



Government of Kerala

**PROSPECTUS FOR ADMISSION TO
M.C.A COURSE, KERALA 2016-17**

(Approved vide G.O.(Ms)No.636/2016/H.Edn Dated:03/03/2016)

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PROSPECTUS FOR ADMISSION TO M.C.A.COURSE 2016-17

1. INTRODUCTION

Master of Computer Applications (MCA) is a Programme of three years duration consisting of six semesters. This course is intended to train graduates in Engineering, Science or Commerce with Mathematics as one of the subjects in development and use of software for different applications. The major thrust is on giving the students a sound background in computing, business functions and Mathematics relevant to Information Technology. The Prospectus for admission to M.C.A. Course 2016-17 is published herewith. The Prospectus issued in earlier years is not valid for 2016-17.

2. INSTITUTIONS AND INTAKE

The list of Institutions offering M.C.A. Course that participated in the Centralised Allotment Process 2015, with their total intake is furnished in **Annexure - I**. During the current year, allotment for admission to MCA Course will be made to those institutions willing to participate in the Single Window System Centralised Allotment Process (CAP) and having AICTE Approval, NOC of Government and University affiliation for 2016-17. Allotment will also be made to new institutions/ additional seats sanctioned before the Centralised Allotment Process (CAP) and fulfilling the above requirements.

3. CATEGORISATION OF SEATS

The seats available are mainly categorised as Government, Management and Lapsed seats.

(a) Government seats are those seats against which allotment will be made by the Director, LBS Centre for Science and Technology under the supervision of Director of Technical Education based on the rank list published by him.

(b) Management seats are those seats set apart in Aided/Self-financing institutions to be filled up by the Management concerned on the basis of the Supreme Court direction and Government Orders on this behalf.

(c) Lapsed seats are those seats that may be filled up by the institution itself when the Director, LBS Centre for Science and Technology intimates that he would not be allotting any more candidates against such seats.

4. FEE STRUCTURE

The fee structure in the above categories of seats will be announced before the allotment process.

(a) No fees will be refunded after the last date of closing of admission.

(b) The claim for refund should be made at least thirty days before the last date of closing of admissions.

(c) If any candidate discontinues/leaves the institution after the closing of admissions in the same year or in subsequent years to join other courses or for other purposes he/she is liable to pay liquidated damages of Rs.30,000/- (Rupees Thirty Thousand Only). Candidates belonging to SC/ST/OEC are exempted from payment of such liquidated damages.

(d) Institutional transfers in the second year will be done by the Universities concerned and for such transfers the candidates are exempted from payment of liquidated damages.

5. ELIGIBILITY FOR ADMISSION

(a) Nativity

The candidate must be an Indian **Citizen**. Certificate from a Village Officer or a competent authority showing that the candidate is a native of any State or Union Territory of India should be furnished in the prescribed format along with the print out of the application. True copies of the birth certificate issued by the competent authority/ passport/ school certificate-showing place of birth will also be accepted as proof of nativity.

(b) Academic Eligibility

Candidates should have passed in any recognized Bachelor's Degree of minimum 3 years' duration in any discipline with Mathematics at 10 + 2 level OR Should have passed in any recognized Bachelor's Degree of minimum 3 years' duration in any discipline with Mathematics/Statistics as one of the subjects OR Should have passed in BCA Degree of minimum three years duration from a recognized University. The candidate should have secured a minimum aggregate of 50% marks in their Degree examination. For SEBC and physically handicapped candidates, the aggregate mark required is 45%. For SC and ST candidates, a minimum pass in the degree examination is sufficient. No rounding off of percentage of marks to the nearest higher integer is permitted.

Note: (1) Candidate seeking admission to the course should be qualified from any University in Kerala or any other Universities, recognised by any of the Universities in Kerala.

(2) Final Year regular Bachelor's Degree students are also permitted to appear for the Entrance Examination subject to the condition that the original degree certificate and mark lists of all parts of the qualifying examination shall be produced by the candidate at the time of admission.

