

GOVERNMENT OF KERALA
DEPARTMENT OF VOCATIONAL HIGHER SECONDARY EDUCATION
PROSPECTUS FOR ADMISSION TO FIRST YEAR VHSE COURSES 2005-2006
(Prospectus issued during previous years are not valid)

1. Introduction

Vocational Education in Kerala is a bifocal stream of education at Plus 2 level aiming to achieve employment opportunities either self/wage/direct as well as vertical mobility and is designed to prepare skilled work force in middle level in one or more group of occupations trade or job after matriculation at 10+2 stage of Education. The objective of the course is to enhance individual employability and to provide an alternative for those pursuing higher education without particular interest or purpose. It is a distinct stream intended to prepare students for identified occupations in one side and to higher studies on the other.

2. Courses of Study

- 2.1 The Department of Vocational Higher Secondary Education conducts two-year Vocational courses at the Higher Secondary level leading to the award of the “Certificate in Vocational Higher Secondary Education” in the concerned discipline. The list of courses offered during 2005-06 is given in annexure – 1. The courses are conducted in selected Government High Schools/High Schools (Aided)/ and Technical High Schools. Each institution gives admission to 25 candidates in one course. The details of courses offered in the Schools can be down loaded from the Website www.vhsekerala.org.
- 2.2 Duration of the courses will be two years with public examination at the end of the second year. There will be three parts for evaluation.
Part 1- English & General Foundation Course
Part 2- Vocational Subjects (Theory, Practical)
Part3- Optional subjects (as grouped below)
Group I – Physics, Chemistry, Mathematics
Group II – Physics, Chemistry, Biology
Group III – History, Geography, Economics
Group IV – Business Studies, Accountancy, Management
- 2.3 Part I and II are compulsory for all students who undergo V.H.S courses. Those who secured D+ grade and above for these two parts will be declared passed and awarded Vocational Higher Secondary Certificates. The certificate is valid for securing wage employment in Government and private sector or self-employment and for apprenticeship training but not eligible for higher studies.

- 2.4 Part III is optional and those students who desire to go for higher studies should opt Part III also, on their choice. On getting D + Grade and above for Part III subjects along with Part I and II the student will be awarded Vocational Higher Secondary Certificate with eligibility for higher studies.
- 2.5 Candidates admitted to II Group courses will be permitted to appear for the subject Mathematics (Private Study) as additional subject as optional in the final examination. G.O (Rt) No. 2685/2003/Gl. Edn, dated: 10.7.2003 and G.O (Rt) No.4118/2003/Gl. Edn, dated 13.10.2003).
- 2.6 The Certificates obtained after studying Part I, II and III will be equivalent to higher secondary courses at 10 +2 level (vide G.O (Rt) No.2700/03/G.E. Dated: 10.7.2003) for vertical mobility in the Universities of Kerala, Calicut, Mahatma Gandhi and Kannur. The Kerala Agricultural University and many Universities outside Kerala have also recognised these courses as equivalent to +2 certificate.
- 2.7 The list of Universities which have approved Vocational Higher Secondary Courses of Kerala as equivalent to +2 are given in Annexure – II. The Government have exempted VHSE pass outs from producing migration certificates while seeking admission for higher studies in various Universities in the State as per G.O Rt No. 406/2000/G. Edn. Dated: 29.1.2000.
- 2.8 The candidates with Vocational Higher Secondary qualification are eligible to appear for the Entrance Examination if otherwise eligible. The winners of Kala Thilakam/Kala Prathiba awards in Vocational Higher Secondary Schools State Youth Festival are also eligible for admission to Medical, Engineering and Agricultural courses in the reserved quota as per the prospectus published by the Commissioner for the Entrance Examinations.
- 2.9 Vide G.O Rt No. 399/99/H. Edn. Dated: 5.4.99, Government have ordered that 2% seats will be reserved for admission to the various 3 year Diploma courses conducted in the Poly technics to VHS certificate holders in the Engineering branches provided they have minimum qualifying marks for Mathematics, Physics and Chemistry in SSLC. While reserving 2% of seats, it will be ensured that there will be a minimum of one seat allocated to VHS Certificate holders in each branch in each Polytechnics. 2% seats for admission to DCP courses in Polytechnic colleges for the VHSE candidates who have passed in the branches under Business and Commerce group were reserved provided they have minimum marks for English and Mathematics. (G.O (Rt.) No. 1006/2004/H.Edn.dated: 29/7/2004).

- 2.10 Vice Chancellor, Mahatma Gandhi University have accorded sanction to reserve 5% of the total seats for BSc. Medical Laboratory Technician course conducted by the School of Medical Education to the students of Vocational Higher Secondary Education (Medical Laboratory Technician as Vocational Subject) for admission to BSc. Medical Laboratory Technician course.

3. Eligibility for Admission

All candidates who have secured D+ grade and above for SSLC or equivalent examination with eligibility for admission to a course of study in the 10+2 level, subject to the following conditions can apply for admission to the Vocational Higher Secondary Courses.

- 3.1 Candidates who have taken more than three chances to pass SSLC/THSLC or equivalent examinations are not eligible for admission.
- 3.2 Candidates should not have completed Higher Secondary or equivalent 10+2 courses.
- 3.3 Candidates seeking admission to the first year classes of 2005-06 academic year should not have completed 20 years of age as on 1st June 2005 of the calendar year.
- 3.4 a. Candidates born on 1.6.1985 or earlier will not be eligible for admission during 2005-06 vide G.O MS No.279/2001 G. Edn. dt. 13.9.2001. However relaxation in age limit to the extent of two years will be allowed to the case of candidates belonging to Scheduled Caste and Scheduled Tribe.
- b. In the case of Deaf and Blind Candidates, relaxation of age to the extent of five years is allowed subject to production of proper Medical Certificate (Applicable only to Deaf and Blind VHSE Schools)
- 3.5 For the Vocational Higher Secondary courses in physical education the eligibility for admission will be subject to the following additional conditions.
- a. Candidates who have secured D+ Grade and above for S.S.L.C from the Sports Schools Division with eligibility for admission to a course of study in the 10+2 level.

- b. Outstanding Athletes/Players who have participated in International/National/District level competitions and have won 1st, 2nd and 3rd place and who secured D+ grade and above SSLC/THSLC or equivalent examination from any school with eligibility for admission to a course of study in the 10+2 level.
- c. Relaxation up to 2 years will be granted to the candidates with outstanding achievements in the age limit of 20 years as prescribed above.

3.6 Physically handicapped candidates are admitted to a course only if he/she is able to do the practical of the course chosen. The Principals should satisfy the physical condition of the candidate before he/she is admitted to the course. Administrative control of the Schools for the mentally retarded are brought under the control of DPI (G.O (MS) No.18/2005/Gl.Edn.dated: 18/1/2005).

4. Application Forms

Application forms and prospectus can be had from the Head of Institution on payment of Rs.25/- per copy, if received in person and Rs. 50/- per copy by money order, if it is to be sent by registered post. Draft and cheques will not be accepted. Application form obtained from one School should be submitted to that school only.

Applications issued for previous years are not valid.

5. Submission of Application

- a. Application form duly filled up together with copies of the certificates to prove qualification duly attested by Gazetted Officer/Headmaster of the High School should reach the Head of Institution concerned, in which admission is sought by registered post or by submission of the filled up application in person within the time limit. The last date of submission of filled up application will be intimated later. Original certificates should not be sent along with the application.
- b. Application forms down loaded from website www.vhsekerala.org should be submitted to the concerned Schools in which admission is sought along with Rs.25/-
- c. Applications that are incomplete, improper or defective will be summarily rejected without notice. Late applications will not be considered under any circumstances.

6. Reservation of Seats

- a. 25% seats in the High Schools, where Fisheries Courses are offered under Vocational Higher Secondary Scheme is reserved for those who secured D+ grade and above in SSLC Examination from the Regional Fisheries Technical High School in Kerala (Vide G.O (MS) No. 179/85/G. Edn., dated: 22.8.1985. The reservation to Children of fishermen to RFTHS is enhanced from 25% to 50% as per G.O (Rt.) No. 3143/2004/Gl. Edn. Dated: 23-7-04.
- b. 10% of the seats in all Vocational Higher Secondary Schools except Fisheries Schools, is reserved to the students studied for S.S.L.C/T.H.L.C in the same school, who are otherwise eligible for admission to Vocational Higher Secondary Courses (Vide G.O (MS) No. 217/92/G. Edn. dated: 17.12.1992.
- c. 35% of the seats will be reserved for the socially and educationally Backward Classes (Vide G.O (MS) No. 67/92/G. Edn, dated: 25.3.1992) in the following pattern.

i. Ezhavas	9%
ii. Muslims	8%
iii. Latin Catholic & SIUC	2%
iv. Other Backward X'ians	1%
v. Other Backward Hindus	5%
vi. Scheduled Caste	8%
vii. Scheduled Tribe	2%
Total	35%

Unfilled reserved seats in each category will be transferred to open merit. But seats reserved for SC will be given to ST in case there is no sufficient application in SC category and vice versa.

Seats reserved for SC/ST will be given to Other Eligible Communities, if there is no sufficient application from SC/ST candidates. If still there are no sufficient applications in all the above 3 categories, vacant seats will be transferred to open merit. The above reservation except SC/ST/OEC is intended for the applicants who are members of families having and aggregate family income less than Rs. 42,000 per annum. There will be no income limits for SC/ST/OEC candidates.

- d. One seat in each VHS course (per batch) in each school is reserved for physically handicapped students (minutes dated 8.10.2003 of the

Secretary, Social Welfare, Government of Kerala) and one seat in any two courses (2 batches) for the children of ex-servicemen. Selection from the Special category shall be made on merits (GO (MS) No. 161/93/G. Edn. dated 11.10.1993). In case, there is no applicant in above category admission will be done from the open merit.

- e. 20% of seats are reserved as management quota in aided schools.
- f. 5% seats are reserved to linguistic minorities in linguistic minority areas of Thiruvananthapuram Taluk in Thiruvananthapuram District, Idukki district, Chittur taluk and Palakkad town in Palakkad District and Manjeswaram, Kasargod and areas in Kasargod District for admission to VHS Courses. (G.O (MS) No. 76/2003/G. Edn, dated: 26.3.2003.

7. Selection of Candidates

7.1 Grading is being introduced in Vocational Higher Secondary Education from the academic year 2005-06 onwards. While conducting admission based on the grading, only grade obtained by the applicants will have to be considered. For the students who have passed exam on the old scheme marks are to be converted to 9 point absolute grade.

- a. Candidates who have secured D+ grade and above for each paper (total 13 papers) are eligible to get admission to a course of study in the 10+2 level.
- b. While giving admission, grade is to be converted to point as mentioned below:

Grade	A+	A	B+	B	C+	C	D+
Point	9	8	7	6	5	4	3

Points to be considered for admission

- c. The Total grade value is to be calculated by adding all the points thus obtained. This grade value divided by total number of papers (13) will be the grade point average.

Separate admission list is to be prepared and published for each combination

d. Bonus Points

1. 2 score can be added to the **Total grade value** for NCC/Scout & Guide certificate holders.

2. For students who have completed their SSLC and sought admission to VHSE on the same School, one point is to be added to the **Total grade value**.
 3. Children of Jawan/Ex-Servicemen, 3 point can be added to the **Total grade value**.
 4. While giving admission in Management quota, applicant should acquire minimum D+ grade. No leniency will be shown for admission in Management quota in this regard. Admission list have to be prepared and published for each combination under Management quota.
 5. Candidates who have taken more than one chance under old scheme, 1 score have to be reduced from **Total grade value** for each chance. If more than 2 chance are taken, 2 Score to be reduced.
- e. While applying for a particular course, weightage will be given to the subject in the group selected.
- | | | |
|----------------|---|---------------------------------------------------|
| I Group | : | Physics, Chemistry, Mathematics I, Mathematics II |
| II Group | : | Physics, Chemistry, Biology |
| III & IV Group | : | Social Science I, Social Science II |
- f. Calculation of weighted grade point average

The weighted grade point average for each group is to be worked out. For this, weighted grade value is to be calculated as follows:

Weighted grade value for I Group = Total Grade value for Physics, Chemistry, Mathematics I & Mathematics II

Weighted grade value for II Group = Total Grade value for Physics, Chemistry & Biology

Weighted grade value for III & IV Group = Total Grade value for Social Science I & Social Science II

g. Weighted grade point average for I Group

$$\frac{\text{Total grade value} + \text{Bonus points if any} + \text{Weighted grade value for I Group}}{\text{Total No. of subjects} + \text{Total No. of subjects to which weightage is given}} (4)$$

Weighted grade point average for II Group

$$\frac{\text{Total grade value} + \text{Bonus points if any} + \text{Weighted grade value for II Group}}{\text{Total No. of subjects} + \text{Total No. of subjects to which weightage is given}} (3)$$

Weighted grade point average for III & IV Group

$$\frac{\text{Total grade value + Bonus points if any + Weighted grade value for III \& IV Group}}{\text{Total No. of subjects + Total No. of Subjects to which weightage is given (2)}}$$

- h. For the students of old scheme, admission is to be done based on grade points. They should have passed SSLC with a minimum 30% for each subject or 30% group minimum (Minimum 90 score for languages and 120 score for subjects)
- i. For the vocational course in physical education, the eligibility for admission will be subject to the following conditions.
1. Candidates who have secured minimum D+ grade for each subject from the Sports School
 2. Based on the performance & Interview: - Applicant have to perform on 6 items. Performance to be calculated based on 5 point grading as detailed below:

Grade	A	B	C	D	E
	5	4	3	2	1
 3. For interview, grade score as 5/4/3/2/1/ is to be given
 4. While calculating the weighted grade point average, score obtained for performance and for interview should be added to Total grade point. Admission list is to be prepared based on this.
- j. Supplementary lists are to be prepared for each subject in addition to the main list
- k. In case of tie, highest grade point average for the subjects in the concerned group should be considered.
I Group courses - Physics, Chemistry, Mathematics I, Mathematics II
II Group courses – Physics, Chemistry, Biology
III & IV Group courses - Social Science 1 & Social Science 2
- l. If still tie exists, the Score obtained for English is to be taken into account.
- m. If again tie exists, the applicant's backgrounds like same School, same Panchayat, Taluk, District etc. to be considered

- 7.2 Candidates failing to attend the school for a continuous 15 Working days will be removed from the roll
- 7.3 Re-admission will be allowed only if the candidate attains a minimum number of attendance and should remit an amount of Rs. 10/- as readmission fee.
- 7.4 Candidates provisionally selected for admission will have to appear for an interview at the time and date specified at their own expense. At the time of interview, the candidates should produce the originals of the under mentioned documents and be prepared to remit the fees as specified, immediately on admission.
- a. Memo card received from the School
 - b. S.S.L.C/T.H.L.C Book
 - c. T.C from the institution last attended (POC are exempted from producing T.C by G.O (Rt) No. 3109/04/Gl. Edn. Dated: 21/7/2004.)
 - d. Conduct Certificate from the Head of Institution last attended
 - e. Income and Community certificate for those eligible for fee concession.
 - f. Passport size photo of the candidate.
 - g. Certificate in original to claim the bonus points if any.

NOTE

- ❖ Those who have not turned up for the interview will lose their chance for admission and the candidates who fail to bring any of the above documents are liable to forfeit admission.
- ❖ The selection for admission will be provisional subject to the verification of the original documents.

8. Fees

No tuition fee will be collected from the students (Vide G.O (MS) No. 66/92/G. Edn. dated: 24.3.1992).

Special fee will be collected as follows:

- a. Admission fee : Rs. 10 payable at the time of admission
- b. Special Fee I Year : Rs. 80/- i.e. Rs.49 revenue portion and Rs.31/- civil deposit portion (payable at the time of admission)

Special fee for II year is Rs. 80/- to be collected within 5 working days and with a fine of Rs. 10 within next 10 working days.

Special fee Civil Deposit portion is collected for the following purpose: -

Stationery Fee – Rs.7/-
Magazine Fee – Rs.3/-
Association Fee – Rs.6/-
Sports and Games fee – Rs.12.50/-
Visual Education Fee – Rs.1.50/-
Calendar Fee – Re.1/-
Total – Rs.31/- to be remitted in Civil Deposit Account/TSB.
Revenue portion – Rs.49/- to be remitted in the VHSE fees head

- c. Caution Deposit : Rs. 50 payable at the time of admission and refundable at the end of the course after deducting liabilities if any).
- d. Fee of Rs.50/- will be collected from 1st year students at the time of admission for youth festival and sports meet and will be remitted to Civil Deposit Account.
- e. Fee of Rs. 25/- will be collected from Second year students for Youth festival and Sports Meet within 5 working days on re-opening of schools and will be remitted to Civil Deposit Account.
- f. An amount of Rs. 10/- will be collected towards the conduct of First term, Midterm and Annual examination for First year at the time of admission and Rs.10/- will be collected for First term, Midterm and Model examination for the second year within 5 working days on re-opening of Schools and to be remitted in the Civil Deposit Account.
- g. Additional special Fee of Rs. 100 per year will be levied from the students of Computer Courses. Candidates belonging to SC/ST/OEC will be eligible for exemption or relaxation of fees as the case may be in accordance with existing rules. Also candidates who come under the purview of KPCR will also be eligible for fee concession in accordance with the existing rules.

- h. No fees will be collected from candidates who are bonafied subjects of Kerala State and who belong to Scheduled Caste, Scheduled Tribe and Other Eligible Communities. But they should produce a certificate of community from the Tahsildar concerned. Otherwise they will not be considered for fee concession.
- i. Candidates who are bonafied subjects of the State of Kerala and who are eligible for fee concession according to the existing rules should produce at the time of interview an income certificate issued by the Revenue Officer not below the rank of a village officer. (Income of parents alone will be considered if they are alive)
- j. The candidates admitted without fees and who after obtaining admission discontinue their studies before the concession is sanctioned by the competent authority will required to pay all fees due from them before their T.C and other documents are issued.
- k. The admission of students availing educational concessions based on the production of documents to prove their eligibility for the concession will be provisional and subject to the submission of formal application for concession in the prescribed form within 15 days from the date of admission. In any case if the student is later found to be ineligible for the concession he/she should pay the fees in full.
- l. The physically handicapped students are eligible for Scholarship from Social Welfare Department.
- m. The Students studying in Vocational Higher Secondary Courses will come under the coverage of insurance scheme.

9. Medium of Instruction

Medium of instruction is English. But the students can write the examination papers in vernacular languages also.

10. Instruction Time

Instruction time will be from 8.30 AM to 4.30 PM. All Saturdays except Second Saturday will also be a working day.

11. Examination

Annual Institutional Examination will be held at the end of the I year and the Public Examination will be held at the end of the 2nd year of the course of study. A student has to acquire minimum D+ grade for all subjects for I year examination for eligibility to appear the Public Examination at the end of the 2nd year. Retest can be conducted for attaining minimum D+ grade before Public Examination.

12. Discipline

- a. The students shall abide by the rules of discipline framed by the individual institution as well as those prescribed by the Director, Vocational Higher Secondary Education
 - b. It shall be obligatory for the students to wear the prescribed uniform during the course of study.
13. The candidates selected shall be prepared to attend the place/centre where Theoretical/Practical training is arranged by the Institution/Directorate, at their own expense.
 14. Students are not allowed to participate in activities of subversive organisation.
 15. After selection change from the allotted branch to another branch of lower order or choice as shown in the application form will not be permitted.
 16. After admission, change from the allotted branch of lower order to a branch of higher order or choice is permitted only when the candidate is found eligible according to the rank list.
 17. If the number of candidates admitted in an institution having two courses is only 35 or less, only one course depending upon the choice of the majority of applicants will be conducted and the intake of such courses may be increased upto 35.
 18. Similarly a minimum of 61 students together for 3 courses (i.e. 25+25+11), 86 students together for 4 courses (25+25+25+11) and 111 students together for five courses (25+25+25+25+11) are required.
 19. In the case of Transfer of II year candidates, the Assistant Directors will give permission to the Heads of Institutions to issue TC within the region to schools where

transfer is requested after assessing the vacancy position and genuinity of the application.

20. If the total number of applications received in an institution is less than 10, Vocational Higher Secondary Courses will not be started in that institution during the academic year 2005-06.
21. Seven Regional Offices of Vocational Higher Secondary Education at Kollam, Chengannur, Ernakulam, Thrissur, Kuttippuram, Payyannur & Vadamakara, VHSE Examination Wing, Curriculum Wing, Audit and Accounts Wing, Apprenticeship Training Wing, NSS Wing etc. are functioning under the Directorate for the implementation of VHSE courses in Kerala.
22. Any other matter not specifically covered by those clause will be decided by the undersigned and the decision of the Director will be final.

Directorate of Vocational
Higher Secondary Education
Thiruvananthapuram – 1.

DIRECTOR

Annexure 1

**VOCATIONAL HIGHER SECONDARY EDUCATION
LIST OF COURSES OFFERED 2005-2006**

GROUP – 1

1. Engineering Technology

1. Civil Construction and Maintenance
2. Maintenance and Repairs of Two Wheelers and Three Wheelers
3. Maintenance and Repairs of Automobiles
4. Maintenance and Repairs of Radio and Television
5. Maintenance and Repairs of Domestic Appliances
6. Mechanical Servicing (Agro-machinery)
7. Refrigeration and Air-conditioning.
8. Printing Technology
9. Rubber Technology
10. Textile Dyeing and Printing
11. Textile Weaving
12. Computer Science
13. Computer Application

GROUP – II

I. Agriculture

14. Plant Protection
15. Fruits and Vegetables
16. Nursery Management and Ornamental Gardening
17. Sericulture

II. Animal Husbandry

18. Livestock Management (Dairy Husbandry)
19. Livestock Management (Poultry Husbandry)
20. Dairying (Milk Products)

III. Fisheries

21. Aquaculture

22. Fishing Craft and Gear Technology
23. Maintenance and Operation of Marine Engines
24. Fish Processing Technology

IV. Paramedical

25. Medical Laboratory Technician
26. Maintenance and Operation of Bio Medical Equipments
27. ECG and Audiometric Technician
28. Domestic Nursing
29. Dental Technology
30. Physiotherapy

V. Physical Education

31. Physical Education

VI. Home Science

32. Clothing and Embroidery
33. Cosmetology and Beauty Parlour Management
34. Crèche and Pre-School Management

GROUP – III

VII. Humanities

35. Travel and Tourism

GROUP – IV

Business and Commerce

36. Office Secretaryship
37. Accountancy and Auditing
38. General Insurance
39. Marketing and Salesmanship
40. Reception, Book-Keeping and Communication
41. Catering and Restaurant Management
42. Banking Assistance

Annexure II

**LIST OF UNIVERSITIES/BODIES WHICH HAVE RECOGNISED VOCATIONAL
HIGHER SECONDARY EDUCATION**

i.	University of Kerala	:	Kerala
ii.	University of Calicut	:	Kerala
iii.	Mahatma Gandhi University	:	Kerala
iv.	Kannur University	:	Kerala
v.	Kerala Agricultural University	:	Kerala
vi.	University of Madras	:	Madras
vii.	Madurai Kamaraj University	:	Madurai
viii.	Anna University	:	Madras
ix.	Avinasalingam Institute for Home Science and Higher Education for Women-Deemed University	:	Coimbatore
x.	Annamalai University	:	Madras
xi.	Mangalore University	:	Karnataka
xii.	Rajiv Gandhi University of Health Sciences (approved only two VHS Courses Medical Laboratory Technician and Domestic Nursing)	:	Karnataka
xiii.	Kakatiya University, Warrangal	:	Andhrapradesh
xiv.	Osmania University	:	Hyderabad
xv.	Goa University	:	Goa
xvi.	Punjab University	:	Punjab
xvii.	Secondary Education Board, Rajasthan	:	Ajmeer
xviii.	Marathwada University	:	Maharashtra
xix.	Rani Durgavathy University, Jabalpur	:	Madhyapradesh
xx.	Banaras Hindu University	:	Uttar Pradesh
xxi.	Banasthali Vidyapeeth Deemed University	:	Rajasthan
xxii.	Pharmacy Council of India	:	New Delhi
xxiii.	North Maharashtra University	:	Jalagon
Xxiv	Andhra University	:	Waltair