms. A detailed list of communities under these categories is included in Annexure F to I.

3.4.2. Reservation of seats for Economically Weaker Sections in general category (EWS)

As per the G.O.(MS)No.128/2020/HEDN dated. 20.03.2020, Government have decided to implement reservation for Economically Weaker Sections in general category (EWS) to all Higher Educational Institutions other than Minority Institutions, where reservation to other backward classes is provided. For the claim, candidates should upload any of the forms in Annexure M(a) or M(b).

3.5 Other General Rules for Mandatory/Special Reservation:

- (i) The seats unavailed by the Scheduled Castes candidates will go to the Scheduled Tribes candidates and vice versa.
- (ii) The seats unavailed by the SC/ST candidates will go to Other Eligible Community (OEC) candidates. The seats that still remain unavailed will go to the State Merit Quota.
- (iii) The seats unavailed by the SEBC category candidates will be allotted under State Merit.
- (iv) The seats unavailed by the EWS category candidates will be allotted under State Merit.
- (v) If any seat, in any special reservation quota including the Differentially-abled quota, is left unavailed by the candidates belonging to that particular category, it will go to the Mandatory reservation quota, unless otherwise stated.
- (vi) The seats unavailed by the Govt. sponsored category candidates will go to the Mandatory reservation quota

3.6. Claims for Reservation and Certificates to be Uploaded

3.6.1 State Merit: The seats under the State Merit (SM) will be filled purely on merit basis irrespective of the category/community to which the candidate belongs.

3.6.2 Claim for communal reservation under the Socially and Educationally Backward Classes (SEBC):

Reservation to the Socially and Educationally Backward Classes will be in

accordance with the provisions contained in G.O.(P)208/66/Edn. dated 02.05.1966, G.O.(Ms) No.95/08/ SCSTDD dated 06.10.2008, GO(MS) No. 10/2014/BCDD dated:23.05.2014, G.O.(P) No. 1/2015/BCDD dated: 01.01.2015, GO(MS) No. 4/2015/H.Edn.dated 05.01.2015, GO(MS) No. 15/2015/H.Edn. dated 19.01.2015, GO(MS) No.03/2018/BCDD. dated 09.04.2018, GO(MS) No. 05/2020/BCDD. dated: 16.03.2020 and as amended from time to time and will be in accordance with the orders of the Hon'ble Supreme Court of India/ Hon'ble High Court of Kerala or orders of the Government of Kerala/ Government of India.

- (a) Candidates belonging to Socially and Educationally Backward Classes as per G.O.(P)208/66/Edn. dated 02.05.1966, GO(MS) No. 10/2014/BCDD dated: 23.05.2014, G.O.(P) No. 1/2015/BCDD dated: 01.01.2015, GO(MS) No. 4/2015/H.Edn. dated 05.01.2015 and GO(MS) No.15/2015/H.Edn. dated: 19.01.2015 should upload along with the online application, a certificate to the extent that the candidate belongs to the community which is designated as a Socially and Educationally Backward Class and does not belong to the category of Creamy Layer as per vide G.O.(P) No. 1/2015/BCDD dated: 01.01.2015. The names of castes and communities under SEBC are given in Annexure I. Only the claims of the candidates of those communities that are included in the list as incorporated in the respective Annexure of the Prospectus of MCAP 2024 will be considered. Claims by candidates belonging to other communities, which are not included in the Annexure, will be rejected even if certificates from the concerned revenue officers have been obtained and uploaded to the online application.
- (b) Candidates belonging to Ezhava, Muslim, Other Backward Hindus, Latin Catholic & Anglo Indians, Dheevera and related communities, Viswakarma and related communities, Kusavan and related communities, Other Backward Christian and Kudumbi communities, claiming reservation under SEBC Quota should invariably upload Non-Creamy Layer certificate in the prescribed format for State Government Education purpose obtained from the concerned Village Officer in Kerala.
- (c) **Reservation under SEBC for children of inter-caste married couples:**
Children of Inter-caste married couples 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 upload a Non-Creamy Layer certificate specifying the candidate's community from the concerned Village Officer in Kerala.
- (d) Candidates who are children of an Inter-Caste married couple of whom one is SC/ST, will be eligible for educational and monetary benefits admissible to SC/ST as per Para 2 (ii) of G.O.(MS)No.25/2005/SCSTDD dated 20.06.2005, if eligible for reservation under SEBC, will be granted the same, based on the Non-Creamy Layer Certificate obtained from the concerned Village Officer in Kerala and the inter-caste marriage certificate issued by the concerned Tahsildar in Kerala, for claiming the financial benefits such documents are to be submitted to the respective institutes.
Candidates claiming SC/ST reservation who are children of an Inter-caste married couple

of whom one is SC/ST, should also upload the Extract of the First standard school admission register showing the caste/community and the relevant page of the secondary school leaving certificate. If the candidate is not from the Kerala SSLC stream, the relevant page of the School Leaving Certificate of the parents should be uploaded. SC/ST claims in respect of candidates whose parents were natives of other states but migrated to the State of Kerala before 1950 shall upload documents in evidence of migration also.

Note: The candidature/ allotment/ admission of the candidates who furnish fake Non-Creamy Layer certificates are liable to be cancelled.

3.6.3. Claim for reservation under Scheduled Castes/Scheduled Tribes Quota: (Kirtads)

- (a) Candidates claiming reservation under Scheduled Castes/Scheduled Tribes quota should upload the caste/community certificate from the concerned Tahsildar in Kerala, in the prescribed Performa specifically meant for them to the online application. SC/ST caste status of children, whose parents contracted Inter-caste marriage, will be subject to the orders/clarification issued in G.O.(Ms) No.25/2005/SCSTDD dated: 20.06.2005, judgment dated 10.08.2005 of the Full Bench of the Hon'ble High Court of Kerala in WP(C) 2483/2005 and connected cases and GO (Ms)No.109/2008/SCSTDD dated 20.11.2008. As per G.O.(MS)No.109/2008/ SCSTDD, dated 20.11.2008, the children born of an inter-caste married couple of which one of the parents is SC/ST can claim the status of SC/ST on proof of the conditions of acceptance, customary traits and tenets under which such children are brought up.

The competent authority issuing SC/ST community certificates to children born of an inter-caste married couple, of which one of the parents is SC/ST, should ensure that the claimant is subject to the same social disabilities and also following the same customs and traditions and the community has accepted that person to its fold as such. The authority to issue caste certificate should also ensure that:

- (i) Each case shall be examined individually in the light of the existing facts and circumstances.
- (ii) The claimant has suffered disabilities – socially, economically and educationally.
- (iii) The society has accepted the claimant to their original fold as one among them and is living in the same social tenet.

Candidates claiming SC/ST reservation who are children of Inter caste married couple of whom one is SC/ST, should upload the Extract of the First standard school admission register showing the caste/community and the relevant page of the Secondary School Leaving Certificate also. If the candidate is not from the Kerala SSLC stream, the relevant page of the School Leaving Certificate of the parents should be uploaded.

Christian converts who have subsequently embraced Hinduism should upload to the online application, the Caste/ Community certificate in the prescribed Performa. The revenue official shall record below the certificate that, “the certificate is issued after

observing the guidelines issued in the Government Circular No. 18421/E2/ SCSTDD dated 15.12.1987".

The names of castes and communities are given in Annexures F& G. For claiming SC/ST reservation, Community Certificate from concerned Tahsildar in Kerala is to be obtained in the prescribed format and uploaded to the online application.

- (b) The applications for the reserved seats of Scheduled Castes/Scheduled Tribes candidates which do not contain SC/ST certificate (Community Certificate) from the concerned Tahsildar in Kerala in the prescribed format to the online application will not be considered on any account for claiming community reservation against the seat reserved for SC/ST candidates [vide G.O. (Ms) 31/90/SCSTDD dated 25.05.1990]. The Community Certificate should clearly specify that the candidate himself/herself (not the father or mother) belongs to the scheduled Castes/Scheduled Tribes. The Community Certificates obtained as per G.O.(Ms)No.136/07/RD, dated 27.04.2007 will be accepted. The candidates who are converted to Hinduism from Christianity of Scheduled caste origin should upload a community certificate from the concerned Tahsildar in Kerala to the online application, along with the Gazette Notification regarding re-conversion. Such candidates should also upload the Suddhi Certificate and relevant page of the school documents of the candidate and his/her parents.
- (c) The claims for reservation under Scheduled Castes/Scheduled Tribes quota will also be subject to verification and clearance by the Screening Committee constituted for the purpose by the Government vide G.O. (P)No.15/2011/SCSTDD dated 01.02.2011 and as authorised by Section 6 of the Kerala (Scheduled Castes and Scheduled Tribes) Regulation of Issue of Community Certificates Act, 1996 (Act 11 of 1996)
- (d) The SC/ST claims in respect of those who have migrated from one State to another will be subject to the provisions of G.O. (MS) No.10/86/SCSTDD dated 12.02.1986. Only the children of those who had migrated to this State before the promulgation of the Constitution (Scheduled Castes) Order 1950 and the Constitution (Scheduled Tribes) Order 1950, and who ordinarily reside in this State can claim SC/ST benefits from the state of Kerala. They must be able to prove this if required. SC/ST claims in respect of candidates whose parents were natives of other states but migrated to the State of Kerala before 1950 shall upload documents of migration also.
- (e) **WARNING:** Those who upload false SC/ST Certificates for claiming reservation under/ST quota shall be liable for the penalties stipulated in section 15 of the Act referred to in Clause (c) above. Candidates and their parents who make such applications are warned that in addition to prosecution, they will have to suffer the following consequences, in case the SC/ST certificate uploaded is found to be false and the candidate does not belong to any SC/ST communities, under section 16 of the Act which says, "Benefits secured based on false community certificates will be withdrawn.
- (i) Whoever not being a person belonging to any of the Scheduled Castes or

Scheduled Tribes secures admission in any educational institution against a seat reserved for such castes or tribes or secures any appointment in the Government, Government Undertakings, Local Authority or in any other Company or corporation owned or controlled by the Government or in any aided institution against a post reserved for such castes or tribes or enjoys any other benefits intended exclusively for such castes or tribes by uploading a false community certificate shall, on cancellation of the false community certificate, be removed by cancelling the irregular admission in the concerned educational institution, or as the case may be, removed from the said service forthwith and any benefit enjoyed by him as aforesaid shall be withdrawn forthwith.

