GOVERNMENT OF KERALA

Abstract

Higher Education - Prospectus for Admission to MCA Regular Course for the Academic year 2024-25 - Approved - Orders issued.

HIGHER EDUCATION (J) DEPARTMENT

G.O.(Ms)No.273/2024/HEDN   Dated,Thiruvananthapuram, 30-04-2024

Read: Letter No. DTETVM/2029/2024-ACB1 dated 04.04.2024 from the Director of Technical Education, Thiruvananthapuram.

ORDER

In the circumstances reported by the Director of Technical Education, Thiruvananthapuram, as per letter read above, Government are pleased to approve the Prospectus for Admission to MCA Regular Course for the Academic year 2024-25, which is appended to this order.

(By order of the Governor)
C AJAYAN
ADDITIONAL SECRETARY

To:
The Director of Technical Education, Thiruvananthapuram.
The Director, LBS Centre for Science and Technology, Thiruvananthapuram.
The Information Officer, Web & New Media, I & PRD
www.highereducation.kerala.gov.in
Stock file/Office Copy (J2/95/2024/HEdn)

Forwarded /By order

Signed by
Salini.p
Date: 30-04-2024 15:12:22
Section Officer

Government of Kerala

PROSPECTUS FOR ADMISSION TO

MCA REGULAR COURSE, KERALA 2024-25

(Approved vide G.O.(MS.)No.273/2024/HEDN Dated 30/04/2024)

Directorate of Technical Education
Padmavilasom Street, Fort, Nalumukku, Pazhavangadi
Thiruvananthapuram 695 023

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<p style="text-align:center">**PROSPECTUS FOR ADMISSION TO MCA COURSE 2024-25**</p>

1. INTRODUCTION

Master of Computer Application (MCA) is a Programme of two years duration consisting of four semesters. This course is intended to train graduates who have passed any graduation degree (e.g.: B.E. / B.Tech./ B.Sc / B.Com. / B.A./ B. Voc./ BCA etc.,) preferably with Mathematics at 10+2 level or at Graduation level in the 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 MCA Course 2024-25 is published herewith. The Prospectus issued in earlier years is not valid for the admission to academic year 2024-25.

2. INSTITUTIONS AND INTAKE

During the current year, allotment for admission to MCA Course will be made to those institutions willing to participate in the Single Window System of Centralized Allotment Process (CAP) and having AICTE approval, NOC of Government and University affiliation for the academic year 2024-25. Allotment will also be made to new institutions/ additional seats sanctioned before the Centralized Allotment Process (CAP) and fulfilling the above requirements.

3. CATEGORISATION OF SEATS

The seats available are mainly categorized as Government, Management seats 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 Director, LBS Centre for Science and Technology.

(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 before the closing of admissions and when the Director, LBS Centre for Science and Technology intimates that he would not be allotting any more candidates after the scheduled allotment process against such seats.

4. FEE STRUCTURE

The fee structure for the colleges under CAP is mentioned in Clause 11.7. If the fee structure is revised, it will be announced before the allotment process and will be published in the website.

5. ELIGIBILITY CRITERIA 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

uploaded. 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.

Candidates seeking admission to MCA Course will be categorised as Keralite and Non-Keralite Category.

Keralite: A candidate of Kerala origin will be categorised as a 'Keralite'. **Only candidates belonging to Keralite category are eligible for claiming seats under Mandatory Reservation Quota**.
In order to prove that a candidate is an Indian Citizen of Kerala Origin he/she has to upload a certificate showing the Place of Birth in Kerala OR a certificate from competent authority showing that one or either of his/her parents was born in Kerala..

Non-Keralite Category: Those who do not belong to Keralite category will be considered as Non-Keralites.

(b)Academic Eligibility
Passed any graduation degree (e.g.: B.E. / B.Tech./B.Sc / B.Com. / B.A./ B. Voc./ BCA etc.,) preferably with Mathematics at 10+2 level or at Graduation level,   Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination. (for students having no Mathematics background compulsory bridge course will be framed by the respective University/ Institution and additional bridge courses related to computer subjects as per the norms of the concerned University).
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 of the Universities in Kerala or any other Universities, recognized 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. Inclusion in the ranklist is provisional and subject to the academic eligibility conditions referred in clause 5(b).

6. RESERVATION OF SEATS

(A) Reservation for Persons with Disabilities (PWD)
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/ Government 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 required to upload 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 MCA Course. One seat is created as supernumerary for the eligible applicants as per G.O.(Ms) No.229/2023/HEDN dated 02/05/2023.

