DEPARTMENT OF TECHNICAL EDUCATION

CITIZENS' CHARTER

Demand No: 20
Higher Education Department

Thiru P. PALANIAPPAN
Minister for Higher Education
Government of Tamil Nadu

2015-2016

CITIZENS' CHARTER

DEPARTMENT OF TECHNICAL EDUCATION

I - DIRECTORATE OF TECHNICAL EDUCATION

Towards establishment of transparent and people friendly administration in this Department, the following guidelines are published to create awareness to the Public and for the benefit of the students.

1.0 FORMATION OF DIRECTORATE OF TECHNICAL EDUCATION (DOTE)

The Directorate of Technical Education (DOTE) was established with effect from 14th October 1957, consequent to the suggestions made by the State Standing Advisory Board of Technical Education. The Government of Tamil Nadu has taken efforts to promote quality education in the field of Technical Education at Degree and Diploma level. This Department is functioning under the control of Higher Education Department of Government of Tamil Nadu.

1.1 NUMBER OF TECHNICAL INSTITUTIONS IN TAMIL NADU

In the academic year 2014-15, 10 Government Engineering Colleges, 3 Government-Aided Engineering Colleges, 17 Constituent Colleges of Anna University and 546 Self-Financing Engineering Colleges are functioning under the control of Directorate of Technical Education.

In addition to the above, 41 Government Polytechnic Colleges, 34 Government Aided Polytechnic Colleges, 3 Affiliated Polytechnic Colleges, one Film Institute, one Labour Institute and 15 Hotel Management and Catering Technology Institutions and 414 Self-Financing Polytechnic Colleges are functioning in Tamil Nadu.

1.2   GROWTH AND DEVELOPMENT OF TECHNICAL INSTITUTIONS

1.2.1   Growth and Development of the Polytechnic Colleges

The details of number of Polytechnic Colleges in Tamil Nadu during 2011-12, 2012-13, 2013-14 and 2014-15 are furnished in Table 1.1.

Sl.No.	Academic Year	Government Polytechnics	Government Aided Polytechnics	Affiliated Institutions (Government)	Regional Labour Institute	MGR Film Institute	Hotel Management & Catering Technology	Self-Financing Institutions	Total	Newly started Polytechnic Colleges	
										Govt.	Self Financing
1	2011-12	30	34	3	1	1	15	380	464	-	15
2	2012-13	30	34	3	1	1	15	395	479	-	15
3	2013-14	41	34	3	1	1	15	406	501	11	11
4	2014-15	41	34	3	1	1	15	414	509	-	8

TABLE 1.1 – NUMBER OF POLYTECHNIC COLLEGES IN TAMIL NADU

NUMBER OF POLYTECHNIC COLLEGES

464   2011-12
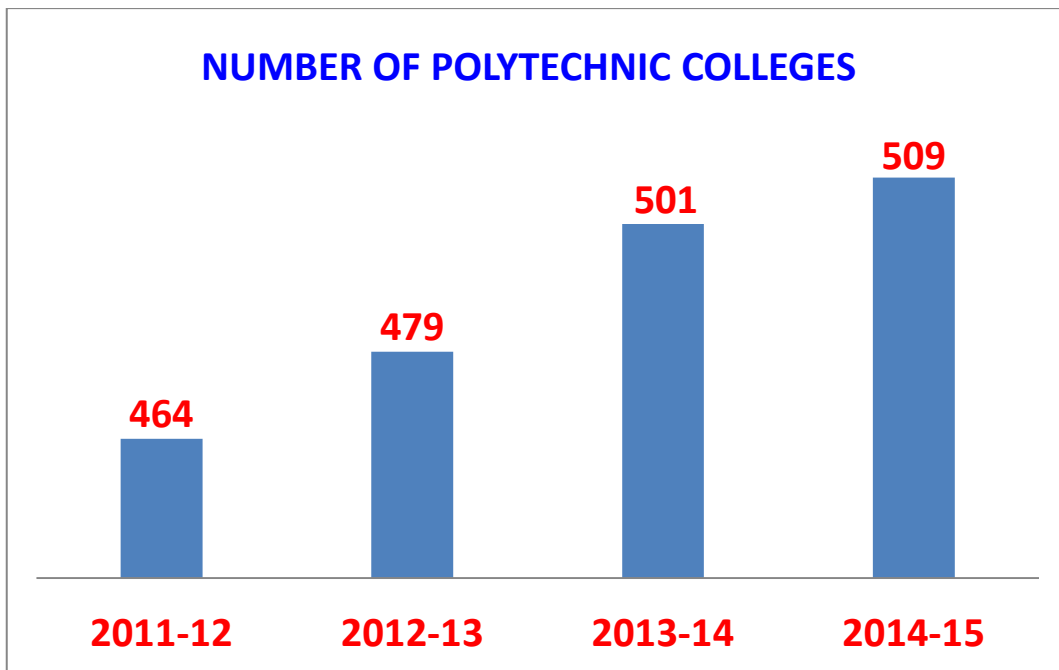479   2012-13
501   2013-14
509   2014-15