- (ii) Any amount paid to such person by the Government or any other agency by way of scholarship, grant, allowance, stipend or any other financial benefit shall be recovered as if it is arrears of public revenue due on the land.
- (iii) Any degree, diploma or any other educational qualifications acquired by such person after securing admission in any educational institution on the basis of a false community certificate shall also stand cancelled on cancellation of the community certificate obtained by him".

- (f) **Claim of OEC candidates against the un-availed seats of SC/ST candidates:** Other Eligible Community (OEC) candidates are eligible for the un-availed seats, if any, under SC/ST quota, as per G.O.(P) No. 135/87/H.Edn dated 06.05.1987. They should specify their community status in the application. Such candidates should upload a Non-Creamy Layer Certificate for State Government Education purposes obtained from the concerned Village Officer in Kerala, as per G.O.(P) No.1/2015/BCDD dated: 01.01.2015 and G.O.(MS) No.4/2015/H.Edn. dated.05.01.2015. Relaxation in marks in the qualifying examination as in the case of SEBC candidates will be applicable to OEC candidates as per G.O.(P) No.53/2000/SCSTDD dated 03.07.2000. The list of Other Eligible Communities is given in Annexure H of the Prospectus.
- (g) **Claim for fee concession to OEC candidates:** Candidates belonging to Other Eligible Communities are eligible for educational assistance for professional Post Graduate Degree Courses under Government/Community quota as per G.O. (MS) No.36/07/SCSTDD dated 03.07.2007. Those OEC candidates who have uploaded the Non-Creamy Layer Certificate for availing the applicable reservation will be granted the fee concession based on the Non-Creamy Layer Certificate. But those OEC candidates who do not come under the Non-Creamy Layer Category should upload the Community Certificate obtained from the concerned Village Officer in Kerala to the online application for availing the fee concession. If the community is correctly recorded in the SSLC/Educational Certificate of the candidate it can be considered instead of the community certificate issued by the concerned Village Officer in Kerala.
- (g) **Claim for fee concession to the candidates belonging to communities listed in annexure H(a):** Candidates belonging to the communities listed in Annexure H (a) whose

annual family income is up to Rs.6 lakhs are eligible for educational assistance for Professional Degree Courses under Government/Community Quota as per GO (MS) No. 10/2014/BCDD dated 23.05.2014. They should upload Community and Income Certificates from the concerned Village Officer in Kerala in the prescribed format along with the online application. (See Annexure T for details and Annexure P for Income Certificate format). If the community is correctly recorded in SSLC/Educational Certificate of the candidate it can be considered instead of the community certificate issued by the concerned Village Officer in Kerala. The said claim for educational assistance will be verified with original documents at the time of admission, and the assistance granted by the respective colleges.

Note: Claims for Special/Mandatory reservations must be made by a candidate in the online application and the supporting documents shall be uploaded to the online application within the stipulated time. The claim has to be specified in the application in the appropriate places. The claim of the reservation is ascertained only after verifying with supporting documents uploaded with the application. Claims made after the submission of online application will not be entertained even if supporting evidences are produced. The claims for Special and Mandatory reservation once made in the application cannot be altered by the candidate under any circumstance. The documents to be uploaded with online application in the case of Differently-abled and Sponsored candidates (special reservations) are stated in the clause 3.1 and 3.2.

4. Eligibility Criteria for Selection / Admission

4.1. Nativity: Only Indian citizens are eligible for admission to professional courses unless otherwise notified. The Overseas Citizen of India Cardholder (including PIO cardholder) shall be eligible for admission only against any Non-Resident Indian seat or any supernumerary seat, provided that the OCI cardholder shall not be eligible for admission against any seat reserved exclusively for Indian citizens. (As per Government of India Gazette Notification dated 04.03.2021 and G.O(Rt) No.1264/2021/HEDN dated 23.09.2021)

4.1.2 Keralite and Non-Keralite Category: Candidates seeking admission to Professional courses will be categorised as Keralite and Non-Keralite Category.

- (i) **Keralite:** A candidate of Kerala origin will be categorised as a 'Keralite'. Only Keralite candidates are eligible for Special/Persons with Differently-abled / EWS/SEBC/SC/ST/OEC reservation or any fee concession. Children of All India Service (AIS) officers (non-Keralites) allotted to the Kerala cadre are deemed to be Keralites' as per G.O. (Rt) No. 822/08/H. Edn. dated 29/05/2008. But they will not be eligible for Special/Differently-abled/ EWS/SEBC/SC/ST/OEC reservation or any fee concession.
- (ii) **Non-Keralite Category:** Candidates who do not come under 'Keralite' will be categorised as "Non-Keralite Category". These candidates considered under 'State Merit' seats, will not be eligible for Special/Persons with Disabilities/EWS/SEBC/SC/ST/OEC reservation or any fee concession.

4.1.3 Certificates to Prove Nativity

(a) **Keralites:** To prove that a candidate is an Indian Citizen of Kerala origin for the limited purpose of eligibility for admission, he/she must upload one of the following certificates along with the online application (Annexure S and Annexure S(a))

(i) The relevant page of the Secondary School Leaving Certificate of the candidate showing the place of birth in Kerala

OR

(ii) The relevant page of the Secondary School Leaving Certificate of either of the parents of the candidate showing Place of Birth in Kerala with a corroborative certificate to establish the relationship between the parent and the candidate.

OR

(iii) The relevant page of the 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 showing the place of Birth in Kerala with a corroborative certificate to establish the relationship between the parent and the candidate.

OR

(iv) A certificate of birth from the authority competent to register birth (Panchayat/Municipality /Corporation) showing the candidate's or either of the parents (in which case a 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 registering authority.

OR

(v) A certificate from the concerned Village Officer/ Tahsildar in Kerala to show that the candidate or his/her father/mother was born in Kerala.

OR

(vi) A certificate from the competent authority showing that the parent of the candidate is an All-India Service officer allotted Kerala cadre.

(b) **Non-Keralites:** They should upload the course/completion certificate from the institution where they are studying/studied for the qualifying course, in the prescribed format [Annexure T], to prove their Nativity, or the Passport issued by the Government of India to prove Indian citizenship, or the nationality certificate issued by the concerned village officer, or election id card, along with the online application.

4.2. Academic Eligibility

4.2.1. The candidates should have studied the undergraduate course in an institution approved by the AICTE /UGC approved Universities/Deemed Universities in India. Candidates from MSc/ MCA are also eligible as per Annexure V.

In the case of under graduation from a foreign university in an appropriate area, in which an equivalency certificate is issued from APJ Abdul Kalam Technological University or any other University within Kerala offering engineering/architecture/planning undergraduate programmes.

AND

Candidates should have a minimum of 60%* aggregate marks in the qualifying examination.

Relaxation:

- For SEBC/OEC candidates a minimum of 55%* aggregate marks in the qualifying examination.
- For SC/ST candidates a pass in the qualifying examination course is sufficient.

(* as prescribed by APJ Abdul Kalam Technological University).

Note: The relaxation of marks in the qualifying **examination** extended to SEBC candidates only will be applicable to OEC candidates, even if they are allotted against unavailed seats of SC/ST quota.

In the case of Degree Certificate / Mark List in which aggregate mark recorded in SGPA/CGPA only, without stating the formula for conversion to percentage marks, the criteria prescribed by APJ Abdul Kalam Technological University for conversion of SGPA/CGPA to percentage marks will be adopted (Annexure D).

OR

Candidates, who have passed AMIE / AMIETE Examinations and satisfy the following conditions, are eligible for admission.

(Graduates from the Institution of Engineers (India) (AMIE) or from Institution of Electronics and Telecommunication Engineers (India) (AMITE) in an appropriate area with a valid GATE score in an appropriate subject (Annexure V).

AND

AMIE/AMITE degree with 50% marks in Section B with or without the GATE score.

Sponsored candidates will be admitted as supernumerary seats

4.2.2 Criteria for the selection

Admission shall be restricted to those included in the rank list prepared in the selection process.

The details of rank list preparation are included in clause 6.3.

Candidates, who have appeared for the final semester examination can also apply, provided he /she has passed all the subjects up to and including the 6th semester (8th semester for B. Arch students) examination. M.SC / MCA without GATE need to submit their Aggregate CGPA. Confirmation of admission of such candidates shall be subject to the production of a qualifying degree before the date stipulated by the APJ Abdul Kalam Technological University.

4.2.3 Supporting documents for eligibility

- (i) Proof of Age:(for considering if a tie occurs in Score/Marks)
- (ii) Document supporting claim for Keralite / Indian as stated in clause 4.1
- (ii) Valid GATE Score Card (if not uploaded / submitted, the candidate will be considered for as non-GATE and considered only for vacancies coming after GATE score holder)
- (iii) Mark list (aggregate or separate mark lists up to final year of Bachelor's degree course in Engineering / Technology, ie, up to and including the 6th semester (8th semester for B. Arch

- students) examination. Applicants from M.Sc / MCA should submit their Aggregate CGPA.
- (iv) Bachelor's Degree Certificate (/Provisional Certificate) in Engineering / Technology issued by the University with aggregate mark list, in the case of Degree holders. M.Sc. / MCA candidates should submit their Aggregate CGPA and degree/provisional degree certificate of M.Sc./ MCA.
-

5. Online registration and submission of Application

- 5.1 Registration, which is the first step of the online application process, must be done online in the admission portal of the Directorate of Technical Education, www.admissions.dtekerala.gov.in. The candidate must provide the information asked in the portal as per instructions given in the portal. During this process, email ID, mobile number, password (that can be changed), etc. will be registered against the candidate's name. The registered mobile number/email will be used for future communication including OTP confirmation. Through this username (registered email ID) and password, the candidate can log in to the portal to submit the application and option form, payment of fees, and upload soft copy of documents. Individual communication (if any) will be made through this portal during the allotment process.

Note: Do not disclose your password to others. Remember the password till the end of the allotment/admission process of MCAP-2024.

- 5.2 Applications should be submitted online by logging in to the portal www.admissions.dtekerala.gov.in. The different entries in the application are to be filled with extreme care, as this information is used for processing the application and preparing the rank list. Any mistake in filling this sheet or providing false/incomplete/wrong information will affect the candidate's eligibility for admission or claim for reservation under any category. The documents in support of academic eligibility criteria/reservation claims should also be uploaded for verification. Detailed instructions will be available in the portal. If the online application is not submitted within the stipulated time, the registration of the student will be automatically cancelled. Only the candidates who are included in the rank list will be considered for the allotment process and the registration of those who are not included in the rank list will be automatically cancelled. On the final submission of the application form, the candidate will be allotted an application number, which will be used for further communications. The facility to download a copy of the application form will be available in the portal. **Do not send the print out of the application form and supporting documents to the office of the Directorate of Technical Education by post/ email/ in person.**

5.3 Application Registration fee:

The application registration fee is Rs.800/-. In the case of SC/ST candidates, the application registration fee is Rs.400/-.

