

"കേരള മാതൃഭാഷ"



കേരള സർക്കാർ

സംഗ്രഹം

ഉന്നത വിദ്യാഭ്യാസ വകുപ്പ് - സാങ്കേതികം - മുന്നാർ കാറ്ററിംഗ് കോളേജിലേക്കുള്ള ഡിപ്പോൾ ഹോട്ടൽ മാനേജ്മെന്റ് ആൻഡ് കാറ്ററിംഗ് ടെക്നോളജി കോള്ക്ക് പ്രവേശനം - 2025-26 അബ്ദ്യയന വർഷത്തെ പ്രോസസ്കൂള് അംഗീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ഉന്നത വിദ്യാഭ്യാസ (എൽ) വകുപ്പ്

സ.ഉ.(സാധാ) നം.753/2025/HEDN തീയതി, തിരുവനന്തപുരം, 12-06-2025

പരാമർശം:- സാങ്കേതിക വിദ്യാഭ്യാസ വകുപ്പ് ഡയറക്ടറുടെ 31.05.2025ലെ ഡി.ടി.ഇ ഡി.വി.എ/8792/2024- നി2(എ.സി എ) നമ്പർ കത്ത്.

ഉത്തരവ്

ഈ ഉത്തരവിലെ അന്വണ്ടിന്മായി ചേർത്തിട്ടുള്ള സാങ്കേതിക വിദ്യാഭ്യാസ വകുപ്പ് ഡയറക്ടർ സർക്കാർക്ക് സമർപ്പിച്ച് 2025-26 അബ്ദ്യയന വർഷത്തെ മുന്നാർ കാറ്ററിംഗ് കോളേജിലേക്കുള്ള ഡിപ്പോൾ ഹോട്ടൽ മാനേജ്മെന്റ് ആൻഡ് കാറ്ററിംഗ് ടെക്നോളജി കോള്ക്ക് പ്രവേശനത്തിനുള്ള പ്രോസസ്കൂള് അംഗീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

(ഗവർണ്ണറുടെ ഉത്തരവിൽ പ്രകാരം)

ASHA A K

ഡെപ്പുട്ടി സെക്രട്ടറി

സാങ്കേതിക വിദ്യാഭ്യാസ ഡയറക്ടർ, തിരുവനന്തപുരം.

ജോയിൻ്റ് ഡയറക്ടർ, സ്കൂള് ഇൻസ്റ്റിറ്യൂട്ട് ഓഫ് ടെക്നോളജിക്കൽ ടീച്ചേഴ്സ് ടെയിൽിംഗ് &amp; റിസർച്ച്,

കളമ്പേരി (സാങ്കേതിക വിദ്യാഭ്യാസ ഡയറക്ടർ മുവേനെ)

പ്രീൻസിപ്പൽ അക്കാദമിന്റ് ജനറൽ (ബാധിൽ), കേരള, തിരുവനന്തപുരം.

അക്കാദമിന്റ് ജനറൽ(എ&amp;ഇ), കേരള, കോട്ടയം.

ഇൻഫർമേഷൻ &amp; പബ്ലിക് റിലോഷൻസ് വകുപ്പ് (വൈബ് &amp; ന്യൂ മീഡിയ)

www.higereduation.kerala.gov.in

സ്കോക് ഫയൽ/ഓഫീസ് കോപ്പി/ (L2/194/2025/HEDN

Signed by ഉത്തരവിൽ പ്രകാരം

Geetha Lekshmi. G

Date: 12-06-2025 16:01:50



**GOVERNMENT OF KERALA**

**ADMISSION TO 3 YEAR DIPLOMA IN  
HOTEL MANAGEMENT AND CATERING TECHNOLOGY  
UNDER HOTEL MANAGEMENT STREAM**

2025-2026

# **PROSPECTUS**

For online submission of application visit:

[www.polyadmission.org/dhm](http://www.polyadmission.org/dhm)

Prepared by : State Institute of Technical Teachers Training and Research, Kalamassery  
DIRECTORATE OF TECHNICAL EDUCATION  
PADMAVILASOM ROAD, FORT P.O, THIRUVANANTHAPURAM

Admission Portal : [www.polyadmission.org/dhm](http://www.polyadmission.org/dhm)

**IMPORTANT DATES – DHMCT Admission 2025**

Sl. No.	Activity	Date
1	One-time Registration fee remittance and Online Submission of Application begins	16.06.2025
2	One-time Registration fee remittance and Online Submission of Application ends	30.06.2025
3	Publication of Provisional Rank list	02.07.2025
4	Last date for appeal and correction of Applications	04.07.2025
5	Publication of Final Rank List	07.07.2025
6	Counselling and Admission	08.07.2025 to 09.07.2025
7	Commencement of First semester class & Induction Programme	10.07.2025
8	Spot admission if any	16.07.2025 to 18.07.2025
9	Admission closes	14.08.2025

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2	II	List of SC/ST/OEC &SEBC Communities
3	III	Undertaking from the Students as per the provisions of Anti Ragging Verdict by the Hon. Supreme Court
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6	VI	Certificate of School Studies
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8	VIII	Anti-drug declaration form to be signed by the parent and student

## 1. INTRODUCTION

The prospectus for admission to the Diploma in Hotel Management and Catering Technology for the academic year 2025-26, approved by the Government of Kerala, is published herewith. It contains general information and rules related to the admission process and other connected matters. Candidates are requested to go through the prospectus carefully and acquaint themselves with all the relevant information relating to admission. The prospectus issued in earlier years is not valid for the academic year 2025-26.

The prospectus sets out the rules and regulations for the selection and admission for the six-semester Diploma Programme conducted by Munnar Catering College within the state of Kerala. Admission to this Programme is regulated on the basis of merit as assessed by the marks/grades obtained in the qualifying examination. Reservation rules as specified are applicable.

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

### **The submission of applications shall be online.**

- i) One-time Registration is mandatory for all candidates. Candidates desirous of applying to 3-year Diploma in Hotel Management and Catering Technology under Hotel Management shall register in the admission portal by remitting the stipulated fee.
- ii) After the One-time Registration, separate application shall be submitted for the following categories of seats.
  - a) Application for seats in Government quota
  - b) Application for seats in Management quota.