Fig 1.1 Number of Polytechnic Colleges in Tamil Nadu

1.2.2 Growth and Development of the Engineering Colleges

The details of number of Engineering Colleges in Tamil Nadu during 2011-12, 2012-13, 2013-14 and 2014-15 are furnished in Table 1.2.

							Newly started Engineering Colleges	
Sl.No.	Academic Year	Government Engineering Colleges	Government Aided Engineering Colleges	Anna University Constituent Colleges	Self -Financing Engineering Colleges	Total	Govt.	Self Financing
1	2011-12	6	3	18	498	525	-	35
2	2012-13	7	3	18	525	553	1	30
3	2013-14	10	3	18	541	572	3	15
4	2014-15	10	3	17	546	576	-	8

TABLE 1.2 – NUMBER OF ENGINEERING COLLEGES IN TAMIL NADU
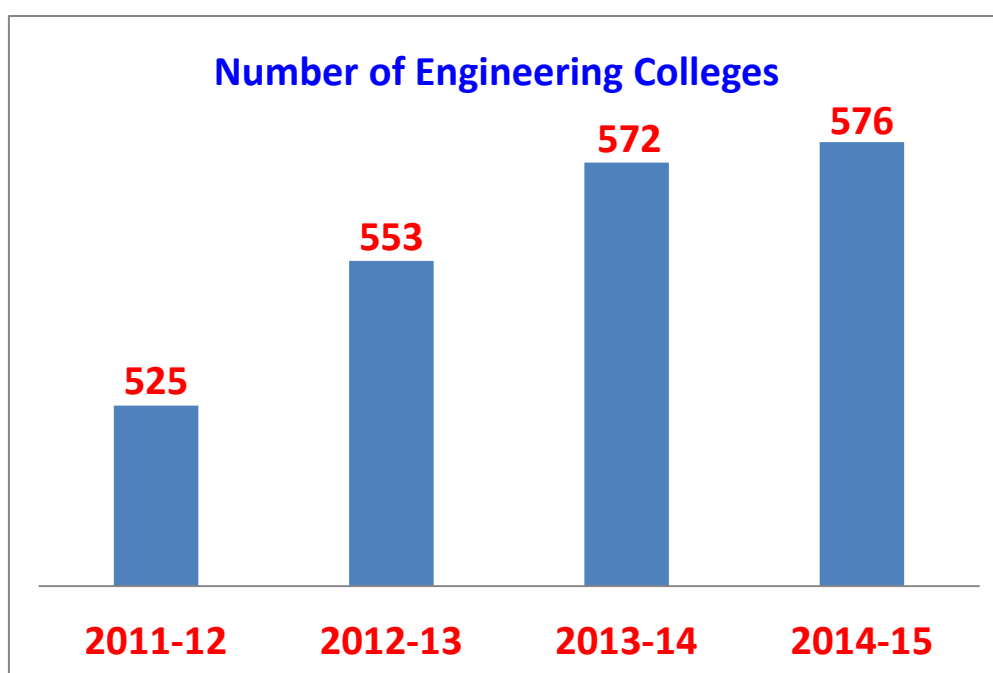

Number of Engineering Colleges

Fig 1.2 Number of Engineering Colleges in Tamil Nadu

1.3   CALENDAR OF EVENTS

1.3.1   Polytechnic Colleges

The calendar of academic events for the Polytechnic Colleges is available at the beginning of every academic year in the DOTE website (www.tndte.com) for the benefit of the students. The calendar of academic events for the academic year 2015-16 is furnished in **ANNEXURE – 1**

1.3.2   Engineering Colleges

The calendar of academic events for the Engineering Colleges is made available at the beginning of every academic year by Anna University for the benefit of students.

