

**GOVERNMENT OF KERALA****Abstract**

Higher Education - Appointing LBS Centre for Science and Technology as the authorised agency to conduct entrance examination for Four - Year BBA and BCA Programmes - Sanction accorded-Orders Issued.

HIGHER EDUCATION (J) DEPARTMENT

G.O.(Ms)No.373/2025/HEDN Dated,Thiruvananthapuram, 12-06-2025

Read: Letter No. KTU/ASST(ACADEMIC)/2856/2024 dated 10.06.2025 from the Registrar, APJ Abdul Kalam Technological University, Thiruvananthapuram.

ORDER

As per the letter read above, the Registrar, APJ Abdul Kalam Technological University has informed that the University has decided to designate LBS Centre for Science & Technology as the agency responsible for conducting entrance examinations for the Four-Year BBA and BCA programmes in the colleges affiliated to the University. It is requested to accord sanction for the formal appointment of the LBS Centre for Science and Technology as the authorised agency for the conduct of the said examinations.

Government have examined the matter in detail and are pleased to accord sanction for appointing LBS Centre for Science and Technology as the authorised agency to conduct the entrance examinations for the Four-Year BBA and BCA programmes for the academic year 2025-26.

The Prospectus submitted by the LBS Centre for Science and Technology for admission to the BBA and BCA programmes for the

Academic Year 2025-26, appended to this order is also approved.

(By order of the Governor)

C AJAYAN

ADDITIONAL SECRETARY

The Registrar, APJ Abdul Kalam Technological University,
Thiruvananthapuram

The Director, LBS Centre for Science and Technology,
Thiruvananthapuram

The Information Officer, Web & New Media, I&ARD

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Forwarded /By order

Signed by

Shinos S

Date: 12-06-2025 16:19:10

Section Officer

PROSPECTUS FOR ADMISSION TO
BACHELOR OF BUSINESS ADMINISTRATION (BBA), KERALA 2025-26

(Approved vide G.O.(Ms)No.373/2025/HEDN Dated, 12-06-2025)

APJ Abdul Kalam Technological University
CET Campus, Thiruvananthapuram
Kerala -695016

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PROSPECTUS FOR ADMISSION TO BBA COURSE 2025-26

1. INTRODUCTION

The Bachelor of Business Administration (Honours) [BBA (Hons)] program is a structured undergraduate degree aimed at building a solid foundation in management and business principles. The curriculum integrates core subjects such as Principles of Management, Business Statistics, Economics for Business Applications, Organizational Behaviour, and Business Communication, alongside interdisciplinary courses in Environmental Science, Sociology, and Disaster Management. Designed to balance theory with practical application, the program emphasizes quantitative reasoning, economic literacy, organizational analysis, and soft skills. It equips students with the analytical tools, leadership qualities, and decision-making capabilities required for dynamic roles in business and management, while also fostering social responsibility and sustainability awareness in a global context.

The Prospectus for admission to BBA Course 2025-26 is published herewith.

2. INSTITUTIONS AND INTAKE

During the current academic year 2025-26, allotment for admission to BBA Course will be made in the Single Window System of Centralized Allotment Process (CAP) to the institutes having AICTE approval, NOC of Government and APJ Abdul Kalam Technological University affiliation for the academic year 2025-26. Allotment will also be made to new institutions/ additional seats sanctioned before the Centralized Allotment Process (CAP) and fulfilling the above requirements. The tentative list of institutions offering BBA course under APJ Abdul Kalam Technological University are mentioned in Annexure 1.

3. CATEGORISATION OF SEATS

The seats available are mainly categorized as Government and Management seats.

- (a) Government seats are those seats against which allotment will be made by the Director, LBS Centre for Science and Technology based on the rank list published by Director, LBS Centre for Science and Technology.
- (b) Management seats are those seats set apart in Self-financing institutions to be filled up by the Management concerned.

4. FEE STRUCTURE

The fee structure for the colleges under CAP is mentioned in Clause 11.7. It will be as per Government order revised from time to time.

5. ELIGIBILITY CRITERIA FOR ADMISSION

(a) Nativity

Only Indian citizens are eligible for admission to BBA courses unless otherwise notified. The

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

Candidates seeking admission to BBACourse will be categorised as Keralite, Non-Keralite Category I (NK I) and Non-Keralite Category II (NK II).

Keralite: A candidate of Kerala origin will be categorised as a 'Keralite'. 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 will not be eligible for Communal/Special/Persons with Disabilities reservation or any fee concession.

Non-Keralite Category I (NK I): A candidate who is not of Kerala origin but fulfils anyone of the following conditions will be categorised as 'Non-Keralite Category I' (NK I).

- a. A candidate who has undergone qualifying course in Kerala and who is son/daughter of Non-Keralite parents belonging to Government of India/Defence Service, posted to Kerala.
- b. A candidate who has undergone qualifying course in Kerala and who is son/daughter of Non-Keralite parents who are serving/served Government of Kerala for a minimum period of two years.
- c. A candidate who is not of Kerala Origin but has been a resident of Kerala State for a period of 5(five) years within the period of 12(twelve) years of his/her study.
- d. A candidate who is not of Kerala Origin but who has undergone his/her school studies in Kerala from standard VIII to XII.
- e. Non-Keralite Category I candidates will be considered against 'State Merit' seats for BBACourse. But they will not be eligible for Communal/ Special/Persons with Disabilities reservation or any fee concession.

Non-Keralite Category II [NK II]: Candidates who do not come under 'Keralite' or 'Non-Keralite Category I' will be categorised as 'Non-Keralite Category II'. Such candidates are eligible for admission to both Government and Management quota seats in BBACourse in Government controlled Self-Financing colleges. However the 'Non-Keralite Category II' (NK II) candidates will be considered for admission to the Government seats in BBACourse in Government Cost-Sharing colleges only when the Keralite and Non-Keralite I (NK I) candidates are not available for admission. 'Non-Keralite Category II' (NK II) candidates are also eligible for admission to both Government and Management quota seats in Private Self-financing colleges. The 'Non-Keralite Category II' (NK II) candidates will not be eligible for Communal/ Special/ Persons with Disabilities reservation or any fee concession.

Certificates to prove Nativity

(a) 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 upload one of the following certificates to the online application.

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

OR

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

OR

iii. The relevant page of the Passport of the candidate, issued by Government of India, showing Place of Birth in Kerala or of either of the parents of the candidate showing Place of Birth in Kerala with corroborative certificate to establish the relationship between the parent and the candidate.

OR

iv. A certificate of birth from the authority competent to register birth (Panchayat/Municipality/Corporation) showing the candidate's or either of the parents' (in which case corroborative certificate to establish the relationship between the parent and the candidate is necessary) place of birth in Kerala, to be issued by a competent registering authority.

OR

v. A certificate from the Village Officer/ Tahsildar to show that the candidate or his/her father/mother was born in Kerala.[This is to be obtained in the prescribed format given in Annexure 12]

OR

vi. A certificate in the format given in Annexure 12 from the competent authority showing that the parent of the candidate is an All India Service officer allotted to Kerala cadre.

(b) Non-Keralites Category I [NK I]: In order to prove that the candidate is a Non- Keralite Category I (NK I) for the limited purpose of eligibility for admission, he/she has to upload one of the following certificates to the online application.

(i) A Certificate in the prescribed format obtained from the Head of the organisation, where the candidate's parent (employee) is serving/served, and the 'Certificate showing School studies in Kerala for Standards XI & XII' obtained from the Head of Institution (in the prescribed format given in Annexure 13) where the candidate underwent his/her qualifying course in Kerala to satisfy the Nativity condition under the sub-clause 6.1(ii).

OR

(ii) A certificate of residence from the Village Officer/ Tahsildar to the effect that the candidate has been a Resident of Kerala State for a period of five years within a period of twelve years of his/her study, to be obtained in the prescribed format given in Annexure 14.

OR

(iii) A Certificate showing School Studies in Kerala from Std. VIII to XII obtained from the Head(s) of the educational institution(s) in Kerala in the case of candidates who have undergone school studies in Kerala to prove that the candidate has undergone his/her studies in the schools in Kerala from Std. VIII to XII. This certificate is to be obtained as per the guidelines given in Annexure 12 and in the prescribed format given in Annexure 15.

(c) Non-Keralities Category II [NK II]: They should upload the 'Certificate of Completion of Qualifying Examination' in the prescribed format given in Annexure 16 to prove their Nativity or Passport issued by Government of India to prove Indian citizenship to the online application.

(b)Academic Eligibility

- **Minimum Qualification**

The candidate should have a pass in Higher Secondary or equivalent thereto with any subject Combination with a minimum of 45% marks in aggregate with 5% relaxation for the SC/ST students.

- No rounding off of percentage of marks to the nearest higher integer is permitted.

Selection Process

The applicant should satisfy all the eligibility conditions. The selection will be from the rank list approved by the Director, LBS Centre prepared based on the score obtained in entrance examination conducted by LBS Centre.

Selection to Government Merit Seat

- The student should qualify the entrance examination conducted by LBS Centre for getting admission to the Government seat.
- LBS Centre will be preparing a rank list based on the score obtained in the entrance examination.

Selection to Management Seat

- Preference will be given to candidates who qualify in the entrance examination. Any remaining vacancies may be filled by the respective institutions based on the percentage of the total marks secured by candidates in the Higher Secondary (Plus Two) Examination.

6. RESERVATION OF SEATS

(A) Reservation for Persons with Disabilities (PD)

Five percent of the seats available to the State for allotment from the State rank lists are reserved for candidates with benchmark disabilities for all courses in Govt./Aided Colleges/ Cost-Sharing Colleges as stipulated in Section 32, Chapter VI of the Persons with Disabilities Act 2016. As per Clause 2(r), Chapter I of the Act, 'Person with benchmark disability' means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority. Generally, Candidates who have a minimum of 40% disability alone will be eligible to apply this quota.

A disability certificate from the District Medical Board obtained within 12 months prior to the date of submission of the application has to be uploaded while submitting application online. Such candidates are also directed to produce a certificate obtained from a Medical officer not below the rank of Assistant Surgeon to ensure the fitness of candidates to undergo the course at the time of admission.