## 2. PROGRAMME, INSTITUTION & SEATS

**2.1** The Diploma Programme in Hotel Management and Catering Technology is a 3-year AICTE approved Programme.

### **2.2 Categorization of Seats**

**2.2.1 Government Seats:** The seats set apart by the Director of Technical Education in the institution are called “Government Seats”. 50% of sanctioned intake of the Programme is set apart under this category. The allotment to these seats shall be made by the State Institute of Technical Teachers Training & Research (SITTTR) from the published rank list.

**2.2.2 Management Seats in the Institution:** These are the seats set apart in the Programme, to be filled up by the management concerned. 50% of sanctioned intake of the Programme is set apart under this category. A select list shall be prepared from among the applicants who satisfy the eligibility conditions as laid down in clause 7.

Note:-1. Application details of all the students admitted in the Management Quota shall be entered in the admission portal before the closure of admission. The admission shall abide by the eligibility conditions prescribed in this prospectus. Admissions not obeying the eligibility conditions as per this prospectus shall be cancelled and the consequences shall be borne by the Head of the institution/Management.

### **3. Duration of the Diploma Programme**

The duration of Diploma Programme in the Hotel Management stream is 3 years after Class 10<sup>th</sup> with National Credit Framework (NCrF) entry level 3.0 as per AICTE Office order No. AICTE/P&AP/Legal/ HTM/2025, Dated: 22.02.2025.

### **4. PROSPECTUS, REGISTRATION FEE & APPLICATION**

The prospectus is available in the Admission Portal [www.polyadmission.org/dhm](http://www.polyadmission.org/dhm) and can be downloaded at free of cost.

ONE-TIME REGISTRATION in the admission portal is mandatory for applying to the Programme.

Each candidate shall complete a One-time Registration process in the admission portal by remitting Rs. 300/- (For scheduled Caste/Scheduled Tribe candidates, it shall be Rs. 150/-) submitting details including valid mobile number, valid email id etc. This mobile number shall be considered as the candidate's registered mobile number and shall be essential for all activities (including OTP generation) related to admission. During the process, candidates will get a system generated registration number.

How to submit application?

After One-time Registration, candidate shall login using the registered mobile number or the registration number with OTP/password.

Different links are available for the following categories on the login screen:

- a) Application for seats in Government quota
- b) The candidates seeking admission for the management seats shall submit their application online through the link "MANAGEMENT QUOTA" on the Admission Portal.

Candidates shall select appropriate links and submit their applications. Applications to Management seats can be submitted upto the last date of admission.

Candidates can view all the submitted applications in his/her login.

Corrections if any in the submitted application can be made by the candidate through his/her login until the last date of online submission of application.

### **5. RESERVATION OF GOVERNMENT SEATS**

Reservation of seats under different categories is given below. The candidates must possess the requisite educational qualifications mentioned under clause 6 in the prospectus.

**5.1 Reservation for Differently abled (Persons with Disabilities):** 5% of the seats available in the Programme is reserved for the differently-abled candidates with disabilities as mandated in section 32, chapter VI of the Persons with Disabilities Act 2016. **A person with a disability means a person suffering from not less than 40% of disability certified by the Medical Boards constituted by the**

**Government of Kerala/UDID.** Candidates with a minimum disability of 40% shall be eligible to apply under this category.

The selection of candidates under this category shall be based on rank and physical suitability, and not on the basis of the degree of disability. **Those candidates seeking admission to this quota shall have to produce a certificate as issued by the Medical Board pertaining to their disability and also submit a “Certificate of Fitness” proving their fitness for undergoing the Diploma Programme in the format as given in Annexure IV.**

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

**5.2 Allotment of the remaining seats:** The remaining seats shall be distributed as mentioned below as per GO(P)No. 208/66/Edn dt: 02.05.1966, GO(Ms)No. 95/08/SCSTDD dt: 06.10.2008 and GO(Ms)No. 10/2014/BCDD dt: 23.05.2014 and as modified from time to time.

#### **5.2.1 Seats reserved for Economically Weaker Sections in General Category**

As per the G.O (MS) No.2/2020/P&ARD dated 12.02.2020 and G.O.(MS)No.5/2020/P&ARD dated 03.03.2020, Government of Kerala 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 are provided. 10% seats are reserved in each Programme for candidates belonging to Economically Weaker Sections and who are not eligible for other community reservations. A certificate from the Village Officer shall be produced at the time of admission for availing this reservation.

**5.2.2 General merit in the state:** 50% of the seats shall be filled up purely on merit irrespective of the category/community to which the candidate belongs.

**5.2.3 Mandatory Reservation:** Only “Keralites” as specified in 6.1 b (i) are eligible for Mandatory reservations. The remaining 40% of the seats shall be reserved for socially and Educationally Backward Class (SEBC), scheduled Castes and Scheduled Tribes as given below.

**TABLE I**

(A)	General Merit (GN)	50%	
(B)	Economically Weaker Sections in General Category (EWS)	10%	
(C)	Socially and Educationally Backward Classes (SEBC)	30%	
a.	Ezhava (EZ)	9%	
b.	Muslim (MU)	8%	
c.	Other Backward Hindu (BH)	3%	
d.	Latin Catholic and Anglo Indian (LA)	3%	
e.	Dheevara and related communities (DV)	2%	
f.	Viswakarma and related communities (VK)	2%	
g.	Kusavan and related communities (KN)	1%	

	h.	Other Backward Christian (BX)	1%	
	i.	Kudumbi (KU)	1%	
(D		Scheduled Castes & Scheduled Tribes		10%
	a.	Scheduled Castes (SC)	8%	
	b.	Scheduled Tribes (ST)	2%	

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

Reservation to the Socially and Educationally Backward Classes shall 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: 16.03.2020and as amended from time to time and shall 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.

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 shall produce a certificate to the extent that the candidate belongs to the community (included in Table III, 6 of Clause 8.11) which is designated a Socially and Educationally Backward Class and does not belong to the category of Creamy Layer (Annexure 5 of G.O.(P) No. 1/2015/BCDD dated: 01.01.2015). The names of castes and communities under SEBC are given in Annexure II e. Only the claims of the candidates of those communities that are included in the list as incorporated in the respective Annexure of the Prospectus 2023 shall be considered. Claims by candidates belonging to other communities, which are not included in the Annexure II e, shall be rejected even if certificates from the concerned Revenue Officers are obtained.