6. RESERVATION OF SEATS

A. Reservation for Persons With Disabilities (PWD)

Three percent of the seats available to the State for allotment from the State rank lists are reserved for candidates with disabilities, for all courses in Govt./Aided Colleges as stipulated in Section 39, Chapter VI of the Persons With Disabilities Act 1995. As per Clause 2 (t), Chapter I of the Act, 'Person with Disability' means a person suffering from not less than 40% of any disability as certified by a medical authority. Generally, candidates who have a minimum of 40% disability alone will be eligible to apply for this quota. A disability certificate from the District Medical Board obtained within 12 months prior to the date of submission of print out of the application form has to be attached along with the print out of the application form. Such candidates are also required to produce a certificate obtained from a Medical Officer not below the rank of Assistant Surgeon to the effect that the candidate is fit enough to undergo the M.C.A. Course.

(B) Mandatory Reservation

Leaving the seats set apart under items (A) above, 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 and as modified from time to time.

a) For Govt. and Govt. Aided Institutions:

Sl.NO	Category	Percentage
(i)	State Merit (SM)	50%
(ii)	Forward Community Members belonging to BPL category (As per G.O(Rt)No.11/2012.H.Edn.dated. 03.01.2012)	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 All Self Financing Institutions:

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 communitites (DV)	2%
f.	Viswakarma and related communities (VK)	2%
g.	Kusavan and related communitites (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 for all colleges.

ii. The seats unavailed by the SC/ST candidates will be filled from OEC category for all colleges.

iii. The seats unavailed by SEBC candidates will be allotted to State Merit candidates for the final allotment for all colleges.

- iv. The seats unavailed in any reservation quota will go to General Merit for all colleges.
- v. As per G.O.(Rt)No.11/2012.H.Edn.dated. 03.01.2012, 10% of seats in MCA Course run by Government / Government aided institutions is reserved for candidates belonging to forward community, who are classified as members of BPL family. The candidates should produce necessary certificates from concerned authorities to consider under this category. The seats reserved in Government / Government aided institutions for Forward Community Members belonging to BPL category will be allocated college wise, and the seats unavailed by them will be allotted to State Merit candidates.

7. CLAIM FOR RESERVATIONS

(A) State Merit: The seats under the State merit will be filled purely on the basis of merit (State wide).

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

Note: (a) Reservation to the Socially and Educationally Backward Classes will be in accordance with the provisions contained in G.O.(P)208/66/Edn.dated 2.5.1966, G.O(MS) No.95/08/SCSTDD dated 06.10.2008 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.

(b) Candidates belonging to Socially and Educationally Backward Classes (SEBC) should produce 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 IV(c) of GO (P) No. 112015/BCDD, dated: 01.01.2015. The names of castes and communities under SEBC are given in Annexure III(d) of the Prospectus. Only the claims of the candidates of those communities that are included in the list as incorporated in the respective Annexure III(d) of the Prospectus 2016 will be considered. Claims by candidates belonging to other communities, which are not included in the Annexure II, will be rejected even if certificates from the Concerned Revenue Officers have been obtained and furnished along with the printout of the form.

(c) The guidelines and criteria to be adopted for excluding the Creamy Layer among SEBCs for the purpose of reservation of seats in Admission to M.C.A Course-2016 shall be as given in the Annexure I of G.O(P)No. 1/2015/BCDD, dated 01.01.2015. 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 Christians and Kudumbi communities, claiming reservation under SEBC Quota should invariably produce the Non-Creamy Layer Certificate from the authority concerned. The above certificate should be obtained in the prescribed format along with the printout of the application form itself.

(d) 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 furnish Non-Creamy Layer Certificate from the authority concerned in the proforma available in the website. The claim made in the print out of Application form will be final and cannot be changed subsequently.

- (e) 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 itself. Such candidates should furnish Non-Creamy Layer Certificate from the authority concerned in the proforma available in the website. 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.5312000/SCSTDD dated 03.07.2000). The list of Other Eligible Communities is given in Annexure V of the Prospectus.
- (f) However, all candidates desirous of being considered for any fee concession/ scholarship/ any other benefits, based on annual family income should produce Income Certificate from concerned Village Officer, along with the Printout of the application form itself.
- (g) Candidates 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 Section 2 (ii) of GO (MS) No.25/2005/SCSTDD dated 20-06-2005 & G.O (Rt) No.240/09/H.Edn dt.25.03.2009, if eligible for reservation under SEBC, will be granted the same, based on the community shown in the inter-caste marriage certificate (Annexure VI) issued by Revenue officials and to be attached by them with the print out of application form.