MANDATORY RESERVATION

Leaving the seats set apart under items (A) above from this total seats, the remaining seats will be distributed as per the mandatory reservation principle as contemplated in G.O.(P)208/66/Edn. dated 2.5.1966, G.O.(MS) No. 95/08/SCSTDD dated 06/10/2008, G.O(MS)No.10/2014/BCDD dated 23/05/2014, G.O(MS)No.128/2020/H.Edn dated 20.3.2020

and as modified from time to time.

a) For Institutions without minority status:

Sl.No	Category	Percentage
(i)	State Merit (SM)	50 %
(ii)	Economically weaker Sections in General Category (EWS)	10 %
(iii)	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(LC)	3%
e)	Dheevera 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%
(iv)	Scheduled Castes and Scheduled Tribes	10 %
a)	Scheduled Caste (SC)	8%
b)	Scheduled Tribe (ST)	2%

b) For Institutions with minority status:

Sl.No	Category	Percentage
(A)	State Merit	60 %
(B)	Socially and Educationally Backward Classes	30 %
a.	Ezhava (EZ)	9%
b.	Muslim (MU)	8%
c.	Other Backward Hindu (BH)	3%
d.	Latin Catholic & Anglo Indian (LA)	3%
e.	Dheevera 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%
(C)	Scheduled Castes & Scheduled Tribes	10 %
a.	Scheduled Casts (SC)	8%
b.	Scheduled Tribes (ST)	2%

Note: i. The seats unavailed by the SC candidates will go to the ST candidates and vice versa in the final allotment for all colleges.

- ii. The seats unavailed by the SC/ST candidates will be filled from OEC Category. Seats unavailed by OEC candidates will be allotted to state merit candidates in the final allotment for all colleges.
- iii. The seats unavailed by SEBC candidates will be allotted to State Merit candidates in the final allotment for all colleges.
- iv. Seats unavailed by EWS candidates will go to State Merit for all colleges
- v. If any seat, in any special reservation quota including PD quota, is left unavailed it will go to State Merit.

7. CLAIM FOR RESERVATIONS

Claims for Special/Mandatory reservations must be made by a candidate in the online application and the supporting documents shall be uploaded within the stipulated time. **The claim has to be specified in the application in the respective places.** Claims made after the last date of submission of application will not be entertained even if supporting evidences are produced. The claims for Special and Mandatory Reservation once made in the application cannot be altered by the candidate under any circumstances after final confirmation.

(A) State Merit: The seats under the State merit will be filled purely on the basis of merit irrespective of the category/community to which the candidates belong

(B) Claim for Communal Reservation under Socially and Educationally Backward Classes (SEBC)

Reservation to the Socially and Educationally Backward Classes will be in accordance with the provisions contained in G.O.(P)208/66/Edn. dated 02.05.1966, G.O.(Ms) No.95/08/ SCSTDD dated 06.10.2008, GO(MS) No. 10/2014/BCDD dated: 23.05.2014, G.O.(P) No. 1/2015/BCDD dated: 01.01.2015, GO(MS) No. 4/2015/H.Edn. dated: 05.01.2015, GO(MS) No. 15/2015/H.Edn. dated: 19.01.2015, GO(MS) No. 03/2018/BCDD. dated: 09.04.2018, GO(MS) No. 05/2020/BCDD. dated: 16.03.2020, G.O(Rt)No.01/2022/BCDD dated:25.02.2022 and as amended from time to time and will be in accordance with the Orders of the Hon'ble Supreme Court of India/ Hon'ble High Court of Kerala or Orders of the Government of Kerala/ Government of India.

(a) Candidates belonging to Socially and Educationally Backward Classes as per G.O.(P) 208/66/Edn. dated 02.05.1966, GO(MS) No. 10/2014/BCDD dated: 23.05.2014, G.O.(P) No. 1/2015/BCDD dated: 01.01.2015, GO(MS) No. 4/2015/H.Edn. dated: 05.01.2015 and GO(MS) No. 15/2015/H.Edn. dated: 19.01.2015 should upload to the online application, a certificate to the extent that the candidate belongs to the community which is designated as a Socially and Educationally Backward Class and does not belong to the category of Creamy Layer, in the proforma given as Annexure 8 of the G.O.(P) No. 1/2015/BCDD dated: 01.01.2015. The names of castes and communities under SEBC are given in Annexure 2. Only the claims of the candidates of those communities that are included in the list as incorporated in the respective Annexure of the Prospectus 2025 will be considered. Claims by candidates belonging to other communities, which are not included in the Annexure, will be rejected even if certificates from the concerned Revenue Officers have been obtained and uploaded to the online application.

(b) Candidates belonging to Ezhava, Muslim, Other Backward Hindus, Latin Catholic & Anglo Indians, Dheevera and related communities, Viswakarma and related communities, Kusavan and

related communities, Other Backward Christian and Kudumbi communities, claiming reservation under SEBC Quota should invariably **upload Non-Creamy Layer certificate in the prescribed format for State Government Education purpose** obtained from the Village Officer concerned (Format is given in Annexure 8)

(c) Reservation under SEBC for children of inter-caste married couples: Children of Inter-caste married couple with either the father or mother belonging to a community included in SEBC list, or with father and mother belonging to different communities, both of which are included in the SEBC list, are eligible for reservation under SEBC. Such candidates should upload a Non-Creamy Layer certificate for State Education Purpose specifying the community of the candidate from the Village Officer in the prescribed proforma (Format is given in Annexure 8).

(d) Candidates who are children of Inter-Caste married couple of whom one is SC/ST, will be eligible for educational and monetary benefits admissible to SC/ST as per Para 2 (ii) of G.O.(MS)No.25/2005/SCSTDD dated 20.06.2005, if eligible for reservation under SEBC, will be granted the same, based on the Non-Creamy Layer Certificate for State Education Purpose obtained from the Village Officer and the inter-caste marriage certificate issued by the Tahsildar to be uploaded to the online application (Format is given in Annexure 7(a)).

(e) The candidature/ allotment/ admission of the candidates who furnish fake Non-Creamy Layer certificates are liable to be cancelled. Such candidates are also liable to be debarred from appearing for the Entrance Examination for a period extending upto two years.

(C) Claim for Reservation under Scheduled Castes/Scheduled Tribes Quota

(i) Scheduled Caste/Scheduled Tribe candidates should obtain the caste/ community certificate from the Tahsildar in the prescribed format(Annexure 9) which should be uploaded while submitting application (See Annexure 3 & 4 for the list of SC/ST communities). SC/ST community status of children of parents contracted inter-caste marriage will be subject to the orders/clarification issued in G.O(MS) No.25/2005/ SCSTDD dated 20- 06-2005 and the judgment dated 10-08-2005 of the Full Bench of the Hon'ble High Court of Kerala in WP 2483/2005 and connected cases and G.O(MS) No.109/2008/SCSTDD dated 20.11.2008.

(ii) As per G.O.(MS)No.109/2008/SCSTDD, dated 20.11.2008, the children born of inter- caste married couple of which one of the parents is SC/ST can claim the status of SC/ST on proof of the conditions of acceptance, customary traits and tenets under which such children are brought up.

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

(a) Each case shall be examined individually in the light of the existing facts and circumstances.

(b) The claimant has suffered disabilities – socially, economically and educationally.

(c) The society has accepted the claimant to their original fold as one among them and

is living in the same social tenet.

- (iv) The Christian converts who have subsequently embraced Hinduism should upload caste/community certificate in the prescribed format while submitting the application. The following certificate should also be got recorded by the revenue official below the certificate “The certificate is issued after observing the guidelines issued in Government Circular No.18421/E2/SC/ STDD dated 15.12.1987”.

The names of castes and communities are given in Annexures 3 and 4. For claiming SC/ST reservation Community Certificate from Tahsildar is to be obtained in the prescribed format and uploaded to the online application

- (v) The applications for the reserved seats of Scheduled Castes/Scheduled Tribes candidates which do not contain SC/ST Certificate (Community Certificate) from the Tahsildar in the online application will not be considered on any account for claiming community reservation against the seat reserved for SC/ST candidates (vide G.O.(MS) 31/90/SCST/DD dated 25.05.1990).

The community certificate should clearly specify that the candidate himself/herself (not the father or mother) belongs to the Scheduled Castes/Scheduled Tribes. The community certificate as per G.O.(MS) No.136/07/RD, dated 27.04.2007 will be accepted.

The candidates who are reconverted to Hinduism from Christianity, of Scheduled Caste origin, should upload community certificate from the Tahsildar concerned, to the online application, along with a copy of Gazette Notification regarding re-conversion. Such candidates should also upload the Sudhi Certificate and relevant page of the the school documents of the candidate and his/her parents

- (vi) The SC/ST claims in respect of those who have migrated from one State to another will be subject to the provisions of G.O (MS) No.10/86/SC/STDD dated 12.2.1986. Only the children of those who had migrated to this State before the promulgation of the Constitution (Scheduled Castes) Order 1950 and the Constitution (Scheduled Tribes) Order 1950 and ordinarily reside in this State can claim SC/ST benefits from the State of Kerala.

They must be able to prove this, if required. SC/ST claims in respect of candidates whose parents were natives of other states but migrated to the state of Kerala before 1950 shall upload documents of migration also.

- (vii) **Claim of OEC candidates against the unavailed seats of SC/ST candidates:** Other Eligible Community (OEC) candidates are eligible for the unavailed seats, if any, under SC/ST quota, as per GO(P) No. 135/87/H.Edn, dated 06.05.1987. They should specify their community status in the application. Such candidates should upload “Non-Creamy Layer Certificate” for State Government Education Purpose from the authority concerned in the proforma given in Annexure 8 as per GO(P)No.1/2015/BCDD dated 1/1/2015 and G.O(Ms)No.4/2015/H.Edn dated 5/1/2015. Relaxation in marks in the qualifying examination as in the case of SEBC candidates will be applicable to OEC candidates (As per GO(P) No.53/2000/SCSTDD dated 03.07.2000). The list of Other Eligible Communities is given in **Annexure 5 (a)** of the Prospectus.

WARNING:

1. 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 Act referred to in Clause (C) above. Candidates and their parents who make such applications are warned that in addition to prosecution they will have to suffer the following consequences, in case the SC/ST certificate produced is found to be false and the candidate does not belong to any SC/ST communities, under Section 16 of the Act "Benefits secured on the basis of false community certificates will be withdrawn:"
2. 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 producing 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.
3. 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.
4. 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 for reservation of candidates belonging to general candidates, who are classified as EWS

To avail reservation for Economically Weaker Sections in general category (EWS) the candidates should upload necessary certificates from concerned Village officer (Annexure 11/Annexure 17) to be considered under this category. The annual family income for EWS category candidates shall not exceed Rs.4 lakhs(Four Lakhs) as per G.O.(Ms)No.2/2020/P&ARD dated 12.02.2020. There is no income limit to those EWS candidates belonging to Anthyodaya/Annayojana and Priority House Hold.