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 and as modified from time to time.

a) <u>**For Government/Govt Aided Institutions/Self Financing Institutions without minority status:**</u>

Sl.No		Category	Percentage	
(i)		**State Merit (SM)**		**50%**
(ii)		**Forward Community Members 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)	Dheevara and related communities (DV)	2%	
	f)	Viswakarma and related communities (VK)	2%	
	g)	Kusavan and related communities (KN)	1%	
	h)	Other Backward Christian (BX)	1%	
	i)	Kudumbi (KU)	1%	
(iv)		**Scheduled Castes and Scheduled Tribes**		**10%**
	a)	Scheduled Caste (SC)	**8%**	
	b)	Scheduled Tribe (ST)	**2%**	

b) **For Self Financing 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.	Dheevara and Related communities (**DV**)	2%	
	f.	Viswakarma and related communities (**VK**)	2%	
	g.	Kusavan and related communities (**KN**)	1%	
	h.	Other Backward Christian (**BX**)	1%	

	i.	Kudumbi (**KU**)	1%	
(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 PWD 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 (State wide) 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 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 2024 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, Dheevara 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 submiting 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

As per the G.O.(MS) No.128/2020/HEDN dated.20.03.2020, Government have decided to implement reservation for Economically Weaker Sections in general category (EWS) to all Higher Educational Institutions other than Minority Institutions, where reservation to other backward classes are provided.

To avail reservation for Economically Weaker Sections in general category (EWS the candidates should upload necessary certificates from concerned Village officer (Annexure

11/Annexure 12) to be considered under this category. The annual family income for EWS category candidates shall not exceed Rs.4 lakhs(Four Lakhs). 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.

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.

4. Claim for fee concession to the inmates of Sri Chitra Home, Nirbhaya Home & Juvenile Home: Candidates who are inmates of Sri Chitra Home, Nirbhaya Home & Juvenile Homes and other institutions run by Government allotted against Merit Seats are exempted from payment of fees to Professional Degree Courses as per G.O.(MS) No.130/90/H.Edn., Dated.31.05.1990. Fee concession to these students will be provided based on the certificate issued to them by the Director, Department of Women and Child Development. Such students must upload this certificate 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.1200/-** (Rupees One Thousand Two 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.600/-** (Rupees Six Hundred Only). Application fee can be remitted through our online portal, also 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 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, also application fee can be remitted at any one of the branches of the Scheduled Bank (to be notified) in Kerala.

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 the Office of the Director of Technical Education, 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 MCA Course 2024-25.

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 13 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 Equivalency Certificate for candidates who have passed Degrees equivalent to those mentioned in Academic Eligibility.
   5. Scanned copy of Non Creamy Layer Certificate issued for the state education purpose if applicable.
   6. Scanned copy of Community Certificate if applicable.
   7. Scanned copy of Inter-Caste marriage certificate in the prescribed format, if applicable
   8. Scanned copy of Certificate from the Medical Board for Persons with Disabilities.
   9. 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 MCA Course (only for candidate claiming PD reservation seat)
   10. Scanned copy of Income & Community Certificates in the prescribed format if applicable
   11. Scanned copy of EWS Certificate issued by Village officer (Applicable to general community candidates, claiming EWS reservation).
   12. 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 & Minority 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

   <u>*WARNING:*</u> *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 incoporate 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. **<u>No chance will be given to the candidates after the stipulated time. Complaints will not be accepted under any circumstances, after the stipulated time.</u>**

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. 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 **two hours** duration and will be conducted at selected venues in Thiruvananthapuram, Ernakulam and Kozhikode centres. This may change depending upon the number of candidates. 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	Topics	No of Questions
1	Computer Science	Problem Solving with Computer Programming, Digital Fundamentals & Computer Organization, Database Fundamentals.	50
2	Mathematics & Statistics	Plus-2 Level Topics	25
3	Quantitative Aptitude, Logical Ability	Graduate level questions	25
4	English	Basic Grammar & Comprehension	15
5	General Knowledge	Current Affairs	5
TOTAL			**120**

Number of Questions	120
Total Marks	120
Each question carries	1 Mark
Total Time	120 Minutes
Mode of questions	Objective type multiple choice.
Medium of examination	English

