



**GOVERNMENT OF KERALA**

**PROSPECTUS  
FOR ADMISSION TO DIPLOMA PROGRAMMES  
1st SHIFT PART TIME**

**IN THE POLYTECHNIC COLLEGES  
UNDER**

**THE DIRECTORATE OF TECHNICAL EDUCATION**

**2017-18**

(സ. ഉ. (സാധാ) നം./ 1830/2017/ഉ./വി/വ തീയതി 09/10/2017)

**DEPARTMENT OF TECHNICAL EDUCATION  
THIRUVANANTHAPURAM**

## IMPORTANT DATES

<b>Sl. No</b>	<b>Activity</b>	<b>Date</b>
1	Application form distribution and submission begins	19-10-2017
2	Application form distribution ends	28-10-2017 1 pm
3	Last date for Submission of applications	28-10-2017 4 pm
4	Publication of Provisional Rank list at respective Polytechnic Colleges	01-11-2017
5	Last date of appeal	03-11-2017
6	Publication of Final Rank List & Select List	06-11-2017
7	Dates of Admission based on Select List	06-11-2017 to 09-11-2017
8	First chance interview and admission at Polytechnic Colleges	13-11-2017 & 14-11-2017
9	Second chance interview and admission at Polytechnic Colleges	20-11-2017 & 21-11-2017
10	Spot admission	27-11-2017 & 28-11-2017
11	I Semester classes commence on	01-12-2017
12	Admission closes on	05-12-2017

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## 1.Introduction

Prospectus for the admission to the Diploma Programmes (Ist shift Part Time) 2017-18, which has been approved by the Government of Kerala, is published herewith. It contains general information and rules related to the admission and other connected matters. Candidates are required to go through the prospectus carefully and acquaint themselves with all the relevant information relating to the admission. Prospectus issued for earlier years are not valid for the year 2017-18.

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

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

**The Principals of respective Polytechnic Colleges will invite application for admission to Diploma Programmes (Ist shift Part Time) conducted in the institution. The selection of candidates will be done institution wise. The candidates will have to apply to the institution where he/she desires to take admission. A single application can be used to apply for all the programmes in an institution.**

## 2.Programmes, Institutions & Seats

- 2.1 Part-time diploma programmes are conducted only in the Engineering/Technology stream.
- 2.2 The programmes shall be of 3 years (6 Semester duration) and shall be conducted from Monday to Saturday (6 days), 5 Periods (4 hrs. 10 min.) per day giving 30 periods per week. The classes will be arranged between 5.00 pm to 9.30 pm with periods of 50 minutes each.
- 2.3 The intake for admission at each Polytechnic college for each Programme shall be as per Annexure - I. Out of this 10 seats shall be kept apart for Departmental candidates and the remaining shall be considered under General Quota. The list of Polytechnic Colleges and the various programmes offered during the academic year 2017-18 is appended in Annexure - I.

### 2.4 Distribution of Seats

#### 2.4.1 Distribution of seats in Government Polytechnic Colleges

##### 2.4.1.1 Departmental Quota (Quota A):-

Five (5) seats are set aside for employees of Government Departments. Admission to these seats shall be done based on the index score from among the candidates meeting the eligibility requirements.

**2.4.1.2 Departmental Quota for Employees from Boards/Corporation/Companies under State Government/ Govt. aided Educational Institutions/State Quasi Government: (Quota B) :-**

Five (5) seats are reserved for employees of Boards/ Corporation/ Companies under State Government/Government aided educational Institution/State Quasi Government . If there are vacancies remaining in Quota A, it will be allotted to candidates of Quota B and vice versa. If vacancies still exist, it will be filled from General Quota.

**2.4.1.3 Quota for NCVT/SCVT,THSLC, VHSE and KGCE holders (Quota C):-**

Fifty percent of the rest of the seats will be reserved for NCVT/SCVT,THSLC, VHSE and KGCE holders in the relevant discipline in the ratio NCVT/SCVT:THSLC:VHSE:KGCE = 2:1:1:1.

The rest of the seats will be filled in the following manner:-

60% pure merit and 40% community reservation.