**Reservation under SEBC:** Candidates belonging to Ezhava, Muslim, Other Backward Hindus, Latin Catholic & Anglo Indians, Dheevara and related communities, Viswakarma and related communities, Kusavan and related communities, Other Backward Christian and Kudumbi communities, claiming reservation under SEBC Quota shall invariably produce documents as prescribed in Table III, 6 of Clause 8.11 in the prescribed format for State Government Education purpose obtained from the Village Officer concerned.

**5.2.3.2 a) Reservation for children of inter-caste married couple under SEBC:** Children of inter-caste married couple with either the father or the 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 candidate shall furnish documents as prescribed in Table III, 8 of Clause 8.11.

The community claimed is to be mentioned by the candidate in the relevant column of the application. (For example a candidate born out of inter-caste marriage between an Ezhava and a Muslim can claim the reservation benefits applicable either to Ezhava or to Muslim. The claim for reservation benefit is

applicable either to Ezhava or to Muslim only and not against both). The claim made in the application form shall be final and cannot be changed subsequently.

**b) Reservation for children of inter-caste married couple under SC/ST:** Candidates who are children of inter-caste married couple of whom one is SC/ST, shall be eligible for educational and monetary benefits admissible to SC/ST as per section 2 (ii) of GO (MS) No.25/2005/SCSTDD dated 20.06.2005 and as modified by G.O (MS) No.109/2008/SCSTDD dated 20-11-2008, and shall be granted the same, based on the community shown in the marriage certificate issued by the Revenue Officials or Caste certificate in the name of candidate issued by Tahasildar.

#### **5.2.3.3 Claim for reservation under Scheduled Castes/Scheduled Tribes Quota:**

a) Candidates claiming reservation under Scheduled Castes/Scheduled Tribes quota shall produce the caste/community certificate in the name of the candidate from the Tahasildar concerned of Kerala State. The names of castes and communities approved by the Govt. Of Kerala under SC/ST categories Annexure IIa and IIb or as per Govt. Directions from time to time only shall be considered.

b) The candidates who are reconverted to Hinduism from Christianity of Scheduled caste origin shall produce community certificate from the Tahasildar concerned, along with the Gazette Notification regarding re-conversion. Such candidates shall also produce the Sudhi Certificate and relevant page of the school documents of the candidate and his/her parents. The Community Certificate shall clearly specify that the candidate himself/herself (not the father or mother) belongs to the Scheduled Caste.

c) **WARNING:** Those who produce false SC/ST Certificate for claiming reservation under SC/ST quota shall be liable for the penalties stipulated in section 15 of the Regulation of Issue of Community Certificates Act, 11 of 1996.. Candidates and their parents who make such applications are warned that in addition to prosecution they shall have to suffer the following consequences, in case the SC/ST certificate submitted 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 on the basis of false community certificates shall be withdrawn.

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.

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 land.

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".

d) Claim of OEC candidates against the un-availed seats of SC/ST candidates: Other Eligible Community (OEC) candidates (belonging to communities as per Annexure II c) are eligible for the un-availed seats, if any, under SC/ST quota. They shall produce documents as prescribed in Table III, 5 of Clause 8.11 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.

e) Claim for fee concession to OEC candidates: Eligible candidates belonging to communities as per Annexure II(c) with documents as prescribed in Table III, 5 of Clause 8.11 and eligible Candidates belonging to Other Eligible Communities as per Annexure II(d) documents as prescribed in Table III, 5 of Clause 8.11 with income certificate from Village Officer with income less than or equal to Rupees Six Lakhs shall be considered for fee concessions of SC/ST.

### **5.3 Other General Rules for reservation/fee concession**

**5.3.1** The seats unavailed by the Scheduled Castes (SC) candidates shall be allotted to Scheduled Tribes (ST) candidates and vice versa.

**5.3.2** The seats unavailed by the SC/ST candidates shall be filled by Other Eligible Community (OEC) candidates listed in the Annexure IIc. If any seat continue to remain unfilled, that shall be allotted to Open Merit.

**5.3.3** The seats unavailed by differently abled, EWS, SEBC category candidates will be allotted under open merit.

**5.3.4** The admission to SC/ST candidates shall be provisional and subject to scrutiny and verification by KIRTADS. If at a later stage, the claim for reservation under this category is found false, the admission shall be cancelled and appropriate criminal proceedings against the candidate shall be initiated.

### **5.4 Seats under other schemes**

#### **5.4.1 Seats under Tuition Fee Waiver Scheme (AICTE scheme)**

In addition to the sanctioned intake, 5% seats in the programme are provided under the Tuition Fee Waiver Scheme for candidates whose family income from all sources does not exceed Rs.8.00 Lakhs. The allotment to these seats shall be based on merit.

Candidates desirous of availing the seats under Tuition Fee Waiver Scheme for Economically Backward categories (irrespective of community) shall make necessary entries in the online application form. The seats under this category are available only to candidates whose annual family income is less than/equal to Rs. 8,00,000(Eight lakhs only). The original of the valid income certificate shall be produced at the time of admission.

**Note: As per APH 2024-25 to 2026-27 Clause 6.42 (d), these seats shall be available to such Programmes in an institution where a minimum of 50% of “approved intake” are filled up in the last academic year.**

### **6. Eligibility for Admission**

**6.1** a) The candidate shall be a citizen of India.

b) Candidates seeking admission to DHMCT shall be categorised as Keralite and Non-Keralite.

**Keralite:** A candidate of Kerala origin shall be categorised as a ‘Keralite’ as per Clause 8.12. If he/she shall produce certificates as per Clause 8.11 and place of birth is Kerala he/she shall be eligible for Communal/EWS/TFW/Persons with Disabilities reservation and fee concession. If the place of birth of such a candidate is not Kerala, he/she shall produce valid documents for reservation and fee concession from competent authorities of Govt. of Kerala. Children of All India Service (AIS) officers (Non-Keralites) allotted to Kerala cadre are deemed to be ‘Keralites’ as per G.O. (Rt) No. 822/08/H.Edn.

dated 29/05/2008. But they shall not be eligible for Communal/EWS/TFW/Persons with Disabilities reservation or any fee concession.