(b) Detailed Syllabus

Computer Science	Problem Solving with Computer Programming, Digital Fundamentals & Computer Organization, Database Fundamentals.
	Computer Basics: Organization of a computer, Central Processing **Unit** (**CPU**), Structure of instructions in CPU, input/output devices**,** computer memory, memory **organization**, back-up devices.
	Data Representation: Representation of **characters**, **integers,** and fractions, binary **and** hexadecimal **representations, Binary Arithmetic**: Addition, subtraction, division, multiplication, **signed** arithmetic and two's complement **arithmetic**, floating **point** representation of numbers**,** normalized floating point representation, Boolean algebra, **truth tables**, Venn diagrams.
	Computer Architecture: Basics of Digital Logic,Block structure of computers, communication between processor and I/O **devices**, interrupts.
Mathematics & Statistics	Algebra: Fundamental operations in Algebra, Expansion, factorization, **Quadratic** equations, indices, logarithms, arithmetic, geometric and harmonic progressions, binomial theorem, permutations and combinations.
	Co-ordinate Geometry: Rectangular Cartesian co-ordinates, equations of a line, midpoint, intersections etc., equations of a circle, distance formulae, pair of straight lines, parabola, ellipse and hyperbola, simple geometric transformations such **as** translation, rotation, scaling.
	Trigonometry: Simple identities, trigonometric equations**,** properties of triangles, solution of triangles, height and distance, inverse function.
	Probability **and** Statistics: **Basic** concepts of probability **theory**
	Mensuration: areas**,** triangles and quadrilaterals**,** **area** and circumference of **circles**, volumes and surface areas of simple solids such **as** cubes, spheres, cylinders **and** cones.
Quantitative Aptitude & Logical Ability	This **shall include** the questions to **measure how quickly** and logically you **can think**. **This section** will cover logical **situations and** questions based on **the facts given in the** passage. This **test shall check the problem solving capability of the candidate**.
English	Questions in **this** section will be designed to test the candidate's general understanding of the English language. There will be questions on the topics such **as Basic** English **grammar**, vocabulary, comprehension, synonyms, antonyms, sentence correction, word **&** phrases, jumbled paragraphs.
General Knowledge	Current Affairs

(c) 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 14).

(d) 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.

(e) The Question Booklets can be taken by the candidates at the end of the Examination.

(f) In the case of tie in the total marks in the Entrance Examination, the candidates scoring higher marks in the section 'Computer Science' in the Entrance Examination will be placed higher in rank. If the tie still exists, the candidate having higher marks in the section "Mathematics & Statistics" in the Entrance Examination will be given preference. If the tie still persists, the candidate having higher marks in the section "Quantitative Aptitude & Logical Ability" in the Entrance Examination will be given preference. If there is still a tie, date of birth of the candidate will be considered, the elder will be placed higher in the ranking.

(g) 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.

(h) 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 MCA Course 2024-25, 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. The inclusion of Autonomous colleges under CAP 2024-25 will be subject to the Government Orders issued in this regard from time to time.

11.1 (a) The Single Window System of Admissions for the MCA Course 2024-25 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 MCA Course 2024-25 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) <u>Time schedule for registering options</u>: 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) <u>Eligibility for registering options</u>: Only those candidates included in the Rank List published by the Director, LBS Centre for Science and Technology for MCA Course 2024-25 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 MCA Course 2024-25. **Academic eligibility should be satisfied on the date of admission to the Course.**

(f) <u>Essentials for registering options</u>: 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) <u>Logging on to the Candidate's Home page:</u> 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.

(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.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 back (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 in Government/Aided colleges will have to remit the prescribed fee as mentioned in clause 11.7 and those who get allotment in self financing college will have to remit a token fee of Rs 10,000/- as part of tuition fee.

(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.*

- *The list of candidates who remit fees will be updated regularly at the website www.lbscentre.kerala.gov.in. Candidates who remit fees should verify the list and ensure that their names have been included in the list. If any discrepancy is noted, the candidates should immediately bring it to the office of the DIRECTOR, LBS CENTRE, Kerala.*

11.7 FEE Structure(As per the list of colleges participated in CAP 2023-24)

The fee structure will be revised as per the Government Orders issued in this regard from time to time.

Government/Aided Colleges	**Rs.7,640/-** (5% hike will be added as per Govt. Orders issued from time to time)
Govt. Cost Sharing/ Private Colleges	Token fee of **Rs.10,000/-** to be paid initially
Fee for SC/ST/OEC and others having fee concession	Token fee of **Rs.1,000/-**

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. Once the candidate gets an allotment in the spot/Online Special Allotment, he/ she will have to join the particular institution and then only he/she will be considered for further allotments. Otherwise his/ her candidature will be cancelled.