If the application registration fee is not paid through the method(s) mentioned in the instructions given in the online application, and the acknowledgement of transfer of money is not received within the last date of submission of application, the application will not be processed further.

Note: The Application fee once remitted will not be refunded under any circumstances.

5.4 Uploading documents through final submission link

The procedure of online submission of application will be completed only by uploading all supporting documents and certificates (mentioned below from a to m), which are applicable.

- a) Proof of date of birth
- b) Proof for Nativity/Nationality as specified in Clause 4.1(Mandatory)
- c) GATE Score card (for Candidates with valid GATE Score)
- d) Candidates should upload the consolidated semester mark lists and degree/provisional certificate (in case of candidates who have appeared for the final semester of under graduation, the mark lists of all the subjects up to and including the 6th semester (8th semester for B. Arch students) examination). Applicants from M.Sc / MCA should upload their entire mark sheets.
- e) Candidates with AMIE/AMIETE certificates should upload the degree certificate and all mark lists of section B.
- f) Sponsorship Certificate and relevant Government order (for sponsored candidates)
- g) Non-creamy Layer Certificate for State Government Education purpose in the prescribed format given in Annexure N from the concerned Village Officer in Kerala for community reservation claims in the case of SEBC/OEC candidates. Refer clauses 3.6.2 and 3.6.3
- h) Community Certificate from the concerned Tahsildar of Kerala in the prescribed format given in Annexure O in the case of SC/ST candidates as per Clause 3.6.3.
- i) Inter-Caste marriage certificate in the prescribed format given in Annexure J from the concerned Tahsildar of Kerala, if applicable, as per Clause 3.6.2.
- j) Differently-abled certificate (if applicable).
- k) EWS Certificate in the prescribed format (Annexure M (a) or M (b), whichever is applicable) as per the G.O (P) No.2/2020/P&ARD dated 12.02.2020, issued by the concerned Village Officer in Kerala (if applicable).

Candidates are liable to produce all the original documents as and when required by Directorate of Technical Education/ admitting authority for verification.

Furnishing of false particulars would result in the forfeiture of the candidature, as well as cancellation of admission to the course, and in addition, will attract the relevant provisions of the Criminal Laws of the Land. If any information or documents uploaded to the online application by a candidate are found false or ineligibility for admission before or after admission, candidature of the applicant will be withdrawn and admission, if any, given will be cancelled.

All the Claims including Nativity/ communal/ Differently-abled/ Govt. Sponsored etc. are allowed only after the verification of uploaded documents. Candidate should produce the originals of all the uploaded documents before the admission authority. If any fraud is identified, or there is a failure in producing the original documents, Allotment/ Admission will be cancelled and the candidature will be cancelled without further notice.

6. Scrutiny of Applications and publication of Rank List

6.1 The data given in the online applications will be verified with the uploaded supporting documents, and if any discrepancy/error is found, the same will be communicated to the candidate through the login of the candidate electronically. There will be a chance to rectify the defect within a stipulated time. The data given in the supporting document will be taken as valid if the supporting document is uploaded and legible. If sufficient data (documents for verification) for preparing rank list/option form processing is not provided in the online application, the application will be rejected without further intimation. Similarly, the applications that have not fulfilled the minimum criteria set for selection will be summarily rejected. The rejection of the application will only be informed through the portal.

6.2 The verified/rectified data (academic data) of the candidates meeting the selection criteria will be used for preparing the rank list. The details are given in clause 6.3. The rank list will be published in the portal.

6.3 Preparation of Rank list

A rank list will be prepared with eligible courses. The order of preference is as follows:

1. Valid GATE score (if, in a particular specialisation, more than one branch of Engineering is permissible, and a candidate has a valid GATE score in all these branches, then the highest valid GATE score among all the permissible branches is considered for preparation of the Rank list of that specialisation.)
2. After considering the candidates with valid GATE scores in each specialisation, candidates who have no valid GATE score in the concerned streams will be considered as follows.
The aggregate percentage of marks up to and including the 6th semester (for B. Tech Lateral entry candidates, marks from 3rd to 6th semesters) in their qualifying examination will be considered for the ranking.
3. Candidates should produce conversion formulas of their CGPA score if the same is not specifically stated in the mark list or certificate. Otherwise, the conversion formula of APJ Abdul Kalam Technological University will be taken (Annexure D).
4. If there is any tie in the above-mentioned cases, the age of the candidate will be taken into account and the elder will be placed higher in the ranking.
5. Regarding Architecture PG admissions, PGETA (CoA) or Gate (AICTE) scores will be considered for initial allotments. After considering the candidates with valid PGETA/GATE scores in each specialisation, candidates who have no valid PGETA/GATE score in the concerned streams will be based on the aggregate percentage of marks up to and 8th semester of B. Arch) (for B. Arch Lateral entry candidates, marks from 3rd to 8th semesters) in their qualifying examination will be considered for the ranking.

Note: Candidates are requested to verify their Branch/Marks/Category/specialisation etc. at the time of publishing of the draft Rank List in the portal. **After the finalizing of the Rank List, any alteration on these factors will not be entertained under any circumstances.** Candidates are included in the rank list with different courses based on his/her online application and the

supporting documents uploaded. However, in online allotment process, they will be allotted as per their options submitted as per the instructions provided. In spot allotment (online/offline) candidates should register afresh based on their inclusion in the rank list.

6.3.1 Validity of the rank lists published by the DTE: The rank list will be valid till the closing date of admission as prescribed by the Hon'ble Supreme Court/Central councils /Universities concerned.

6.3.2 Weeding out Rule: The records of MCAP 2024 will be preserved only till 31st March 2025.

7. Allotment Process

7.1 Option filling (online): The options are the willingness of a candidate to join a course-college combination prioritised as per his/her aspiration and desire. The option filling is a simple and transparent process of allotment to the P.G programmes and it gives the candidate the opportunity to exercise his/her options for programmes and colleges of his/her choice conveniently in the order of his/her preference considering all those available to be chosen from. The allotments will be strictly based on the options exercised, the rank obtained, eligible PG courses according to eligibility criteria (Clause 4) and eligible reservations of the candidate.

7.1.1 Courses and Colleges available for registering options: A list of college-course combinations available for allotments through the MCAP will be displayed on the Option Registration page of the candidate, based on the PG programmes for which the candidate is eligible. By entering the option number for a college-course combination the candidate can fix his/her preference/priority numbers for the College-course combinations displayed in the Option Registration Page (**the fee amount may also be considered**). Here all the eligible options of the candidate will be displayed college- course wise and the candidate is expected to enter his/her preference number for a particular combination. Candidates should register options only to those courses/colleges which they are sure to join on allotment. The candidates should file option within the stipulate date. Candidate cannot rearrange options after the last date of filing option. The option appearing in the respective fields at the time of the deadline of the option submission will be taken as his/her final option, even though the candidate has not clicked the final submission button. The facility to download a copy of the option form will be available in the portal.

7.1.2 General Rules related to registering of Options:

- (i) Candidate can register all the available options if he/she desires so. However, it is not compulsory that the candidates should exercise all the options.
- (ii) A candidate will not be allotted a seat in a particular course of a college if he/ she has not opted that College-course combination during option registration process.
- (iii) **A candidate is bound to accept an allotment as per the priority registered in the option list and he/she has to surrender the seat already occupied by him/her, if he/she is allotted based on higher options furnished against arising/future vacancy. Request to retain the existing admission after a subsequent allotment is made, based on the option registered, will not be considered under any circumstances.** So utmost care should be taken at the time of option registration.
- (iv) Failure to report for admission in the allotted institution within the stipulated time after

remitting the required fee, will result in the forfeiture of his/her allotment to that course and cancellation of all the existing options.

7.2 Allotment to Institutions specified in Annexures A and B1, B2

Admissions are offered through allotment of seats under MCAP in a College wise-specialisation wise manner. **The allotments will be strictly based on the options exercised, the rank obtained, and the eligible reservations of the candidate.** Allotments will be first offered under State Merit (SM) even to candidates having eligible reservation benefits as per mandatory reservation so long as vacancies are available under the same. Only after all the 'State Merit' vacancies are exhausted across college-specialization wise, seats will be offered under the candidate's eligible reservation quotas under mandatory reservation. (Clause 3.4)

All candidates included in the Rank List are eligible for allotment under State Merit (SM). Candidates might be entitled to other reservation quotas also under Mandatory Reservation. For example, a candidate may have the benefit of SEBC reservation (EZ/MU/BH/LA/DV/VK/KN/BX/KU) or Scheduled Caste (SC) or Scheduled Tribe (ST)/EWS claim. The seats will be offered on the hierarchy of quotas. The hierarchy is as follows:

- (i) State Merit (SM) - All candidates included in the Rank Lists are eligible for allotment under State Merit.
- (ii) A candidate without SEBC/SC/ST/EWS reservation benefit will be considered only against the 'State Merit' seats wherever available at the time of allotment. Such candidates will be allotted a seat as per the availability of seats.

7.2.1 Allotments under differentially abled Reservations:

Candidates eligible for reservation benefits under 'Differently-abled will be allotted only to those colleges where the seats have been identified for the category. The allotment of seats under differentially abled reservations will be taken up along with the General Allotment. Such candidates will also be considered for allotments as per clause 3.4, if they are eligible for SEBC/SC/ST/EWS reservation benefits.

7.2.2 Allotments for Govt. Sponsored candidates: Government-sponsored candidates, if any, will be allotted as per relevant Government Orders.