**Table of Distribution of seats in Government Colleges.**

Quota	If total intake =50	If total intake=60
Quota A	5 seats	5 seats
Quota B	5 seats	5 seats
Quota C	20 seats	25 seats
Open quota merit seats	12 seats	15 seats
Community reservation	8 seats	10 seats

The seats reserved under community reservations shall be filled in accordance with the following table.(Table I). Rotation rules shall apply to community reservation.

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

Table I

## 2.4.2 Distribution of seats in Aided Polytechnic Colleges:-

### 2.4.2.1 Management Quota:-

In aided Institutions, 15% of the total seats is reserved as Management Quota. This will be filled up by the management concerned from among the eligible applicants who are having eligibility conditions as laid down in clause 4. If sufficient numbers of candidates are not available under the management quota, the management shall fill up the vacant seats from applicants irrespective of quotas. Selection list thus prepared should be got approved by The Regional Joint Director / Deputy Director of the respective region.

### 2.4.2.2 Quota A

Five (5) seats are reserved for employees of Government departments. The rules for filling Quota A seats are as the same as that of Government Institutions.

### 2.4.2.3 Quota B

Five (5) Seats are reserved under Quota. The rules for filling Quota B seats are as the same as that of Government Institutions

### 2.4.2.4 Quota C :-Quota for NCVT/SCVT,THSLC, VHSE and KGCE holders :-

Fifty percent of the rest of the seats will be reserved for NCVT/SCVT,THSLC, VHSE and KGCE holders in the relevant discipline in the ratio NCVT/SCVT:THSLC:VHSE:KGCE = 2:1:1:1.

**If a candidate wishes to apply in Management Quota, he/she has to submit separate application forms.**

The rest of the seats will be filled in the following manner:-

60% pure merit and 40% community reservation.

**Table of Distribution of seats in Aided Colleges.**

<b>Quota</b>	<b>If total intake =50</b>	<b>If total intake=60</b>
Management Quota	7 seats	9 seats
Quota A	5 seats	5 seats
Quota B	5 seats	5 seats
Quota C	17 seats	25 seats
Open quota merit seats	10 seats	10 seats
Community reservation	6 seats	6 seats

The seats reserved under community reservations shall be filled in accordance with the Table I given above.

If there are vacant seats in Government quota, these seats can be filled from Management quota. For this, rules applicable to admission to regular Diploma programmes shall apply.

### **2.4.3 Distribution of seats in Self-financing Colleges**

#### **2.4.3.1 Management Quota**

Fifty (50) percent of the total seats is reserved as Management Quota. The rest 50% seats is Government quota and is divided into Quota A, Quota B , Quota C, Open merit and community reservation.

#### **2.4.3.2 Quota A**

Five (5) seats are reserved for employees of Government departments. The rules for filling Quota A seats are as the same as that of Government Institutions.

#### **2.4.3.3 Quota B**

Five (5) Seats are reserved under Quota. The rules for filling Quota B seats are as the same as that of Government Institutions.

#### **2.4.3.4 Quota C :-Quota for NCVT/SCVT,THSLC, VHSE and KGCE holders**



Fifty percent of the rest of the seats will be reserved for NCVT/SCVT, THSLC, VHSE and KGCE holders in the relevant discipline in the ratio NCVT/SCVT:THSLC:VHSE:KGCE = 2:1:1:1.

**Table of Distribution of seats in SF Colleges.**

<b>Quota</b>	<b>If total intake =50</b>	<b>If total intake=60</b>
Management Quota	25 seats	30 seats
Quota A	5 seats	5 seats
Quota B	5 seats	5 seats
Quota C	7 seats	10 seats
Open quota merit seats	5 seats	6 seats
Community reservation	3 seats	4 seats

The seats reserved under community reservations shall be filled in accordance with the Table I given above. Rotation rules shall apply to community reservation.

If there are vacant seats in Government quota, these seats can be filled from Management quota. For this, rules applicable to admission to regular Diploma programmes shall apply.