(E) Claims for Fee Concessions

1. Claim for fee concession to OEC Candidates listed in Annexure 5(a): Candidates belonging to Other Eligible Communities are exempted from payment of fee at the time of allotment to professional Degree Courses under Government/Community quota as per G.O. (MS) No. 36/07/SCSTDD dated 03.07.2007. Those OEC candidates who have uploaded the Non-Creamy

Layer Certificate for availing the applicable reservation will be granted the fee concession based on the Non-Creamy Layer Certificate. But those OEC candidates who do not come under Non-Creamy Layer Category should upload the Community Certificate obtained from the village officer to the online application for availing the fee concession. However as token of acceptance of seat allotment, they have to remit an amount of Rs.1000/- as Caution Deposit.

2. Claim for fee concession to the candidates belonging to communities listed in Annexure 5 (b): Candidates belonging to the communities listed in Annexure 5 (b) whose annual family income is up to Rs.6 lakhs are exempted from payment of fee at the time of allotment to Professional Degree Courses under Government/Community Quota as per GO (MS) No. 10/2014/BCDD dated: 23.05.2014. They should upload Community and Income Certificates from the Village Officer in the prescribed format to the online application.

3. Claim for fee concession to the children of Fisherman: Candidates who are the children of Registered Fishermen allotted against merit seats or against the seats reserved for them are exempted from payment of fees to Professional PG/Degree Courses as per G.O (MS)No.47/14/FPD, Dated 09.06.2014 if they upload a certificate from Fisheries Officer concerned of Kerala Fishermen Welfare Fund Board along with the application.

**No claims whatsoever regarding reservations or fee concessions will be considered after the closing date of application.
Certificates in the e-district format can also be used.**

8. HOW TO APPLY

8.1 Application for appearing in the Entrance Examination

Candidates seeking admission to the course have to apply online through the website www.lbscentre.kerala.gov.in of LBS Centre for Science and Technology. **Application Fee** for General and SEBC candidates is **Rs.1300/-** (Rupees One Thousand Three Hundred Only). In the case of SC/ST candidates and those eligible for SC/ST benefits as per G.O. (MS) No.25/05/SCSTDD dated 22.06.2005, the application fee is **Rs.650/-** (Rupees Six Hundred and Fifty Only). Application fee can be remitted through our online portal.

Candidates referred to in Clause 7(d)(f), who are children of Inter-Caste married couple of which one is SC/ST who will be eligible for educational and monetary benefits admissible to SC/ST as per Clause 2 (ii) of GO (MS) No.25/2005/SCSTDD dated 20.6.2005, should remit the fee meant for SC/ST and should upload an inter-caste marriage Certificate from the Revenue officials.

8.2 Remittance of Application Fee and Submission of Application Form

Application fee can be remitted by all applicants online during the process of registration.

The application fee once remitted will not be refunded under any circumstances.

8.2.1. Availability of Prospectus

Prospectus can be downloaded from www.lbscentre.kerala.gov.in. However, it will not be available by post or from APJ Abdul Kalam Technological University, LBS Centres or from any other office.

8.2.2.Submission of Application Form

Candidate has to visit the website www.lbscentre.kerala.gov.in and click on the link Admission to BBACourse 2025-26.

Step 1: Registration

Registration is a one-time procedure. During the process candidate has to provide his/her Name, Mobile Number and Email id. Candidates are requested to enter their own password when demanded. Preferably a strong password is recommended. It ensures the candidates' safe online activities.

The requirements of a strong password are:

- a minimum length of 8 characters a minimum of one alphabet character [a-z or A-Z]
- a minimum of one number (0-9) a minimum of one symbol [! @ # \$ % ^ & *]

The candidate has to re-enter the password for confirmation. Don't disclose password to others. Remember the password till the end of allotment process for further login including option submission and CAP.

On successful registration candidate will get a system generated Registration ID via SMS. For further login, candidates have to note down all the information provided during this stage and also as the username for login, candidate can use the above said Email id or the generated Registration ID.

Step 2: Fill Application

All the basic information, required in the application is to be filled in at this step. Before filling the details, read the Prospectus carefully. The data provided here will be used for processing the application. Any mistake in filling this sheet or providing false/incomplete/wrong information will affect the candidate's eligibility for admission or claim for reservation under any category. It is obligatory that the candidate should fill all the items in the application. If the application is filled completely, candidate can save the details of the application before going to the next step, by clicking the '**Save & Continue**' button.

Step 3: Application Fee

- At this step, the candidate has to make the payment of application fee by way of Online Payment/ challan. Select the Mode of Payment.
- When mode of payment is online, the candidate can proceed to next step after making payment. If the payment completion is not updated in the application portal immediately, kindly wait for a maximum of 6 hours or else go for repayment only if the debited amount is credited back to your account.
- When mode of payment by challan is selected, a three part challan form (Candidate copy, Office copy, and Bank copy) will appear on the screen, Candidate has to take a printout of the challan, produce the same in the bank and remit the requisite application fee at any branch of the designated bank (which will be notified later).
- After the remittance of fee in the bank, the candidate will get back the candidate copy and office copy of the challan from the bank .The candidate has to enter the payment reference

- number and date of remittance to validate your payment in the application portal.
- A candidate who remitted the fee by way of challan can continue to next step once the payment is validated in the portal. Payment validation can be done only after a minimum duration of 24hrs post the remittance of amount at the bank.

Step 4: Upload Images & Certificates

A recent passport size photograph of the candidate and Signature of the candidate, all in jpeg format of given specifications are to be uploaded (Refer Annexure 18 for guidelines). In addition all the certificates and documents in support of the various claims made in the application should be uploaded. Nativity proof as stipulated in clause 5(a) and proof for date of birth are mandatory.

Step 5: Print Confirmation Page

After completing step four, Candidate should take a printout of the confirmation page from the online application for future references.

Applications should be complete in all respects. The procedure of online submission of application will be completed only by uploading all supporting documents and certificates followed by self declaration and then click on submit button. Candidates are directed to keep a copy of the printout of confirmation page of the online application form for further reference. **Do not send** the printout of the page and supporting documents to the Office of Director, LBS Centre by post/email/in person. Candidates are liable to produce all the original documents at the time of admission at the concerned allotted institution.

Candidates are requested to keep the Password and Registration ID strictly confidential to protect their interest.

9. Certificates/ Documents to Be Uploaded in the Online Portal

1. Scanned copy of the S.S.L.C book or any other relevant record to prove date of birth.
2. Any one of the certificates as per clause 5(a) to prove nativity.
3. Documents to prove Academic Eligibility: Marklist/ Hall Ticket of Qualifying Examination.
4. Scanned copy of Non Creamy Layer Certificate issued for the state education purpose if applicable.
5. Scanned copy of Community Certificate if applicable.
6. Scanned copy of Inter-Caste marriage certificate in the prescribed format, if applicable
7. Scanned copy of Certificate from the Medical Board for Persons with Disabilities.
8. Scanned copy of the certificate from a Medical Officer not below the rank of Assistant Surgeon to the effect that the candidate is fit enough to undergo the BBACourse (only for candidate claiming PD reservation seat)
9. Scanned copy of Income & Community Certificates in the prescribed format if applicable
10. Scanned copy of EWS Certificate issued by Village officer (Applicable to general community candidates, claiming EWS reservation).
11. Any other documents mentioned in the Notification of the Director, LBS Centre for Science and Technology.

Note: All certificates required such as community, nativity, minority etc. will also comply to GO(P)No1/2021/PIE&MD dated 7.10.2021 with all the provisions thereof.

Validity of Certificates: The validity of various certificates will be as given in the following table:

Sl.No	Certificate	Validity (as on Closing Date of Application)
1	Non Creamy Layer Certificate	One year
2	Community Certificate	Three years
3.	Income Certificate	One year

Certificates in the e-district format can also be used.

Certificates issued after the closing date of application will not be considered

WARNING: *Incomplete applications with defective or incomplete certificates or without signature/office seal of the issuing authority will be rejected. No opportunity will be given to incorporate any details/certificates after submission of the online application.*

9.1 Publishing of accepted data after Initial Screening

The personal and academic details and reservation claims, accepted after initial screening, will be published in website **www.lbscentre.kerala.gov.in** for verification. Candidates must verify these details. In case of any complaint, the candidate portal will be opened for a specified period for uploading of valid documents where necessary but are not permitted to change the claims initially submitted. Candidates alone will be responsible for consequences of non verification of their accepted data/details and rejection of application for want of valid documents. **No chance will be given to the candidates after the stipulated time. Complaints will not be accepted under any circumstances, after the stipulated time.**

10.ENTRANCE EXAMINATION

Entrance examination will be conducted by the Director, LBS Centre for Science and Technology for the selection of candidates for admission to BBACourse. Candidates who have successfully completed the online submission of application will be permitted to write the entrance examination. They should acquire the academic eligibility at the time of admission. The Entrance Examination will be of **90 minutes** duration and will be conducted at various centres which will be announced later and the candidates will be given option through online portal to select the suitable examination centre prior to the examination. Admit cards for Entrance Examination will have to be downloaded by the candidate from their homepage at the website **www.lbscentre.kerala.gov.in** during the time period notified. Admit cards will not be sent by post to the candidates.

(a) The pattern of examination is as follows:

Sl. No	Subject	No of Questions
1	General English	35
2	Maths and Logical Reasoning	25
3	General Knowledge and Current Affairs	25
4	Management Aptitude	15
	Total	100

Number of Questions	100
Total Marks	100
Each question carries	1 Mark
Total Time	90 Minutes
Mode of questions	Objective type multiple choice.
Medium of examination	English

- (b) Answer sheets (OMR Answer sheets) will be given to mark the answers. All entries in the OMR Answer sheet including the filling of bubbles should be done by using ball point pen (blue or black ink) only (Refer Annexure 19).
- (c) All questions will be of objective type and will be given in the form of a Question Booklet. Each answer with correct response shall be awarded one mark. More than one answer indicated against a question will be deemed as incorrect response. No marks will be deducted for incorrect response.
- (d) The Question Booklets can be taken by the candidates at the end of the Examination.
- (e) In the case of tie in the total marks in the Entrance Examination, the candidates scoring higher marks in the section “Management Aptitude” in the Entrance Examination will be placed higher in rank. If the tie still exists, the candidate having higher marks in the section “General Knowledge and Current Affairs” in the Entrance Examination will be given preference. If the tie still persists, the candidate having higher marks in the section “Maths and Logical Reasoning” in the Entrance Examination will be given preference. If tie still persists, the age of the candidate will be taken into account and the older will be placed higher in the ranking. If further tie exists, the Director, LBS Centre is authorized to formulate criteria for resolving the situation.
- (f) If any candidate has any complaint regarding the answer keys, the same should be submitted to the Director, LBS Centre for Science and Technology, within 3 working days with valid proof from the date of publication of answer keys in the website www.lbscentre.kerala.gov.in. Complaints received after the stipulated date will not be considered under any circumstances.
- (g) **Publication of Results** - The rank list for admission to the course will be published on the basis of the total marks secured by the candidates for the Entrance Examination. Those who have secured marks above zero will be included in the rank list.