If seats remain vacant even after the allotments through LBS Centre are over, the heads of the institutions can admit students from the ranklist into vacant/lapsed seats of MCA course through institutional level spot admissions by giving wide publicity in the media. The last date for

admission will be decided by the Director of Technical Education, Kerala.

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. **Matters of Eligibility/Equivalency will be resolved as per the provisions in the G.O(Ms) No. 272/2018/H.Edn dated 13.11.2018. No equivalency/eligibility/recognition is required upon degrees obtained from institutions recognized by the UGC.**
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. 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.

__The 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) Failure to Report for Admission: Candidates who do not pay the tuition fee or do not take admission on the prescribed date will lose their allotment.

(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 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 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.

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 the 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.

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 2024.

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 sutdent 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/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) 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 2024-25 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.

f) Candidates are advised to visit the website www.lbscentre.kerala.gov.in regularly and monitor the leading newspapers and electronic media regularly for notifications/instructions regarding allotment.

Director of Technical Education

ANNEXURE 1

List of colleges that participated in the CAP 2023-24
(Final list for 2024-25 will be published in the website later)

Sl.No	College Code	Name & Address	Type	Approved intake	Govt merit seat	Affiliated University	Minority Institution
Government Institutions							
1	TVA	College of Engineering, Sreekaryam, Thiruvananthapuram. Ph: 0471-2515555	G	60	60	APJ Abdul Kalam Tech. University	No
2	TRA	Government College of Engineering, Ramavarmapuram, Thrissur – 680 009. Ph: 0487-2334144	G	30	30	APJ Abdul Kalam Tech. University	No
3	RIA	Rajiv Gandhi Institute of Technology, Velloor P.O, Pampady, Kottayam– 686501. 0481-2506153, 2507763	G	60	60	APJ Abdul Kalam Tech. University	No
Aided Institutions							
4	TKA	TKM College of Engineering, Kollam.Ph:0474-2713126	Govt. Aided and Autonomous institution	60	**51**	APJ Abdul Kalam Tech. University	Yes
5	MHA	Mar Athanasius College of Engineering, Kothamangalam-686 666. Ph: 0485-811363	A	60	**51**	APJ Abdul Kalam Tech. University	Yes
Government Cost-Sharing Colleges							
6	CEA	College of Engineering Vadakara, P.O. Mandarathur P.O, Vadakara - 673105, Kozhikode , Ph:0496-2537225	Govt Cost Sharing	60	60	APJ Abdul Kalam Tech. University	No
7	CCA	College of Engineering, Cherthala	Govt Cost Sharing	60	60	APJ Abdul Kalam Tech. University	No
8	CPA	College of Engineering, Poonjar	Govt Cost Sharing	30	30	APJ Abdul Kalam Tech. University	No
9	CGA	College of Engineering, Chengannur	Govt Cost Sharing	60	60	APJ Abdul Kalam Tech. University	No
Self Financing Institutions							
10	LMA	Lourdes Matha College of Science & Technology, Kuttichal, Trivandrum-695574 Ph:0472-2851166	S	60	30	APJ Abdul Kalam Tech. University	Yes
11	MTA	Mohandas College of Engineering & Technology, Anad, Nedumangad,Trivandrum. Ph:0472–2814578	S	60	30	APJ Abdul Kalam Tech. University	No

12	PAA	P.A. AZIZ College of Engineering & Technology, Green Hills, Karakulam, Thiruvananthapuram	S	30	15	APJ Abdul Kalam Tech. University	No
13	HMA	CHMM College of Advance Studies Metca Land, Chavarcode, Palayamkunnu P.O, Varkala, Thiruvananthapuram ,Kerala	S	60	30	Kerala University	Yes
14	SIA	Sree Narayana Institute of Technology ,Vadakkevila. P.O, Ayathil, Kollam - 691 010. Ph: 0474-2723156	S	60	30	Kerala University	No
15	MLA	Musaliar College of Engineering & Technology, Kumpazha, Pathanamthitta. Ph:0468-2301702	S	60	30	APJ Abdul Kalam Tech. University	Yes
16	MZA	Mount Zion College of Engineering,Kadammanitta, Naranganam, Kozhancherry, Pathanamthitta, Kerala - 689649	S	60	30	APJ Abdul Kalam Tech. University	Yes
17	KEA	KVM College of Engineering and Information Technology, Kokkothamangalam P.O, Cherthala, Alappuzha-688583. Ph:0478-2811080	S	30	15	APJ Abdul Kalam Tech. University	No
18	ACA	Amal Jyothi College of Engineering, Koovappally P.O, Kottayam-686518 Ph: 04828-305500	S	120	60	APJ Abdul Kalam Tech. University	Yes
19	SJA	St. Joseph's College of Engineering & Technology, Choondacherry P.O, Plassanal, Palai-686579 Kottayam Ph: 04822-239301	S	60	30	APJ Abdul Kalam Tech. University	Yes
20	MGA	Mangalam College of Engineering, Kottayam	S	60	30	APJ Abdul Kalam Tech. University	Yes
21	KJA	Kristu Jyothi College of Management Technology, Chethipuzha, Kurisummodu.P.O., Chagnassery, Kottayam, Kerala 6861004 Ph: 0481-2720696	S	60	30	MG University	Yes
22	SPA	School of Technology and Applied Sciences(STAS), Pullarikkunnu , Malloossery, Kottayam-686 041	S	30	15	MG University	No
23	SGA	Santhigiri College of Computer Sciences, Vazhithala P.O, Thodupuzha, Idukki	S	60	30	MG University	Yes
24	MUA	Muthoot Institute of Technology & Science, Puthenkurish, Ernakulam	S	60	30	APJ Abdul Kalam Tech. University	No

25	SNA	Sree Narayana Guru Institute of Science & Technology, Thekkethazham, Manjali, North Paravur, Ernakulam-683520 Ph: 0484-2440220	S	90	45	APJ Abdul Kalam Tech. University	No
26	SCA	SCMS School of Engineering and Technology,Vidya Nagar, Palissery, Karukutty, Ernakulam-683582. Ph: 0484-2450330	S	30	15	APJ Abdul Kalam Tech. University	No
27	SRA	Sree Narayana Gurukulam College of Engineering, Kadayiruppu, Kolencherry, Ernakulam-682311 Ph:0484-276 4841	S	90	45	APJ Abdul Kalam Tech. University	No
28	FIA	Federal Institute of Science & Technology, Hormis Nagar, Mookkannoor P.O, Angamaly-683577 Ph: 0484-2616403	S	120	60	APJ Abdul Kalam Tech. University	No
29	ILA	Ilahia College of Engineering & Technology,Mulavoor P.O, Muvattupuzha, Ernakulam Dist-686673	S	60	30	APJ Abdul Kalam Tech. University	Yes
30	ASA	ADI SHANKARA INSTITUTE OF ENGINEERING AND TECHNOLOGY, Ernakulam	S	60	30	APJ Abdul Kalam Tech. University	No
31	MBA	Mar Baselios Institute of Technology and science, Kothamangalam, Ernakulam.	S	60	30	APJ Abdul Kalam Tech. University	Yes
32	MAA	Mar Athanasios College for Advanced Studies, Thiruvalla, Pathanamthitta-689101 Ph:0469-2730301(MACFAST)	S	120	60	MG University	Yes
33	MEA	MES- Advanced Institute of Management and Technology (MES-AIMAT), Marampally, Aluva-683107, Ernakulam. Ph: 0484-2679967	S	120	60	MG University	Yes
34	NMA	Nirmala College, Muvattupuzha, Ernakulam-686661. Ph : 0485-28363	S	120	60	MG University	Yes
35	DIA	DePaul Institute of Science and Technology, De Paul Nagar, Angamaly, Ernakulam. Ph: 0484-2911811	S	60	30	MG University	Yes
36	UCA	Union Christian College, Aluva. Ernakulam-683102 Ph: 0484-2603633	S	120	60	MG University	Yes
37	SMA	SCMS School of Technology & Management,SCMS Campus, Prathap Nagar, Muttom, Cochin, Ernakulam-683106 Ph:0484-2625004	S	30	15	MG University	No
38	STA	Regional Centre School of Technology and Applied Sciences(STAS), Edappally, Kochi - 682024	S	30	15	MG University	No

39	KMA	KMM College of Arts and Science, Thrikkakara P.O,Edapally Toll Gate, Pipeline Jn, Kochi-682021, 0484- 2575667, 2577567,Mob : 9400390222	S	120	60	MG University	Yes
40	VDA	Vidya Academy of Science & Technology, Kurumal, Thalakottukkara P.O, Thrissur -680501 Ph: 0488-5287751	S	60	30	APJ Abdul Kalam Tech. University	No
41	NCA	Nehru College of Engineering & Research Centre, Pampady, Thiruvilwamala, Thrissur-680597 Ph: 0488-4282070	S	60	30	APJ Abdul Kalam Tech. University	No
42	MSA	MES College of Engineering, Kuttippuram, Thrikkanapuram P.O, Malappuram. Ph: 0494-3051234	S	60	30	APJ Abdul Kalam Tech. University	Yes
43	AWA	AWH Engineering College, Pattayilkunnu, Kuttikkattoor, Kozhikode - 673 008. Ph: 0495-2352552	S	60	30	APJ Abdul Kalam Tech. University	Yes
44	KCA	KMCT College of Engineering, Kalanthode, Manasserry PO,Mukkam(via) Kozhikode - 673 602. Ph: 0495-2289099	S	60	30	APJ Abdul Kalam Tech. University	Yes
45	DBA	DON BOSCO Arts and Science College, Angadikadavu, Iritty , Kannur-670706 Kerala Ph:0490-2426212	S	60	30	Kannur university	Yes
46	CIA	Chinmaya Institute of Technology, Govindagiri, Chala, Thottada P.O., Kannur Pin- 670007 0497-2822923 ,2823534	S	60	30	Kannur University	No
47	MMA	Marthoma Institute of Information Technology, Chadayamangalam ,Ayur, Kollam-691534 Kerala Ph: 0474 - 2476535	S	60	30	Kerala University	Yes
48	KTA	KMCT Institute of Technology and Management, Mampra, Pazhoor, Malappuram	S	60	-	APJ Abdul Kalam Tech. University	No

Note: Approved intake will be subject to the affiliation sanctioned by the respective university.

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]

I.   **Ezhavas** including Ezhavas, Thiyyas, Ishuvan, Izhuvan, Illuvan and Billava

II. **Muslims** (all sections following Islam)

III. **Latin Catholics and Anglo Indians**

IV. **Dheevara** including Dheevaran, Araya,Arayas, Arayan, Valan, Nulayan, Mukkuvan, Arayavathi, Valinjiar, Paniakkal, Paniakel, Mukaya, Bovis-Mukayar, Mukaveeran, Mogaveera, Mogavirar,Mogayan

V.   **Viswakarmas** including Viswakarma, Asari, Chaptegra, 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

VI. **Kusavan** including Kulalan, Kulala Nair, Kumbaran, Velaan, Velaans, Velaar, Odan, Kulala, Andhra Nair, Anthuru Nair

VII. **Other Backward Christians**
     (a) SIUC
     (b) Converts from Scheduled Castes to Christianity
     (c) Nadar belonging to Christian religious denominations others than SIUC

VIII. **Kudumbi**

IX. **Other Backward Hindus**, i.e.
1.   Agasa
2.   Kharvi
3.   Aremahrati
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
5.   Bestha
6.   Bhandari or Bhondari
7.   Boya
8.   Boyan
9.   Chavalakkaran
10. Chakkala (Chakkala Nair)
11. Devadiga
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 (Kudiyan)
49. x x x
50. Moili
51. Mukhari
52. Modibanda
53. Moovari
54. Moniagar
55. Naicken including Tholuva Naicker and Vettilakkara Naicker, Naikkans
56. Padyachi (Villayankuppam)
57. Palli
58. Panniyar or Pannayar
59. Parkavakulam (Surithiman, Malayaman, Nathaman, Moopanar and Nainar)
60. Rajapuri
61. Sakravar (Kavathi)
62. Senaithalaivar, Elavania, Senaikudayam
63. Chetty/Chetties including Kottar Chetties, Parakka Chetties, Elur Chetties, Attingal Chetties, Pudukkada Chetties, Iraniel Chetties, Sri Pandara Chetties, Telugu Chetties, Udiyankulangara Chetties, Peroorkada Chetties,Sadhu Chetties, 24 Mana Chetties, Wayanadan Chetties, Kalavara Chetties and 24 Mana Telugu Chetties
64. Tholkolan
65. Thottiyan, Thottian
66. Uppara (Sagara)

67. Ural Goundan
68. Valaiyan
69. Vada Balija
70. Vakkaliga
71. Vaduvan(Vadugan), Vaduka, Vadukan, Vadugar
72. Veera Saivas (Pandaram, Vairavi, Vairagi, Yogeeswar, Yogeeswara, Poopandaram, Malapandaram, Pandaran, Matapathi and Yogi)
73. Veluthedathu Nair including Vannathan, Veluthedan and Rajaka
74. Vilakkithala Nair including Vilakkathalavan, Ambattan Pranopakari, Pandithar and Nusuvan
75. Vaniya including Vanika, Vanika Vaisya, Vaisya Chetty, Vanibha Chetty, Ayiravar Nagarathar, Vaniyan, Vaniya Chetty, Vaniar
76. Yadava including Kolaya, Ayar, Mayar, Maniyani, Eruman, Iruman, Erumakkar, Golla and Kolaries
77. Chakkamar
78. Mogers of Kasaragod Taluk
79. x x x
80. x x x
81. x x x
82. Reddiars (throughout the State except in Malabar area)
83. Mooppar or Kallan Moopan or Kallan Moopar