**If a candidate wishes to apply in Management quota, he/she has to submit separate application forms.**

### **3. Duration of the Diploma programmes (Ist shift Part Time)**

All the Diploma programmes are of 6 semester duration spanning over a period of 3 years. In addition to this, for Tool & Die Diploma programme there will be a Compulsory Twelve Month in plant training as part of the programme. All the Polytechnic Colleges shall follow credit based semester pattern. The maximum duration available for the completion of the programme shall be 8 Academic years from the year of registration for the first semester.

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

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

- b. The candidate should be a native of Kerala or undergone a qualifying examination from an institution in Kerala State or he/she should be a permanent employee in Central/State/Quasi Government/Public Sector under taking in Kerala State.
- c. The candidate should have passed SSLC/THSLC or equivalent examination, with eligibility for higher studies.

Note:- i. Candidates should have passed qualifying examination with Mathematics, English and Science.

- ii For CBSE/ICSE candidates the Marks/Grades obtained in science is considered in the place of Physics and Chemistry. **In the case of CBSE candidates, only the certificates of Board examination shall be accepted as qualifying certificate and such candidates shall submit a certificate from the Principal of the school where he/she studied at the time of admission, and a copy of the same shall be submitted along with the application.**

**4.2 Age:** The candidates should have completed a minimum of 18 years as on 1<sup>st</sup> June 2017.

**4.3 Experience:** Candidates should possess a 2 year ITI certificate/equivalent qualification. Those who are not ITI holders should have a minimum of 2 years experience. For this, the experience gained by the candidates after attaining the required qualification in Government, Public Sector Undertakings (PSUs), Public / Private Limited companies/Registered small scale industries/ educational institutions may be considered. Self employed persons also will be considered with condition that they should have completed two years in entrepreneurship; the registration certificate of the firm should be produced.

## 5. General Conditions

**5.1** For candidates who have secured eligibility for higher studies availing more than one Chance, 0.5 score will be reduced from the Weighted Grade Point Average (WGPA) for each subsequent chance.

**5.2** For calculating the index score for ranking for admission, the marks / grades in the SSLC / Equivalent examination shall be considered. Additional weightage of 0.2 score shall be added to the Weighted Grade Point Average (WGPA) for every completed year of experience in the discipline/trade concerned, limited to a maximum of 2 Score. Candidates with ESI/PF certificates will be given preference over candidates who have not produced such certificates.

**5.3 A particular Diploma Programme (Part Time) will be conducted only if a minimum of 35 candidates are admitted in that particular programme.**

## 6. Prospectus & Submission of Applications

**6.1** The prospectus will be available for free download from the website [www.polyadmission.in](http://www.polyadmission.in).

- 6.2** The candidates will be required to submit their applications to the Polytechnic College where he/she desires to take admission, remitting the required application fee or he/she can send the application by post to the Principal of the Polytechnic College where he/she desires to take admission, remitting the required application fee at the treasury under the head **0202-02-800-94**. In such cases chalan from the treasury should be attached.
- 6.3** While submitting the applications, the candidates should keep with them the copies of documents to prove their eligibility (See clause 5), channels for selection (See Clauses 4) and enter the relevant details in the application form. Claims not included in the applications will not be considered.
- 6.4** Certificates issued from respective authorities after the last date of submission of application will not be accepted under any circumstances.
- 6.5** The candidates will have to exercise their options in the Application form. Candidates can exercise options to any number of programmes offered in that Institution.
- 6.6** Application Fee: The application fee shall be Rs. 100/- for each Diploma Programme. For scheduled Caste/ Scheduled Tribe candidates, it shall be Rs.50/- . If a candidate submits application for more than one diploma programme in an institution, he/she will have to remit additional fee at the rate of Rs.100 for each diploma programme in an institution. (Rs.50 each for SC/ST candidates). Candidates should remit required fee to the Principal of the Polytechnic College where he/she applied for the Part Time Diploma programme.
- 6.7** Candidates will be issued a Registration Number from the Polytechnic College receiving the application form.
- 6.8** Complaints if any, regarding the status of application should be brought to the notice of the Principal of the Polytechnic College where the application is submitted.
- 6.9** Candidates who apply under management quota for admission should submit the application to the Principal of the Polytechnic College concerned remitting the required application fee. Application for management quota will not be considered for selection under merit/Reservation quota. Such candidates who also wish to apply under Merit/Reservation quota should submit separate application to the principal of the Polytechnic College concerned, remitting the required application fee.
- 6.10** Any wrong information given in the application will lead to the forfeiture of candidature. The Department of Technical Education will not be responsible for any inconvenience caused due to wrong/ incorrect/ incomplete entry/ delay in transit of the application form.
- 6.11** Application for Departmental Quota will not be considered under General Quota and vice versa. If a candidate wishes to apply for both the General and Departmental Quota he/she should submit separate applications for both.