Warning: - Any malpractice or attempt to commit any kind of malpractice in the examination will result in the summary disqualification of the candidate.

11.CENTRALISED ALLOTMENT PROCESS (CAP) AND ONLINE SUBMISSION OF OPTIONS

The Allotment Process will be done through a Single Window System (SWS) of Allotment to give allotments to the colleges under CAP based on the options submitted online by the candidates who have been included in the rank list for admission to the BBACourse 2025-26, Kerala. It is a simple and transparent process of allotment to the courses and it gives the candidate opportunity to exercise his/her options for colleges of his/her choice conveniently in the order of his/her preference considering all those available to be chosen from. The allotments will be strictly based on the options exercised, the rank obtained and eligible reservations of the candidate. Candidates should register options only to those colleges, which they are sure to join on allotment. If the candidate fails to remit fee/join the college, he/she will not be eligible for any further allotment to the course.

- 11.1** (a) The Single Window System of Admissions for the BBACourse 2025-26 will be done by the Director, LBS Centre for Science and Technology.
- (b) Seats in the Colleges under CAP to be allotted by the Director, LBS Centre for Science and Technology will be included in the SWS and will be done as per the provisions of allotment.
- (c) Candidate to register options: Options can be registered only through the website, www.lbscentre.kerala.gov.in. Candidates included in the BBACourse 2025-26 rank list will have to register their options in the ‘**Home Page**’ of the candidate through the website within the stipulated period of time. Candidates can access this website and follow the instructions given therein to register their options for colleges. *Options submitted to the Director, LBS Centre for Science and Technology by Fax, Post, Hand Delivery etc., will not be processed or considered on any account for allotment of seats.*
- (d) Time schedule for registering options: The facility for registering of options will be available only during the period specified in the notifications to be issued by the Director, LBS Centre for Science and Technology. Wide publicity will be given through electronic and print media regarding the schedule and related matters. The facility will be withdrawn once the time period is over *and candidates* will not have access to this facility after this time period. *A candidate, not registering his/her options as per the time schedule announced, will not be considered for allotments under any of the seats available then, irrespective of his/her rank.*
- (e) Eligibility for registering options: Only those candidates included in the Rank List published by the Director, LBS Centre for Science and Technology for BBACourse 2025-26 based on the Entrance Examination are eligible to register their options online. Moreover, the candidates registering their options should satisfy all the eligibility conditions with regard to Nativity (Clause 5(a)).etc., of the prospectus for admission to BBACourse 2025-26. **Academic eligibility should be satisfied on the date of admission to the Course.**

- (f) Essentials for registering options: Candidates should have particulars such as **Registration ID/Email ID** and **Password** which he/she has created.
- (g) Procedure for Registering Options: Any candidate, who wishes to register his/her options, should have the **Registration ID / Email ID** and **Password**, readily available with him/her. The candidate must also have access to internet facility. The candidate should follow the procedure given below for registering options:
- (i) Accessing the website: The candidate can access the website, www.lbscentre.kerala.gov.in.
- (ii) Logging on to the Candidate's Home page: The candidate can log on to his/her home page by entering the credentials (i.e., Registration ID /email ID and Password) correctly. If the system finds that the one who has requested for 'login' is the genuine candidate, the candidate will be directed to his/her 'Home Page'. If any discrepancy is observed by the system on these credentials, the candidate will not be permitted to proceed further.
- (iii) Colleges available for registering options: The list of Colleges for allotments through the SWS will be available in the website. The 'Option Registration' link when clicked will show all the Colleges under CAP, Total Seats and Course fee applicable to the candidate.
- (iv) How to register options in his/her Home Page: By entering the option number for a college, the candidate can type his/her preference numbers for the colleges displayed. Here all the eligible options of the candidate will be displayed and the candidate is expected to enter his/her preference number for a particular college.
- (v) Registering of the Options and saving/revising the Options registered: All eligible options of the candidate will be displayed. The candidate may follow the directions given therein to register the options. The candidate should enter only those options in which he/she is interested. Candidates should also note that he/she will be considered for allotment only to those colleges opted by him/her. So, a candidate who has not opted for a college will not be considered for allotment to that college. The registered options will be displayed in the order of preference. All options registered by the candidate will be processed. If a candidate gets allotted to a particular seat, based on his/her option, he/she is bound to accept it, failing which, he/she will lose that allotment.
- (vi) Viewing and Printing of the Option List based on the options registered: Once the candidate completes the option entry, he/she can view his/her options by clicking on the link provided. **An option list will be generated and the candidate can take a printout of the same and keep it for future reference.** Once you click on the **Submit Preference** button the candidate cannot rearrange their preference order.

11.2 Processing of Options and Allotment: After the period earmarked for registering options, they will be processed and the allotment for all colleges will be published on the website, "www.lbscentre.kerala.gov.in", on the date notified by the Director, LBS Centre for Science and Technology.

Note: 1. There will be two regular online allotments. After each allotment the candidate can pay the required token fee / additional fee (as part payment of tuition fee) as indicated in the Fee Payment Slip which will be available for download from the student home page. The fee can be paid using the fee payment slip or by online.

Note: 2. Those candidates who fail to remit the fee on or before the date specified will lose their current allotment and will not be considered in the remaining regular allotments. Such candidates can participate only in the Special/Spot allotments if any, conducted.

Note: 3. The provisional Allotment Memo will be available after the Second Allotment. Candidate can take a printout of this memo to be presented at the time of admission in the college. The candidates are required to join the college only after the second allotment as per the prescribed schedule, which will be shown in the allotment memo.

11.3 The First Allotment

The allotment of a candidate can be seen in the Home page of the candidate. It will show the College to which the candidate is allotted along with the token fee to be remitted. Those candidates who fail to remit the fee on or before the date specified will lose their current allotment and will not be considered in the remaining regular allotments.

If a candidate is allotted his/her first option and accordingly remitted the prescribed fee, that candidate is bound to accept the allotment. However they can participate in Special/Spot allotments conducted, if any.

11.4 Cancellation of options/alteration of priority of options:

- 11.4.1** Candidates who remit the fees within the prescribed time limit will have the facility to cancel/alter the priority of their higher order options in the list of options registered by them before the next allotment. This facility will be activated in the 'Home Page' of the candidates on the dates notified.
- 11.4.2** After the allotment, the options below the 'allotted one' of the candidate will automatically be removed from the option list of the candidate. For example, if a candidate had registered 20 options in all, and if he/she is allotted his/her 10th option, all options from 10 to 20 will be removed from the option list. Since the 10th option is the allotted one, it will not be seen in the option list. Options from 1 to 9 only will remain valid and will be considered for future allotments.
- 11.4.3** If a candidate is satisfied with an allotment and does not want to be considered against his remaining options, he/she will have the facility to cancel all the remaining options or specific options among the remaining options as per his/her desire. The candidate will also have the facility to alter the priority of the remaining options. But the candidate will not be permitted to register any fresh option to the existing ones.
- 11.4.4** The facility for cancellation/deletion/alteration will be available as notified, after which the facility will be withdrawn. A candidate retaining all or any of his/her higher options after an allotment, is bound to accept the new allotment, if any granted. In such cases, he/she will not be permitted to retain the earlier allotment if any under any circumstances.

11.5 The Second Allotment

The second allotment will be published on the date to be notified. If a candidate has a different allotment than the one accepted in the previous allotment, the fee for which is higher than that remitted as per the previous allotment, he/she will have to remit the difference in fee. The amount to be remitted in this manner will be shown in fee payment slip. If the fee for the the current allotment is less than or same as the fee remitted as per the previous allotment, no further remittance is to be made by the candidate. Excess amount remitted by the candidate, if any, will be refunded, after the completion of the entire Allotment process.

Provisional Allotment Memo: After the second allotment is published, candidates can take a print of the Allotment Memo by logging in, which will be available then. The allotment memo will contain all details of the candidate along with the college to which the candidate stands allotted finally [as on the second allotment]. The candidate can take a printout of this memo to be produced at the time of admission. The allotment memo and Receipt of Fee must be produced at the time of admission along with other documents.

Forfeiture of the claims in CAP: The claims in Centralised Allotment Process conducted by the DIRECTOR, LBS CENTRE will be cancelled under the following reasons: (i) Non payment of tuition fee as specified in the fee payment slip. (ii) Non joining of the college within the stipulated time as specified by the DIRECTOR, LBS CENTRE.

11.6 Remittance of Fee

(a) The prescribed token fee for the course will have to be remitted by the candidate to the account of the Director LBS Centre by way of online payment/ challan payment through scheduled bank (to be notified) as per the time schedule prescribed.

On remitting the fee, a fee receipt will be issued and it can be printed from the Online Payment page, which shall be produced in the college at the time of admission.

To make online payment of the token tuition fee the candidate can click on the related link shown on the allotment page and proceed further.

(b) Candidates who get allotment will have to remit a token fee of Rs 10,000/- as part of tuition fee online.

(c) SC/ST/OEC and other candidates having fee concession, who get allotment, in Government seats shall remit a token amount of Rs 1,000/- (as part of Caution Deposit). Those candidates who fail to remit the fee on or before the date specified will lose their current allotment as well as their chance to participate in remaining regular allotments.

Important

Fee remitted by way of Demand Draft/Cheque etc. will not be accepted under any circumstances.

11.7 FEE Structure

The fee structure may change subject to government orders from time to time.

11.8 Admission to the Course: Candidates allotted to colleges, and who have remitted the fees as prescribed, should take admission in the allotted college as per the schedule published by the Director, LBS Centre for Science and Technology. Candidates who do not take admission will lose their current allotment. However they can participate in the special/spot allotments if any, conducted.

11.9 Further Allotments: Details regarding further allotments will be notified by the Director, LBS Centre for Science and Technology. **Spot/Special Allotments** will be conducted if necessary to fill vacant seats after the regular allotments. Candidates who have taken admission in private self financing colleges must obtain Unconditional No Objection Certificate (NOC) to participate in such Spot/Special Allotments.

12. Post Allotment Activities:

- (a) **Reporting at the College:** Candidates who get allotment will have to report to the Principal/Head of the Institution concerned for admission on the dates notified with the required documents.

(b) **Admissions**

Registering for entrance examination and qualifying the entrance examination conducted by LBS Centre is not a claim for admission to the course. The candidate should satisfy **all the eligibility criteria** mentioned in the prospectus. Admission to the college will be made by the Principals of the Colleges after allotment, after the conduct of the personal interview with the candidates and their parents/guardians. The candidates who do not participate in this personal interview will not be eligible for admission. Principal/Head of the Institution will be personally responsible for verification of eligibility conditions as prescribed in the Prospectus, when the candidate reports for admission. Only those candidates who are found to be qualified as prescribed shall be admitted to the college/institution, irrespective of the fact that he/she has an allotment through the SWS.

DOCUMENTS (IN ORIGINAL) TO BE PRODUCED AT THE TIME OF ADMISSION

1. Admit Card of the Entrance Examination.
2. Allotment Memo and Fee receipt.
3. SSLC or any relevant records to prove date of birth.
4. Originals of Certificate and Mark list of the qualifying exam.
5. Originals of Certificates, the copies of which are enclosed with the print out of application form.
6. Transfer certificate and conduct certificate from the institution where the candidate studied last.
7. Two copies of passport size photograph of the candidate.
8. Eligibility Certificate / Equivalency Certificate of qualifying examination, if applicable.
9. Applicant who is employed or a trainee in Government service, Scheduled Bank etc. should produce, at the time of interview, a relieving order and a certificate of good conduct from the Head of the office where the applicant is employed.
10. The student who qualifies from other universities should produce migration certificate at the time of admission.

Note: All certificates as listed above must be produced for verification at the time of admission. Candidates will not be given any chance to produce the original documents/certificates asked for, on a subsequent occasion.

- (c) **Verification of Documents:** The Principal/Head of the College or Institution shall be personally responsible for verification and satisfaction of the correctness of the records produced by the candidate at the time of seeking admission in the college/institution, followed by further procedures.

Principal/Head of the Institution will be personally responsible for verification of eligibility conditions as prescribed in the Prospectus, when the candidate reports for admission. Only those candidates who are found to be qualified as prescribed shall be admitted to the college/institution, irrespective of the fact that he/she has an allotment through the SWS.

- (d) **Admission/Allotment** of seats is governed by a statewide principle of selection. Accordingly, the total seats available in all the Institutions will be distributed statewide for the different categories by applying mandatory reservation principle as mentioned in Clause 6 (B). While doing selection as per the statewide break up of seats, an institution wise break up of seats for the various categories following the principle of reservation, will also be maintained for the allotment of seats in each college.
- (e) **Selection / Allotment of College:** Selection/Allotment of a candidate to any college will be based on the rank of the candidate and the availability of seats, at that point of time when the candidate files option. The procedure adopted for admission will be as per the selection principle approved in G.O. (MS) No.122/98/HEdn dated 7-10-1998. According to the G.O., “candidates of the reserved category who will otherwise come in the open merit list will be allotted to the college of his choice provided he would have been eligible for allotment to that college if he was treated as candidate coming under reservation quota. While a reserved category candidate entitled to admission on the basis of his merit will have the option of taking admission to the colleges where a specified number of seats have been kept reserved for reserved category, when computing the percentage of reservation he will be deemed to have been admitted as an open category candidate and not as a reserved category candidate”.
- i. The allotment to colleges will be as per the break-up of seats in each college. But on applying the principle of selection mentioned above, the break-up of seats for allotment in certain colleges are likely to change.
 - ii. Allotment of Government seats will be done in accordance with the reservation policy of the Government.
 - iii. Allotment memo will be issued to the selected candidates in the Centralised Allotment Process. It is obligatory for the candidates to report to the College to which he/she is selected. Candidates should report for admission to the college with their parents/guardians. No extension of time for reporting to the college will be granted under any circumstances. Failure to appear before the Principal concerned for joining the course on the notified date and time will result in the forfeiture of his/her admission to the course.
 - iv. Vacancies arising after the first round of allotment of seats will be filled up according to the rank and options submitted by the candidates and observing the reservation rules on the basis of the priority given in the option form. There will be no mutual transfer between the candidates from one college to another.
- (f) If a candidate who got admission in any Allotment of any phase under CAP conducted by the Director, LBS Centre for Science and Technology, discontinues the course by taking TC to join another college or course which is not the part of CAP or for any other reasons not related to CAP, such candidate will not be considered for further allotment Process in the CAP.
- (h) No allotment of seats to the 1st year of the Course will be made after the last date of closing of admission even if vacancy / vacancies arise thereafter.
- (i) **Weeding out Rule:** The records of the BBA Entrance Examinations will be preserved upto 31st December of the year of conduct of Entrance Examination.

13. Transfer Of Fee To Colleges / Refund Of Course Fee

Transfer of fee to Colleges: The fee remitted by the candidates to the Director, LBS Centre will be directly transferred to the college where the candidate stands admitted at the time of closing of admissions for the year. This will be done only after closing of admission for the year 2025.

Refund of fee: Candidates who cancel their admission before the closing date of admission are eligible for refund of fees. Request should be given for the same to The Director, LBS Centre along with a copy of allotment memo and fee receipt, within three month of closing of admission for the course. No interest will be paid to the candidate on the amount due to him/her.

14. Preventive Measures against Ragging:

According to the Kerala Prohibition of Ragging Act, 1998, 'ragging' means doing of any act by disorderly conduct to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or shame or embarrassment to that student and includes teasing or abusing or playing practical jokes or causing hurt to such students or asking a student to do any act or to perform something which such student will not in the ordinary course be willing to do.

All institutions will have to abide by the directives of the Honourable Supreme Court of India, Dated May 16, 2007 in SLP No. (S) 24295 of 2006 University of Kerala Vs Council, Principal's, Colleges, Kerala & Ors [with SLP (C) No.24296-99/2004 & W.P (Crl) No. 173/2006 & SLP (C) No.14356/2005] and the recommendations approved by the Honourable Supreme Court of India on effective prevention of ragging in educational institutions.

In case, the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she has indulged in ragging, admission may be refused or he/she shall be expelled from the educational institution. It shall be the collective responsibility of the authority of the institution to see to it that effective steps for preventing ragging are taken. Anti-ragging committees and anti-ragging squads will have to be formed to take effective measures against ragging and they should adhere to the stipulations and effectively monitor and comply with the directives.

Each of the student of the institution and his/her parents, or guardian are required to submit a combined undertaking at the time of registration/admission in prescribed format available in Annexure 10 which is mandatory for registration/admission.

15. No Liquidated Damages

The liquidated damages are fully exempted and stated that the clause of chapter 5.3.7 of AICTE approval process Hand Book 2024-27 stated as follows:

- 15.1 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 Rs.1000/- (Rupees One thousand only) shall be refunded by the Institution. It would not be permissible for institutions to retain the school/institution leaving Certificates in original.
- 15.2 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 processing fee of not more than Rs. 1000/- (Rupees One thousand only) and proportionate deductions of monthly fees and hostel rent, where applicable.

- 15.3 In case the vacated seat is not filled, the Institution should refund the Security Deposit and return the original documents.
- 15.4 The Institution should 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 should be completed within 7 days.
- 15.5 Institutions not following guidelines issued by the Council regarding refund of fee for cancellation of admission or delaying refunds shall be liable to any one or more of the penal actions as mentioned in Clause 7.3 by the Council (Ref AICTE approval process Hand Book 2024-27).
- Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
 - Reduction in “Approved Intake”
 - No admission in one/ more Course(s) for one Academic Year
 - Withdrawal of approval for Programme(s)/ Course(s)
 - Withdrawal of graded Autonomy.
 - Withdrawal of approval of the Institution/ APJ Abdul Kalam Technological University.
 - Five times the total Fee collected for complete duration of the course per student shall be levied against each excess admission as fine (Applicable to Clause 7.4 (g) & 7.4 (h))
 - Not eligible to receive any grant from AICTE

16. Other Items

- a) APJ Abdul Kalam Technological University or Director, LBS Centre for Science and Technology will not entertain any request for change of the date of Entrance Examination or Centralised Allotment Process or enquiries with regard to the date of declaration of the results.
- b) Candidate will not be permitted to take items such as Pencil, eraser, correction fluid, calculator, electronic gadgets, mobile phones etc, in to the examination hall. Any attempt of malpractice in the Examination will result in the disqualification of the candidate and will lead to debarring of the candidate for not less than two years. Barcode tampering will also be treated as an act of Malpractice.
- c) All disputes pertaining to the Examination, selection or admission shall fall within the jurisdiction of the Hon'ble High Court of Kerala.
- d) Any other items not specifically covered in this prospectus will be decided by the APJ Abdul Kalam Technological University /Director, LBS Centre for Science and Technology and their decision shall be final and he is also empowered to cancel any admission found to be illegal subsequent to the admission.
- e) Candidates are advised to visit the website and keep a constant watch on the leading dailies and media pertaining to notification and instruction regarding allotment.

Registrar

APJ Abdul Kalam Technological University

ANNEXURE 1

Tentative list of colleges offering BBA under APJ Abdul Kalam Technological University

Sl. No.	Name of the Institute	Approved Intake	Merit Seats
1	VISAT Engineering College	60	30
2	Providence College of Engineering	60	30
3	Nirmala College of Engineering Technology and Management	60	30
4	MES College of Engineering, Kuttippuram	60	30
5	Mentor Academy for Design Entrepreneurship Innovation and Technology	60	30
6	Mangalam College of Engineering	60	30
7	Kuniya College of Management and Information Technology	60	30
8	KMCT Institute of Technology and Management	60	30
9	KMCT Institute of Emerging Technology and Management	60	30
10	JaiBharath College of Management & Engineering Technology	60	30
11	College of Engineering, Poonjar	60	30
12	College of Engineering Karunagappally	60	30
13	College of Engineering Adoor	60	30
14	College of Engineering, Kottarakkara	60	30
15	Al-Ameen College, Kulappully, Shoranur-2	60	30
16	Al-Azhar College of Engineering and Technology, Thodupuzha	60	30
17	Amal Jyothi College of Engineering	60	30
18	Indira Gandhi Institute of Engineering & Technology, Kothamangalam	60	30
19	Travancore Engineering College, Oyoor	60	30
20	ICCS College of Engineering and Management, Thrissur	30	15

Note: The list of colleges included for the Centralized Allotment Process 2025-26 will be published in the website later. Approved intake will be subject to the affiliation sanctioned by the APJ Abdul Kalam Technological University.

ANNEXURE 2

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, GO(Ms)No.05/2020/BCDD dated 16.03.2020, GO(Ms)No.08/2021/BCDD dated 21.06.2021, G.O(Rt)No.01/2022/BCDD dated: 25.02.2022]

- | | |
|---|--|
| I. Ezhavas including Ezhavas, Thiyyas, Ishuvan, Izhuvan, Illuvan and Billava | 4. Arya, Atagara, Devanga, Kaikolan, (Sengunthar) Pattarya, Pattariyas, Saliyas (Padmasali, Pattusali, Thogatta, Karanibhakatula, Senapathula, Sali, Sale, Karikalabhakulu, Chaliya, Chaliyan) Sourashtra, Khatri, Patnukaran, Illathu Pillai, Illa Vellalar, Illathar |
| II. Muslims (all sections following Islam) | 5. Bestha |
| III. Latin Catholics and Anglo Indians | 6. Bhandari or Bhondari |
| IV. Dheevera including Dheeveran, Araya, Arayas, Arayan, Valan, Nulayan, Mukkuvan, Arayavathi, Valinjar, Paniakkal, Paniakel, Mukaya, Bovis-Mukayar, Mukaveeran, Mogaveera, Mogavirar, Mogayan | 7. Boya |
| V. Viswakarmas 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 | 8. Boyan |
| VI. Kusavan including Kulalan, Kulala Nair, Kumbaran, Velaan, Velaans, Velaar, Odan, Kulala, Andhra Nair, Anthuru Nair | 9. Chavalakkaran |
| VII. Other Backward Christians
(a) SIUC
(b) Converts from Scheduled Castes to Christianity
(c) Nadar belonging to Christian religious denominations others than SIUC | 10. Chakkala (Chakkala Nair) |
| VIII. Kudumbi | 11. Devadiga |
| IX. Other Backward Hindus, i.e.
1. Agasa
2. Kharvi
3. Aremahrati | 12. Ezhavathi (Vathi) |
| | 13. Ezhuthachan, Kadupattan |
| | 14. Gudigara |
| | 15. Galada Konkani |
| | 16. Ganjam Reddies |
| | 17. Gatti |
| | 18. Gowda |
| | 19. Ganika including Nagavamsom |
| | 20. Hegde |
| | 21. Hindu Nadar |
| | 22. Idiga including Settibalija |
| | 23. Jangam |
| | 24. Jogi |
| | 25. Jhetty |
| | 26. Kanisu or Kaniyar-Panicker, Kaniyan, Kanisan or Kamnan, Kannian or Kani, Ganaka |
| | 27. xxx |
| | 28. Kalarikurup or Kalari Panicker |
| | 29. Kerala Muthali, Kerala Mudalis |

30. Oudan (Donga) Odda (Vodde or Vadde or Veddai)
31. Kalavanthula
32. Kallan including 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 (Kudiyar)
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, Moopanan and Nainar)
60. Rajapuri
61. Sakravar (Kavathi) and 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. Thottiyar, 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, Yogeaswar, Yogeaswara, 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 3

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]

1	Adi Andhra	39	Moger (other than Mogeyar)
2	Adi Dravida	40	Mundala
3	Adi Karnataka	41	Nalakeyava
4	Ajila	42	Nalkadaya
5	Arunthathiyar	43	Nayadi
6	Ayyanavar	44	xxx
7	Baira	45	Pallan
8	Bakuda	46	Palluvan, Pulluvan
9	xxx	47	Pambada
10	Bathada	48	Panan
11	xxx	49	xxx
12	Bharathar (Other than Parathar), Paravan	50	Paraiyan, Parayan, Sambavar, Sambavan, Sambava, Paraya, Paraiya, Parayar
13	xxx	51	xxx
14	Chakkiliyan	52	xxx
15	Chamar, Muchi	53	xxx
16	Chandala	54	Pulayan, Cheramar, Pulaya, Pulayar, Cherama, Cheraman, Wayanad Pulayan, Wayanadan Pulayan, Matha, Matha Pulayan
17	Cheruman	55	xxx
18	Domban	56	Puthirai Vannan
19	xxx	57	Raneyar
20	xxx	58	Samagara
21	xxx	59	Samban
22	Gosangi	60	Semman, Chemman, Chemmar
23	Hasla	61	Thandan (excluding Ezhuvass 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 Travancore State) Thachar (Other than carpenters)
24	Holeya	62	Thoti
25	Kadaiyan	63	Vallon
26	Kakkalan, Kakkal	64	Valluvan
27	Kalladi	65	xxx
28	Kanakkan, Padanna, Padannan	66	xxx
29	xxx	67	Vetan
30	Kavara (other than Telugu speaking or Tamil speaking Balija Kavara, Gavara, Gavarai, Gavarai Naidu, Balija Naidu, Gajalu Balija or Valai Chetty)	68	Vettuvan, Pulaya Vettuvan (in the areas of erstwhile Cochin State only).
31	Koosa	69	Nerian
32	Kootan, Koodan		
33	Kudumban		
34	Kuravan, Sidhanar, Kuravar, Kurava, Sidhana		
35	Maila		
36	Malayan [In the areas comprising the Kannur, Kasaragode, Kozhikode and Wayanad Districts].		
37	Mannan (മണ്ണാൻ), Pathiyan, Perumannan, Peruvannan, Vannan, Velan		
38	xxx		

ANNEXURE 4

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]

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

ANNEXURE 5(a)

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 dated18.09.2021]

<u>OEC (ST)</u>	<u>OEC (SC)</u>
1 Allar (Alan)	1 Chakkamar
2 Chingathan	2 Madiga
3 Irivavan	
4 Kalanadi	
5 Malayan, Konga-Malayan(Kasargod, Kannur, Wayanad and Kozhikode Districts)	3 xxx
6 Kundu-Vadiyan	4 Kudumbi
⁷ Kunnuvarmannadi	5 Dheevara/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)	7 Kusavan, Kulalan, Kumbharan, Velaan, Velaar, Odan, Andhra Nair, Andhuru Nair,
10 Malayalar	8 Pulaya Vettuvan (Except Kochi State)
11 Panimalayan	
12 Pathiyan (other than Dhobies)	
13 Hindu-Malayali	

ANNEXURE 5(b)

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

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

- 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 Cetties, 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), Erumakkar
- 9 Devanga
- 10 Pattariyas
- 11 Saliyas (Chaliya, Chaliyan)
- 12 Pandithar
- 13 Vaniar
- 14 Ezhuthachan
- 15 Chakkala/Chakkala Nair
- 16 Reddiars (throughout the State except in Malabar Area)
- 17 Kavuthiya
- 18 Veerasaiva (Yogi, Yogeesswara, 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 6

COMMUNITY CERTIFICATE (for SEBC Candidates)

(These Certificates are required only if the candidate claims reservation under the Socially and Educationally Backward Classes/Other Eligible Communities/Anglo Indian.)

[Note: In case, where the Community is noted only as, 'Latin Catholic' or 'Latin Christian' in the SSLC and reservation under 'Latin Catholic Other than Anglo Indian' QUOTA is sought, a Certificate from the Village Officer to the effect that the candidate belongs to 'Latin Catholic Other than Anglo Indian' or 'Latin Christian Other than Anglo Indian' should be obtained in the COMMUNITY CERTIFICATE].

CERTIFIED that Shri/Smt./Kum. son/daughter of Shri/Smt.....
.....House.....Village.....Taluk.....District.....
of Kerala State, belongs to caste..... religion....., which is included as O.E.C. /
Socially and Educationally Backward Class as per G.O(P) 208/66 dated 02-05-1966, G.O(MS) No.95/08/SCSTDD
dated 06-10-2008 and subsequent amendments, thereof.

Signature of the Village Officer :

Place :

Name:

Designation & Address :

Date

(Office Seal)

ANNEXURE 7(a)

Proforma for Inter-Caste Marriage Certificate

Certified that Master / Kumarian Applicant for admission to the BBACourse, 2025-26, is the son/daughter of an Inter-Caste married couple, and his/her father Sri.....belongs to community and his/her mother Smt belongs to Community.

Place:

Date:

Signature of Tahsildar

Name of Tahsildar:

Name of Taluk:

(Office Seal)

ANNEXURE 7(b)

Income Certificate for SEBC & OEC Candidates

ANNUAL FAMILY INCOME: Income certificate is to be produced by : (i) Candidates who claim communal reservation under SEBC/OEC category (except children of inter-caste married couples) (ii) All 'Keralite' candidates.

വരുമാന സർട്ടിഫിക്കറ്റ്

നമ്പർ:

വില്ലേജ് ഓഫീസ് :

തീയതി :

.....ജില്ലയിൽ.....താലൂക്കിൽ.....വില്ലേജിൽ വീട്ടിൽ
ശ്രീ./ശ്രീമതി.....,-ാം തീയതി സമർപ്പിച്ച അപേക്ഷയിൽ**ന് വേണ്ടി ഒരു വരുമാന
സർട്ടിഫിക്കറ്റ് ആവശ്യപ്പെട്ടിരുന്നു. ടിയാന്റെ വാർഷിക കുടുംബ വരുമാനംരൂപയാണെന്ന് പ്രസ്ഥാവിച്ചിട്ടുണ്ട്. എന്റെ
അന്വേഷണത്തിൽ ബോധ്യപ്പെട്ടതനുസരിച്ച് ടിയാന്റെ വാർഷിക കുടുംബ വരുമാനം താഴെ കാണിച്ചിരിക്കുന്ന പ്രകാരമാണെന്ന് ഞാൻ
ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു. കുടുംബത്തിലെ അംഗസംഖ്യ.....ആണ്. അതിൽ ജോലിയുള്ളവർഉം പഠിക്കുന്നവർ
.....ഉം ജോലി ഇല്ലാത്തവർഉം ആണ്.

ആദായ മാർഗ്ഗങ്ങൾ	ഭൂമിയിൽ നിന്നുള്ള ആദായം	ശമ്പളം/ പെൻഷൻ (കുടുംബ പെൻഷൻ ഒഴികെ)***	കച്ചവടം	കുലിവേല	വിദേശത്ത് ജോലി യുള്ളവരുടെ വരു മാനം	വാടക	മറ്റിനം	ആകെ

മൊത്തത്തിലുള്ള തുക അക്കത്തിൽ :

തുക അക്ഷരത്തിൽ : മൂന്നു കുട്ടികളിൽ കുടുതലുള്ളവ
രുടെ കാര്യത്തിൽ

കുടുതലുള്ള കുട്ടികൾക്ക് കുറവു ചെയ്യേണ്ട തുക :

ബാക്കി തുക അക്ഷരത്തിൽ :

ഒപ്പ് :

ANNEXURE 8

NON CREAMY LAYER CERTIFICATE

[Certificate to be produced by Socially and Educationally Backward Classes (SEBC) Other Eligible Communities (OEC)

for admission to Professional Degree courses in educational institutions under the Government of Kerala and in Government and Self Financing Educational Institutions other than minority institutions under Article 30 (1)]

This is also to certify that the person with the following details belong to the community which is designated as a backward class in the state of Kerala and does not belong to the category of “Creamy Layer” in the light of the guidelines issued in [G.O. (P) No. 1/2015/BCDD dated 01/01/2015] and the schedule(s) prescribed there under to identify the ‘Creamy Layer’ among the designated “Socially and Educationally Backward Classes (SEBCs)/ Other Eligible Communities (OEC) in the State of Kerala.