(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 along with the print out of the application form (See Annexure III & IV 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 produce caste/community certificate in the prescribed format along with the *print out of* application form. 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/ST/DD dated 15.12.1987.”

- (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 prescribed format 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/SC/ST/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 produce community certificate from the Tahsildar concerned along with a copy of Gazette Notification regarding re-conversion.

- (vi) The claims for reservation under Scheduled Castes/Scheduled Tribes quota will also be subject to verification and clearance by the Screening Committee constituted for the purpose by Government vide G.O.(P)No.19/2002/SCSTDD dated 20.4.2002 and as authorised by Section 6 of the Kerala (Scheduled Castes and Scheduled Tribes) Regulation of Issue of Community Certificates Act, 1996 (Act 11 of 1996).
- (vii) 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/ST/DD 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.
- (viii) The seats unavailed by the SC/ST candidates will be filled by other eligible Community (OEC) candidates. (See **Annexure-V** for the list of OECs). OEC will be eligible for reservation only if their annual family income from all sources is up to Rs.6 lakhs [G.O (MS) No.03/2014/BCDD dated 09.01.2014] and the candidate has secured 45% marks in the qualifying examination. Such candidates should furnish income certificate obtained from the concerned Village Officer along with the *print out of* application form.

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 of OEC candidates against the un-availed seats of SC/ST candidates

1. Other Eligible Community (OEC) candidates who claim allotment to the un-availed seats, if any, under SC/ST quota should furnish "Community" and "Income" Certificates obtained from the Village Officer concerned in the prescribed format along with the print out of application form. Those OEC candidates whose annual family income is upto Rs.6 lakhs alone are eligible for such seats. Relaxation in marks in the qualifying examination as in the case of SEBC candidates will be applicable to OEC candidates.
2. Claim for fee concession to OEC candidates: 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 irrespective of the annual family income as per G.O. (MS) No. 36/07/SCSTDD dated 03.07.2007. They should provide Community certificate from the Village Officer in the prescribed format along with the print out of the form.

(E) Claim for reservation of candidates belonging to forward community, who are classified as members of BPL family

Candidates belonging to forward community, claiming reservation in this quota, should submit BPL certificate issued by competent Local Self Government (LSG) authority, along with the *print out of* application form.

8. HOW AND WHEN 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.in of the Director of LBS Centre for Science and Technology. **Application Fee** for General and SEBC candidates is **Rs. 1000/-** (Rupees Thousand 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. 500/-** (Rupees Five Hundred Only). Application fee can be remitted at any one of the branches of the Scheduled Bank (to be notified) in Kerala.

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 attach an inter-caste marriage Certificate from the Revenue officials with the print out of the online application form.

8.2 Remittance of Application Fee and Submission of Application Form

Application fee can be remitted by all applicants at any one of the notified branches of a Scheduled Bank in Kerala, using the chalan generated on-line during the process of submission of print out of application form on-line as described in clause 8.1 & 8.2.

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

8.2.1. Availability of Prospectus

Prospectus and all annexures can be downloaded from www.lbscentre.in However, it will not be available by post or from the Office of the Director of Technical Education, LBS Centres or from any other office.

8.2.2. Submission of Application Form

There will be three stages for the submission of print out of Application form both of which are mandatory. Candidates shall complete all the stages of submission as per the time schedule that will be notified through the website/media.

Stage 1. (a) Remittance of application Fee

- ❖ The candidate shall visit the official website www.lbscentre.in and click the link “Admission to M.C.A. Course-2016”.
- ❖ Then click the button “NEW CANDIDATE”.The personal details of the candidate have to be filled in the page thus obtained and saved.
- ❖ A three part challan form (Candidate copy, Office copy and Bank copy) will then appear on the screen. Candidate has to take a printout of the challan, produce the same in 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 chalan from the bank (The candidate has to send this office copy to the Director, LBS Trivandrum along with the application form. The candidate copy of the chalan is to be retained by the candidate.)

Stage 2. - Confirmation of Registration.

1. After the remittance of fee, the candidate has to visit the official website www.lbscentre.in again and click the link “Admission to M.C.A. course-2016”, on the next day or within the prescribed time limit for completion of the online application registration process.
2. The candidate now has to click the button “LOGIN/FEE REMITTED CANDIDATE”.
3. In the page thus obtained he/she has to enter the Application number, Sole ID of the branch of the bank (available from the Bank), Date of remittance and chalan number regarding the fee remittance.
4. Now the candidate will have to create and submit a password which must be made up of numerals or alphabets or a combination of both.
5. The candidate also has to answer the selected security question and click the button ‘CONFIRM’.

6. After this procedure the candidate has to upload soft copy of the recently taken passport size photo in JPEG format with size not more than 20 kb.
7. On successful uploading of the photo the candidate will get a unique “registration id”. (The candidate should enter his/her Application number, Registration id and Password for subsequent “login” to the home page)
8. Then the candidate has to click the button ‘PROCEED’ for taking him/her to the personal data sheet where he/she has to enter all the required data.
9. On completion of this process the candidate has to take a printout, which is the application form.

For any assistance, candidate can contact District Facilitation Centres.

Candidates are requested to keep the Password and Registration ID strictly confidential, to protect their interest. They may also requested to retain a copy of the printout for future reference.

The printout of the online application form, along with necessary certificates (as applicable) in support of various claims in the format given at the website, attested copies of certificates to prove all personal claims and relevant academic details shall be sent to the Director, LBS Centre for Science & Technology, Extra Police Road, Nandavanam, Palayam, Thiruvananthapuram - 695033, Kerala, so as to reach within the scheduled time.

9. Certificates/ Documents to be submitted along with the application

1. Original Chalan towards remittance of application fees.
2. True copy of the S.S.L.C book or any other relevant record to prove date of birth.
3. True copy of the degree certificate & mark lists of the qualifying examination (if passed).
4. Any one of the certificates as per clause 5(a) to prove nativity.
5. Income & Community Certificates in support of SEBC/OEC claim (in original).
6. Community Certificate in support of SC/ST claim (in original).
7. Inter-Caste marriage certificate in the prescribed format, if applicable (in original).
8. Copy of Certificate from the Medical Board for Persons with Disabilities, duly attested by a Gazetted officer.
9. 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 M.C.A. Course (only for candidate claiming PD reservation seat)
10. Copy of BPL Certificate issued by Competent LSG Authority, duly attested by Gazetted Officer (Applicable to forward community candidates, claiming BPL reservation).
11. Any other documents mentioned in the Notification of the Director, LBS Centre for Science and Technology.

WARNING: Incomplete applications with defective or incomplete certificates will be rejected. Belated applications also will not be accepted. Documents or certificates furnished after the last date fixed for receipt of applications will not be considered on any account. No candidate will be permitted to incorporate any additional details in the application form or to submit any additional documents after the submission of application form.

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 MCA Course. All candidates who are eligible for admission and whose application have been accepted will be allowed to appear for the Entrance Examination. The Entrance Examination will be of two hours duration and will be conducted at selected venues in **Thiruvananthapuram, Ernakulam and Kozhikode** and the same will be conducted on 24.04.2016 Admit cards for Entrance

Examination will have to be downloaded by the candidate from their homepage at the website www.lbscentre.in during the time period notified. Admit cards will not be sent by post to the candidates.

- a) The questions for the Entrance Examination will cover Mathematics, Statistics, Physics, Chemistry, General Knowledge, General English and Fundamentals of Computer Awareness at Graduate level. The number of questions from each of the above area will be 20, except the last. For fundamentals of Computer Awareness, there will be 30 questions.
- 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.
- 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 three marks. One mark will be deducted for each incorrect response and zero mark for the questions not answered. More than one answer indicated against a question will be deemed as incorrect response and will be given negative marks.
- 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 'Fundamentals of Computer Awareness' in the Entrance Examination will be placed higher in rank. If the tie still exists, the candidate having higher age will be given preference.
- 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, in writing along with supporting documents and a fee of Rs.100/- per question by way of DD in favour of Director, LBS Centre for Science and Technology, payable at Thiruvananthapuram, within 5 days from the date of publication of answer keys on the website www.lbscentre.in. If the complaint filed is found to be genuine, the fee remitted while filing the complaint will be refunded. Complaints received after the stipulated date and without requisite fee will not be considered under any circumstances. Complaints received by E-mail/Fax will not be considered on any account.
- 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.
- h) **Publication of Category Lists-** Separate category-wise lists will be published for SEBC/SC/ST reservation, forward community BPL reservation and for persons with disability. Candidates are advised to verify the category list published by the Director, LBS Centre for Science and Technology and satisfy themselves regarding their position in the list. If candidates have any complaint in this regard he/she may approach the Office of the Director, LBS Centre for Science and Technology **within the notified time** after publication of the category list, for necessary action. Complaints received thereafter will not be entertained.

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 various Government/ Aided/ Private Self Financing Colleges/ Self Financing Colleges under Govt. Control based on the options submitted online by the candidates who have been included in the rank list for admission to the MCA Course 2016-17, 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 MCA Course 2016-17 will be done by the Director, LBS Centre for Science and Technology.

(b) Seats in the Government/ Aided/ Private Self Financing Colleges/ Self Financing Colleges under Govt. Control 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.in Candidates included in the MCA Course 2016-17 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 candidate 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.* No extension of time will be granted under any circumstances for registering options.

(e) Eligibility for registering options: Only those candidates included in the Rank List published by the Director, LBS Centre for Science and Technology for MCA Course 2016-17 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)), Academic qualifications (Clause 5(b)) etc., of the Prospectus for admission to MCA Course 2016-17. **Academic eligibility should be satisfied on the date of admission to the Course.**

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.

(f) Essentials for registering options: Candidates should have particulars such as Application Number, Registration 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 **Application Number, Registration 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.in from any computer having internet facility. The platform can be Windows-based or Linux-based and any browser will be sufficient.

(ii) Logging on to the Candidate's Home page: The candidate can log on to his/her home page by entering the details (i.e., Application number, Registration 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 numbers, the candidate will not be permitted to proceed further, in which case the candidate may recheck the entries made or contact any of the District Facilitation centres of LBS Centre in Kerala for further instructions.

(iii) Colleges available for registering options: The list of Colleges for allotments through the SWS will be available in the Home page of the candidate. The 'Option Registration' link when clicked will show all the Government/ Aided/ Private Self Financing Colleges/ Self Financing Colleges under Govt. Control, 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 data entered may be saved regularly by clicking the 'Save' button, so that the data already entered is not lost due to unexpected reasons. 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 number under the title "Selected College Preference List". The registered options can be cancelled by entering the number '0' against that particular option to be cancelled and by clicking the 'Update' button. 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 as well as his/her claims for any seat in any college. Such candidates will not be eligible for any further allotment in any college.

(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.** If the candidate wants to change his/her options already registered, he/she may revise the options as desired and ensure that the option list has come as per his/her preference.

(vii) Logging off from the Home page: Once the candidate is satisfied with the options registered, he/she should 'Log off' the system by clicking on "logout" link. The process

of 'Registration of Options' is complete when the candidate logs off. This action is compulsory for preventing the misuse of his/her Home Page by others.

(viii) *Rearranging option priority*: A candidate may change his/her option priority any number of times within the time schedule permitted. The priority of options registered at the time of closing of the facility for registering options alone will be considered for processing.

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.in", on the date notified by the Director, LBS Centre for Science and Technology. The allotment memo, the printout of which can be taken from the website, will show the college to which the candidate is allotted and the fee to be remitted. The schedule of allotment will be notified separately.

11.3 Remittance of Fee: Those who have obtained an allotment should take the print of the allotment memo from the LBS Centre web site (www.lbscentre.in) and remit Rs.10,000/- (part of the tuition fee) only online through internet banking facility. After the candidate remits the fee, a fee receipt will be generated by the system as token of allotment and remittance of fee. Keep the printout of the same to produce the college at the time of admission. Those candidates who do not remit the fee on or before the date prescribed for the same will lose their allotment as well as the eligibility for further allotments. The second allotment will be published on the date specified. Candidates who have not received any allotment in the first allotment and who have received an allotment in the second allotment will have to remit the prescribed fee as above for the course allotted.

11.4 Admission to the Course: Candidates allotted to courses, 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 allotment as well as their further claims in the Central Allotment Process (CAP).

11.5 Cancellation of options/alteration of priority of options after each allotment:

- a. Candidates who remit the fees as per each allotment 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.
- b. After each allotment, the options below the 'allotted one' of the candidate will automatically be removed from the option list of the candidate. For example, if a candidate had registered 10 options in all, and if he/she is allotted his/her 8th option, options 9 and 10 will be removed from the option list. Since the 8th option is the allotted one, it will not be seen in the option list. Options from 1 to 7 only will remain valid and will be considered for future allotments.
- c. 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.
- d. 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 the options after each allotment is bound to accept the next allotment, if any, given to him/her. If the candidate fails to accept the allotment, he/she will lose all the

allotments/admission and will not be considered for any further allotments in the Central Allotment Process(CAP).

11.6 Further Allotments: Details regarding further allotments will be notified by the Director, LBS Centre for Science and Technology.

11.7 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.

<p>The candidate is specifically instructed NOT to inform his/her REGISTRATION ID and PASSWORD to the institutions concerned.</p>
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- (b) **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. The Universities concerned shall also verify the records produced by the candidates securing admission in the colleges/institutions coming under them by deputing special teams and submit report to Government within 10 days from the last date fixed for final allotment of seats.
- (c) **Failure to Report for Admission:** Candidates who do not take admission on the prescribed date will lose their admission. They will not be considered for any further allotments in the Central Allotment Process(CAP).
- (d) **Cancellation of Higher Options after joining a College:** Candidates who join the college on the dates specified can cancel their remaining options fully or partially or change the priority of their remaining options before the dates prescribed. A candidate not interested in any further allotments, may cancel all his/her options before the specified date failing which, the options will remain live and will be considered for further allotments.
- (e) **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 for the course in each college.
- (f) **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 for the course 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 in all Self financing Colleges will be done college/institution wise 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 and he/she will not be considered for any vacancies arising in future.
 - 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.
- (g) 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 last date of closing of admission even if vacancy / vacancies arise thereafter.
 - (i) Weeding out Rule: The records of the MCA Entrance Examinations will be preserved upto 31st December of the year of conduct of Entrance Examination.

12. ADMISSIONS

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.

13. DOCUMENTS TO BE PRODUCED AT THE TIME OF ADMISSION

- (a) Admit Card of the Entrance Examination.
- (b) SSLC or any relevant school records to prove date of birth.
- (c) Originals of Degree Certificate and Mark list of all parts of the qualifying exam.
- (d) Originals of Certificates, the copies of which are enclosed with the print out of application form.
- (e) Transfer certificate and conduct certificate from the institution where the candidate studied last.
- (f) Two copies of passport size photograph of the candidate.
- (g) Candidates who passed their qualifying examination from Universities/Boards outside the State shall produce "Eligibility Certificate / Equivalency Certificate" from any of the Universities in Kerala.
- (h) 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.
- (i) 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.

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 IX which is mandatory for registration/admission.

15. OTHER ITEMS

- (a) Director of Technical Education 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) The Allotment for admission to MCA course-2016 will be done by The Director, LBS Centre for Science and Technology under the supervision of DTE, Kerala.
- (c) 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.
- (d) All disputes pertaining to the Examination, selection or admission shall fall within the jurisdiction of the Hon'ble High Court of Kerala.
- (e) Any other items not specifically covered in this prospectus will be decided by the Director of Technical Education, Kerala/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.

Director of Technical Education