**Non-Keralite:** A candidate who does not belong to 'Keralite' category shall be categorised as 'Non-Keralite'. He/she shall not be eligible for Communal EWS/TFW/Persons with Disabilities reservation or any fee concession.

**6.2.** The candidate shall have passed SSLC/THSLC or equivalent examination, with eligibility for higher studies.

## **7. GENERAL CONDITIONS**

7.1 Candidates have to submit the applications as detailed in this prospectus.

7.2. For candidates who have not secured eligibility for higher studies on the first chance, a penal point of 0.5 shall be deducted for index score calculation.

7.3 The index score is obtained after subtracting the penal points if any.

7.4 The rank list shall be prepared based on the index score

### **7.5 Uniform**

Students are expected to come to the college neatly dressed. Uniform is compulsory on all days for students of the Diploma Programme in Hotel Management and Catering Technology. Each student shall wear uniform as per instructions of head of institution and ensure the following items for uniform:

Blazer – 1 No, White shirt - 2 Nos, Black pant-2Nos, Chef Coat – 2 Nos, Chef Pant- 2 Nos, Apron- 6 Nos, Waist Coat - 1 No, Chef Scarf- 3 Nos, Napkin- 6 Nos, Tie-2 Nos, Bow tie-1 No.

7.6 All candidates shall be accompanied by their parent/guardian at the time of admission.

7.7 All candidates selected for admission and their parents/guardians shall give a combined undertaking in the prescribed format (Annexure III& Annexure VIII) that he/she was not involved in any ragging activity or drug abuse in the past and that he/she shall not indulge in it in future. If the undertaking is violated, the students are liable to be expelled. (**Directives of the Hon'ble Supreme Court of India**)

## **8. SUBMISSION OF APPLICATIONS**

**8.1** Application for admission shall be submitted online through the Admission Portal “[www.polyadmission.org/dhm](http://www.polyadmission.org/dhm)”

**8.2** It can be submitted from any computer having an internet connection.

**8.3** Help Desk is set up at the institution. Trained staff members shall be deputed to the Help Desk to assist the candidates in filling the application form. This shall reduce the errors which may happen while filling the application form. Contact numbers of the members of the Help Desk shall be available on the Admission Portal.

**8.4** While submitting the application online, the candidates shall keep with them the copies of documents to prove their eligibility (See clause 6), claims for reservations (See Clause 5) and enter the relevant details in the online application form. This shall avoid the chances of furnishing wrong and incomplete information.

**8.5** Educational qualification certificate claimed by the candidate issued by date of admission may be accepted.

**8.6** Candidates can verify the status of their applications on the Admission Portal. After the publication of the trial allotment list, candidates shall be given an opportunity to modify it online. This is a one time opportunity and has to be exercised within the given time. For this purpose, an OTP shall be sent to the registered mobile number. No further corrections shall be permitted thereafter.

**8.7** Complaints, if any, regarding the status of the application shall be brought to the notice of the Principal of the College.

**8.8** The candidates seeking admission for the management seats shall submit an application online after One-time Registration through the link “Management Quota” on the Admission Portal. Application for management quota shall not be considered for selection under Merit seats. Those candidates who also wish to be considered for merit seats shall submit an online application as mentioned in clause 4 v.

**8.9** Any wrong information given in the application shall lead to the forfeiture of candidature.

**8.10** The Department of Technical Education shall not be responsible for any inconvenience caused to the candidate due to wrong/ incorrect/ incomplete entry or incorrect claim in the application form. Claims not included in the applications shall not be considered.

**8.11** Details of Certificates/ Documents to be submitted at the time of admission in addition to AADHAR number. (The candidates are required to enter the number, date of the certificate and name/designation of the issuing authority in the online application submission)

TABLE III

Sl No.	Purpose	Certificate Required
1	To Prove date of birth	Original certificate of SSLC / THSLC or equivalent examination or Birth Certificate.
2	To prove the educational qualification	Original Mark list of SSLC/THSLC or equivalent certificate.
3	To claim bonus point in case of candidate belonging to aspirational district of Wayanad	<p>a. Birth certificate and self declaration</p> <p>OR</p> <p>b. Certificate from the Head of the institution in Kerala where the candidate had undergone his/her study continuously for five years and self declaration (As per GO(P) No.1/2021/PIE&amp;MD, Thiruvananthapuram dated 07/10/2021)</p> <p>OR</p> <p>c. Certificate from the Head of the institution where the candidate had undergone his/her study from VIII std. to X std. and appeared for qualifying examination in the prescribed format (Annexure VI)</p>
4	To prove that the applicant is a Keralite	Original of Certificates required as per clause 8.12
5	To claim Community	Original of the non-creamy layer certificate which includes a

	reservation as SEBC/OEC	community as in Annexure II(e) issued by the Village officer.  OR  Valid community certificate which includes a community as in Annexure II(e) and income certificate below or equal to Rs. 8 Lakhs issued by Village officer.  OR  SSLC/equivalent certificate showing specific caste/community (caste included in Annexure II(e)) of the candidate with self declaration and valid income certificate below or equal to Rs. 8 Lakhs issued by Village officer.
6	To claim Community reservation under SC/ST	Original of the Community certificate issued by the Tahasildar.
7	To avail Community reservation as SEBC for the children of Inter caste marriage couples	“Inter-caste Marriage Certificate” which includes a community as in II(e) from the Village Officer OR Self Declaration and Marriage certificate issued by Sub- Registrar/ Local body along with SSLC/Educational qualification certificate from Govt. Authorities of mother/father(as the case may be) which includes the particular caste/community as in II(e).  AND  Original of the non-creamy layer certificate issued by the Village officer
8	To avail Community reservation as SC / ST/OEC for the children of Inter caste marriage couples	Marriage certificate issued by the Revenue Officials and Caste certificate in the name of candidate issued by Tahasildar.
9	To claim reservation Under “Differently abled Person with disability”	Medical certificate from the Medical Board as stipulated in Clause 5.1
10	To claim reservation Under the Tuition Fee Waiver scheme for Economically backward categories	Valid income certificate from Concerned Village Officer to the effect that the Annual family income is less than or equal to Rs.8,00,000/- or within the limit fixed by AICTE from time to time
11	To avail reservation under EWS	Original of the EWS certificate from Village Officer
12	To establish the relationship between the parent and the candidate	Documents showing the relationship of the candidate with the parents such as ration card/school certificate/ passport/ Aadhar/ birth certificate.