ANNEXURE 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
2. Adi Dravida
3. Adi Karnataka
4. Ajila
5. Arunthathiyar
6. Ayyanavar
7. Baira
8. Bakuda
9. xxx
10. Bathada
11. xxx
12. Bharathar (Other than Parathar), Paravan
13. xxx
14. Chakkiliyan
15. Chamar, Muchi
16. Chandala
17. Cheruman
18. Domban
19. xxx
20. xxx
21. xxx
22. Gosangi
23. Hasla
24. Holeya
25. Kadaiyan
26. Kakkalan, Kakkan
27. Kalladi
28. Kanakkan, Padanna, Padannan
29. xxx
30. Kavara (other than Telugu speaking or Tamil speaking Balija Kavarai, Gavara, Gavarai, Gavarai Naidu, Balija Naidu, Gajalu Balija or Valai Chetty)
31. Koosa
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 (മണ്ണാന്), Pathiyan, Perumannan, Peruvannan, Vannan, Velan
38. xxx
39. Moger (other than Mogeyar)
40. Mundala
41. Nalakeyava
42. Nalkadaya
43. Nayadi
44. xxx
45. Pallan
46. Palluvan, Pulluvan
47. Pambada
48. Panan
49. xxx
50. Paraiyan, Parayan, Sambavar, Sambavan, Sambava, Paraya, Paraiya, Parayar
51. xxx
52. xxx
53. xxx
54. Pulayan, Cheramar, Pulaya, Pulayar, Cherama, Cheraman, Wayanad Pulayan, Wayanadan Pulayan, Matha, Matha Pulayan
55. xxx
56. Puthirai Vannan
57. Raneyar
58. Samagara
59. Samban
60. Semman, Chemman, Chemmar
61. Thandan (excluding Ezhuvas and Thiyyas who are known as Thandan, in the erstwhile Cochin and Malabar areas) and (Carpenters who are known as Thachan, in the erstwhile Cochin and Travancore State) Thachar (Other than carpenters)
62. Thoti
63. Vallon
64. Valluvan
65. xxx
66. xxx
67. Vetan
68. Vettuvan, Pulaya Vettuvan (in the areas of erstwhile Cochin State only).
69. Nerian

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, Kuravazhi Pulayan, Pamba Pulayan	41	Karimpalan
		42	Vetta Kuruman
		43	Mala Panikkar
		44	Maratis of Kasargod and Hosdurg Taluk
5	Irular, Irulan		
6	Kadar [Wayanad Kadar]		
7	xxx		
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 (മന്നാൻ)		
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]

OEC (ST)

1. Allar (Alan)
2. Chingathan
3. Irivavan
4. Kalanadi
5. Malayan, Konga-Malayan(Kasargod, Kannur, Wayanad and Kozhikode Districts)
6. Kundu-Vadiyan
7. Kunnuvarmannadi
8. Malamuthan
9. Malavettuvar (Except Kasargod and Kannur Districts)
10. Malayalar
11. Panimalayan
12. Pathiyan (other than Dhobies)
13. Hindu-Malayali

OEC (SC)

1. Chakkamar
2. Madiga
3. **xxx**
4. Kudumbi
5. Dheevara/Dheevaran (Arayan, Valan, Nulayan, Mukkuvan, Arayavathi, Valanchiyar, Paniyakal, Mokaya, Bovi, Mogayar, Mogaveerar)
6. Scheduled Caste converted to Christianity
7. Kusavan, Kulalan, Kumbharan, Velaan, Velaar, Odan, Andhra Nair, Andhuru Nair,
8. Pulaya Vettuvan (Except Kochi State)

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, Yogeeswara, Poopandram, Malapandaram, Jangam, Matapathi, Pandaram, Pandaran, Vairavi, Vairagi)
19 Vilakkithala Nair – Vilakkithalavan
20 Vaduka – Vadukan, Vadugar, Vaduka, Vaduvan
21 Chavalakkaran
22 Agasa
23 Kaikolan
24 Kannadiyans
25 Kerala Mudalis
26 Madivala
27 Naikkans
28 Tholkolans
29 Thottian
30 Mooppar or Kallan Moopan or Kallan Moopar

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)*

<center>**ANNEXURE 7(a)**</center>

<center>**Proforma for Inter-Caste Marriage Certificate**</center>

Certified that Master / Kumari ……………………….an Applicant for admission to the MCA Course, 2024-25, 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:

<div align="right">Signature of Tahsildar

Name of Tahsildar:

Name of Taluk:</div>

(Office Seal)

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 ആഫീസ് : ....

തീയതി   :.................................

.........................ജില്ലയിൽ...........................താലൂക്കിൽ...................................വില്ലേജിൽ .... വീട്ടിൽ

ശ്രീ./ശ്രീമതി..........................., ...–ാം തീയതി സമർപ്പിച്ച അപേക്ഷയിൽ** ....ന് വേ ി ഒരു വരുമാന

സർട്ടിഫിക്കറ്റ് ആവശ്യപ്പെട്ടിരുന്നു. ടിയാന്റെ വാർഷിക കുടുംബ വരുമാനം ....രൂപയാണെന്ന് പ്രസ്ഥാവിച്ചിട്ടു ്. എന്റെ

അന്വേഷണത്തിൽ ബോധ്യപ്പെട്ടതനുസരിച്ച് ടിയാന്റെ വാർഷിക കുടുംബ വരുമാനം താഴെ കാണിച്ചിരിക്കുന്ന പ്രകാരമാണെന്ന് ഞാൻ

ഇതിനാൽ   സാക്ഷ്യപ്പെടുത്തുന്നു. കുടുംബത്തിലെ അംഗസംഖ്യ..............ആണ്. അതിൽ ജോലിയുള്ളവർ ....ഉം പഠിക്കുന്നവർ

.........ഉം ജോലി ഇല്ലാത്തവർ ....ഉം ആണ്.

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

മൊത്തത്തിലുള്ള തുക അക്കത്തിൽ :   ....

തുക അക്ഷരത്തിൽ :   .... മൂന്നു കുട്ടികളിൽ കൂടുതലുള്ളവ

രുടെ കാര്യത്തിൽ

കൂടുതലുള്ള കുട്ടികൾക്ക് കുറവു ചെയ്യേ   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:

Date:

Signature of Revenue Officer

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

Certified that Shri/Smt./Kumari ……………………………………(name of person) Son/daughter of …………………………of ………………………………….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./Kumari …………………………………………and 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 Commuity (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/Kumari ....Son/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.(*)
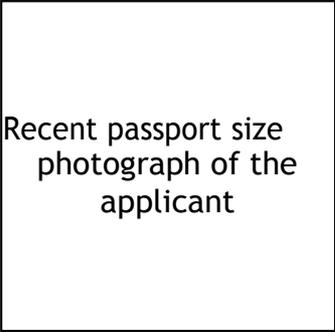
Recent passport size photograph of the applicant	Signature .... Name... Designation ....

(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

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 of ....is 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.

Recent passport size photograph of the applicant	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 13

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 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 ansd 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 14
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

ORIGINAL SIDE A

(BASIC DATA)   OMR ANSWER SHEET   **(ANSWERS)**

NOTE
* 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.

IF A CANDIDATE TAMPERS WITH THE BARCODE, HE/SHE WILL BE DISQUALIFIED/ DEBARRED

NOTE
* Please read the instructions for marking answers given overleaf
* Start answering only when you are asked to do so by the Invigilator.

1. **Paper** (Mark only if applicable)   2. **Version**

I   II   A   B

3. Roll No.   4. Qn Booklet No.*

BAR CODE

5. Name of the Examination

6. Date of the Examination

7. Roll No.   8. Qn. Booklet No.*

9. Name of Candidate

10. Certified that the above entries are checked and found to be correct

....
Signature of the Candidate

....
Signature of the Invigilator

* Should be filled in after receiving the Question-Booklet.

(Please Turn Over)

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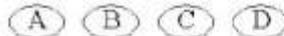
Marking should be dark and the bubbles should be filled completely.

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

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 0471-2560364
2	Adoor	LBS Sub Centre KRM Towers, East of Central Junction Adoor, Pathanamthitta- 691 523	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 0484-2551466
6	Thrissur	LBS Regional Unit Alumvettuvazhi Road Chiyyaram, Thrissur – 680 026	0487-2250657 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 3rd Floor, Municipal Shopping Complex, Old Bus Stand, Kasaragod – 671 121	0499-4221011