

DIRECTORATE OF TECHNICAL EDUCATION
PROCEEDINGS

Education – Technical – Admission to Polytechnic Colleges and Engineering Colleges in the state – centralized Allotment Process (CAP)- procedural formality of issuing T.C – introduction of revised system – orders issued.

ACADEMIC (C2) SECTION

No. C2-5223/2010.

Dated, Thiruvananthapuram 16.6.10.

- Read: -
1. Prospectus for Polytechnic admission 2010 -11 as approved vide G.O.(Rt) No.875/10/H.Edn. dated 7.5.2010.
 2. Prospectus for admission to professional Degree course as approved vide G.O(MS) No.203/09/H.Edn. dated 17.11.2009.

At present admission to Engineering Colleges and Polytechnic Colleges in the state is done by a Centralized Allotment Process (CAP). Under this system a candidate is selected for a particular branch in a particular institution, on the basis of availability of seat in the particular branch and in the particular institution with due regard to the order of preference as stated in the option filed by the candidate for the purpose. The intending candidate is bound to accept the allotment at first, and chance is left open to him to avail a higher option in the subsequent allotments. The admission will become regular/final either by getting first option or by filing a confirmation letter by the candidate declaring that he is fully satisfied with the branch and institution allotted by the Centralized Allotment Process and not interested in a further allotment. As availing of higher option is permitted, the movement/transfer of candidates from one institution to another is unavoidable. In order to give statutory validity to the so called transfer, the conventional system of the issue of T.C. is being followed. Whereas it is significant to note that in this case the admission is only provisional one and as such the issue of T.C has only little significance and relevance. To be more specific, the issue of T.C. is worthwhile only in the case of the transfer of a candidate whose admission is a regular or confirmed one. Further issue of T.C is a labour intensive and time consuming procedure which makes hardships both to the

students community and to the administrative hierarchy. Orders are therefore issued to dispense with the system forthwith and a new simplified scientific system viz "Higher Option Facilitating Slip/ (HOFS)" will be implemented with immediate effect for the limited purpose.

This system (HOFS) provides for the issue of a slip to the candidate by the head of institution for producing the same before the head of institution, where he got higher option. The slip will contain entire details required for entertaining higher option request. This is a A4 size sandwich slip which contains candidates request and head of institution's permission and acknowledgement. A specimen of the slip is appended herewith. The intending candidate will have to make available the same in triplicate duly filled up to the head of institution, who inturn will issue the slip with due verification.

For effective and speedy implementation of the system, the below mentioned guidelines are issued for the strict observance by the head of institutions.

1. The issue of (HOFS) should be resorted to only in the case of candidates whose admission remains as provisional. In the case of regular/ confirmed admission, the statutory/conventional method of T.C. should be resorted to.
2. Copy of HOFS so received and issued should be chronologically arranged and kept in bound volumes for further check and audit purpose.
3. The issue and receipt of the HOFS, should invariably be recorded in the remarks column of the Admission Register/CD Register/CFR etc with due authentication by the concerned authority.

4. HOFS so issued by an institution for a particular year should be assigned a number preceded by name of institution and followed by the year and then followed by Sl.No. A specimen may be seen as follows.CET,Tvm/(HOFS) No..../2010/(1/2/3/4/5).

Sd/-

Dr.Kuncheria.P.Isaac
Director of Technical Education.

To

1. Senior Joint Director (P.S)
2. Senior Joint Director (ECS)
3. Joint Director,
Regional Directorate of Technical Education,
Kozhikode/Kothamangalam.
4. Joint Controller of Technical Examinations, Tvpm.
5. The Officials of Centralized Allotment Process.
6. District Co-ordinators of Polytechnic College admission.
7. Principals of Polytechnic College (Government and aided)
8. Principals of Engineering College(Government and aided)
9. Joint Director, Curriculum Development Centre, Kalamassery.
10. Joint Director (IIIC).
11. Assistant Director, Supervisory Development Centre,
Kalamassery.
12. Deputy Director,
General/Placement and Training.
13. Senior Administrative Officer.
14. Senior Finance Officer.
15. Academic B1 section.
16. S.F. & O.C.

Forwarded/By Order

Superintendent.

cl.16.6.

To be prepared in Triplicate

SL NO:

(To be entered by college authority)

HIGHER OPTION FACILITATING SLIP

A. Request

Name of Candidate :
Registration No. :
Date of Birth :

Admission Particulars

i) Admission No :
ii) Branch :
iii) Institution :
iv) Amount of Fee remitted :
iv) No & date of Fee Receipt :

Allotted Higher Option Particulars

i) Branch :
ii) Institution :
iii) Proposed Date of joining :

Dated Signature of Candidate

Dated Signature of Parent

B. SLIP

On examination of records, the above mentioned candidate is allotted to that institution. The below mentioned documents submitted by the candidate in this office, is retransmitted herewith for favour of further action.

€ CBSE/ICSE/SSLC/THSLC

€ +2/VHSC/THSLC

€ Original T.C.No. and Date issued by
Principal

- € Income Certificate
- € Cast/Community Certificate
- € Physical Fitness Certificate
- € P.H.Certificate
- € Certificate from NCC Directorate
- € Certificate from Sports Council
- € Sponsorship Certificate from other States
- € Nativity Certificate
- € Other Certificates

(Tick the box)

VERIFIED BY

Section Clerk
(Dated Signature)

Superintendent
(Dated Signature)

(Office Seal)

PRINCIPAL
Name & Designation Seal

To
The Principal,
.....
.....
.....

Copy to: The Candidate/Guardian

C. Acknowledgement

Received the HOFS along with listed documents in original for
submission before Principal on or before
.....

Dated Signature of Candidate

Dated Signature of Guardian