Note: Allotment list will be published on the website www.admissions.dtekerala.gov.in. **When an allotment is given to a candidate, the previous allotments, if any, shall automatically be cancelled. Allotment letter can be downloaded from the website www.admissions.dtekerala.gov.in**

7.2.3 Management seats and seats for self-financing courses in Government cost-sharing, Govt. Aided Engineering colleges and Self-Financing colleges:

The Management seats in the Government cost-sharing Engineering Colleges, self-financing courses in Government Aided Engineering colleges and Self Financing colleges (institutions mentioned in Annexure B1, B2 & C) will be filled by the institutions themselves. If any management seats remains unfilled, it can be converted to merit seats and the colleges themselves

can fill the above seats by inviting separate applications from among the candidates figuring in the rank list published by the Directorate of Technical Education on merit basis and following the state's reservation policy

7.3 First Allotment/confirmation by payment of fees:

The first allotment list will be published in the portal on the scheduled date, by considering the options given by the candidates, first based on the rank/ vacancy in the respective course/ College/ reservation category. The candidate will get the Allotment memo in his/her login in the portal with the following details:(i) allotted course/ College, (ii) allotted category, and (iii) fees to be remitted. **The allotted seat will be confirmed only if the candidate has paid the fee using any of the methods mentioned in the portal before the scheduled deadline, and further for consideration in the second allotment if the candidate opts for.** On successful payment, the candidate will get Acknowledgement of transfer of fees.

7.4 Option Cancellation / Rearrangement: The candidates who paid the fees according to the first allotment memo are confirmed the allotment if the candidate is allotted his/her first option. If the candidate is not allotted his/her first option, the candidate can either:

(i) delete the remaining options if the candidate decides to get admitted in the course/institution allotted and the remaining options need not be considered for a second allotment,

or

(ii) rearrange the options higher to the allotted option, if the candidate wants to change the preference of higher options.

If cancellation/ rearrangement of the higher options is not done, the higher options will be taken for a second allotment.

All this has to be done before the deadline.

7.5 Second Allotment / Admission: The second allotment is the final allotment of Option Processing that contains the allotments that are confirmed by payment of fees in the first allotment and new allotments due to vacancy that arise due to cancellation of allotment and non-payment of fees in the first allotment. The allotment list will be published in the portal and an allotment memo will be provided through the portal login of the candidate. The newly allotted candidates must pay the fees mentioned in the Allotment Memo before taking admission to the allotted institution. The Acknowledgement of paid fees must be produced in the allotted institution at the time of admission along with other documents. The candidates who get allotment must be admitted without fail to the allotted college on the scheduled date(s). Once the college reports non-joining, the candidate will not have any claim on the allotted course/college.

7.6 Allotment in Vacant Seats: Unfilled seats after the second allotment will be filled by conducting spot admissions (Online/Offline, Centralised/Institution) as decided by the Director of Technical Education.

(a) All students in the rank list are eligible to appear for spot admission. Candidates selected for admission through spot admission will have to join the respective institutions on the date specified by remitting the required fees online through the portal.

(b) Those who are admitted to any institutions through centralized allotment can appear for Spot

admission without NOC from the Principals of respective institutions. The principals should issue T.C. and release all Certificates and other relevant documents of candidates who obtained allotment through Spot Admission without any delay.

(c) In case, candidates are directed to appear for personal counselling at any stage of the allotment process and a candidate is not able to attend the allotment process on genuine grounds, the parent/guardian or any authorised person can act as a proxy at the risk of the candidate, on the production of an authorisation letter in the form given in Annexure K.

Note: If the candidate fails to remit the fee/join the college, he/she will lose the allotment as well as all the existing options in the stream to which the allotment belongs. The options once lost will not be available in the subsequent phases. After each allotment, the options below the ‘allotted one’ of the candidate will automatically be removed from the option list of the candidate. For example, if a candidate has registered 15 options, and if he/she is allotted his/her 9th option, all the options from 10 to 15 will be removed from the option list. Since the 9th option is the allotted one, it will not be seen in the option list. Options from 1 to 8 only will remain valid and will be considered for future allotments.

7.7 Last Rank Details: The last rank details of the allotment will be published after each allotment and will be made available on the website.

7.8 Remittance of Fee: The fee prescribed in the Allotment Memo will have to be remitted by the candidate to the directorate of technical education by way of Online Payment through the MCAP portal. After the candidate remits the fee in the first allotment, an acknowledgement will be issued, which can be downloaded from the Online Payment page. Those candidates who do not remit the fee on or before the date prescribed for the same will lose their allotment as well as all the existing options in MCAP 2024. Similarly, if candidates who are instructed to join a course based on allotment do not remit the fee and join the college /course, they will lose their allotment as well as all the existing options in MCAP 2024. The options once lost will not be available in the subsequent allotments. Candidates who have not received any allotment in the first allotment and who have received an allotment in the second allotment will have to remit the prescribed fee for the course allotted. If a candidate has a different allotment than the one received in the first allotment, the fee for which is higher than that remitted as per the first allotment, he/she will have to remit the difference in fee. The amount to be remitted in this manner will be shown in the allotment memo of the candidate. If the fee for the course allotted in the second allotment is less than or the same as the fee remitted as per the first allotment, no further remittance is to be made by the candidate. Candidates who get college changes in the subsequent allotments, including spot admission by the Directorate of Technical Education, are to be relieved by the institutions in time. The amount collected from such candidates by the respective institutions must be refunded in full at the relieving time.

7.9 Spot Admission by Institutes:

In case seats remain vacant in colleges after the spot admission by DTE, the respective colleges can conduct their spot admission by giving wide publicity and observing reservation norms as specified in clauses 3.4 and 4. All eligible Candidates who have not applied for admission in the DTE admission portal will also be considered for institution-wise spot admission. After

considering the candidates from the rank list published by DTE, a separate Rank list may be prepared for the same considering candidates with valid GATE scores, and in the absence of candidates with valid GATE scores, candidates without valid GATE scores will be considered based on the CGPA up to the pre-final year of their qualifying examination as mentioned in section 6.4.

8. Post Allotment Activities:

8.1) Reporting at the College: Candidates who get allotment will have to report before the principal/Head of the Institution concerned for admission on the dates notified with the following documents:

- (a) Transfer Certificate from the Institution last attended and Conduct Certificate.
- (b) Original mark list of the qualifying examination and the Pass certificate of the qualifying examination (if issued).
- (c) Eligibility certificate from any University in Kerala offering Engineering/Architecture/ Planning undergraduate course, in the case of candidates who have passed the qualifying examination from universities abroad.
- (d) Acknowledgement of fee payment.
- (e) Datasheet of MCAP 2024.
- (f) Allotment Memo issued by the DTE.
- (g) Any other documents required in the allotment Memo/Notification.
- (h) Originals of all the documents and certificates uploaded with the online application.
- (i) A declaration that he/she will not engage in any full-time or part-time job during regular class hours.

Note: Fee/balance fee of the course should be paid at the time of admission to the college itself.

The selection of candidates will be provisional and subject to verification of original documents by the Principal/ Admission Authority concerned at the time of admission.

Note: The candidate is specifically instructed not to share his/her Password with the institutions concerned

8.2) Verification of Documents: The Principal/Head of the College shall be personally responsible for verification and satisfaction of the correctness of the documents/Certificates produced by the candidate at the time of seeking admission to the college. Academic eligibility should be satisfied on the date of admission for various specialization courses. The principal/Head of the Institution will be personally responsible for verification of eligibility conditions as prescribed in the Prospectus when the candidate reports for admission. Only those candidates who are found to be qualified as prescribed shall be admitted to the college/irrespective of the fact that he/she has an allotment through the MCAP 2024.

Failure to pay the tuition fee/report for Admission: Candidates who do not pay the tuition fee, or do not take admission on the prescribed date will lose their allotment as well as all the existing options.

9) Fees

Fees for the various courses in Govt./Aided Colleges will be as fixed by the Government, from time to time and given in Annexure E. Fees for the self-financing courses in Aided Colleges, and for the various courses in Govt. cost-sharing Institutions are also given in Annexure E. The details of any change in the fee structure for various courses will be published before the commencement of the MCAP2024.

9.1 Educational assistance schemes:

- i.* Candidates belonging to SC/ST communities allotted against merit seats or *the seats* reserved for them are exempted from payment of fees.
- ii.* Candidates who are children of *an* Inter-Caste married couple of which one is SC/ST, will be eligible for educational and monetary benefits admissible to SC/ST as per GO (MS)No.25/2005/SCSTDD dated 20.6.2005 if they upload the 'Inter-Caste Marriage Certificate' issued by concerned Tahsildar in Kerala along with the online application (Annexure J).
- iii.* Candidates belonging to OEC admitted against merit seats or the unavailed seats of SC/ST are eligible for educational assistance (G.O.(MS) No.14/2005/SCSTDD dated 5.4.2005 & G.O.(Ms)No.36/07/SCSTDD dated 03.07.2007). Candidates belonging to OEC admitted to Government seats through SEBC reservation are also eligible for educational assistance (G.O.(Ms) No. 50/2006/SCSTDD dated 22.09.2006). Those OEC candidates who have submitted the Non-Creamy Layer Certificate for availing the applicable reservation will be granted the *fee concession* based on the Non-Creamy Layer Certificate. However, those OEC candidates *who do* not come under *the* Non-Creamy Layer Category should upload the *Community Certificate* obtained from the concerned Village Officer in Kerala to the online application. If the community is correctly recorded in *the* SSLC/Educational Certificate *of the candidate*, it can be considered instead of the Community Certificate issued by the concerned Village Officer in Kerala.
- iv.* Claim for fee concession to the candidates belonging to communities listed in Annexure H (a): Candidates belonging to the communities listed in Annexure H (a) whose annual family income is up to Rs.6 lakhs are eligible for educational *assistance for* Professional Degree Courses under Government/Community Quota as per G.O.(MS) No. 10/2014/BCDD dated: 23.05.2014. They should upload Community / non-Creamy layer *Certificates* and Income Certificates from the concerned Village Officer in Kerala in the prescribed format to the online application. (Annexures Q, N, P and U). If the community is correctly recorded in *the* SSLC/Educational Certificate *of the candidate*, it can be considered instead of the Community Certificate issued by the concerned Village Officer in Kerala. The above said claim for educational assistance will be verified with original documents at the time of admission and will be granted the assistance by the respective colleges.

- v. Claim for fee concession to the children of Fishermen (FM): Candidates who *are children* of Registered Fishermen allotted against Merit seats or the *seats reserved* for them are exempted from payment of fees to Professional Degree Courses *as per* G.O.(Ms) No. 47/14/FPD dated. 09.06.2014, if they upload a certificate in *the prescribed* format given in Annexure R from *the* Fisheries Officer concerned *of Kerala* Fishermen Welfare Fund Board along with the online application
- vi. Claim for fee concession to the inmates of Sri Chitra Home, Nirbhaya Home, Juvenile Home: Candidates who are inmates of Sri Chitra Home, Nirbhaya Home, Juvenile Homes and other institutions run by Government allotted against merit *seats are* exempted from payment of fees to Professional Degree Courses as per G.O.(Ms) No.130/90/H.Edn dated 31.05.1990. A certificate in this regard from the *authority concerned* is to be uploaded to the online application for availing the fee concession.

9.2 Payment of Fees:

The fee for a course is given in Annexure E. At the time of allotment, the candidate will have to pay the fees indicated in the allotment memo within the stipulated time through MCAP portal. The fee so collected from the candidates will be transferred to the college where the candidate stands admitted at the closing of admissions for the year. The remaining fee, if any, needs to be paid in the College at the time of admission. Candidates getting fresh allotment also will have to remit the fees applicable.

9.3 Refund of fees:

Eligibility for refund shall be by the relevant clauses of the AICTE Approval Process Handbook dealing with refund cases. The existing guidelines as per the AICTE refund policy in this regard are:

- (i) In the event of a student withdrawing before the start of the class, the entire fee collected from the student, after a deduction of the processing fee of not more than ₹1000/-(Rupees One Thousand only) shall be refunded by the Institution. It would not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original.
- (ii) In case, if a student leaves after the start of the class, and if the vacated seat is consequently filled by another student before the last date of admission, the college must refund the fee collected after a deduction of the processing fee of not more than ₹1000/-(Rupees One Thousand only) and proportionate deductions of monthly fees and hostel rent, where applicable. In case the vacated seat is not filled, the Institution should refund the Security Deposit, if any, collected and returned the original documents.
- (iii) The Institution should not demand fees for the subsequent years from the students cancelling their admission at any point in time. Fee refund along with the return of certificates should be completed within 7 days.

Note: In the case of fee, if any, to be refunded by the DTE, the refund process will be initiated only after the closing date of admission of all the courses under MCAP-2024. No

interest will be paid to the Candidates.

9.3.1 Liquidated damages and Penalty clause:

Levying amount towards liquidated damages from candidates discontinuing their studies:

AICTE has issued guidelines regarding cancellation of admission at various stages. Please refer to clause 9.3 of this prospectus.

Institutions not following guidelines issued by the AICTE regarding the refund of fees for cancellation of admission or delaying refunds shall be liable to any one or more of the following punitive actions by the council.

- Fine for Non-Compliance of refund rules of the fee levied against each case shall be five times the total fee collected per student
- Suspension of approval for NRI and supernumerary seats, if any, for one academic year
- Reduction in “Approved Intake”
- No admission in one / more courses (s) for one academic year.
- Withdrawal of approval for programme(s)/course(s).

10. Other Information

10.1 Forfeiture of the claims in CAP: The claims in the Centralised Allotment Conducted by the DTE will be cancelled for the following reasons:

- (a) Non-payment of fees as specified in the allotment memo.
- (b) Non-joining the course/college within the stipulated time as specified by the directorate of technical education.
- (c) Discontinued with TC to join courses other than the courses allotted by the directorate of technical education.

or

for any other reason notified by the Directorate of Technical Education.

10.2 Allotment for Private Self-Financing Engineering Colleges in the State

Self-financing colleges not participating in the MCAP 2024 admission process should fill 50% of their seats using the rank list published by the Directorate of Technical Education. These colleges may independently conduct admissions from this rank list, after inviting separate applications and ensuring eligibility according to university norms and statutory reservation policies. If there are no candidates from the MCAP 's rank list, other eligible candidates from the institution's rank list may be considered.

10.3 Other information

-
- 1) The DTE will not entertain any request for a change of the date of the Centralised Allotment Process or enquiries about the date of declaration of the results.
 - 2) All disputes about the examination, selection or admission shall fall within the jurisdiction of the Hon'ble High Court of Kerala.

- 3) Any other items not specifically covered in this prospectus will be decided by the DTE and the decision shall be final.
- 4) Preventive measures against ragging:
 - a) According to the Kerala Prohibition of Ragging Act, 1998, 'ragging' means doing of any act by disorderly conduct to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising
 - b) Apprehension or shame or embarrassment to that student and includes teasing or abusing or playing practical jokes or causing hurt to such students or asking a student to do any act or to perform something which such student will not in the ordinary course be willing to do.
 - c) All Institutions will have to abide by the directives of the Honourable Supreme Court of India, Dated May 16, 2007 in SLP No.(s) 24295 of 2006 University of Kerala Vs Council, Principals', Colleges, Kerala & Ors [with SLP (C) No.24296-99/2004 & W.P.(CrI)No.173/2006 & SLP (C) No.14356/2005] and the recommendations approved by the Honourable Supreme Court of India on effective prevention of ragging in educational institutions.
 - d) In case, the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she has indulged in ragging, admission may be refused, or he/she shall be expelled from the educational institution.
 - e) It shall be the collective responsibility of the authority of the institution to see to it that effective steps for preventing ragging are taken.
 - f) Anti-ragging committees and anti-ragging squads will have to be formed to take effective measures against ragging and they should adhere to the stipulations and effectively monitor and comply with the directives.
 - g) Each of the students of the institution and his/her parents, or guardian are required to submit a combined undertaking at the time of registration/admission in the prescribed format available in Annexure-L which is mandatory for registration/admission.
- 5) Teaching /Departmental Assistantships.

All students shall undertake 8 hours of work per week related to teaching and research activities as assigned by the institutions.
- 6) **The details not specifically covered in this prospectus will be as per the AICTE Approval Handbook 2024-27**
- 7) Any other details or modifications required when and then will be decided by the undersigned and her decision will be final. The undersigned is also empowered to modify any clause of the prospectus or cancel any admission if found to be illegal.

Thiruvananthapuram

Date:15.07.2024

Senior Joint Director (ECS)
Directorate of Technical Education

Annexure A, B1, B2 & C

These annexures are available separately in the portal

Annexure D



Conversion of GPA to Percentage

KTU follows grading system for awarding grades and grade points to students as followed in most of the Universities. It follows a 10-point grade scale. SGPA and CGPA are calculated as the weighted average of grade points multiplied by the credits for the courses.

A general formula for conversion of SGPA/CGPA into percentage of marks. The Academic committee has approved an approximate formula for the conversion of SGPA/CGPA to % marks as follows.

$$\textit{The Percentage Marks (\% Marks)} = 10xG$$

Where G is SGPA or CGPA

Annexure E

(See clause 9)

FEE STRUCTURE

For Institutions in Annexure A and B1

Item	Government & Aided Institution (Annexure A)	Government Cost-sharing Engineering College (Annexure B)	Self-financing courses in Government Aided Engineering Colleges (Annexure C)
Admission Fee	Rs.252/-		
Tuition Fee	Rs 6615/- per semester	a) Rs 11580/- per semester SC/ST Nil for SCT b) Rs 12000/-per semester for Colleges under CAPE, LBS and CCEK c) Rs 25,000/- per semester for Colleges under IHRD	a) Rs 12000/- per semester for TKM College of Engineering, Kollam b) Rs 45000/- per Semester for MA College of Engineering Kothamangalam c) Rs 45000/- per Semester for GECB (Translational Engineering)
Special Fee (Revenue)/year- 1827/- Special Fee (PD)/year- 2048/-	Rs 3875/- per year	Additional fees are applicable and should be paid directly to the respective institution	
Caution Deposit	Rs 1500/-		

FEE STRUCTURE

of

Self-Financing Engineering Colleges are available in Annexure B2

Annexure F

LIST OF SCHEDULED CASTES (SC)

[As Amended by The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002 (Act 61 of 2002) Vide Part VIII – Kerala - Schedule 1 Notified in the Gazette of India dated 18.12.2002, The Constitution (Scheduled Castes) Order (Amendment) Act 2007, The Constitution (Scheduled Castes) Order (Amendment) Act 2016, No. 24 of 2016]

[See Clause 3.6.3]

1	Adi Andhra	Valai Chetty)
2	Adi Dravida	
3	Adi Karnataka	31 Koosa
4	Ajila	32 Kootan, Koodan
5	Arunthathiyar	33 Kudumban
6	Ayyanavar	34 Kuravan, Sidhanar, Kuravar, Kurava,
7	Baira	Sidhana
8	Bakuda	35 Maila
9	xxx	36 Malayan [In the areas comprising the
10	Bathada	Kannur, Kasaragode, Kozhikode and
11	xxx	Wayanad Districts].
12	Bharathar (Other than Parathar), Paravan	37 Mannan (മണ്ണാടൻ), Pathiyar, Perumannan,
13	xxx	Peruvannan, Vannan, Velan
14	Chakkiliyan	38 xxx
15	Chamar, Muchi	39 Moger (other than Mogeyar)
16	Chandala	40 Mundala
17	Cheruman	41 Nalakeyava
18	Domban	42 Nalkadaya
19	xxx	43 Nayadi
20	xxx	44 xxx
21	xxx	45 Pallan
22	Gosangi	46 Palluvan, Pulluvan
23	Hasla	47 Pambada
24	Holeya	48 Panan
25	Kadaiyan	49 xxx
26	Kakkalan, Kakkal	50 Paraiyan, Parayan, Sambavar, Sambavan,
27	Kalladi	Sambava, Paraya, Paraiya, Parayar
28	Kanakkan, Padanna, Padannan	51 xxx
29	xxx	52 xxx
30	Kavara (other than Telugu speaking or Tamil speaking Balija Kavarai, Gavara, Gavarai, Gavarai Naidu, Balija Naidu, Gajalu Balija or	53 xxx
		54 Pulayan, Cheramar, Pulaya, Pulayar,

- Cherama, Cheraman, Wayanad Pulayan,
WayanadanPulayan, Matha, MathaPulayan
- 55 xxx
- 56 PuthiraiVannan
- 57 Raneyar
- 58 Samagara
- 59 Samban
- 60 Semman, Chemman, Chemmar
- 61 Thandan (excluding Ezhuvas and Thiyyas
who are known as Thandan, in the erstwhile
Cochin and Malabar areas) and (Carpenters
who are known as Thachan, in the erstwhile
Cochin and TravancoreState) Thachar (Other
than carpenters)
- 62 Thoti
- 63 Vallon
- 64 Valluvan
- 65 xxx
- 66 xxx
- 67 Vetan
- 68 Vettuvan, PulayaVettuvan (in the areas of
erstwhile CochinState only).
- 69 Nerian

ANNEXURE – G
LIST OF SCHEDULED TRIBES (ST)

[As Amended by The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002 (Act 10 of 2003) Vide Part - VII - Kerala - Second Schedule Notified in the Gazette of India dated 8.1.2003, G.O. (Ms) No. 06/2014/SCSTDD dated 29.01.2014]

[See Clause 3.6.3]

1	Adiyan	24	Malasar
2	Arandan [Arandan]	25	[Malayan, Nattu Malayan, Konga Malayan (excluding the areas comprising the Kasaragod, Kannur, Wayanad and Kozhikode Districts)]
3	Eravallan	26	Malayarayar
4	Hill Pulaya, Mala Pulayan, Kurumba Pulayan, KuravazhiPulayan, PambaPulayan	27	Mannan
5	Irular, Irulan	28	xxx
6	Kadar [Wayanad Kadar]	29	Muthuvan, Mudugar, Muduvan
7	xxx	30	Palleyan, Palliyan, Palliyar, Paliyan
8	Kanikkaran, Kanikkar	31	xxx
9	Kattunayakan	32	xxx
10	[Kochuvelan]	33	Paniyan
11	xxx	34	Ulladan, [Ullatan]
12	xxx	35	Uraly
13	Koraga	36	Mala Vettuvan(in Kasaragod & Kannur districts)
14	xxx	37	Ten Kurumban, JenuKurumban
15	Kudiya, Melakudi	38	Thachanadan, ThachanadanMoopan
16	Kurichchan [Kurichiyan]	39	Cholanaickan
17	Kurumans, MullaKuruman, Mulla Kuruman, MalaKuruman	40	Mavilan
18	Kurumbas, [Kurumbar, Kurumban]	41	Karimpalan
19	MahaMalasar	42	VettaKuruman
20	MalaiArayan [Mala Arayan]	43	Mala Panikkar
21	MalaiPandaram	44	Maratis of Kasargod and Hosdurg Taluk
22	MalaiVedan [Malavedan]		
23	Malakkuravan		

ANNEXURE - H

LIST OF OTHER ELIGIBLE COMMUNITIES (OEC)

[GO (Ms) No.14/2017/BCDD dated: 02.08.2017, GO (Ms)No.7/2013/BCDD dated 19.07.2013, and GO (Ms) No.9/2021/BCDD dated: 18.09.2021, See Clause 3.6.3 (e) & (f)]

<u>OEC (ST)</u>	<u>OEC (SC)</u>
1 Allar (Alan)	1 Chakkamar
2 Chingathan	2 Madiga
3 Irivavan	3 XXX
4 Kalanadi	4 Kudumbi
5 Malayan, Konga-Malayan(Kasargod, Kannur, Wayanad and Kozhikode Districts)	Dheevera/Dheeveran (Arayan, Valan, Nulayan, Mukkuvan, Arayavathi, Valanchiyar, Paniyakal, Mokaya, Bovi, Mogayar, Mogaveerar)
6 Kundu-Vadiyan	6 Scheduled Caste converted to Christianity
7 Kunnuvarmannadi	7 Kusavan, Kulalan, Kumbharan, Velaan, Velaar, Odan, Andhra Nair, Andhuru Nair,
8 Malamuthan	8 PulayaVettuvan (Except KochiState)
9 Malavettuvar (Except Kasargod and Kannur Districts)	
10 Malayalar	
11 Panimalayan	
12 Pathiyan (other than Dhobies)	
13 Hindu-Malayali	

ANNEXURE – H (a)

LIST OF COMMUNITIES ELIGIBLE FOR EDUCATIONAL CONCESSIONS AS IS GIVEN TO
OEC

[G.O.(Ms) No. 10/2014/BCDD dated: 23.05.2014] [See Clause 3.6.3(g)]

- 1 Vaniya (Vanika, Vanika Vaisya, Vanibha Chetty, Vaniya Chetty, Ayiravar, Nagarathar and Vaniyan
- 2 Veluthedathu Nair (Veluthedan and Vannathan)
- 3 Chetty/Chetties (KottarChetties, ParakkaChetties, ElurChetties, AttingalChetties, PudukkadaChetties, IranielChetties, Sri PandaraChetties, Telugu Chetties, UdiyankulangaraChetties, PeroorkadaChetties, Sadhu Chetties, 24 Mana Chetties, WayanadanChetties, KalavaraChetties and 24 Mana Telugu Chetties
- 4 Ezhavathi (Vathy)
- 5 Ganika
- 6 Kanisu or KaniyarPanicker, Kani or Kaniyan (Ganaka) or Kanisan or Kamnan, Kalari Kurup/Kalari Panicker
- 7 Vilkurup, Perumkollan
- 8 Yadavas (Kolaya, Ayar, Mayar, Maniyani and Iruman), Erumakkar
- 9 Devanga
- 10 Pattariyas
- 11 Saliyas (Chaliya, Chaliyan)
- 12 Pandithar
- 13 Vaniar
- 14 Ezhuthachan
- 15 Chakkala/Chakkala Nair
- 16 Reddiars (throughout the State except in Malabar Area)
- 17 Kavuthiya
- 18 Veerasaiva (Yogi, Yogeeswara, Poopandram, Malapandaram, Jangam, Matapathi, Pandaram, Pandaran, Vairavi, Vairagi)
- 19 Vilakkithala Nair – Vilakkithalavan
- 20 Vaduka – Vadukan, Vadugar, Vaduka, Vaduvan

- 21 Chavalakkaran
- 22 Agasa
- 23 Kaikolan
- 24 Kannadiyans
- 25 Kerala Mudalis
- 26 Madivala
- 27 Naikkans
- 28 Tholkolans
- 29 Thottian
- 30 Mooppar or KallanMoopan or KallanMoopar

ANNEXURE - I

LIST OF SOCIALLY AND EDUCATIONALLY BACKWARD CLASSES (SEBC)

[Vide G.O. (P) 208/66/Edn. dated 02.05.1966, G.O. (Ms) No. 95/08/SCSTDD dated 06.10.2008 &G.O. (Ms) No. 58/2012/SCSTDD dated 16.04.2012, G.O.(Ms) No. 10/2014/BCDD dated: 23.05.2014, Lr No. 1538/A2/2014/BCDD dated 02.07.2014, G.O.(Ms) No.03/2018/BCDD dated: 09.04.2018, G.O.(Ms) No.05/2020/BCDD dated: 16.03.2020]

[See Clause 3.6.2]

- I. Ezhavas including Ezhavas, Thiyyas, Ishuvan, Izhuvan, Illuvan and Billava
- II. Muslims (all sections following Islam)
- III Latin Catholics and Anglo Indians
- IV. Dheevara including Dheevaran, Araya, Arayas, Arayan, Valan, Nulayan, Mukkuvan, Arayavathi, Valinjiar, Paniakkal, Paniakel, Mukaya, Bovis-Mukayar, Mukaveeran, Mogaveera, Mogavirar, Mogayan
- V. Viswakarmas including Viswakarma, Asari, Chaptogra, Kallassari, Kalthachan, Kammala, Kamsala, Kannan, Karuvan, Kitaran, Kollan, MalayalaKammala, Moosari, Pandikammala, Pandithattan, Perumkollan, Thachan, Thattan, Vilkurup, Villasan, Viswabrahmanan or Viswabrahmanar, Viswakarmala and PalisaPerumkollan
- VI. Kusavan including Kulalan, Kulala Nair, Kumbaran, Velaan, Velaans, Velaar, Odan, Kulala, Andhra Nair, Anthuru Nair
- VII. Other Backward Christians
 - (a) SIUC
 - (b) Converts from Scheduled Castes to Christianity
 - (c) Nadar belonging to Christian religious denominations other than SIUC
- VIII. Kudumbi
- IX. Other Backward Hindus, i.e.
 1. Agasa
 2. Kharvi
 3. Aremahrati
 4. Arya, Atagara, Devanga, Kaikolan, (Sengunthar) Pattarya, Pattariyas, Saliyas (Padmasali, Pattusali, Thogatta, Karanibhakatula, Senapathula, Sali, Sale, Karikalabhakulu, Chaliya, Chaliyan) Sourashtra, Khatri, Patnukaran, Illathu Pillai, Illa Vellalar, Illathar
 5. Bestha
 6. Bhandari or Bhondari
 7. Boya
 8. Boyan
 9. Chavalakkaran

10. Chakkala (Chakkala Nair)
11. Devadiga
12. Ezhavathi (Vathi)
13. Ezhuthachan, Kadupattan
14. Gudigara
15. Galada Konkani
16. GanjamReddies
17. Gatti
18. Gowda
19. Ganika including Nagavamsom
20. Hegde
21. Hindu Nadar
22. Idiga including Settibalija
23. Jangam
24. Jogi
25. Jhetty
26. Kanisu or Kaniyar-Panicker, Kaniyan, Kanisan or Kamnan, Kannian or Kani,
Ganaka
27. xxx
28. Kalarikurup or Kalari Panicker
29. Kerala Muthali, Kerala Mudalis
30. Oudan (Donga) Odda (Vodde or Vadde or Veddai)
31. Kalavanthula
32. Kallan including IsanattuKallar
33. Kabera
34. Korachas
35. x xx
36. Kannadiyans
37. Kavuthiyan, Kavuthiya
38. Kavudiyaru
39. Kelasi or KalasiPanicker
40. KoppalaVelamas
41. Krishnanvaka
42. Kuruba
43. Kurumba
44. Maravan (Maravar)
45. Madivala

46. Maruthuvar
47. Mahratta (Non-Brahman)
48. Melakudi (Kudiyar)
49. x xx
50. Moili
51. Mukhari
52. Modibanda
53. Moovari
54. Moniagar
55. Naicken including Tholuva Naicker and Vettilakkara Naicker, Naikkans
56. Padyachi (Villayankuppam)
57. Palli
58. Panniyar or Pannayar
59. Parkavakulam (Surithiman, Malayaman, Nathaman, Moopnar and Nainar)
60. Rajapuri
61. Sakravar (Kavathi), Chakravar
62. Senaithalaivar, Elavania, Senaikudayam
63. Chetty/Chetties including KottarChetties, ParakkaChetties, ElurChetties, AttingalChetties, PudukkadaChetties, IranialChetties, Sri PandaraChetties, Telugu Chetties, UdiyankulangaraChetties, PeroorkadaChetties, SadhuChetties, 24 Mana Chetties, WayanadanChetties, KalavaraChetties and 24 Mana Telugu Chetties
64. Tholkolan
65. Thottian, Thottian
66. Uppara (Sagara)
67. Ural Goundan
68. Valaiyan
69. Vada Balija
70. Vakkaliga
71. Vaduvan(Vadugan), Vaduka, Vadukan, Vadugar
72. Veera Saivas (Pandaram, Vairavi, Vairagi, Yogeeswar, Yogeeswara, Poopandaram, Malapandaram, Pandaran, Matapathi and Yogi)
73. Veluthedathu Nair including Vannathan, Veluthedan and Rajaka
74. Vilakkithala Nair including Vilakkathalavan, AmbattanPranopakari, Pandithar and Nusuvan
75. Vaniya including Vanika, Vanika, Vaisya, Vaisya Chetty, Vanibh, Chetty, AyiravarNagarathar, Vaniyan, Vaniya Chetty, Vaniar
76. Yadava including Kolaya, Ayar, Mayar, Maniyani, Eruman, Iruman, Erumakkar,

Golla and Kolaries

77. Chakkamar
78. Mogers of Kasaragod Taluk
79. x xx
80. x xx
81. x xx
82. Reddiars (throughout the State except in Malabar area)
83. Mooppar or KallanMoopan or Kallan, Moopar

ANNEXURE – J

INTER-CASTE MARRIAGE CERTIFICATE

FOR SON / DAUGHTER OF INTER-CASTE MARRIED COUPLES OF WHOM ONE IS SC/ST

[See Clauses 3.6.2, 3.6.3 & 9]

Certified that Master/Kum an applicant for admission to **PG Courses, Kerala 2024**, is the son/daughter of an **Inter-caste married couple**, and his/her father Shri belongs to Community and his/her mother Smt. belongs to Community.

Place : Signature of Tahasildar :

Date : Name of Tahasildar :

Name of Taluk:

(Office Seal)

ANNEXURE - K
CENTRALIZED ALLOTMENT PROCESS (CAP) – 2024
AUTHORISATION LETTER
SUBMITTED BY AN AUTHORISED REPRESENTATIVE / PROXY OF CANDIDATE

[See Clause 7.6 (c)]

I, (name of candidate) son/daughter of Shri/Smt.
..... having Application No..... in the MCAP2024,
with Rank, do hereby authorize Shri/Smt
.....
..... (Name & Address of the person being authorized) to represent me to report at the allotment venue for admission to PG Courses, 2024. The signature of the person authorized is attested below by a Gazetted Officer.



Signature of Candidate:

Name :

Address:

.....
(Gazetted Officer to attest the Photograph)

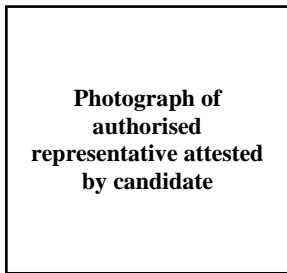
Name:

Designation:

(Office Seal)

.....
(Signature of authorised representative)

(ATTESTED)



(Candidate to sign over the Photograph)

.....
Signature of Candidate

UNDERTAKING

I, undertake that the decision taken if any, by my authorised representative at the allotment venue shall be binding on me and I shall not have any claim whatsoever, other than the decision taken by my authorised representative on my behalf.

Place :

Date :

Signature of candidate

.....

ANNEXURE - L
Undertaking from the Students as per the provisions of anti-ragging verdict
by the Hon'ble Supreme Court of India
[See Clause 10.3(4)]

I, Mr./Ms., Roll No..... Program:
student of do hereby undertake on this day Month
..... year, the following with respect to above subject and Office Order
No :

- 1) That I have read and understood the directives of the Hon'ble Supreme Court of India on anti-ragging and the measures proposed to be taken in the above references.
- 2) That I understand the meaning of Ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law.
- 3) That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the Institute if the above statement is found to be untrue or the facts are concealed, at any stage in future.
- 4) That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Govt. of India and Institute authorities for the purpose from time to time.

Signature of Student

I hereby fully endorse the undertaking made by my child/ward.

Signature of Mother/Father and or Guardian

Witness :

ANNEXURE – M(a)

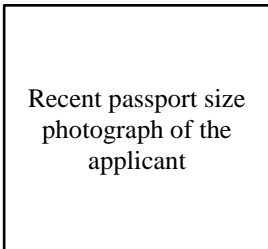
CERTIFICATE TO BE PRODUCED BY THE APPLICANTS BELONGING TO ANTHYODAYA ANNAYOJANA (AAY) AND PRIORITY HOUSE HOLD (PHH) CATEGORY FOR THE PURPOSE OF RESERVATION UNDER CLAUSE (6) OF ARTICLE 15 OF THE CONSTITUTION

(Reservation for admission to Educational Institutions other than Minority Institutions)
(Vide G.O (MS)No.2/2020/P&ARD dated.12.02.2020 & G.O.(MS)No.23/2022/ P&ARD dated.04.10.2022)
(See claus3.4.2 & 4.1.)

Certificate No.....

Date:

This is to certify that Shri/Smt./Kumari.....
Son/daughter/wife of is a permanent
resident of.....
.....
.....(H.E.address).....
.....Village.....District, Kerala State, whose
photograph is affixed below, is a member of AnthyodayaAnnayojana (AAY)/Priority House Hold
(PHH) and that his/her name is included in the Ration card issued under this category and that he/she
does not belong to a caste/class recognised as Scheduled Castes, Scheduled Tribes or Other Backward
Classes in the State and therefore he/she belongs to Economically Weaker Sections in General
Category(*).



Signature.....

Name:.....

Designation.....

(Seal)

(*) General Category means and includes all classes of citizens other than Scheduled Caste, Scheduled Tribe, Socially & Educationally Backward Class and Other Backward Class.

Note: Citizens belonging to Other Eligible Communities (OEC) eligible for reservation for admission to Educational Institutions also stand excluded from General Category. _____

ANNEXURE – M(b)

CERTIFICATE TO BE PRODUCED BY THE APPLICANTS BELONGING TO ANTHYODAYA ANNAYOJANA (AAY) AND PRIORITY HOUSE HOLD (PHH) CATEGORY FOR THE PURPOSE OF RESERVATION UNDER CLAUSE (6) OF ARTICLE 15 OF THE CONSTITUTION

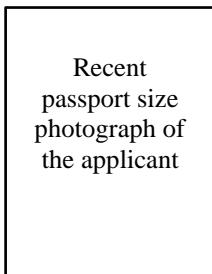
(Reservation for admission to Educational Institutions other than Minority Institutions)
(Vide G.O (MS)No.2/2020/P&ARD dated.12.02.2020 & G.O.(MS)No.23/2022/ P&ARD dated.04.10.2022)

(See clause 3.4.2 & 4)

Certificate No.....

Date:

This is to certify that Shri/Smt./Kumari..... son/daughter/wife of.....is a permanent resident of(H.E.address).....
.....Village.....Taluk.....
.....District in Kerala, Pin Code..... whose photograph is affixed below, belongs to Economically Weaker Sections in General Category (*) and that his/her family income is Rs.....(Rupees.....)
(in words also) for the financial year..... the limit specified in G.O. (Ms) No.2/2020/P&ARD dated. 12.02.2020 and that he/she belongs to Caste/community/class which is not recognised as a Scheduled Caste, Scheduled Tribe or other backward Class as listed in List I, II and III in the Scheduled to Rule 2 part I, K.S & S.S Rs.1958.



Signature with Office Seal.....

Name.....

Designation.....

(*) General Category means and includes all classes of citizens other than Scheduled Caste, Scheduled Tribe, Socially & Educationally Backward Class and Other Backward Class.

Note: Citizens belonging to Other Eligible Communities (OEC) eligible for reservation for admission to Educational Institutions also stand excluded from General Category.

ANNEXURE – N

GOVERNMENT OF KERALA
.....VILLAGE OFFICE

NON-CREAMY LAYER CERTIFICATE
(State Educational Purpose)
(For SEBC/OEC candidates)

No.

Date:

This is to certify that the person with the following details belongs to the community which is designated as a Backward Class in the State of Kerala and does not belong to the category of 'Creamy Layer' in the light of guidelines issued in [G.O.(P)No.1/2015/BCDD dated 01-01-2015] and the schedule (s) prescribed there under to identify the 'Creamy Layer' among the designated 'Socially and Educationally Backward Classes' in the State of Kerala.

Name of Person to whom certificate is issued	
Gender	
Name of Father	
Address	
Post Office with Pin Code	
Name of Local body	
Village	
Taluk	
District	
Religion	
Caste	
Date of Issue of Certificate	
Designation of the Issuing Officer	

Place

Signature & Name of the Village Officer

Date Office seal

ANNEXURE – O

GOVERNMENT OF KERALA

.....TALUK OFFICE

COMMUNITY CERTIFICATE

(For SC/ST Candidates)

(See clause 3.6.3)

No.....

Date :.....

Certified that the person with the details mentioned below belongs to the SC under:

- The constitution (Scheduled Castes) Order,1950
- The Constitution (Scheduled Tribes) Order,1950 (as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment)Act,1976.

Name of Person to whom certificate is issued	
Gender	
age	
Name of Father	
Address	
Post Office with Pin Code	
Name of Local body	
Village	
Taluk	
District	
Caste	
Religion	
Date of Issue of Certificate	
Designation of the issuing officer	

Place
Date

Office seal

Signature & Name of the Tahsildar

ANNEXURE – P

GOVERNMENT OF KERALA

.....VILLAGE OFFICE

INCOME CERTIFICATE

(See clause 3.6.3 (g) & 9.1.1(b))

No.....

Date:.....

Certified that the Annual Family Income of the persons with the details mentioned below from all source is (Rupees only)

Name of Persons to whom certificate issued	
Gender	
Age	
Name of Father	
Address	
Post Office with Pin code	
Name of Local body	
Village	
Taluk	
District	
Date of issue of Certificate	
Designation of the issuing officer	

Place
Date

Office seal

Signature & Name of the Village Officer

ANNEXURE-Q

No.

Village Office.

Date.

COMMUNITY CERTIFICATE

(Other than SC/ST/SEBC candidates)

(See clause 3.6.3 (g) & 9.1.1(b))

Certificate that Shri/Smt/Kum.

.....

..... Village in Taluk belongs to

..... Community which is included in the list of other/other eligible community in

Kerala State.

Name & Signature of the Village officer

(Office seal)

ANNEXURE -R

CERTIFICATE FOR CLAIMING FEE CONCESSION TO CHILDREN OF FISHERMEN

(FM)

(See clause 9.1.3)

ഫിഷറീസ് ഓഫീസ്:

സർട്ടിഫിക്കറ്റ് നമ്പർ:

സാക്ഷ്യപത്രം

.....ജില്ലയിലെ.....താലൂക്കിലെ.....

.....വില്ലേജിൽപ്പെട്ട.....ൽതാമസംശ്രീ/ശ്രീമ

തി...../മത്സ്യഗ്രാമത്തിലെമത്സ്യത്തൊഴിലാളി/അനുബന്ധതൊ

ഴിലാളിപട്ടികയിൽ.....നമ്പറായിപേരജിസ്റ്റർ ചെയ്യപ്പെട്ടയാളാ

ണെന്നും/പേരജിസ്റ്റർ ചെയ്യപ്പെട്ടിരുന്നയാളുടെവിധവയാണെന്നും ടിയാൾകേരളമത്സ്യത്തൊഴിലാ

ളിക്കുമാനിയമിയിലേക്കുള്ളവിഹിതംകുടിശ്ശികയാകാതെ അടച്ചിട്ടുള്ളതാണെന്നും കേരളമത്സ്യത്തൊ

ഴിലാളിക്കുമാനിയമിബോർഡിൽനിന്ന്

.....കോഡ് നമ്പർ പ്രകാരം വാർദ്ധക്യ കാലപെൻഷൻ ലഭിച്ചുവരുന്നയാളാണെ

ന്നും ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തിക്കൊള്ളുന്നു.*

ഈ സർട്ടിഫിക്കറ്റ് മുകളിൽ പറഞ്ഞയാളുടെ മകൻ/മകളുടെ

(പേര്).....2024ലെ PG ഡിഗ്രി കോ

ഴ്സ് പ്രവേശനത്തിനുള്ള (MCAP2024) ആവശ്യത്തിനായി നൽകുന്നു.

ശ്രീ / ശ്രീമതി യുടെ.....

..... മകൻ /

മകൾക്കു ഫിഷറീസ് കുപ്പിയിൽ നിന്നുള്ള വിദ്യാഭ്യാസാനുകൂല്യങ്ങൾ ലഭിക്കുന്നതിലേക്കാണ് ഈ സാ

ക്ഷ്യപത്രം നൽകുന്നത്.

ഒപ്പ്:

പേര്:

ഉദ്യോഗപ്പേര്:

സ്ഥലം:

തീയതി:

(ഓഫീസ് മുദ്ര)

*കുറിപ്പ്: ബാധകമല്ലാത്തതൊട്ടിടങ്ങളിലേക്ക്

ANNEXURE - S
(See clause 4.1)
CERTIFICATE TO PROVE NATIVITY FOR KERALITES

Candidate should submit ANY ONE of the following certificates:

(i) Self attested copy of Birth Certificate/SSLC/Relevant page of the Passport of candidate showing the candidate's place of birth in Kerala.

(OR)

(ii) Self attested copy of Birth Certificate/SSLC/Relevant page of the Passport of candidate's father/mother showing their place of birth in Kerala along with corroborative certificate to establish the relationship between the parent and the candidate.

(OR)

(iii) Original certificate issued by the competent authority showing that the parent is an AIS officer allotted to Kerala cadre with corroborative evidence proving the relationship between the candidate and the parent (Clause 4.1)

(OR)

(In the absence of above certificates, obtain the following certificate from the Revenue officials to prove nativity)

CERTIFICATE OF BIRTH

(i) In case the candidate is born in Kerala

Certified that, Shri/Smt/Kum
House..... Village.....
Districtis an Applicant for the Admission to the PG Courses
Kerala 2024 and he/she was born in Kerala.

(OR)*

(ii) In case any of the parents are born in Kerala

Certified that, Shri/Smt/Kum is an Applicant for
the Admission to the PG Courses Kerala 2024 and his/her
father/mother Shri/Smt.....
House..... Village District
.....was born in Kerala.

Signature of Village Officer/Tahsildar/Any Competent Revenue Authority.....

Name and Designation:

Place:

Date: (office seal)

*Strike out whichever is not applicable

ANNEXURE - S (a)
CERTIFICATE TO PROVE NATIVITY FOR KERALITES

(See clause 4.1)

Certified that Master/Kum.an
applicant for admission to the PG Courses, Kerala 2024 is the son/daughter* of
Shri/Smt.....
.....
.....*Official address*)who is a
serving officer of All India Service, Kerala cadre of batch.

Signature of Competent Authority :

Place :

Name:

Date :

Designation:

(Office Seal)

** Strike whichever is not applicable*

ANNEXURE T
(See clause 4.1.2 & 4.13)

CERTIFICATE TO PROVE NATIVITY FOR NON-KERALITES CATEGORY II (NK -II)

A candidate who is not 'Keralite' should produce the following certificate.

CERTIFICATE OF COMPLETION OF QUALIFYING EXAMINATION

(To be issued by the Head of School where the applicant has completed/is studying for the Qualifying Examination)

CERTIFIED that Shri/Smt/Kum, an applicant for Admission to the PG Degree Courses Kerala 2024, who is the son/daughter of Shri./Smt of (Address) has studied/ is studying for his/her Qualifying Examinations in (Institution) situated in State in India.

Signature of the Head of the Institution.....

Name.....

Designation:

Address:

Place:

Date:

(office seal)

ANNEXURE - U

GUIDELINES FOR THE ASSESSMENT OF INCOME FOR THE PURPOSE OF ISSUING INCOME CERTIFICATE

[See Clause **3.6.3 (g) & 9.1.1(b)**]

(1) Different purposes of Income Certificate:

- (a) for availing fee concession in Education Institution.
- (b) for securing seats in the quota reserved in professional colleges for the Socially and Economically Backward classes.
- (c) for obtaining loans from Government Departments, Kerala Financial Corporation etc. for various purposes.
- (d) for getting different kinds of pension such as Old Age Pension, Widow Pension, Agricultural Labourers Pension, Pension for T.B Patients, Leprosy Patients, Cancer Patients etc.
- (e) for getting financial aid available to the Ex-Servicemen.
- (f) for getting the loan available to the SC/ST for different purposes.
- (g) for getting the relief given to the victims of natural calamities.
- (h) for getting the artificial limb, cycle, etc., supplied to the physically handicapped persons.
- (i) for getting free ration etc.

(2) Definition :

(a) Family :-

For assessing the income of the family, the term of family would mean a family consisting of

- (1) Applicant
- (2) Parents/Guardian
- (3) Unmarried brothers and sisters/ dependent unmarried sons and daughters living together in the same house, widowed daughters actually dependant on the family.
- (4) Spouse of the candidate.

(b) Income :-

Income would mean the regular income actually earned by the family members. Income of unmarried daughters and unmarried brothers and sisters as the case may be should be reckoned for calculating family income.

Income of the members of the family living together alone need be reckoned.

Exceptions

- (1) Income of widow's daughter/ sister will be excluded.
- (2) Terminal benefits will be excluded.
- (3) Surrender leave salary will not be reckoned.
- (4) Festival allowance will not be reckoned.
- (5) Family pension will be excluded.

(3) Different sources of income for the purpose of Income Certificate :

(i) Income from salary :

Salary income excluding H.R.A., Special pay, Deputation Pay/Allowances etc., will be reckoned for calculating total income. T.A., P.T.A., honorarium for special work etc. will be excluded for calculating salary income. D.A will be included for calculating total income.

(ii) Income from pension :

The amount excluding the amount of commutation will be taken into account for the purpose of Income Certificate. The pension will be assessed on the basis of the Pension Payment Order.

(iii) Income from business :

This can be assessed on the basis of Income Tax Certificate. In the cases of non-assesses the Income Certificate will be issued on the basis of declaration filed by the persons concerned. In the case of non-assesses Income Certificate shall be issued on the basis of the declaration filed by the applicant/parent/or guardian in the case of students.

(iv) **Income of persons employed abroad** shall be assessed on the basis of the declaration filed by the applicant / parent or guardian in the case of students.

(v) **Income of daily labourers :**

Income Certificate shall be issued on the basis of the declaration filed by the applicant/ parent or guardian in the case of student.

(vi) **Income from property :**

The income from property will include the income from produce viz. coconut etc., value of improvements on landed property will be calculated on the basis of the principles adopted for the purpose of land acquisition.

(vii) **Income from rented buildings :**

Income on this account will be calculated deducting the annual maintenance charges.

(4) **Assessment of income of the family having more members :**

When there are more members in a family, the income available for distribution will be less compared to a family having lesser number of members. In such cases an allowance will be given to each member in excess of five. For example if there are five members in a family, three children and parents, the income from all members should be taken into account for computing family income. If the number exceeds five, an allowance will be given to each additional child. The amount of such allowance (to be decided) should be deducted from the total annual income of the family for the purpose of Income Certificate.

(5) **Variation of super checking :**

There may be variation between the income assessed by the Village Officer and that arrived at by higher officers on super checking. 10% or less of such variation can be allowed.

(6) **Period of validity :**

Normally a Certificate issued to a person for a particular purpose should be binding for a period of two years or for the term of the course.

(7) **Cancellation of false Certificates :**

The certificates obtained fraudulently, that is by willfully suppressing the actual income or willfully giving false income, will be cancelled.

(8) **Authority:**

The Village Officer shall be the authority to issue Income Certificate that is required to be produce before the State Government Department or Authorities. In the case of certificate required to be produced before the Central Government Departments the Tahsildar shall be the authority to issue the Income Certificate.

The Tahsildar shall be the Appellate Authority to entertain the appeal if any against the income assessed by the Village Officer. The Revenue Divisional Officer/Deputy Collector shall be the Revisional Authority. Appeal against the income assessed by the Tahsildar shall be preferred before the Revenue Divisional Officer/Deputy Collector. The Collector shall be the Revisional Authority in that case.

(9) **Co-ordinating Department:**

The Revenue Department in the Secretariat shall be the Co-ordinating department in respect of the

issuance of guidelines/instructions relating to the grant of the Income Certificate, by Village Officer/Tahsildar. The Revenue Department shall be consulted if and when any event/instructions are proposed to be issued in the matter by other departments.

The Application of Income Certificate shall be in the prescribed form, duly affixing Court Fee stamp worth Rs.1/-.

The Income Certificate shall be issued in the form, prescribed by the Revenue Department.

Annexure V

*The annexure is made available as a separate document with the approval from
APJAKTU in the portal*