13	For educational fee concession	1.Original of the income certificate from Village Officer concerned to the effect that the annual family income is less than /equal to Rs. 1,00,000 or within the limit fixed by Government from time to time  2. Valid community certificate.
14	For joining & registration	Original of TC and Conduct Certificate from the institution last attended
15	To avail educational concessions for OEC as per Annexure II d	Original of the non-creamy layer certificate which includes a community as in Annexure II d issued by the Village officer.  OR  Valid community certificate which includes a community as in Annexure II d and income certificate below or equal to Rs. 6 Lakhs issued by Village officer.  OR  SSLC/equivalent certificate showing specific caste/community (caste included in Annexure II d) of the candidate with self declaration and valid income certificate below or equal to Rs. 6 Lakhs issued by Village officer.

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

#### 8.12 Certificates to prove Nativity for Keralites:

In order to prove that a candidate is an Indian Citizen of Kerala origin for the limited purpose of eligibility for admission, he/she has to produce one of the following certificates at the time of admission.

The relevant page of the Secondary School Leaving Certificate /Passport/Birth certificate from competent authority of the candidate showing place of birth in Kerala.

OR

The relevant page of the Secondary School Leaving Certificate /Passport/Birth certificate from competent authority of either of the parents showing place of birth in Kerala and valid certificate specified as per 12 of Table III in Clause 10.14 to establish the relationship between the parent and the candidate.

OR

A certificate from the Village Officer/ Tahasildar to show that the candidate or his/her father/mother was born in Kerala

OR

A certificate in the format given in Annexure VII from the competent authority showing that the parent of the candidate is an All India Service officer allotted to Kerala cadre.

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

## 9. SELECTION OF THE CANDIDATES

**9.1** Selection is based on the grade point secured by the candidate 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 grade scale as detailed below

Grade	A+	A	B+	B	C+	C	D+
% of Marks	>=90	>=80	>=70	>=60	>=50	>=40	>=30
Point	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 more than 30%, and have the eligibility for higher studies, shall be considered to have passed the paper in D+ grade for calculating the grade point. **In the case of CBSE, if marks and grades are available in the mark list, only the marks shall be considered for arriving at the grade point.**

Calculation of Index mark

Index Mark = Sum of Grade Points of all subjects / Total No. of subjects

Penal Point: **0.5** for candidates who have not passed the qualifying examination in the first chance.

(Note: Appearances for “Betterment” or “SAY” examination shall not be considered as a chance)

Index score = Index mark – Penal Point

Grades/Marks of all papers of a subject shall be considered separately if the subject has more than one paper in the qualifying examination.

### 9.2 Preparation of rank lists

a) Rank list for allotment shall be published in the portal [www.polyadmission.org/dhm](http://www.polyadmission.org/dhm).

b) The rank list shall be prepared on the basis of the **Index Score** calculated and the allotment shall be done strictly on the basis of the rank list for the Programme.

#### c) Resolution of Tie while ranking:

For the purpose of resolution of Tie, a candidate with higher **marks/grades in English** shall be placed higher in the ranking

If a tie still persists, the **age** of the candidate shall be taken into account and the older shall be placed higher in the ranking.

**9.3 Publication of Provisional Rank List:** The Provisional rank list prepared by State Institute of Technical Teachers Training and Research, Kalamassery (SITTTR) shall be published in “[www.polyadmission.org/dhm](http://www.polyadmission.org/dhm)” on the date specified. Candidates can also verify their individual rank in the list through the link provided on the Admission Portal. Candidates are advised to verify the Provisional Rank lists and satisfy themselves regarding their position in the list, such as inclusion under different categories, eligibility for community, etc. If a candidate has any complaint it can be corrected online or he/she may approach the institution with relevant documents within the stipulated time after the publication of the provisional rank list, for necessary action. Complaints received thereafter shall not be entertained.

**9.4 Trial Allotment:-** Along with the Publication of Provisional Rank list, a trial allotment list shall be published. The candidate can access both the rank list and trial allotment list from the Admission Portal to assess the probability of getting allotment to the Programme. **Inclusion of name in the Trial allotment list does not guarantee allotment to the candidate.**

**9.5 Publication of Rank List & Admission:** The Rank list prepared by the State Institute of Technical Teachers Training and Research, Kalamassery shall be published on the Admission Portal [www.polyadmission.org/dhm](http://www.polyadmission.org/dhm). The allotment of seats during admission shall be based on this published Rank list observing all reservation rules. Inclusion of name in the rank list shall not entitle the applicant for admission to the Programme unless the applicant satisfies the rules regarding the eligibility for admission as laid down in the Prospectus. Furnishing of false particulars shall result in the forfeiture of the candidature, as well as cancellation of admission to the Programme. If any information furnished along with the application by a candidate is found false or ineligible for admission detected before or after admission, the candidature of the applicant shall be withdrawn and if any admission was given, that shall be cancelled.

**9.6 Procedure of admission:** The admission process shall consist of one counselling session at the institution and one or more spot admissions at the institution, depending on the existing vacancies. If seats remain vacant after the counselling and admission, spot admissions may be conducted to fill any remaining seats before the closing of admission.

**9.7** Candidates who obtained admission shall remit the required fee and submit the entire original documents (see clause 9.9). Documents including certificates of qualification, fee concessions, and reservations, transfer and conduct certificate. The College authorities shall ensure that the caste/community/income certificates etc. are valid and are issued by the competent authorities of Kerala State or as notified by the Government from time to time.

**9.8 Govt. seats in the institution shall remain Govt seats till the last date of admission.** If vacancies of Govt seats still exist after considering the entire rank list in counselling, fresh application submission after One-time Registration shall be permitted till the closing date of admission. In such cases, admissions will be based on the revised rank list prepared, by including fresh applications in the existing rank list appropriately.