Name of person to whom certificate is issued	
Gender	
Name of father	
Address	
Post office with Pin code	
Name of Local Body	
Village	
Taluk	
District	
Religion	
Caste	
Date of issue of certificate	
Designation of the issued officer	

Place:

Signature of Revenue Officer

Date:

(Not below the Rank of Village Officer/Competent Authority)

Name:

Designation:

(Office Seal)

ANNEXURE 9

Community Certificate for SC & ST

Note: (i) Candidate claiming reservation under SC/ST, should furnish the Community Certificate given below in support of the claim.

(ii) SC / ST Caste status of children of parents contracted inter caste marriage will be subject to the orders / clarifications issued in G.O. (M.S.) No.11 / 05 / SCSTDD Dated 22-03-2005, G.O. (MS.) No. 25 / 05 / SCSTDD Dated 20-06-2005, G.O. (MS.) No. 109 / 2008 / SCSTDD Dated 20-11-2008, and judgement dated 10-08-2005 of the full bench of the Hon'ble High Court of Kerala in WP 2483 / 2005 and connected cases.

(iii) As per prospectus clause 5.5.2(h) son / daughter of inter-caste married couple, claiming communal reservation under SEBC, should produce the 'Inter-caste Marriage Certificate' in the proforma given in Annexure X(e) of the Prospectus.

COMMUNITY CERTIFICATE

(For Scheduled Caste & Scheduled Tribe Candidates)

1. This is to certify that Shri/Smt./Kumari , son/daughter of of
House.....Village/Town.....Taluk.....
..... District of Kerala State belongs to the
Caste/*Tribe which is recognized as a Scheduled Caste/Scheduled Tribe under:-

The Constitution Amendment (Scheduled Castes) Order, 1950; The Constitution Amendment (Scheduled Tribes) Order, 1950 [As amended by The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002 / The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002].

Certified that Shri/Smt./Kumari(name of person) Son/daughter ofof
.....House.....Village/Town.....Taluk.....
District is a member of Malai Araya Christian family converted to Christianity from Hindu Malai Arayan Community, which is included in the list of Scheduled Tribes.

2. Shri/Smt./Kumariand his/her* family ordinarily reside(s) in
Village/Town of District of Kerala State.

Signature of Tahsildar :

Place :

Name :

Date :

(Office Seal)

** Please delete the words/clause which are not applicable.*

Note: 1. The term ordinarily resides used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

2. In case of X'ian converts from SC who have subsequently embraced Hinduism should get the following certificate recorded by the 'Tahsildar' below the community Certificate. "The certificate is issued after observing the guidelines issued in Government Circular no. 18421/E2/SC/ST/DD. Dated 15-12-1987"

3. Issue of Community Certificate to Scheduled Caste / Scheduled Tribe will be regulated by Act II of the Kerala (Scheduled Caste & Scheduled Tribe) Regulation of Issue of Community Certificate Act 1996.

4 Certificate to persons belonging to Malai Arayan Community (ST) converted to Christianity should be in this form

ANNEXURE 10

UNDERTAKING FROM THE STUDENTS AS PER THE PROVISIONS OF ANTI-RAGGING VERDICT BY THE HON'BLE SUPREME COURT OF INDIA

I, Mr. /Ms., Application

No.....Course:student of

..... do hereby undertake on this day Month

..... Year.....the following with respect to above subject and Office Order No:

.....

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

.....

Signature of Student

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

.....

Signature of Mother/Father and or Guardian

Witness :

Signature of Mother/Father and or Guardian

Witness :

ANNEXURE 11

Office of the

Date:

**Certificate to be produced by the applicants belonging to Anthyodaya Annayojana (AAY)
and Priority House Hold (PHH) Category**

(Vide G.O.(Ms.)No.2/2020/P&ARD dated 12.02.2020 and G.O.(Ms.)No.23/2022/P&ARD dated 04.10.2022)

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

Recent passport size
photograph of the
applicant

Signature

Name.....

Designation

(Seal)

*General category means and includes all classes of citizens other than scheduled caste, scheduled tribe, socially and educationally backward class and other backward class.

Note: Citizens belonging to other eligible communities (OEC), eligible for reservation for admission to educational institutions also stand excluded from general category.

ANNEXURE 12

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.

(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 professional
Degree Courses Kerala 2025 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 Professional Degree Courses Kerala 2025 and his/her father/mother
Shri/Smt
House..... Village
Districtwas born in Kerala.

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

Name and Designation:

Place:

Date: (office seal)

CERTIFICATE TO PROVE NATIVITY FOR KERALITES

(See clause 6.1.1 (a) (v))

Certified that Master/Kum. an
applicant for admission to the Professional Degree Courses, Kerala 2025 is the son/daughter* of
Shri/Smt.....

.....(Official address) who is a serving officer of All India Service, Kerala
cadre ofbatch.

Signature of Competent Authority :

Place :

Name:

Date :

Designation:

(Office Seal)

ANNEXURE 13

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

A Non-Keralite candidate who has undergone studies in Standards XI & XII in Kerala and who is son/daughter of Non-Keralite parent(s) who are not domiciled in the State of Kerala but served/serving for Govt. of India/Govt. of Kerala should produce the following two certificates.

CERTIFICATE TO BE ISSUED BY THE EMPLOYER

(For Non-Keralite parents working under Govt of India/Govt. of Kerala only)

Certified that, Shri/Smt father/mother of Shri/Smt/Kum
....., a candidate for the Admission to the Professional Degree Courses
Kerala 2025 had/has been employed as
(Designation), from to ..
..... (Date, Month & year) in (Name of
Office with District and State).

Signature of the Employer

Name and Designation

Place:

Date:

(Office Seal)

(AND)

CERTIFICATE SHOWING SCHOOL STUDIES IN KERALA IN STANDARDS XI & XII

(To be issued by Head of the School where the candidate has studies/is studying for the Higher Secondary or equivalent Examination in Kerala State)

Certified that, Shri/Smt/Kum
an Applicant for the Admission to the Professional Degree courses Kerala 2025, who is the
son/daughter of Shri/Smt has studied for
not less than 2 (two) years immediately proceeding his/her appearance for the qualifying
examination in (Name of
Institution), an educational institution in Kerala State.

Signature of the Head of the Institution:

Name:

Designation :

Address:

Place:

Date:

(Office Seal)

ANNEXURE 14

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

CERTIFICATE OF RESIDENCE

(To be issued by Village Officer/Tahsildar/any competent revenue authority in Kerala State)

Certified that, Shri/Smt an Applicant for the Admission to the Professional Degree courses Kerala 2025 has been a resident of the Kerala State for a period, not less than 5 years within a period of 12 years of his/her study).

Signature of the Village Officer/Tahsildar:

Name & Designation :

Taluk:

District :

Place:

Date:

(Office Seal)

ANNEXURE 15

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

CERTIFICATE SHOWING SCHOOL STUDIES IN KERALA IN STANDARDS VIII TO XII

(To be issued by Head of the School where the applicant has completed his/her studies/is studying in standard XII in Kerala State. If the candidate has studied in different schools, appropriate certificates to that effect may be produced before the Head of the Institution where the candidate has studies/ is studying in Class XII, who will issue this certificate)

Certified that, Shri/Smt, an Applicant for the Admission to the Professional Degree courses Kerala 2025, who is the son/daughter of Shri/Smt of (address), has undergone/is undergoing his/her school studies in Standard VIII to XII in the educational institution(s) situated in Kerala State.

Signature of the Head of the School:

Name:

Designation:

Name of Institution:

District:

Place:

Date:

(Office Seal)

ANNEXURE 16

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

A candidate who is not 'Keralite' or 'Non-Keralite Category I' should produce the following certificate.

[Non-Keralite Category – II candidates are eligible for admission to the management quota seats in course in Govt. Cost Sharing colleges and in the Government seats/Management Seats in private Self-Financing colleges.] [Non-Keralite category – II (NK-II) candidates are also eligible for admission to the Government seats in Govt. Cost Sharing colleges, in the absence of Keralite and Non-Keralite Category – I candidates.]

CERTIFICATE OF COMPLETION OF QUALIFYING EXAMINATION

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

CERTIFIED that Shri/Smt/Kum, an applicant for Admission to the Professional Degree Courses Kerala 2025, who is the son/daughter of Shri./Smt of

..... (Address) has studied/ is studying for his/her Qualifying Examinations (Standards XI and XII) in (Institution) situated in State in India.

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

Name.....

Designation:

Address :

Place:

Date: (office seal)

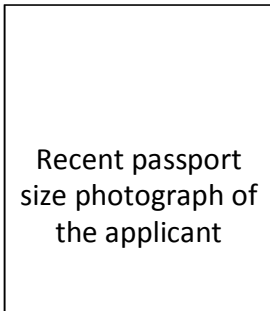
ANNEXURE 17

INCOME AND ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS (EWSs) IN GENERAL CATEGORY

Certificate No.....

Date

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



Signature with Office Seal

Name.....

Designation

(*) General Category means and includes all Castes, Communities and Classes of citizens other than Scheduled Castes, Scheduled Tribes and Other Backward Classes.

Note: Citizens belonging to other eligible communities (OEC), eligible for reservation for admission to educational institutions also stand excluded from general category.

ANNEXURE 18

GUIDELINES FOR IMAGES TO BE UPLOADED

For applying the candidate has to upload scanned images of photograph and signature to the application portal.

Photograph of candidate:

For applying online, the candidate must have a scanned/digital image of photograph. The Specification of photograph image should be strictly followed.

1. Photograph must be in colour with a light colour background, white is preferable. It must be taken by mobile phone/tab is not accepted
2. Photograph should be in passport size format and taken recently. Front view of full face and shoulder portion of candidate is to be seen clearly in the photograph.
3. The face of the candidate should be at the centre and straight.
4. Photo, wearing caps and dark glasses will be rejected.
5. Scanned image file should be in **jpg format** (Jpeg).
6. Dimensions of the photograph should be **200 pixels height** and **150 pixels width** and image file should be **between 15 kb and 30 kb** file size.