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

S. No	Purpose	Nature of the Certificate Required
1	To prove date of birth	Self attested copy of the relevant page of the SSLC / THSLC or equivalent examination.
2	To prove the qualification	Self attested copy of the mark list of SSLC / THSLC or equivalent certificate.
3	To claim reservation under VHSE category	Self attested copy of the mark list of VHSE
4	To claim reservation under ITI category	Self attested copy of the mark list/certificate of ITI or equivalent certificate.
5	To claim reservation under KGCE category.	Self attested copy of the mark list/certificate of KGCE
6	To prove the applicant is a Keralite	<p>a. Self attested copy of relevant page of SSLC or equivalent showing the place of birth of the candidate in Kerala OR</p> <p>b. Self attested copy of relevant page of SSLC or equivalent showing the place of birth in Kerala of either of the Parents of the candidate with corroborative certificate to establish the relationship between the parent and the candidate. OR</p> <p>c. Self attested copy of the relevant page of Passport of the candidate issued by the Government of India, showing the place of birth in Kerala or of either of the parents of the candidate with corroborative certificate to establish the relationship between the parent and the candidate. OR</p> <p>d. Self attested copy of the certificate of birth from the competent authority (Panchayath / Municipality / Corporation) to register the birth of candidate or either of the parents (in which case corroborative certificate to establish the relationship between the parent and the candidate is necessary) place of birth in Kerala, to be issued by a competent authority. OR</p> <p>e. Self attested copy of the certificate of residence from the Village officer /</p>

		<p>Tahsildar of the effect that the candidate has been a resident of Kerala state for a period of five years with in a continuous period of ten years.</p> <p>OR</p> <p>f. Self attested copy of the relevant page of SSLC or equivalent certificate to show that the candidate has undergone the qualifying examination from an institution in Kerala.</p> <p>OR</p> <p>g. Self attested certificate issued by the employer that any of the parents of the candidate is working in Central / State / Quasi Government / Public Sector undertaking in Kerala state, specifying the place and district in Kerala where that firm/office is located.</p>
7	To claim Experience	<p>a. Self attested copies of experience Certificates from Government, Public Sector Undertakings (PSUs), and Public / Private Limited companies/ Registered small scale industries/Educational institutions.</p> <p>b. Self attested copies of ESI/PF certificates in the case of Limited companies.</p> <p>c. Attested copy of certificate of registration of the firm in case of entrepreneurs.</p>
8	To claim Community reservation.	<p>a. Self attested copies of Community and non-creamy layer certificates issued by Village Officer for claiming reservation SEBC/OEC categories.</p> <p>b. Self attested copy of Community certificate issued by the Tahsildar for claiming reservation under SC/ ST quota.</p> <p>c. Self attested copy of inter-caste marriage certificate in the prescribed format (Annexure X). From the authorities concerned for reservation under SEBC or SC/ST as per the conditions specified in clause 4.3.1.3 (d) &amp; (e). Non-creamy layer certificate for SEBC.</p>

**Note**

- a) **Certificates without the signature and seal of the issuing authority or that are incomplete in one way or the other will be treated as defective and such certificates will not be considered for availing any reservation.**

- b) Documents or Certificates furnished after the submission of application will not be entertained under any circumstance. No opportunity will be given to include any details after the submission of the application. Certificates issued after the last date for the submission of applications will not be considered for admitting the claims. Applications, which do not contain all the documents mentioned above and in which items are found defective and received after the last date of application, will not be considered. Candidate applying for admission under departmental quota should furnish "No Objection Certificate" obtained from the department/organization where he/she is working along with the application.