**9.9** Document submission at the time of admission shall be as per Table III, Clause 8.11

Note:

- i) Certificates issued by the competent authorities of Kerala State or as notified by the Government from time to time only is valid.
- ii) Candidates **WILL NOT** be given any chance to produce the original documents / certificates after the date of admission.
- iii) AADHAR card shall be produced at the time of admission.
- iv) Certificates issued by the competent authorities of Kerala State or as notified by the Government from time to time shall only be considered.
- v) Validity of various certificates from the date of issue is as given below or as notified by the Government from time to time :

- |                                |           |
|--------------------------------|-----------|
| i. Caste/community certificate | - 3 years |
| ii. Income certificate         | - 1 year  |

- iii. Non creamy layer certificate - 1 year
- iv. Fitness Certificate - 1 year
- v. EWS certificate - 1 year

The admission of candidate who do not produce original documents at the time of admission as per Table III of Clause 8.11 shall not be considered. Candidates who get admitted through proxy shall produce original documents within one week failing which the admission shall stand cancelled.

## 10. FEE DETAILS

Fee Component	Amount	Remittance
Tuition Fee (For Government Quota & Management quota)	Rs. 98000/- per year	At the time of Admission
Examination Permanent registration fee	Rs.2020/-	At the time of Admission

[Note: SC/ST candidates admitted into Government seats in the institution through centralized allotment process are eligible for fee and other educational concessions as per Government rules. Those SC/ST students admitted through management quota in the institution are not eligible for fee and other educational concessions.]

**10.1** Students selected under the “Tuition Fee Waiver Scheme” shall be exempted from the payment of tuition fees. They shall have to pay all other fees if they are not eligible for fee concession.

## 11. REFUND OF FEES

As per GO (Rt) No. 77/2019/H.Edn., Thiruvananthapuram dated 18/01/2019 and AICTE Approval Process Handbook 2024-25 to 2026-27 and referring Clause 10 of Prospectus,

**11.1** In the event of a student withdrawing before the start of the Course, the entire Fee collected from the student, after a deduction of the processing fee of not more than ₹1000/- (Rupees One Thousand only) shall be refunded by the Institution. It shall not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original.

**11.2** In case, if a student leaves after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the Fee collected after a deduction of the processing Fee of not more than ₹1000/- (Rupees One Thousand only) and proportionate deductions of monthly Fee and hostel rent, where applicable.

**11.3** In case the vacated seat is not filled; the Institution shall refund the Security Deposit and return the original documents.

**11.4** The Institution shall not demand Fee for the subsequent years from the students cancelling their admission at any point of time. Fee refund along with the return of Certificates shall be completed within 7 days.

**12.** Any other items not specifically covered in this prospectus shall be decided by the Govt. of Kerala and it shall be final.

**Director of Technical Education**

## **ANNEXURE I**

### **COMMUNITY CODE**

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

**ANNEXURE - IIa**  
**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 5.4.3 (a)]

1	Adi Andhra	37	Mannan (മെന്തുൻ), Pathiyan, Perumannan, Peruvannan, Vannan, Velan
2	Adi Dravida	38	xxx
3	Adi Karnataka	39	Moger (other than Mogeyar)
4	Ajila	40	Mundala
5	Arunthathiyar	41	Nalakeyava
6	Ayyanavar	42	Nalkadaya
7	Baira	43	Nayadi
8	Bakuda	44	xxx
9	xxx	45	Pallan
10	Bathada	46	Palluvan, Pulluvan
11	xxx	47	Pambada
12	Bharathar (Other than Parathar), Paravan	48	Panan
13	xxx	49	xxx
14	Chakkiliyan	50	Paraiyan, Parayan, Sambavar, Sambavan, Sambava, Paraya, Paraiya, Parayar
15	Chamar, Muchi	51	xxx
16	Chandala	52	xxx
17	Cheruman	53	xxx
18	Domban	54	Pulayan, Cheramar, Pulaya, Pulayar, Cherama, Cheraman, Wayanad Pulayan, Wayanadan Pulayan, Matha, Matha Pulayan
19	xxx	55	xxx
20	xxx	56	Puthirai Vannan
21	xxx	57	Raneyar
22	Gosangi	58	Samagara
23	Hasla	59	Samban
24	Holey	60	Semman, Chemman, Chemmar
25	Kadaiyan	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)
26	Kakkalan, Kakkan	62	Thoti
27	Kalladi	63	Vallon
28	Kanakkan, Padanna, Padannan	64	Valluvan
29	xxx	65	xxx
30	Kavara (other than Telugu speaking or Tamil speaking Balija Kavarai, Gavara, Gavarai, Gavarai Naidu, Balija Naidu, Gajalu Balija or Valai Chetty)	66	xxx
31	Koosa	67	Vetan
32	Kootan, Koodan	68	Vettuvan, Pulaya Vettuvan (in the areas of erstwhile CochinState only).
33	Kudumban	69	Nerian
34	Kuravan, Sidhanar, Kuravar, Kurava, Sidhana		
35	Maila		
36	Malayan [In the areas comprising the Kannur, Kasaragode, Kozhikode and Wayanad Districts].		

**ANNEXURE – II b**  
**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 5.4.3 (a)]

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	Ervavallan	26	Malayarayar
4	Hill Pulaya, Mala Pulayan, Kurumba Pulayan, Kuravazhi Pulayan, Pamba Pulayan	27	Mannan (മന്നൻ)
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, Jenu Kurumban
15	Kudiya, Melakudi	38	Thachanadan, Thachanadan Moopan
16	Kurichchan [Kurichiyan]	39	Cholanaickan
17	Kurumans, Mullu Kuruman, Mulla Kuruman, Mala Kuruman	40	Mavilan
18	Kurumbas, [Kurumbar, Kurumban]	41	Karimpalan
19	Maha Malasar	42	Vetta Kuruman
20	Malai Arayan [Mala Arayan]	43	Mala Panikkar
21	Malai Pandaram	44	Maratis of Kasargod and Hosdurg Taluk
22	Malai Vedan [Malavedan]		
23	Malakkuravan		