Points to be noted:

1. If the face in the photograph is not clear or the image is not as per the above guideline, your application is liable to be rejected.
2. A printed copy of the uploaded photo should be affixed on the specified place in the printout of the application and get it duly attested by gazetted officer /head of institution where the candidate has last studied.
3. The uploaded photo and photo should be affixed on the printout of application should be identical, otherwise application is likely to be rejected.

In Future, Your Admit Card, Data Sheet and Allotment Memo will be printed with the same photograph you have submitted at this stage. Moreover, in examination hall, the Invigilator has to verify the same photograph for identifying the candidate. So strictly follow the specifications and guidelines for the photo to be uploaded.

Signature of Candidate

1. On a plain white sheet, the candidate should put his/her signature with black /blue ink. Signature should be clear.
2. Scan this signature and crop around the signature. Do not scan the full sheet. Scanned image file should be in **jpg format**.(Jpeg)
3. Dimensions of the image of signature must be **100 pixels** height and **150 pixels** width.
4. Image file should be between **10kb** and **30kb** file size. Subsequent to selecting the two images, candidate needs to verify whether the photograph shown in the screen is clear and sufficient to identify the candidate. Press 'Upload Images' button to upload all images to the application portal. If you try to upload an image which is not in the prescribed format, an error messages will be displayed in '**upload images**' column. All images should match the corresponding specification. The images once uploaded cannot be changed after completing of 'Fill Application' step.

Documents

- 1 All documents uploaded in proof of various claims made in the application must be in PDF format. The file size should be from 30 kb to 100 kb. The documents must be legible and readable.

ANNEXURE 19

INSTRUCTIONS FOR FILLING OMR SHEET

Attention of Invigilator: At the end of exam, please fold at the perforation and then tear

Attention of Candidate: Please do not separate the pages of the Answer Sheet
IMPORTANT: USE ONLY BLUE/BLACK BALL POINT PEN

(BASIC DATA)		OMR ANSWER SHEET	(ANSWERS)																																																																																																																																																																																																																																																
<p style="text-align: center;">NOTE</p> <ul style="list-style-type: none"> ★ Please read the general instructions given overleaf for filling IN each item given below. ★ Any error in filling the required items may upset your performance. <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>1. Paper (Mark only if applicable)</p> <div style="display: flex; justify-content: center;"> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">I</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">II</div> </div> </div> <div style="text-align: center;"> <p>2. Version</p> <div style="display: flex; justify-content: center;"> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">A</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">B</div> </div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>3. Roll No.</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table> </div> <div style="width: 45%;"> <p>4. 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Name of the Examination</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="margin-top: 10px;"> <p>6. Date of the Examination</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>7. Roll No.</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> </div> <div style="width: 45%;"> <p>8. Qn. Booklet No.*</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> </div> </div> <div style="margin-top: 10px;"> <p>9. Name of Candidate</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="margin-top: 10px;"> <p>10. Certified that the above entries are checked and found to be correct</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">.....</p> <p style="text-align: center;">Signature of the Candidate</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">Signature of the Invigilator</p> </div> </div>												0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	3	3	4	4	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5	5	5	6	6	6	6	6	6	6	6	6	6	7	7	7	7	7	7	7	7	7	7	8	8	8	8	8	8	8	8	8	8	9	9	9	9	9	9	9	9	9	9											0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	3	3	4	4	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5	5	5	6	6	6	6	6	6	6	6	6	6	7	7	7	7	7	7	7	7	7	7	8	8	8	8	8	8	8	8	8	8	9	9	9	9	9	9	9	9	9	9																					<p>IF A CANDIDATE TAMPERS WITH THE BARCODE, HE/SHE WILL BE DISQUALIFIED/DEBARRED</p> <div style="margin: 10px 0;">↓</div> <p style="margin-top: 10px;">BAR CODE</p> <div style="margin: 10px 0;">↓</div> <div style="margin: 10px 0;">↓</div>	<p style="text-align: center;">NOTE</p> <ul style="list-style-type: none"> ★ Please read the Instructions for marking answers given overleaf. ★ Start answering only when you are asked to do so by the Invigilator. <div style="display: flex;"> <div style="width: 50%; padding-right: 10px;"> <ol style="list-style-type: none"> 1. (A)(B)(C)(D)2. (A)(B)(C)(D)3. (A)(B)(C)(D)4. (A)(B)(C)(D)5. (A)(B)(C)(D)6. (A)(B)(C)(D)7. (A)(B)(C)(D)8. (A)(B)(C)(D)9. (A)(B)(C)(D)10. (A)(B)(C)(D)11. (A)(B)(C)(D)12. (A)(B)(C)(D)13. (A)(B)(C)(D)14. (A)(B)(C)(D)15. (A)(B)(C)(D)16. (A)(B)(C)(D)17. (A)(B)(C)(D)18. (A)(B)(C)(D)19. (A)(B)(C)(D)20. (A)(B)(C)(D)21. (A)(B)(C)(D)22. (A)(B)(C)(D)23. (A)(B)(C)(D)24. (A)(B)(C)(D)25. (A)(B)(C)(D)26. (A)(B)(C)(D)27. (A)(B)(C)(D)28. (A)(B)(C)(D)29. (A)(B)(C)(D)30. (A)(B)(C)(D)31. (A)(B)(C)(D)32. (A)(B)(C)(D)33. (A)(B)(C)(D)34. (A)(B)(C)(D)35. (A)(B)(C)(D)36. (A)(B)(C)(D)37. (A)(B)(C)(D)38. (A)(B)(C)(D)39. (A)(B)(C)(D)40. (A)(B)(C)(D)41. (A)(B)(C)(D)42. (A)(B)(C)(D)43. (A)(B)(C)(D)44. (A)(B)(C)(D)45. (A)(B)(C)(D)46. (A)(B)(C)(D)47. (A)(B)(C)(D)48. (A)(B)(C)(D)49. (A)(B)(C)(D)50. (A)(B)(C)(D)51. (A)(B)(C)(D)52. (A)(B)(C)(D)53. (A)(B)(C)(D)54. (A)(B)(C)(D)55. (A)(B)(C)(D)56. (A)(B)(C)(D)57. (A)(B)(C)(D)58. (A)(B)(C)(D)59. (A)(B)(C)(D)60. 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* Should be filled in after receiving the Question-Booklet.

(Please Turn Over)

GENERAL INSTRUCTIONS

The OMR Answer Sheet has an Original Sheet and a Candidate's Copy below it glued together at the top. Candidate should not separate the pages of the Answer Sheet. The Items marked by the candidates in the original OMR Sheet will be carried over to the candidate's copy in the form of Impressions. Hence while marking in the Original Sheet, Candidate should ensure that the pages are aligned properly and enough pressure is given, so that the markings made in the Original Sheet against each item are exactly reproduced in the Candidate's Copy.

The Answer Sheet has two parts - "Basic Data" on the left side and "Answers" on the right, with a thin perforation in between, length wise.

All entries in the Answer Sheet are to be made in the Original Sheet only.

Fill in the boxes and darken the appropriate bubbles using a **black/blue ink ball point pen**.

Fill in all the entries on the "Basic Data" part before beginning to answer questions on the "Answers" part.

Entries regarding the Question Booklet No. should be filled in only after receiving the Question Booklet.

At the end of the Examination, the Candidate will hand over the OMR Answer Sheet to the Invigilator, who will first tear off the original sheet from the Candidate's copy. The Candidate's copy will be handed over to the candidate. Thereafter the Original sheet will be separated along the perforation in the presence of the Candidate.

WARNING

- Pen Marking once made is final.
- Trying to erase an already marked bubble might leave a hole (tear) on the OMR Sheet or make dark smudges which will give an improper result with OMR reader.
- Trying to darken an already erased bubble will also lead to an unpredictable result.
- In the case of Improper bubbling/erasing/whitening etc, the reading of the OMR Machine will be taken as final and any arguments to defend such actions will not be entertained.
- To avoid any such misinterpretation, make sure that only one bubble corresponding to the correct response is darkened against each question. All other options should be left blank. Start darkening the bubble only after reading the question thoroughly and deriving at the correct response.
- Use of white fluid or any other correction fluid to erase the pen marking once made is not permitted.

INSTRUCTIONS FOR MARKING ANSWERS

Mark your answers by darkening the appropriate bubbles with a black/blue ink ball point pen. Do not use pencil. Use of fountain pen, Gel pen or sketch pen and use of any color ink other than black/blue are not permitted.













Marking should be dark and the bubbles should be filled completely.

Please darken only one bubble for each question.

Once darkened, the bubble should not be erased.

Please make the marks only in the spaces provided. Do not make any stray marks ELSEWHERE in the Answer Sheet.

Correct method of marking answer.

1.    
2.    
3.    

Here are some wrong methods of marking answers



Use of tick mark



Use of Cross mark



Use of dot (.)



Use of Line Mark



Partially or Half filled Bubble



Marks outside the Bubble



More than one darkened bubble



More than one Marking

ANNEXURE 20**DISTRICT FACILITATION CENTRES OF LBS CENTRE FOR ANY ASSISTANCE**

Sl no	Place	Address	Phone Number
1	Thiruvananthapuram	LBS Centre Nandavanam, Palayam Thiruvananthapuram - 695 033	0471-2324396 0471-2560327
2	Adoor	LBS Sub Centre Second Floor, Santhosh Building Above Bank of Baroda, Govt Hospital Junction, Adoor, Pathanamthitta Dist Pin 691523	0473-4227538
3	Alappuzha	LBS Sub Centre Municipal Library Building Thattampally P.O, Alappuzha- 688 013	0477-2254588
4	Pampady	LBS Sub Centre Kadavumbhagam Buildings Near Police Station, K.K.Road, Pampady, Kottayam- 686 502	0481-2505900
5	Kalamassery	LBS Regional Unit HMT Junction, NAD Road Kalamassery – 683 104.	0484-2541520
6	Thrissur	LBS Regional Unit Alumvettuvazhi Road Chiyyaram, Thrissur – 680 026	0487-2250751
7	Palakkad.	LBS Sub Centre II Floor, Charutha Chambers, Noorani Shornur Road, Palakkad	0491-2527425
8	Manjeri	LBS Sub Centre Indira Gandhi Bus Terminal, Kacherypady Manjeri, Malappuram- 676 121	0483-2764674
9	Kozhikode	LBS Regional Unit 17/420, Indira Gandhi Road Kozhikode – 673 004.	0495-2720250
10	Kannur	LBS Regional Unit Old Engg. College Campus Near S.N.Park, Kannur – 670 001	0497-2702812
11	Kasaragod	LBS Sub Centre 3 rd Floor, Municipal Shopping Complex, Old Bus Stand, Kasaragod – 671 121	0499-4221011