

From  
The Chairman  
Board of Examinations  
Chennai 600 025

To  
The Principal of all Govt.  
Govt. Polytechnics and Self financing  
Polytechnic colleges

Letter no.116757/M1/2011 dated 07/10/2011

Sir/ Madam,

Sub: Technical Education- Board of Examinations – October 2011-First year Diploma Exams- submission of photos and scrutiny of nominal roll edit/Exam fee D.D –regarding

The register number will be allotted for the I year Diploma students. The Principals are requested to submit the photos of all I year students in a compact disc as per the instructions given below and send it by post/ courier duly packed in a CD mailer to Tmt. M. Usha, TA(Eval) computer Centre, Directorate of Technical Education Chennai 600 025. On or before 20.10.2011

The Nominal roll edit of all I year students without photos will be available on the website for verification from 10/10/2011 onwards.

The photos of all eligible students should be named with the corresponding Register no as found in the downloaded Nominal roll edit. Photos should be named as <registerno.jpg> only. No other format will be accepted. Photos of candidates whose names are to be deleted from the Nominal roll should not be included in the photo CD.

Photo size should be 1 inch by 1.25 inch and the image size of each photo should not exceed 20KB.

CD should contain one main folder with the name of the Institution code (eg say 101). Sub folder should have the name as course codes (the same format as submitted for the II and III year students' photos) and the photos should be placed within the respective folders.

Hall tickets and Final Nominal roll will be issued only on receipt of photo CD in the required format from the Institution.

Last date for payment of exam fee without fine	12/10/2011
Last date for taking of DD by college	13/10/2011
Last date of payment of Exam fee with fine of Rs.100	17/10/2011
Last date for taking DD by college with fine cases	18/10/2011
Last date for payment of exam fee with fine of Rs.500	27/10/2011
Last date for taking tatkal DD by college	28/10/2011

The Institutions (101-890) can come to DOTE office either on **20/10/2011** or **21/10/2011** for submission of DD and NR EDIT.

The Diploma Exam fee of Regular DD will be received and acknowledged by N section.

Tatkal DD submission by the Institutions is either on **31/10/2011** or **1/11/2011**.

### **e-attendance Submission**

The e-portal will be configured only for **3 days** from **31/10/11** to **02/11/11** beyond which no institution will be entertained to enter e-attendance in the portal.

### **For the New Institutions:**

All students should be aware of eligibility criteria to appear for the examination. The generated attendance should be duly signed by the individual student and the Xerox copy of the same should be displayed in the notice board.

All Institutions should carefully enter the e-attendance before the closing period of portal and no more correction will be entertained after the spell period.

The principal is hereby requested to submit the list of candidates recommended under medical condonation. They have to retain all the original medical certificates and the list alone is to be submitted to the computer centre, DOTE.

The students running short of attendance should not be sent to DOTE office at any cost. Some of the Institutions are guiding the parent/ student to approach the DOTE officials for getting relaxation in the attendance. Such things should be avoided from the Institution side.

NR edit should be checked carefully in the following issues:

Spelling and Initial of the Candidate

Date of birth

Recommended list under Medical grounds

Students running short of attendance should not be allowed to appear for the board examination

The necessary NR forms are available in the DOTE website. Those forms need to be filled up properly and placed in the NR edit. Hard bound NR edit should be submitted to DOTE office.

Issue of hall tickets will be from 08/11/2011 onwards

Commencement of Board examination will be as per the Time Table hosted in the web.

Practical Examination need to be conducted suitably and the practical CD and Data sheet should be submitted on or before **30/11/2011**

All the Institutions can use the same Id and password used for downloading NR edit , practical kit etc.

Diploma Exam fee structure

Fee per subject	Rs. 50/-
Fee per marksheet	Rs. 30/-
Registration fee per candidate	Rs.25/-

Exam fee DD (regular and Tatkal) should be taken in the name of **“The Additional Director of Technical Education (Examination)” payable at Chennai**

The edited nominal roll should be submitted to Tmt. M.Usha, TA(Eval), Computer Centre DOTE through a staff member who is involved in the preparation of NR authorized by the Principal. Nominal Rolls and Demand Drafts received by post will be summarily rejected.