**ANNEXURE - IIc**  
**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 5.4.3 (f)

<b>OEC (ST)</b>		<b>OEC (SC)</b>	
1	Allar (Alan)	12	Pathiyan (other than Dhobies)
2	Chingathan	13	Hindu-Malayali
3	Irivavan	1	Chakkamar
4	Kalanadi	2	Madiga
5	Malayan, Konga-Malayan(Kasargod, Kannur, Wayanad and Kozhikode Districts)	3	XXX
6	Kundu-Vadiyan	4	Kudumbi
7	Kunnuvarmannadi	5	Dhevara/Dheevaran (Arayan, Valan, Nulayan, Mukkuvan, Arayavathi, Valanchiyar, Paniyakal, Mokaya, Bovi, Mogayar, Mogaveerar)
8	Malamuthan	6	Scheduled Caste converted to Christianity
9	Malavettuvar (Except Kasargod and Kannur Districts)Malayalar		
11	Panimalayan		

7 Kusavan, Kulalan, Kumbharan, Velaan, Velaar,  
Odan, Andhra Nair, Andhuru Nair,

8 Pulaya Vettuvan (Except Kochi State)

## ANNEXURE – II (d)

### **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 5.4.3 ( h)]

- 1 Vaniya (Vanika, Vanika Vaisya, Vanibha Chetty, Vaniya Chetty, Ayiravar, Nagarathar and Vaniyan)
- 2 Veluthedathu Nair (Veluthedan and Vannathan)
- 3 Chetty/Chetties (Kottar Chetties, Parakka Chetties, Elur Chetties, Attingal Chetties, Pudukkada Chetties, Iraniel Chetties, Sri Pandara Chetties, Telugu Chetties, Udiyankulangara Chetties, Peroorkada Chetties, Sadhu Chetties, 24 Mana Chetties, Wayanadan Chetties, Kalavara Chetties and 24 Mana Telugu Chetties)
- 4 Ezhavathi (Vathy)
- 5 Ganika
- 6 Kanisu or Kaniyar Panicker, Kani or Kaniyan (Ganaka) or Kanisan or Kamnan, Kalari Kurup/Kalari Panicker
- 7 Vilkurup, Perumkollan
- 8 Yadavas (Kolaya, Ayar, Mayar, Maniyani and Iruman), Erumakkars
- 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 Kallan Moopan or Kallan Moopar

## ANNEXURE - II e

### **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, G.O.(Ms) No.08/2021/BCDD dated: 21.06.2021]

[See Clause 5.4.2 (a)]

- |              |  |     |   |
|--------------|--|-----|---|
| <b>I.</b>    | <b>Ezhavas</b> including Ezhavas, Thiyyas, Ishuvan, Izhuvan, Illuvan and Billava   | 9.  | Chavalakkaran   |
| <b>II.</b>   | <b>Muslims</b> (all sections following Islam)  | 10. | Chakkala (Chakkala Nair)  |
| <b>III.</b>  | <b>Latin Catholics and Anglo Indians</b>   | 11. | Devadiga  |
| <b>IV.</b>   | <b>Dheevara</b> including Dheevaran, Araya, Arayas, Arayan, Valan, Nulayan, Mukkuvan, Arayavathi, Valinjiar, Paniakkal, Paniakel, Mukaya, Bovis-Mukayar, Mukaveeran, Mogaveera, Mogavirar, Mogayan   | 12. | Ezhavathi (Vathi)   |
| <b>V.</b>    | <b>Viswakarmas</b> including Viswakarma, Asari, Chaptogra, Kallassari, Kalthachan, Kammala, Kamsala, Kannan, Karuvan, Kitaran, Kollan, Malayala Kammala, Moosari, Pandikammala, Pandithattan, Perumkollan, Thachan, Thattan, Vilkurup, Villasan, Viswabrahmanan or Viswabrahmanar, Viswakarmala and Palisa Perumkollan | 13. | Ezhuthachan, Kadupattan   |
| <b>VI.</b>   | <b>Kusavan</b> including Kulalan, Kulala Nair, Kumbaran, Velaan, Velaans, Velaar, Odan, Kulala, Andhra Nair, Anthuru Nair  | 14. | Gudigara  |
| <b>VII.</b>  | <b>Other Backward Christians</b>   | 15. | Galada Konkani  |
| (a)          | SIUC   | 16. | Ganjam Reddies  |
| (b)          | Converts from Scheduled Castes to Christianity   | 17. | Gatti   |
| (c)          | Nadar belonging to Christain religious denominations other than SIUC   | 18. | Gowda   |
| <b>VIII.</b> | <b>Kudumbi</b>   | 19. | Ganika including Nagavamsom   |
| <b>IX.</b>   | <b>Other Backward Hindus, i.e.</b>   | 20. | Hegde   |
| 1.           | Agasa  | 21. | Hindu Nadar   |
| 2.           | Kharvi   | 22. | Idiga including Settibalija   |
| 3.           | Aremahrati   | 23. | Jangam  |
| 4.           | Arya, Atagara, Devanga, Kaikolan, (Sengunthar) Pattarya, Pattariyas, Saliyas (Padmasali, Pattusali, Thogatta, Karanibhakatula, Senapathula, Sali, Sale, Karikalabhadakulu, Chaliya, Chaliyan) Sourashtra, Khatri, Patnukaran, Illathu Pillai, Illa Vellalar, Illathar  | 24. | Jogi  |
| 5.           | Bestha   | 25. | Jhetty  |
| 6.           | Bhandari or Bhondari   | 26. | Kanisu or Kaniyar-Panicker, Kaniyan, Kanisan or Kamnan, Kannian or Kani, Ganaka |
| 7.           | Boya   | 27. | xxx   |
| 8.           | Boyan  | 28. | Kalarikurup or Kalari Panicker  |
|              |  | 29. | Kerala Muthali, Kerala Mudalis  |
|              |  | 30. | Oudan (Donga) Odda (Vodde or Vadde or Veddai)                                   |
|              |  | 31. | Kalavanthula  |
|              |  | 32. | Kallan including Isanattu Kallar  |
|              |  | 33. | Kabera  |
|              |  | 34. | Korachas  |
|              |  | 35. | x x x   |
|              |  | 36. | Kannadiyans   |
|              |  | 37. | Kavuthiyan, Kavuthiya   |
|              |  | 38. | Kavudiyaru  |
|              |  | 39. | Kelasi or Kalasi Panicker   |
|              |  | 40. | Koppala Velamas   |
|              |  | 41. | Krishnanvaka  |
|              |  | 42. | Kuruba  |