**c) 7. Selection of Candidates**

7.1 Selection of the candidate is based on the grading in SSLC/ THSLC or equivalent Examination. For the students who have passed qualifying examination under the old scheme (Prior to Grading system), marks are to be converted to 9 point absolute grade.

a. Grade / Mark is to be converted to 9 point absolute scale as follows,

<b>Grade</b>	A+	A	B+	B	C+	C	D+
<b>% of Marks</b>	>=90	>=80	>=70	>=60	>=50	>=40	>=30
<b>Point</b>	9	8	7	6	5	4	3

**Note:** For those who have passed the qualifying examination under the old scheme (Prior to Grading system), and with Marks for individual papers with less than 30%, and have the eligibility for higher studies, will be considered to have passed the paper in D+ grade for calculating the score in 9 point absolute scale.

- The Weighted Grade Point Average 1 (WGPA1) is the average of sum of grade points of Mathematics and Science multiplied by 0.7.

$$WGPA1 = \frac{\text{Sum of Grade Points of Mathematics physics and chemistry} \times 0.7 / \text{Mathematics \& science subjects} \times 0.7}{\text{No. of subjects in Mathematics physics and chemistry / Maths \& Science}}$$

- The Weighted Grade Point Average 2 (WGPA2) is the average of sum of grade points of subjects other than Mathematics and Science multiplied by 0.3

$$WGPA2 = \frac{\text{Sum of Grade Points of Subjects other than Mathematics ,physics and chemistry} \times 0.3 / \text{other than Maths \& Science subjects} \times 0.3}{\text{No. of subjects other than Mathematics and Science}}$$

- The sum of WGPA1 and WGPA2 will yield Total Grade Point Average (TGPA)

$$\text{i.e. TGPA} = WGPA1 + WGPA2$$

$$\text{Index Score} = \text{TGPA} + \text{Weightage for Experience}^\# - \text{Penal Points}^\$$$

**Note**

- \* Grades / Marks of all papers of a subject will be considered separately if the subject has more than 1 paper in the qualifying examination.  
Marks of physics and chemistry /science will be counted wherever applicable

# Weightage of 0.2 will be added to TGPA of candidates having professional experience in related discipline for every completed year of experience, subject to a maximum of 2 score for calculating the index. For this the conditions as stipulated in clause 5.2 shall be adhered to.

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

## 8.Preparation of rank lists:

- a. Rank list for each programme shall be prepared and published by the institution concerned.
- b. The rank lists of all Polytechnics will also be available on the website [www.polyadmission.in](http://www.polyadmission.in)
- c. The rank list will be prepared on the basis of **Index Score** calculated and the admission will be done strictly according to this rank list for these programmes.

### d. Resolution of Tie while ranking:

- a. For the purpose of resolution of Tie the candidate with more years of completed professional experience shall be placed higher.

- ii. If the tie still persists Person with higher **WGPA1** will be placed higher.

- iii. If the tie still persists,

Candidates with **higher Average Grade Point in Mathematics** (Average Grade Point of different papers if more than one paper is included for the subject in qualifying examination) will be placed higher in the ranking. In case, tie exists further, **Higher Average Grade Point in Physics** (if physics is not a separate subject, average grade point for science is taken into account) will be considered. If the tie exists further, **Average Grade Point in English** (Average Point of different papers if more than one paper is included for the subject in qualifying examination) will be considered. If there is still a tie, **the age** of the candidate will be taken into account and the older will be placed higher in the ranking than the younger.

**8.1 Publication of Provisional Rank List:** The Provisional rank list prepared will be published by the Polytechnic College concerned. The Provisional Rank list of all polytechnic colleges will also be published in the web site [www.polyadmission.in](http://www.polyadmission.in). Candidates are advised to verify the Provisional Rank lists and satisfy themselves regarding their position in the list, such as inclusion under different channels, eligibility for Community reservation. If candidate has any complaint in this regard, candidate should approach the Principal of the Polytechnic College with **specific request within 2 Days after publication of the list, for necessary action. Complaint received thereafter will not be entertained.**

**8.2 Publication of Final Rank List & Allotment:** The Final Rank list prepared will be published by the Polytechnic College concerned. Final Rank list and Allotment will be based on the Rank of the candidate. Inclusion of name in the rank list



will not entitle the applicant for admission for the programme, unless the applicant satisfies the rules regarding the eligibility for admission as laid down in the Prospectus. Furnishing of false particulars would result in the forfeiture of the candidature, as well as cancellation of admission to the programme. If any information or documents furnished along with the application by a candidate are found false or ineligibility for admission detected before or after admission, candidature of the applicant will be withdrawn and admission if any given will be cancelled.

- 8.3 Future Allotments:** If seats are remaining vacant even after the first allotment those will be filled by chance interview which will be held at Polytechnic Colleges concerned. Candidates already admitted will have to attend the chance interview for higher options.

#### **8.4 Documents to be produced at the time of Admission**

<b>S. No</b>	<b>Purpose</b>	<b>Nature the of Certificate Required</b>
1	To prove date of birth	Original certificate of SSLC / THSLC or equivalent examination.
2	To prove the qualification	Original mark list of qualifying examination SSLC / THSLC or equivalent with a Photocopy of it.
3	To avail reservation for ITI / VHSE / KGCE	Original ITI / VHSE / KGCE Mark list / Certificate as the case may be.
4	To prove nativity as Keralite	Original of Certificates required as per cl. <b>6.12.6</b>
5	To prove Experience	Original of Certificates required as per cl. <b>6.12.7</b>
6	To avail community reservation as SC/ST	Original of the Community certificate issued by the Tahsildar concerned.
7	To avail community reservation as SEBC / OEC	Original of the Community certificate and non-creamy layer certificate issued by the Village Officer concerned.
8	To avail Community reservation as SEBC / SC / ST for the children of Inter caste marriage	Original of Inter caste marriage certificate in the prescribed format (Annexure X) from the authorities concerned. Non-creamy layer for SEBC.

	couples	
9	To attend admission in absentia.	Authorization letter in prescribed format. Annexure XII.
10	Departmental quota	No objection certificate in the prescribed format. Annexure XIII.

**Note:** Any other documents mentioned in the allotment process are to be produced at the time of admission. Candidates **WILL NOT** be given any chance to produce the original documents / certificates after the date of admission.

## 9. Fees

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

Fee Component	Amount
Admission Fee (At the time of Admission)	Rs. 600
Establishment Fee (Revenue)	Rs. 500 (Remit in the beginning of odd semester)
Tuition Fee	Rs. 6500 per semester
Special Fee (Revenue Portion)	Rs. 1500 / Year (Remit in the beginning of odd semester)
Special Fee (PD Portion)	Rs. 1250 / Year (Remit in the beginning of odd semester)
Student Amenities Fee	Rs. 500 / Year (Remit in the beginning of odd semester)

A Caution Deposit of Rs.500 is also payable at the time of admission.

**9.1.2** Fees for various programmes in SF Colleges

Fee Component	Amount
Admission Fee (At the time of Admission)	Not more than Rs.2500
Tuition Fee	Rs. 22500 per annum
Special Fee	Not more than Rs.2500 per annum
Affiliation Fee	Rs.1500

A Caution Deposit of Rs.5000 and a refundable deposit of Rs.10000 are also payable at the time of admission.

**9.2** Fees once remitted will not be refunded under any circumstance.

**9.3** Any student who discontinues his/her study will be liable to pay the fees of the ensuing semester also.

**For example a student who discontinues his/her study in the third semester will be liable to pay the fourth semester fees also for obtaining TC and other certificates.**

**9.4 Institutional transfer will not be permitted to any candidate under any circumstances.**

Any other items not specifically covered in this prospectus will be decided by the undersigned and it shall be final.

Sd/-

**Senior Joint Director (PS)**