( Sd/-)

Chairman Board of Examinations

**DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI – 600 025**  
**BOARD EXAMINATIONS :: OCTOBER 2011**

**ANNEXURE - A**

<b>Institution Code</b>	<b>Institution Name</b>

**CHECK LIST FOR NOMINAL ROLL SCRUTINY**  
**EXCLUSIVE FOR DOTE USE**

	Annexure- <b>B to E</b> duly filled and signed by the Principal	
	Annexure -B INFORMATION ABOUT THE INSTITUTION	
	Annexure -C DEMAND DRAFT DETAILS	
	Annexure- D1 & D2 DETAILS OF NO. OF CANDIDATES REGISTERED	
	Annexure-E DETAILS OF NAME AND DATE OF BIRTH CHANGE	
	CD containing JPG photo images of students and MS-ACCESS MDB downloaded from DOTE website and having the relevant correct particulars	
	Photo Copies of SSLC Mark sheets for Name Change / DOB Change	
	Photo Copies of Institution Approval copy for the new Institutions only	

**ANNEXURE – B**

**INFORMATION ABOUT THE INSTITUTION**

Institution Code :  
Name of the Institution :  
Address of the Institution :  
  
District : PIN Code :  
Name of the Principal :  
Phone Number: Prinicipal (Off) : Principal (Direct) :  
Principal (Res) :  
Mobile Number of Principal :  
Other Phone Numbers of the Institution :CIICP: Hostel: Other(s): Fax Number(s) :  
E-mail IDs of the Institution : Office: Principal:  
*\*Prefix all phone numbers with STD code*

**SIGNATURE OF THE PRINCIPAL**

**ANNEXURE – C**  
**DETAILS OF DEMAND DRAFT**

SNo	Demand Draft Number	Date	Bank Name	Amount	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
TOTAL AMOUNT					

**SIGNATURE OF THE PRINCIPAL**

**ANNEXURE – D1  
DETAILS OF NUMBER OF CANDIDATES REGISTERED**

*Institution Code:*      *Name of the Institution:*

Branch Code	TOTAL NO. OF CANDIDATES			AMOUNT				
	Registered as per Approval (OCT2011)	Additional Nominal Roll	Total	Without Fine	With Fine	Without Fine	With Fine	Total
1	2	3	4 (=2+3)	5	6	7	8	9=7+8
<b>TOTAL(s)</b>								

**SIGNATURE OF THE PRINCIPAL**

**ANNEXURE – D2**  
**DETAILS OF NUMBER OF CANDIDATES REGISTERED**

*Institution Code:*      *Name of the Institution:*

	<b>Number of Candidates in the Edit</b>	<b>Number of Candidates Deleted</b>	<b>Actual Number of Candidates Registered for this Examination</b>
<b>TOTAL NO. OF CANDIDATES IN EDIT</b>			
<b>Additional Nominal Roll (for candidates not found in Edit)</b> <i>Marksheets should be submitted ALONG WITH APPROVAL COPY</i>			
<b>TOTAL NUMBER OF CANDIDATES REGISTERED</b>			

**SIGNATURE OF THE PRINCIPAL**

**ANNEXURE – E  
DETAILS OF NAME CHANGE**

**Institution Code:**                      **Name of the Institution:**

<i>Reg No</i>	<i>Name of the Student as per Nominal Edit List</i>	<i>Corrected Name</i>

\* Change of name should be supported by attested xerox copy of SSLC mark sheet / First Page of SSLC Book.

**DETAILS OF DATE OF BIRTH CHANGE**

<i>Reg No</i>	<i>Name of the Student</i>	<i>Date of Birth as per Nominal Edit List</i>	<i>Correct Date of Birth</i>		
			<i>Day</i>	<i>Month</i>	<i>Year</i>

\* Change of date of birth should be supported by attested xerox copy of SSLC mark sheet / First Page of SSLC Book.

**SIGNATURE OF THE PRINCIPAL**