43. Kurumba
44. Maravan (Maravar)
45. Madivala
46. Maruthuvar
47. Mahratta (Non-Brahman)
48. Melakudi (Kudiyan)
49. x x x
50. Moili
51. Mukhari
52. Modibanda
53. Moovari
54. Moniagar
55. Naicken including Tholuva Naicker and Vettillakkara Naicker, Naikkans
56. Padyachi (Villayankuppam)
57. Palli
58. Panniyar or Pannayar
59. Parkavakulam (Surithiman, Malayaman, Nathaman, Moopanar and Nainar)
60. Rajapuri
61. Sakravar (Kavathi), Chakravar
62. Senaithalaivar, Elavania, Senaikudayam
63. Chetty/Chetties including Kottar Chetties, Parakka Chetties, Elur Chetties, Attingal Chetties, Pudukkada Chetties, Iraniel Chetties, Sri Pandara Chetties, Telugu Chetties, Udiyankulangara Chetties, Peroorkada Chetties, Sadhu Chetties, 24 Mana Chetties, Wayanadan Chetties, Kalavara Chetties and 24 Mana Telugu Chetties
64. Tholkolan
65. Thottiyan, 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, Ambattan Pranopakari, Pandithar and Nusuvan
75. Vaniya including Vanika, Vanika Vaisya, Vaisya Chetty, Vanibha Chetty, Ayiravar Nagarathar, 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 x x
80. x x x
81. x x x
82. Reddiars (throughout the State except in Malabar area)
83. Mooppar or Kallan Moopan or Kallan Moopar

### **ANNEXURE III**

#### **Undertaking from the Students as per the provisions of anti - ragging verdict by the Hon'ble Supreme Court**

I, Mr./Ms. ...., selected to Diploma course in .....at .....  
do hereby undertake on this day.....month.....year .....  
....., the following with respect to above subject.

- 1) That I understand the directives of the Hon'ble Supreme Court of India on anti-ragging.
- 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, State / Union Government and the 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 IV**

#### **CERTIFICATE OF FITNESS**

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

I, the undersigned have thoroughly examined Sri/Kum .....  
.....

(name and address), aged ..... and based on the assessment, issue the following certificate.

Certified that Sri/Kum ..... is fit/unfit to undergo the rigors of the  
3-year diploma in Hotel Management and Catering Technology Programme.

Date:

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

(Office Seal)

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Note:- The candidates applying for DHMCT programme should be physically fit and have a sound mind. The Medical Practitioners examining the candidates and issuing certificates may kindly consider these factors.

## **ANNEXURE V**

### **Eligibility Conditions for admissions under PWD Schemes**

1. Seats for Differently abled candidates (under PWD Scheme) are reserved for Persons with disability which include the following categories.
  - i) Visually impaired
  - ii) Hearing impaired
  - iii) Orthopaedically handicapped
  - iv) Mentally Retarded(IQ 51 and above)
  - v) Multi disability.

**All candidates shall produce a Certificate of Fitness as per Annexure IV for obtaining admission.**

**ANNEXURE VI**

No.....

Date.....

Name of the School: .....

**CERTIFICATE OF SCHOOL STUDIES**

Certified that Sri/Smt/Kumari.....

S/o., D/o., W/o., Sri. Smt., .....

studied in this school during ..... to ..... in the  
class ..... to ..... Also certified that the school is  
located within the district of ..... in Kerala State.

Head of the Institution

(Seal of Institution)

**GUIDELINES FOR THE ISSUE OF THE CERTIFICATE SHOWING SCHOOL STUDIES IN ASPIRATIONAL DISTRICTS OF KERALA FROM STANDARD VIII BY THE HEAD(S) OF THE EDUCATIONAL INSTITUTIONS**

1. A Certificate showing school studies in the particular aspirational district in Kerala from standards VIII to X issued by the head of educational Institutions of that district is prescribed as one of the certificates to prove the eligibility regarding the claim for reservation for aspirational district.
2. The certificate is to be issued by the heads of the Institutions (Schools) where the applicant has completed his/her studies in standard VIII, IX and X.
3. The Head of the school (last attended by the candidate) may rely on the school records/certificates for this purpose making sure that the candidate has undergone his/her studies in that district itself in all the classes from standards VIII to X. In case of doubt, the Head of the schools may direct the candidate to obtain necessary proof of the same from the schools attended formerly.

**ANNEXURE VII**  
**(See clause 8.15 (iv))**  
**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 6.1(i))

(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.....  
District .....is an Applicant for the Admission to the  
Diploma Programmes Kerala .....(year) 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 Diploma Programmes Kerala .....(year) 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 VIII**

### **ANTI-DRUG DECLARATION FORM TO BE SIGNED BY THE PARENT AND STUDENT**

I, Mr./Ms. ...., selected to Diploma program in ..... at ..... do hereby undertake on this day ..... month ..... year ....., the following with respect to above subject.

1. I am aware that the possession, use, sale and distribution of alcohol/tobacco/any psychoactive substances are wrong and harmful.
2. I shall refrain from using, being under the influence of, possessing, furnishing, distributing, selling or conspiring to sell or possess, or being in the chain of sale or distribution of alcohol/tobacco/any psychoactive substances within the premises of the Polytechnic College/institute or during any sponsored activities by the Polytechnic College/institute.
3. I shall report to the authorities of the institution any irregular behavior that I observe in relation to the possession, use, sale and distribution of alcohol/tobacco/any psychoactive substances which may have occurred at the institution or during any activities Conducted by any students or institution.
4. I shall support and actively participate in any substance use prevention education programmes which may be organized by the institution/government which would enable me to be a better student and citizen of India.
5. I shall co-operate with the authorities of the institution and other relevant authorities in their investigation of any substance-related incident of which I may have information, and to prevent the possession, use, sale and distribution of any psychoactive substances in or around my Polytechnic College/institute.

Signature: .....

Name of the student: .....

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

#### **Signature of Mother / Father and or Guardian**

Witness: