



**Government of Kerala**

**Prospectus  
for  
Admission to**

**Certificate Course in Pharmacy (Homoeo) 2016-17**

**2016**

**Office of the Principal & Controlling Officer  
Govt. Homoeopathic Medical College, Iranimuttom,  
Manacaud.P.O, Thiruvananthapuram – 695 009**

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\*\* - Published in the website.

# Admission to Certificate Course in Pharmacy(Homoeo) -2016

## PROSPECTUS

### 1. INTRODUCTION

- 1.1 Prospectus for Admission to Certificate Course in Pharmacy (Homoeo) for the year 2016-17, which has been approved by the Principal and Controlling Officer, is published herewith. It contains general information and rules relating to the admission to Certificate Course in Pharmacy (Homoeo) and other connected matters. Candidates are required to go through the Prospectus carefully and acquaint themselves with all the relevant information. Candidates are also requested to visit the official website [www.lbscentre.in](http://www.lbscentre.in) regularly for notification and amendments.
- 1.2 The Prospectus issued in earlier years for the course is not valid for the year 2016. This Prospectus sets out the rules and regulations for selection and admission to Course (Certificate Course in Pharmacy (Homoeo)) conducted within the state of Kerala.
- 1.3 Allotment of seats from the State Rank will be made in accordance with the orders of the Hon'ble High Court of Kerala or orders of the Govt. of Kerala as per the law in existence at the time of Allotment Process and will be notified separately.
- 1.4 This Prospectus or any part of it is subject to modification/addition/deletion as may be deemed necessary by the Government.

### 2. INSTITUTIONS AND SEATS

- 2.1 The list of Institutions in which the course is offered, the number of seats available etc for the Certificate Course in Pharmacy (Homoeo) is given in Annexure I.

#### 2.2 Categorization of seats

- 2.2.1: **Government seats:** Seats against which the Principal & Controlling Officer, makes allotment are called 'Government Seats'.

(a) Government seats are available in Homoeopathic Medical Colleges at Kozhikode & Thiruvananthapuram & in private college that enter into an agreement with the Government.

### 3. DURATION OF THE COURSE AND SELECTION OF CANDIDATES

- 3.1 The duration of the course shall be one year (12 months) from the date of commencement of the course and examinations will be conducted towards the end of twelfth month.
- 3.2 Admission to the course is regulated on the basis of merit as assessed in the rank lists to be prepared by the Director, LBS Centre for Science and Technology, Thiruvananthapuram.
- 3.3 Candidates seeking admission under service quota will also have to apply in the same. However the selection of candidates under this quota will be based on their seniority in service.

### 4. DISTRIBUTION OF SEATS

- 4.1.1 **Seats for Service candidates:** Five seats are reserved for Service candidates of Govt. Homoeo Medical Education, Government of Kerala and five seats are reserved for service candidates of Directorate of Health Service (Homoeopathy), Government of Kerala. If eligible candidates are not available in one Department, such vacancies will be filled up from eligible candidates of the other Department. The service candidates shall also satisfy the eligibility conditions as per clause 6.2 and 6.3.
- 4.1.2 **Seats for Persons with Disabilities:** Leaving the seats set apart under Clause 4.1.1, three percent of the seats available in all Government colleges reserved for the candidates with Disabilities. For details, refer Clause 5.4.

- 4.1.3 **Seats for Mandatory Reservation:** The remaining Govt. 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.

The percentage break-up of seats as per mandatory reservation is as follows:

(A)		State Merit (SM)		60%
(B)		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 (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 Castes(SC)	8%	
	b.	Scheduled Tribes (ST)	2%	

- 4.1.4 The total number of seats available for the course will be finalised prior to the commencement of the Centralised Allotment Process-2016. The number of seats earmarked for various categories for the course will also be finalised before Centralised Allotment Process-2016, for the course.

#### 5. CLAIMS FOR RESERVATION AND CERTIFICATES TO BE PRODUCED

- 5.1 Claims for Special/Mandatory reservation must be made by a candidate at the time of submission of application form with supporting documents as required. The claim has to be specified in the application form.
- 5.2 Claims made after the last date of submission of application form will not be entertained even if supporting evidences are produced. The claims for any type of reservation once made in the application form cannot be altered by the candidate under any circumstances.
- 5.3 Only candidates belonging to 'Keralite' category (as defined in Clause 6.1), are eligible for claiming seats under Mandatory quota in Government seats.
- 5.4 **Reservation for Persons with Disabilities (PwD):**
- (i) Three percentage of the seats available to the state for allotment from the state rank lists are reserved for candidates with disabilities for the course in Government Colleges as stipulated in Section 39, Chapter VI of the Persons with Disabilities Act 1995. As per Clause 2 (t), Chapter I of the Act, 'Person with Disability' means a person suffering from not less than 40% of any disability as certified by a medical authority'. Generally, candidates who have a minimum of 40% disability alone will be eligible to apply for this quota. Candidates seeking admission, will have to satisfy the eligibility criteria prescribed by the concerned regulatory bodies for 'Persons with Disabilities'.

- (ii) Candidates under this category desirous of being considered for the course will have to attach an attested copy of the Certificate of disability from the District Medical Board certifying the degree of percentage of disability issued not earlier than 12 months prior to the last date of submission of application along with the application form.

No document/Certificate other than those mentioned above will be considered for determining disability. Based on the Certificate produced along with the application form candidates will be provisionally included under the 'Persons with Disability' category.

- (iii) The selection of candidates under this category will be based on the merit and physical suitability, and not on the basis of the degree of disability.

#### 5.5 Claims for Mandatory Reservation:

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

#### 5.5.2 Claim for communal reservation under the Socially and Educationally Backward Classes (SEBC):

Note 1: Reservation to the Socially and Educationally Backward Classes will be in accordance with the provisions contained in G.O.(P)208/66/Edn.dated 2.5.1966, G.O(MS) No.95/08/SCSTDD dated 06.10.2008 G.O.(MS)No.10/2014/BCDD dated 23/05/2014, G.O.(P) No.1/2015/BCDD dated 01/01/2015 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, G.O(MS) No.10/2014/BCDD dated 23/5/2014, G.O.(P) No.1/2015/BCDD dated 01/01/2015, should produce a certificate to the extent that the candidate belongs to the community which is designated as a socially and educationally backward classes and does not belong to the category of creamy layer, in the proforma given as annexure IV(c) of the G.O(P)No.1/2015/BCDD dated 01/01/2015. The names of the castes and communities under SEBC are given in Annexure III(d). Only the claim of the candidates of those communities that are included in the list as incorporated in the respective annexure of the prospectus 2016 will be considered. Claims by the candidate 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 furnished along with the printout of the 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 Christians and Kudumbi communities, claiming reservation under SEBC Quota should invariably produce the Non-Creamy Layer Certificate obtained from the Village Officer authority concerned. The above certificate should be obtained in the prescribed format along with the printout of the application itself.
- (c) The reservation under SEBC for children of inter-caste married couple: Children of inter-caste married couple with either the father or mother belonging to a community included in the SEBC list, or with father and mother belonging to different communities, both of which are included in the SEBC list, are eligible for reservation under SEBC. Such candidates should furnish a Non Creamy Layer Certificate specifying the community of the candidate from the Village Officer in the Prescribed Proforma available in the website. The claim made in the Application will be final and cannot be changed subsequently.
- (d) The 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 20/6/2005, if eligible for reservation under SEBC, will be granted the same, based on the Non Creamy Layer Certificate and inter-caste marriage certificate issued by Revenue Officials and to be attached by them with the printout of the application form.

- (e) 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 G.O.(P) No.135/87/H.Edn. dated 06.05.1987. They should specify their community status in the application. Such candidates should furnish "Non Creamy Layer" Certificate obtained from Village Officer concerned in the Proforma available in the website itself as per G.O.(P) 1/2015/BCDD dated 01.01.2015. Relaxation in marks in qualifying examination as in the case of SEBC will be applicable to OEC Candidates (as per G.O.(P) No.53/2000/SCSTDD dated 03.07.2000). The list of other eligible community is given in Annexure.III(c)of the prospectus.
- (f) Claim for fee concession to OEC Candidates : Candidates belonging to Other Eligible Communities are exempted from payment of fee at the time of allotment to Professional Degree Course under Government /Community Quota as per G.O.(MS) No.36/07/SCSTDD dated 03.07.2007. Those OEC Candidates who have submitted 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 submit community Certificate obtained from the Village Officer in the format for availing the fee concession available in the website. However as token of acceptance of seat allotment, they have to remit an amount of Rs.100 as Caution Deposit as per clause 9.6.1.
- (g) Fee Concession and other Scholarships: Candidates desirous of being considered for any fee concession/scholarship/any other benefits, based on annual family income should produce Income Certificate from concerned Village Officer, along with the Printout of the application itself.

### 5.5.3 Claim for reservation under Scheduled Castes/Scheduled Tribes Quota:

- (a) Candidates claiming reservation under Scheduled Castes/Scheduled Tribes quota should obtain the caste/community Certificate from a Tahsildar, in the proforma given in the application form specifically meant for them. SC/ST caste status of children whose parents contracted Inter- Caste marriage will be subject to the orders/clarification issued in GO (MS) No.25/2005/SCSTDD dated 20.06.2005 and the judgment dated 10.08.2005 of the Full Bench of the Hon'le High Court of Kerala in WP 2483/2005 and connected cases & G.O (MS) No.109/2008/SCSTDD dated 20.11.2008.

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.

The competent authority issuing SC/ST community Certificate to the children born of inter-caste married couple of which one of the parents is SC/ST, should ensure that the claimant is subjected to the same social disabilities and also 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 ensure that:

- i) Each case has been examined individually in the light of the existing facts and circumstances.
- (ii) The claimant has suffered disabilities – socially, economically and educationally.
- (iii) The society has accepted the claimant to their original fold as one among them and is living in the same social tenet.

Christian converts who have subsequently embraced Hinduism should produce caste/community Certificate in the proforma given in the application form. The following Certificate should also be got recorded by the Revenue Official, below the Certificate "The Certificate is issued after observing the guidelines issued in the Government Circular No. 18421/E2/SCSTDD dated 15.12.1987.

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The names of castes and communities are given in Annexure II (a) & II (c): Community Certificate from Tahsildar to be obtained in the prescribed format itself.

- (b) The applications for the reserved seats of Scheduled Castes/Scheduled Tribes candidates which do not contain SC/ST Certificate (community Certificate) from the Tahsildar in the prescribed format provided website 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/SCSTDD dated 25.05.1990]. The community Certificate should clearly specify that the candidate himself/herself (not the father or mother) belong to the Scheduled Castes/Scheduled Tribes. The Community Certificates obtained as per G. O. (MS) No.136/07/RD, dated: 27.04.2007 will be accepted. The candidates who are reconverted to Hinduism from Christianity of Scheduled caste origin should produce community Certificate from the Tahsildar concerned along with a copy of Gazette Notification regarding re-conversion.
- (c) **WARNING:** 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 guardians 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.
- (d) 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.
- (i) 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.
- (ii) 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/income Certificate shall also stand cancelled on cancellation of the community claim obtained by him."
- (e) **Claim of OEC candidates against the un-availed seats of SC/ST candidates:** Other Eligible Community (OEC) candidates who claim allotment to the un-availed seats, if any, under SC/ST quota should apply in the application form meant for general candidates. They should furnish "Community" and "Income" Certificates obtained from the Village Officer concerned in the prescribed format. Those OEC candidates whose annual family income is up to Rs.6 lakhs alone are eligible for such seats. Relaxation in marks in the qualifying examination as in the case of SEBC candidates will be applicable to OEC candidates.

**Application, submitted in form other than in the application form meant for general candidates, will be summarily rejected without any further intimation in this regard. The list of Other Eligible Communities is given in Annexure II(c).**

(f). Claim for fee concession to OEC candidates: Candidates belonging to other eligible communities are exempted from payment of fee at the time of allotment to professional degree courses under government/community quota irrespective of annual family income as per G.O. (MS) No. 36/07/SCSTDD, dated: 03.07.2007. They should provide community/income Certificate from the Village Officer in the application form. However as token of acceptance of seat allotment they have to remit an amount of Rs.100/- as caution deposit as per Clause 9.12.3

#### 5.6 Other general rules for PwD/Mandatory Reservation:

- 5.6.1 The seats un-availed by the Scheduled Castes candidates will go to the Scheduled Tribes candidates and vice versa.
- 5.6.2 The seats un-availed by the SC/ST candidates will go to "Other Eligible Community" (OEC) candidates. The seats that still remain un-availed will go to the State Merit Quota.
- 5.6.3 The seats un-availed by the SEBC category candidates will be allotted under State Merit in the final allotment in the stream.
- 5.6.4 If any seat in PwD/special reservation quota, is left un-availed by the candidates belonging to that particular category] those seats will go to the Mandatory reservation quota unless otherwise stated.

#### 6. CRITERIA OF ELIGIBILITY FOR ADMISSION

6.1 **Nativity:** Only Indian citizens are eligible for admission unless otherwise notified. Holders of Persons of Indian Origin (PIO) cards/ OCI (Overseas Citizen of India), will also be treated at par with Indian citizens for the limited purpose of admissions. However, PIO/OCI candidates will not be eligible for any kind of reservation. Candidates seeking admission to the courses will be categorised as Keralite and Non-Keralite.

(i) **Keralite:** A candidate of Kerala origin will be categorized as a 'Keralite'. Children of All India Service (AIS) officers (Non-Keralites) allotted to Kerala cadre are deemed to be 'Keralites' as per G.O.(Rt) No.822/08/H.Edn dated 29.05.2008. But they will not be eligible for Communal/Persons with Disabilities reservation.

(ii) **Non-Keralite:** A candidate who is not of 'Kerala origin' but who has undergone the qualifying course in Kerala, and who is the son/daughter of the following categories of Non-Keralite parents will be categorized as Non-Keralite:

- (a) Employees of the Government of India and defence personnel posted to Kerala.
- (b) Employees, who are serving the Government of Kerala, subject to the condition that the employees have served in the state of Kerala or for the state of Kerala, for a minimum period of two years.

Non-Keralite candidates will be considered against 'State Merit' seats only and will not be eligible for Communal/Persons with Disabilities reservation.

#### 6.1.1. Certificates to prove Nativity:

(a) **Keralites:** In order to prove that a candidate is an Indian Citizen of Kerala origin for the limited purpose of eligibility for admission he/she has to produce one of the following Certificates:

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

OR



- (ii) The true copy of the relevant page of the Secondary School Leaving Certificate showing place of birth in Kerala of either of the parents of the candidate with corroborative Certificate to establish the relationship between the parent and the candidate.

OR

- (iii) The true copy of the relevant page of the Passport issued by the Government of India of the candidate, showing place of birth in Kerala or of either of the parents of the candidate showing place of birth in Kerala with corroborative Certificate to establish the relationship between the parent and the candidate.

OR

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

OR

- (v) Certificate from the Village Officer / Tahsildar to show that the candidate or his / her father/mother was born in Kerala. (This is to be obtained in the prescribed format)

OR

- (vi) Certificate of residence from the Village Officer/ Tahsildar to the effect that the candidate has been a resident of Kerala state for a period of five years within a period of twelve years (to be obtained in the prescribed format)

OR

- (vii) Certificate showing school studies in Kerala from std VIII to XII obtained from the head(s) of the educational institution(s) in Kerala in the case of candidates who have undergone school studies in Kerala to prove that the candidate has undergone his/her studies in the schools in Kerala from standards VIII to XII. This Certificate is to be obtained in the prescribed format itself. (for details regarding the Certificate showing school studies in Kerala from standard VIII to XII, (See Annexure I11(a)).

OR

- (viii) Certificate from the competent authority showing that the parent of the candidate is an All India Service Officer allotted to Kerala cadre.

- (b) Non-Keralites:** In the case of Non-Keralites, a 'Certificate to be issued by the Employer' is to be obtained in the prescribed format from the Head of the organisation, where the candidate's parent (employee) is serving, and the 'Certificate showing School studies in Kerala for Standards XI & XII' is to be obtained from the Head of institution where the candidate underwent his/her qualifying course in Kerala to satisfy the nativity condition under the sub-Clause 6.1(ii).

## 6.2 Academic Eligibility:

- 6.2.1. Candidate should have passed SSLC or equivalent with 50% marks. No rounding off of the percentage of marks to the nearest whole number is permitted.

Candidates should have attained the academic eligibility on or before the last date specified for submission of application.

### 6.3 Age:

Candidates should have completed 17 years on 01.01.2016. The upper age limit for General candidates shall be 33 years and for Service candidates 40 years as on the last date for submission of application.

### 7. HOW TO APPLY

7.1 Application for admission to all the courses can be registered only online through a single application. The provision for applying online is available at the website [www.lbscentre.in](http://www.lbscentre.in). Submission of more than one application by a candidate will lead to rejection of the candidature.

#### 7.2 Application Fee:

The application fee will be as follows:

For General candidates : Rs. 400/-

For SC/ST candidates : Rs. 200/-

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 5.4.2 (c), who are children of Inter-Caste married couple of which one is SC/ST who will be eligible for educational and monetary benefits admissible to SC/ST as per Clause 2 (ii) of GO (MS) No.25/2005/SCSTDD dated 20.6.2005, should remit the fee meant for SC/ST and should attach an inter-caste marriage Certificate from the Revenue officials with the print out of the online application form.

### 7.3 Submission of Application Form

#### 7.3.1 Candidates except Service candidates

Application fee can be remitted by all applicants except service candidates at any one of the notified branches of a Scheduled Bank in Kerala, using the chalan generated on-line during the process of submission of application form on-line as described in clause 7.5.

#### 7.3.2 Service candidates

In the case of Service candidates, the application fee should be remitted in any Government Treasury under the head of Account "0210-03-105-99". After remittance of application fee they should submit the application as prescribed under clause 7.6.

#### 7.3.3 Service candidates seeking allotment under Open Quota

Service quota candidates desirous of being considered for allotment under open quota also can apply for the same after remitting the requisite fee in bank (in addition to the fee remitted in Government Treasury) by following the procedure applicable for open candidates as specified in clause 7.3.1 and file the college options in time.

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

### 7.4 Availability of Prospectus

Prospectus and all annexures can be downloaded from the website [www.lbscentre.in](http://www.lbscentre.in). It will not be available by post or from the Office of the Principal & Controlling Officer, or any other office.

### 7.5 Stages in the Submission of Application Form (Except for service candidates)

There will be two stages for the submission of Application form which are mandatory. Candidates shall complete both the stages of submission as per the time schedule, which will be notified through the website/media.

**Stage 1-** Entering candidate details online followed by remittance of application fee at the branch of the scheduled bank (which will be notified later) after taking printout of the chalan from the website [www.lbscentre.in](http://www.lbscentre.in).

Stage 2-Registration of Personal & Academic Data, registration of course options, taking the printout of the entered data and forwarding of the printout of the application form with supporting documents within the prescribed time. (See clause 7.5.2).

**7.5.1 Stage 1. Entering of Candidate details and remittance of application fee. (Except for service candidates).**

- (i) Candidate shall visit the official website [www.lbscentre.in](http://www.lbscentre.in) and click the link "Admission to CCPH-2016".
- (ii) Candidate should then click the button "NEW CANDIDATE". The details asked for are to be filled in the page thus obtained and saved.
- (iii) A three part chalan form (Candidate copy, Office copy and Bank copy) will then appear on the screen. Candidate has to take a printout of the chalan and remit the requisite application fee at any branch of the designated bank (which will be notified later).
- (iv) After the remittance of fee in the bank, the candidate will get the student copy and office copy of the chalan from the bank.

**7.5.2. Stage 2. Registering of Personal & Academic details, options and forwarding of Application form.**

- (i) After the remittance of fee, the candidate has to visit again the official website [www.lbscentre.in](http://www.lbscentre.in) and then click the link "Admission to CCPH-2016", on the next day or within the prescribed time limit for completion of the online application registration process.
- (ii) The candidate has to click the button "LOGIN/FEE REMITTED CANDIDATE".
- (iii) In the page displayed, he/she has to enter the Application number, chalan number and date of remittance of fee in the bank.
- (iv) Now the candidate will have to create and submit a password which must be made up of numerals or alphabets or a combination of both.
- (v) The candidate also has to answer the selected security question and click the button 'CONFIRM'.
- (vi) After this procedure the candidate has to upload soft copy of the recently taken passport size photo in JPEG format with size not more than 20 Kb.
- (vii) On successful uploading of the photo the candidate will get a unique registration id. (This unique registration id along with application number and password will be required for subsequent login to the home page of the candidate.)
- (viii) The candidate has then to click the button 'PROCEED' and fill the required data in the Personal data sheet that will appear and 'SAVE' it. On completion of this process candidate has to click the button 'PROCEED FORWARD'. Now the candidate has to fill the academic data in the data sheet and 'SAVE' it. Now the candidate has to click the button 'FILE OPTIONS'. The various colleges offered in the list will be available on the screen. No extension of time will be granted for registering options under any circumstances.

The steps involved in registering options are summarized below:

Registering of options

Saving the Options registered.

Viewing the list of options registered.

A candidate who does not register his/her options, within the time schedule announced, will not be considered for allotments. Options submitted by Fax, e-mail, post, courier, hand delivery etc will not be considered for allotment.

- 7.6** All options available to a candidate, based on his eligibility can be registered through a single registration. Options to all eligible colleges will have to be registered as per his/her relative order of preference in different streams taken together using the numbers 1,2,3 etc. The most preferred option among all options available in the various streams may be registered using the number 1, the next preferred using the number 2 and so on.

7.7 A candidate can register all the eligible options if he/she desires so. However, it is not compulsory that he/she should exercise all the options. Candidate will be considered only against the options registered by him/her

7.8 Adding/Deleting/rearranging options

The candidate should click on the button 'Add/Delete/Rearrange Options'. The facility for Adding /Deleting/Rearranging options will be activated only after this.

7.8.1. To Add a College Option

The available College list can be seen with a blank box against each to the right to enter the preference number of the option. The candidate may register an option by giving the preference number (option no) in the box against the preferred College. After entering the preference number of his/her preferred College he/she must click the 'SAVE' button to save the registered option. The registered options will be displayed in the order of preference number under the title "Selected College Preference List".

7.8.2. To Delete an option

Enter '0'(zero) in the preference no. box in the selected list displayed under the title "Selected Course-College Preference list" and click the 'Update' button.

7.8.3. To Re-arrange options.

To change the preference no of an existing option, enter new preference no in the selected list against the course-college under the title "Selected College Preference List" and click the 'Update' button.

- (ix) On completion of this process, the candidate must take a printout by clicking the button 'PRINT', which is the application form.
- (x) The printout of the application form, along with office copy of the chalan receipt, attested copies of certificates/documents as per clause 7.7 shall be sent to The Director, LBS Centre for Science & Technology, Extra Police Road, Nandavanam, Palayam, Thiruvananthapuram - 695033, Kerala, so as to reach within the scheduled time.

7.9 Submission of Application Form (For service candidates)

Service candidates should download the application form the website [www.lbscentre.in](http://www.lbscentre.in) from the link provided and remit the application fee as described in clause 7.3.2. The filled application form along with the chalan receipt and attested copies of certificates/documents as per clause 7.7 should be submitted to the "The Principal and Controlling Officer, Government Homoeopathic Medical college, Manacadu .P.O., Thiruvananthapuram-695 009" through proper channel to reach on or before the last date prescribed. A copy of the same should be forwarded to the "The Director, LBS Centre for Science & Technology, Nandavanam, Palayam, Thiruvananthapuram-695 033" also to reach on or before the last date prescribed.

For any assistance, candidate can contact district facilitation centres (see Annexure XII).

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

7.10. CERTIFICATES/DOCUMENTS TO BE SUBMITTED ALONG WITH THE FILLED IN APPLICATION

- (i) Attested copy of the S.S.L.C or any relevant school records to prove date of birth.
- (ii) Attested copy of the marklist (s) of S.S.L.C or equivalent examination.

- (iii) Any one of the certificates to prove Nativity, in the Application Form. (See clause 6.1.1)
- (vi) Certificates in support of claim for Communal Reservation, in the Application form.
- (vii) Inter-Caste marriage certificate, if applicable.
- (viii) Attested copy of Certificate of the District Medical Board for Persons with Disabilities, if applicable.
- (ix) Certificate in support of service, details of PSC advice memo and other documents.(for service candidates).
- (x) Any other documents mentioned in the Notification or those called for later.

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

\*Refer to the ruling of the Honourable High Court of Kerala in 1995(2) KLT 629, 1999(2) KLJ 836 and 1999(3) KLT 773.

7.11 The personal & academic details and reservation claims, accepted after scrutiny, will be published in website ([www.lbscentre.in](http://www.lbscentre.in)) for verification. Candidates must verify these details. In case of any complaint, the candidate shall approach any of the District Facilitation Centres of LBS within the specified period. Complaints received will be considered by a committee constituted for the purpose by the Principal and Controlling Officer (Homoe) and the decision of the committee will be final.

**Candidates alone will be responsible for consequences of non verification of their accepted data/details.**

Complaints will not be accepted under any circumstances, after the stipulated time.

## 8. Preparation of Rank list

Rank lists of candidates except service category will be prepared according to the marks scored by the candidates in the qualifying examination. In case of service candidates the rank list will be prepared based on the seniority in service of candidates.

**8.1 Procedure for Normalisation:** The marks scored by the candidates in each subject vide in the qualifying examination conducted by various Boards will be made comparable with the marks obtained by the students in the same subjects in the qualifying examination conducted by the Board of Public Examination, Kerala. Accordingly, if 'X' is the maximum marks scored in a subject in a Board examination conducted by Agency 'A' and 'Y', the maximum marks scored in the same subject in the Board of Public Examination, Kerala, the mark 'X' will be increased/decreased to the level 'Y' and the marks of other students of Board 'A' will be revised accordingly.

In the case of students whose qualifying examination is Secondary School Leaving Examination conducted by the Board of Public Examinations, Kerala, the actual marks obtained will be considered for ranking.

8.1.1 If any Board/Authority provides results by Letter Grades/CGPA/OGPA etc., the candidate concerned will have to submit the mark equivalent as required from the Board/Authority concerned, failing which the decision on equivalent marks will be taken by the authorities concerned based on available information, which will be binding on the applicant.

8.1.2 If any Board/Authority fails to provide data requested and required for the process of normalization, the data available at the time of processing will be made use of for normalization in respect of candidates of coming under such Boards/Authority, which will be binding on the applicant.

8.1.3. The total of the normalized marks in the three subjects concerned, each computed out of 100 will be the index mark of the candidate for the purpose of preparation of rank lists. Thus the maximum marks will be 300.

## 8.2 Resolution of Tie

8.2.1 In case of ranking based on marks in entrance examination, if more than one candidate obtains equal marks in the qualifying examination.

a) The candidate who secures higher aggregate mark for physics, chemistry & biology Examination will be placed higher in the ranking.

b) If the tie persists, then the age of the candidate will be taken into account and the older candidate will be given higher rank than the younger.

8.2.2. In case of tie, while preparing rank list under service quota based on seniority, it will be resolved by considering the PSC seniority. Unauthorised absence or absence due to leave without allowance or leave on medical ground will not be counted for the purpose of calculating the service for the seniority.

## 9. CENTRALISED ALLOTMENT PROCESS

9.1 The Allotment Process for Government Seats in Government Colleges will be through a Single Window System (SWS). The allotment to various colleges will be done by the Director, LBS Centre, under the supervision of the Principal & Controlling Officer. The allotments will be strictly based on the options exercised by the candidate, the rank lists prepared by the Director, LBS Centre for Science and Technology, eligible reservation(s) of the candidate and availability of seats.

9.2 Rank List will be published in the website [www.lbscentre.in](http://www.lbscentre.in) on the date notified. A Trial Allotment will be conducted to give an idea about the chances of getting allotment.

Candidates are advised to visit the website [www.lbscentre.in](http://www.lbscentre.in) and keep a constant watch on the leading print and electronic media, pertaining to notifications/instructions regarding allotment.

## 9.11 THE FIRST ALLOTMENT.

Based on the options registered, allotments will be published in the website [www.lbscentre.in](http://www.lbscentre.in) on the date to be notified. The allotment of a candidate can be viewed in the Home page of the candidate. The Provisional Allotment memo can be printed by clicking 'Print Provisional Allotment memo' button. The memo will show the personal details, the college and the course to which the candidate is allotted to and the fee to be remitted.

## 9.12 FEE & FEE REMITTANCE

### 9.12.1.

FEE	Government colleges
Tuition Fee	5000/-

9.12.2 The prescribed tuition fee (Refer **Clause 9.12.1**) for the course will have to be remitted in cash by the candidate to the account of the Director, LBS Centre for Science and Technology in any one of the notified branches of a Scheduled bank (to be notified) in Kerala, as per the time schedule prescribed. The allotment memo has to be produced in the bank for remitting the required fee. On remitting the fee, a fee receipt will be issued by the bank to the candidate, which shall be produced in the college at the time of admission.

9.12.3 SC/ST/OEC candidates, who get allotment, in Govt. seats shall remit a token amount of 100/- (as part of Caution Deposit) on or before the date specified in the manner, specified under clause 9.12.2

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

#### Note:

The list of candidates who remit fees/caution deposit (for SC/ST/OEC) will be updated regularly at the website [www.lbscentre.in](http://www.lbscentre.in). Candidates who remit fees should verify the list and ensure that their name has been included in the list. If any discrepancy is noted the candidates should immediately bring it to the notice of any one of the District Facilitation Centres of LBS Centre for Science & Technology.

9.12.4 Those candidates who fail to remit the fee on or before the date specified and in the manner specified under **Clause 9.12.2** will lose their current allotment as well as the eligibility for further allotments except for spot allotments, if any conducted.

9.12.5 **Transfer of fee to colleges:** The fee remitted the candidate will be transferred by the Director, LBS Centre directly to the colleges where the candidate stands allotted at the time of closing of admissions, after the entire allotment process for the year is completed 2016-17.

9.12.6 **Refund of excess fee remitted:** Excess fee remitted by the candidate, if any, will be refunded to the candidate by the Director, LBS Centre for Science and Technology after the completion of the entire Allotment process.

### 9.13 SPOT ALLOTMENT(S):-

To facilitate filling up of maximum number of Govt. Seats in Government Colleges to which Director, LBS Centre/PCO makes allotment, if required, spot allotment(s) will be conducted on the date(s), time and venue(s) to be notified. The details regarding the availability of vacant seats, eligibility to attend, method of allotment etc. will also be notified. Candidates who take seats at the spot Allotment will have to remit the fees as per Clause 9.12.2. They will not be permitted to cancel the Allotment.

## 10. POST ALLOTMENT ACTIVITIES

10.1 **Reporting at the College:** Candidates need to report for admission before the Principal only when the announcement regarding the same is made. He/she should report with the following documents in original:

- (i) The Allotment Memo received online.
- (ii) Receipt of fee remitted in the bank
- (iii) Certificate to prove date of birth.
- (iv) Transfer Certificate (TC) and conduct certificate from the Institution last attended.
- (v) S.S.L.C. Certificate or equivalent.
- (vi) Relieving order and certificate of declaration of probation from the department concerned (candidates under service quota only).
- (vii) Migration Certificate, if applicable.
- (viii) Community/income certificate in original in case the candidate decides to apply for scholarships or other similar benefits.
- (ix) Any other documents required to be produced by the Head of Institution.

10.2 Fees other than the one already paid vide clause 9.12 will applicable to the institution will have to be remitted by the candidate at the time of taking admission in the college.

10.3 **Verification of Documents:** The Principal of the College shall be personally responsible for verification of original documents and satisfaction of the correctness of the records produced by the candidate at the time of seeking admission in the college.

10.4 **Failure to report for Admission:** Candidates who do not take admission on the prescribed date in the allotted college will lose their admission. They will not be considered for further allotments, if any, in the concerned course except for spot allotments.

## 11 Liquidated damages

### 11.1 General Terms

The candidates selected for Certificate Course in Pharmacy (Homoepathy) shall have to submit an undertaking in Kerala Stamp Paper worth Rs. 100/- at the time of joining the course to the effect that,

- a) A candidate if admitted, shall not discontinue the course after the cut off date.
- b) In the case of Service Candidates he/she shall serve the Government for a period not less than 5 years after the completion of the course.

### 11.2 Liquidated damages

a) A student who discontinues the course after the last date for closing of admission to the course is liable to pay a liquidated damage equal to the annual tuition fee payable by him/her for first year. In all such cases the Transfer Certificate will be issued only after the remittance of liquidated damage to the authority concerned.

b) If anyone violates the condition mentioned in clause 11.1 a or b, it will be construed as Professional Misconduct and the fact will be reported for suitable action including cancellation of Registration. I. A Penalty of Rs 5 lakhs from the service quota candidates shall be levied as liquidated damages.



c) A candidate leaving one college to join another college, before the closing of admission, shall not be liable to pay the liquidated damages.

d) No Admission shall be valid without getting the bond as detailed above executed at the time of joining or within a period of 7 days at the discretion of the Principal concerned.

e) Certificates submitted at the time of admission will be returned only after successful completion of the course.

## 12. 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 (CrI) No. 173/2006 & SLP (C) No.14356/2005] and the recommendations approved by the Honourable Supreme Court of India on effective prevention of ragging in educational institutions.

In case, the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she has indulged in ragging, admission may be refused or he/she shall be expelled from the educational institution.

It shall be the collective responsibility of the authority of the institution to see to it that effective steps for preventing ragging are taken. Anti-ragging committees and anti-ragging squads will have to be formed to take effective measures against ragging and they should adhere to the stipulations and effectively monitor and comply with the directives.

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

## 13. Other Items

13.1. The whole process of allotment to the Certificate course in Pharmacy(Homoeopathy) for the Academic year 2016 will be done by the Director, LBS Centre for Science & Technology, Thiruvananthapuram under the supervision of the Principal & Controlling Officer of Govt. Homoe College.

13.2. The Principal & Controlling Officer of Govt. Homoe College /Director, LBS Centre will not entertain any request for change of any date fixed in the Centralised Allotment Process/Admission from time to time.

13.3. All disputes pertaining to the allotment for admission shall fall within the jurisdiction of the Hon'ble High Court of Kerala.

13.5. Any other items not specifically covered in this Prospectus will be decided by the Principal & Controlling Officer and his/her decision shall be final.

Principal & Controlling Officer

## Annexure I

(List of Certificate Course in Pharmacy(Homoeo) Colleges -2016).

<b>TOTAL Certificate Course in Pharmacy(Homoeopathy)-2016</b>							
Sl.No	Collge Code	Name of Institution	Course Code	Total Seats	Tuition Fee	Special Fee	Contact No.
<b>List of Government Colleges for Certificate Course in Pharmacy(Homoeo)</b>							
1	THC	Govt.Homoeopathic Medical College, Thiruvananthapuram	HM	50	5000	Nil	0471-2459495
2	KHC	Govt.Homoeopathic Medical College, Kozhikode	HM	50	5000	Nil	0495-23070883