1.4   PLACEMENT AND TRAINING CELL

A Placement Cell is functioning in all Technical Institutions under the control of Directorate of Technical Education. A senior faculty is engaged as Placement Officer. The Placement Officer is taking care of all placement activities in the Campus.

The Placement Cell in Government and Government Aided Institutions organize number of soft skill and other training programs to make the students ready for campus recruitment.

1.5   COMMUNITY DEVELOPMENT THROUGH POLYTECHNICS

The Community Development through Polytechnics Scheme (CDTP) was implemented by Ministry of Human Resource Development, Government of India in the year 2009. This Scheme is implemented in 56 Polytechnic Colleges in Tamil Nadu. The main objectives of this Scheme are

*   To conduct need Analysis
*   To conduct skill training Programmes
*   To disseminate appropriate Technologies
*   To provide Technical and Support Services to rural mass
*   To disseminate information about Technological advancements

Under this Scheme each Polytechnic College establishes 5 to 10 Village Extension Centres and conduct Skill Development Training Programmes under

various trades/skills like Servicing of Electrical Home Appliances, Cell Phone Servicing, Plumbing, Establishing Bio-Gas Plant, Water Testing, Solar Panel Installation etc., to the general Public. Every year around 50000 beneficiaries in Tamil Nadu are trained in different skill oriented conventional and non-conventional short term courses. Training is also given on Entrepreneur Development in order to help them start their own business.

1.6   NATIONAL SERVICE SCHEME (NSS)

The National Service Scheme (NSS), aiming the development of the personality of the student youth of our country was introduced in Polytechnic Colleges under the Directorate of Technical Education in the State of Tamil Nadu in the year 1983-84. Initially, it was implemented only in 10 Polytechnic Colleges with an allocation of 1000 volunteers. At present 328 Polytechnic Colleges are involved in the implementation of NSS activities through 435 units with the coverage of 43500 NSS volunteers. The activities are broadly classified as (1) Regular Activities and (2) Special Camping Programme. The students enrolled under NSS have to render 120 hours of community development activities in a year under regular activities and stay in the adopted village for 7 days in a special camping programme and undertake need based activities.

1.7   GRANTS FOR TECHNICAL EDUCATION DEPARTMENT

The Government of Tamil Nadu has allocated Rs.75121.20 Lakh under Plan Scheme and Rs.37525.19 Lakh under Non-Plan Scheme to the Technical Education Department for the financial year 2014-15.

1.8   ORGANIZING REFRESHER COURSES, SEMINARS, CONFERENCES AND WORKSHOPS

Refresher Courses, Seminars, Conferences and Workshops are organized at the Institutions for the benefit of faculty and students during summer and winter vacations. The faculty members are also permitted to attend such programmes organized by MHRD, AICTE, UGC and other Professional bodies.

1.9   ORGANISATIONAL SETUP OF THE DIRECTORATE OF TECHNICAL EDUCATION

The Director of Technical Education is the Head of this Department. The administrative chart / Organisational Setup, depicting the hierarchy of officers who administer the Directorate of Technical Education is furnished in **ANNEXURE – 2**.

1.10   PROCEDURE FOR STARTING OF TECHNICAL INSTITUTIONS

Registered Society / Trust / Company desiring to establish new Technical Institutions (Engineering or Polytechnic Colleges) shall submit their applications online to AICTE through AICTE Web Portal www.aicte-india.org on payment of the prescribed fee (presently Rs.5000/-).The copy of the application should be submitted to the State Government and the affiliating University/Board and acknowledgement for the same should be obtained. The hard copy of the uploaded applications in the AICTE Web Portal along with required documents and acknowledgement received from the State Government and affiliated University / Board should be submitted to the AICTE Southern Regional Office at Chennai on or before the last date of submission.

On receipt of approval from AICTE, the Engineering Colleges and Polytechnic Colleges should apply to Anna University and DOTE respectively for obtaining affiliation. The infrastructural facilities with regard to the availability of land, buildings, faculty and staff, equipment, computers, furniture, library books etc., will be physically verified by the Expert Committee constituted by the affiliating University / Board for grant of affiliation.

1.11   TECHNICAL INSTITUTIONS (GOVERNMENT AND GOVERNMENT AIDED) WITH AUTONOMOUS STATUS

1.11.1 Polytechnic Colleges with Autonomous status

The following 3 Government Polytechnic Colleges and 10 Government Aided Polytechnic Colleges in Tamil Nadu have autonomous status:

Government Polytechnic Colleges

1)   Central Polytechnic College, Chennai
2)   Tamil Nadu Polytechnic College, Madurai.
3)   Dr. Dharmambal Government Polytechnic College for Women, Chennai.

Government Aided Polytechnic Colleges

1) Murugappa Polytechnic College, Chennai.
2) P.S.G. Polytechnic College, Coimbatore.
3) Sri Ramakrishna Mission Vidyalaya Poly. College, Coimbatore.
4) Nachimuthu Polytechnic College, Pollachi.
5) Thiagarajar Polytechnic College, Salem.
6) Seshasayee Institute of Technology, Trichy.
7) Virudhunagar S. Vellaichamy Nadar Poly. College, Virudhunagar.
8) P.A.C. Ramasamy Raja's Polytechnic College, Rajapalayam.
9) Sankar Polytechnic College, Tirunelveli
10) Periyar Centenary Polytechnic College, Thanjavur

1.11.2 Engineering Colleges with Autonomous status

The following 3 Government Engineering Colleges and 3 Government Aided Engineering Colleges in Tamil Nadu have autonomous status:

Government Engineering Colleges

1) Government College of Technology, Coimbatore
2) Government College of Engineering, Salem
3) Alagappa Chettiar College of Engineering and Technology, Karaikudi

Government Aided Engineering Colleges

1) PSG College of Technology, Coimbatore
2) Coimbatore Institute of Technology, Coimbatore
3) Thiagarajar College of Engineering, Madurai

1.12   GRANTING OF MINORITY STATUS TO TECHNICAL INSTITUTIONS

Minority status to an institution is granted for every 5 years by the Government based on the G.O.(Ms) No.270, Higher Education (J1) Department, dated 17-6-1998 and G.O. (Ms) No. 386, Higher Education (J1) Department, dated 11-12-2006.

50% of seats in minority institutions are filled up by the managements from the minority community students and the balance 50% will be filled up from the general pool. If the management is not in a position to fill up 50% of minority seats with the minority students, the unfilled seats are to be filled up by other candidates as Management Quota.

As on 1-8-2015, the Government have declared **115 Engineering Colleges** and **2 Polytechnic Colleges** as minority institutions on the religion/linguistic basis.

1.13   RECRUITMENT OF TEACHERS FOR TECHNICAL INSTITUTIONS

In Government Technical Institutions under the control of Directorate of Technical Education, teachers are recruited through the Teachers Recruitment Board (TRB).

In Government Aided Technical Institutions, teachers are recruited by a Staff Selection Committee constituted by the Governing Council of the Institution. Approval of the Directorate of Technical Education should be obtained for the selected candidates before appointment.

1.13.1   Emoluments and other Perquisite of Faculty and Staff

In Government and Government Aided Technical Institutions, the faculty are paid AICTE scales of pay. The Pay for other categories of staff are as per the State Government pay scales.

1.14   PUNISHMENT FOR RAGGING IN TECHNICAL INSTITUTIONS

In order to prevent the menace of ragging in Technical Institutions (both Engineering and Polytechnic Colleges in the State of Tamil Nadu), specific instructions are being issued every year to the Head of the Institutions.

The Principals of all Engineering and Polytechnic Colleges are directed to give wide publicity about the Rules among the students by displaying the copy of the Act and the Rules in the Institution Notice Boards to create awareness among the students about the punishment for Ragging and also advise the students through the Faculty Advisors concerned to avoid any act of Ragging.

In case of receipt of any complaint registered by the students regarding Ragging, the Principals have been requested to act at once according to the rules and report the matter to the Authority concerned immediately.

To eradicate the evil practice of ragging among students (i) a copy of the Tamil Nadu Prohibition of Ragging Act No.7 of 1997 (ii) Rules issued by Higher Education Department vide G.O. Ms. No. 366, Higher Education (G1) Department, dated 26-7-1999, (iii) AICTE, New Delhi Notification dated 1-7-2009 and (iv) UGC New Delhi Notification are made available in the DOTE website www.tndte.com

1.15   REDRESSAL OF GRIEVANCES OF STUDENTS IN TECHNICAL INSTITUTIONS

Based on the representation received at Directorate of Technical Education from students regarding general grievances and inadequate infrastructural facilities in any institution, proper instructions are given to the Institutions for remedial action.

II - DETAILS OF ENGINEERING COLLEGES

In the academic year 2014-15, there are 576 Engineering Colleges in the State offering UG and PG courses in various branches of Engineering and Technology.

2.1   ENGINEERING COLLEGES – ADMISSION DETAILS

2.1.1 Engineering Colleges – Details of Admission to First Year B.E / B.Tech / B.Arch Degree Courses

Admission to first year B.E / B.Tech / B.Arch degree courses in Engineering Colleges affiliated to Anna University in the State under Government quota is done through single window counseling conducted by Tamil Nadu Engineering Admissions (TNEA), Anna University. The percentage of seats included in the single window counseling system are furnished in Table 2.1.

No.	Category		Percentage
	TABLE 2.1 – SEATS INCLUDED UNDER SINGLE WINDOW COUNSELING SYSTEM FOR B.E / B.Tech. / B.Arch		
1	Government Engineering Colleges		100
2	Government Aided Engineering Colleges	Aided Courses	100
		Self Supporting Courses	70
3	Self-Financing Engineering Colleges	Non-minority	65
		Minority	50

Admission to first year B.E / B.Tech / B.Arch degree courses in the Engineering Colleges affiliated to Anna University in the State under Management quota is done as per the directions issued by the Committee constituted to regulate-monitor the admissions of students to Professional courses in Self-Financing Professional, Arts and Science Colleges.

Notification inviting applications for admission to first year B.E / B.Tech / B.Arch degree courses under Government quota through single window

counseling is issued by Tamil Nadu Engineering Admissions (TNEA), Anna University during the month of May every year. Students seeking admission are required to apply to TNEA, Anna University. Counseling commences during last week of June and extends till July last week. Seats under Government quota are allotted following merit and rule of reservation.

2.1.2 Engineering Colleges – Details of Admission to Direct Second Year of B.E / B.Tech / B.Arch Degree Courses under Lateral Entry Scheme

Admission to direct Second year B.E / B.Tech degree courses through Lateral entry in Engineering Colleges affiliated to Anna University in the State under Government quota is done through Single window counseling conducted by Alagappa Chettiar College of Engineering and Technology, Karaikudi.

In respect of Second year Lateral entry admissions, notification inviting applications for admission is issued by the Directorate of Technical Education, Chennai during the month of May every year. Counseling commences during last week of June at Alagappa Chettiar College of Engineering and Technology, Karaikudi.

The number of seats under lateral entry scheme is 20% of the sanctioned intake of first year, which is supernumerary.

2.1.3 Engineering Colleges – Details of Admission to M.E/M.Tech/ M.Arch

For admission to M.E / M.Tech / M.Arch degree courses in Engineering Colleges affiliated to Anna University in the State under Government quota, Tamil Nadu Common Entrance Test (TANCET) is conducted by Anna University, Chennai.

Admission to M.E / M.Tech / M.Arch degree courses in Engineering Colleges affiliated to Anna University in the State under Government quota is done through single window counseling conducted by Tamil Nadu Common Admissions (TANCA), Anna University. Selection is based on TANCET marks and allotment is done following rule of reservation.

Admission to M.E / M.Tech / M.Arch degree courses in the Engineering Colleges affiliated to Anna University in the State under Management quota is done as per the directions issued by the Committee to regulate-monitor the

admission of students to Professional courses in Self-Financing Professional, Arts and Science Colleges.

Notification inviting applications for admission to M.E / M.Tech / M.Arch degree courses under Government quota through single window counseling is issued by Tamil Nadu Common Admissions (TANCA), Anna University during the month of May/June every year. Counseling is conducted during the month of August every year. Students seeking admission shall apply to TANCA (TAMILNADU COMMON ADMISSION) for seats under Government quota. Seats are allotted following rules of merit and reservation.

In respect of M.E / M.Tech / M.Arch. degree courses, the colleges are permitted to voluntarily surrender seats for allocation under Government quota.

2.1.4 Engineering Colleges – Details of Admission to MBA and MCA

Admission to MBA / MCA degree courses in Engineering Colleges affiliated to Anna University in the State under Government quota is done through single window counseling conducted during the month of May/June every year at Government College of Technology, Coimbatore.

Admission to MBA / MCA degree courses in the Engineering Colleges affiliated to Anna University in the State under Management quota is done as per the directions issued by the Committee to regulate-monitor the admissions of students to Professional courses in Self-Financing Professional, Arts and Science Colleges.

Notification inviting applications for admission to MBA / MCA degree courses under Government quota through single window counseling is issued by the Directorate of Technical Education, Chennai during the month of May every year. Counseling is conducted from middle of July every year. Students seeking admission are required to apply to Tamil Nadu MBA / MCA Admissions. Selection is based on TANCET marks and allotment is done following rule of reservation.

In respect of MBA / MCA degree courses, 100% of seats in Government Engineering colleges, 90% of seats in Government Aided Engineering Colleges, 50% of seats in Non-Minority Self-Financing Engineering Colleges and 30% of the seats in Minority Engineering colleges are included under single window counseling.

2.2 ENGINEERING COLLEGES - DETAILS OF ANNUAL FEE STRUCTURE FOR THE YEAR 2015-16

The details of annual fee structure for various courses offered in Engineering Colleges for the year 2015-16 are furnished in Table 2.2.

No	Category		B.E/B.Tech/B.Arch		M.E/M.Tech/M.Arch		M.B.A/M.C.A M.Sc (Integrated)	
			Non Accredited Courses	Accredited Courses	Non Accredited Courses	Accredited Courses	Non Accredited Courses	Accredited Courses
			(Rs./year)	(Rs./year)	(Rs./year)	(Rs./year)	(Rs./year)	(Rs./year)
1	Government Engineering Colleges		7550	7550	8500	8500	8500	8500
2	Government Aided Engineering Colleges		8500	8500	8500	8500	8500	8500
3	Self Supporting Courses offered in Government Aided Engineering Colleges	Govt. Quota	40000	45000	50000	60000	30000	36000
		Mgt. Quota	70000	70000	50000	60000	30000	36000
4	Self Financing Engineering Colleges	Govt. Quota	40000	45000	50000	60000	30000	36000
		Mgt. Quota	70000	70000	50000	60000	30000	36000

TABLE 2.2 - DETAILS OF ANNUAL FEE STRUCTURE FOR THE YEAR 2015-16

2.2.1 Engineering Colleges - Tuition fee concession to First Generation Graduates

Students belonging to families where there are no graduates in the family and admitted to affiliated Engineering Colleges under Government quota through single window counseling are eligible for Tuition fee concession as per norms prescribed in G.O(Ms) No. 85, Higher Education (J2) Department, dated 16.4.2010.

To avail tuition fee concession applicable for First Generation Graduates, students have to obtain the "No Graduate" certificate issued by the competent Revenue authority and the same should be submitted at the time of counseling. The College to which the candidate is allotted should provide tuition fee concession as per norms and collect only the balance fee prescribed. The amount waived to the students towards First Graduate concession will be reimbursed by DOTE. The Tuition fee concession to First Generation Graduates for various categories of Colleges are furnished in Table 2.3

TABLE 2.3 - TUITION FEE CONCESSION TO FIRST GENERATION GRADUATE FOR ENGINEERING COLLEGES			
Category		Fee per annum	Tuition fee concession for First Generation graduate
Government Engineering Colleges		Rs.7550	Rs. 2000
Government Aided Engineering Colleges		Rs.8500	Rs. 4000
Anna University Departments (Regular courses) and Anna University Constituent Colleges		Rs.15320	Rs.8000
Anna University Departments (Self Supporting courses)		Rs.26620	Rs.15000
Self-Financing Engineering College	(Non-Accredited Courses)	Rs.40000	Rs.20000
	(Accredited Courses)	Rs.45000	Rs.20000

2.3 ENGINEERING COLLEGES – PROCEDURE FOR TRANSFER OF UG STUDENTS

Transfer is accorded in III, V, VII and IX semester of study at the beginning of the academic year only. The entire transfer process is done only through online. Students seeking College transfer should first approach the parent College where they are presently studying .

The Principal of the parent College has to fill up relevant particulars of student seeking transfer such as semester of study, branch, College to which transfer is requested, attendance details etc., and forward the same online to the College to which transfer is requested.

On receipt of concurrence from the Parent College, the Principal of the College to which the transfer is requested will feed in particulars including vacancy position etc., and submit online and forward the hard copy to DOTE.

The online transfer application of students are processed at DOTE and transfer orders are updated online in case of applications found to be in order.

However, the transfer of Postgraduate students is not permitted.

2.4 ENGINEERING COLLEGES – PROCEDURE FOR READMISSION AFTER BREAK OF STUDY

A student who had break of study due to various reasons during a particular semester of study can apply and get readmission in the same semester in the following or subsequent academic year.

Readmission applications are processed online at the beginning of each semester (odd and even) by DOTE. The Principal of the parent College should submit particulars of students through online including lack of attendance details etc. Readmission orders are updated online by DOTE.

2.5   ENGINEERING COLLEGES – CONDUCT OF EXAMINATIONS AND ISSUE OF MARKS SHEETS

All Engineering Colleges in our state are affiliated to Anna University, Chennai. Examinations for all affiliated Engineering Colleges are conducted and results are published and Degrees are awarded by Anna University, Chennai.

III - POLYTECHNIC COLLEGES

In the academic year 2014-15, there are 509 Polytechnic Colleges in the State offering Diploma and Certificate courses in various branches of studies in Engineering and Technology.

3.1   POLYTECHNIC COLLEGES – ADMISSION DETAILS FOR STUDENTS

3.1.1   Polytechnic Colleges - Admission details for Diploma Courses

Notification inviting applications for admission to First Year Diploma Courses in Government Polytechnic Colleges is issued in News papers during the month of May every year by Directorate of Technical Education.

Notification inviting applications for admission to First Year Diploma Courses in Government Aided Polytechnic Colleges is issued by the respective Polytechnic Colleges.

Applications received by Government and Government Aided institutions will be processed by the respective institutions and selection list as well as the waiting list will be released based on the merit and rule of reservation. There is no age limit for applying for admission to the above programmes.

3.1.2 Polytechnic Colleges – Admission Details for Direct Second Year of Diploma Courses under Lateral Entry Scheme

HSC Academic or HSC Vocational or 10th passed students qualified with 2 years ITI can directly join the second year of the three year Diploma programme under Lateral Entry Scheme in Polytechnic Colleges. However, the intake under lateral entry scheme is 20% of sanctioned intake of First year, which is supernumerary.

3.2   POLYTECHNIC COLLEGES - FEE STRUCTURE DETAILS FOR 2015-16

The details of fee structure for various Diploma Courses for the year 2015-16 are furnished in Table 3.1.

TABLE 3.1 - FEE STRUCTURE FOR POLYTECHNIC COLLEGES FOR 2015-16			
No	Category	Fee Details	Fee Amount	Remarks
1	Government Polytechnic Colleges	Tuition Fee	NIL	Tuition Fees Rs 2500 has been waived by Government vide GO.Ms.No.259, Higher Education, dated 26-6-2008 for all students
		Special Fee	Rs 1000 / Year	
		Development Charges	Rs 1000 / Year	
2	Government Aided Polytechnic Colleges	Tuition Fee	Rs 2500 / Year	Tuition Fees Rs 2500 has been waived by Government vide GO.Ms.No.150, Higher Education, dated 28-5-2009 in respect of Handicapped students and SC/ST students
		Special Fee	Rs 1000 / Year	
		Development Charges	Rs 1000 / Year	
3	Self-Financing Polytechnic Colleges	Tuition Fee	Rs 15000 / Semester	Fee Fixation Committee Proceedings No
4	Self-Financing Hotel Management & Catering Technology Institutions	Tuition Fee	Rs 25000 / Semester	CFF/DIPLOMA-HOTEL MANAGEMENT AND CATERING TECHNOLOGY/FEES/ 030/2015 Dated 01-04-2015

3.3 POLYTECHNIC COLLEGES – SCHEME OF FREE DISTRIBUTION OF LAPTOP COMPUTERS TO STUDENTS

As per G.O. (Ms) No.1, Special Programme Implementation Department, dated 3-6-2011, from the academic year 2011-12, Government of Tamil Nadu have implemented the scheme of Free Distribution of Laptop Computers to the Students studying in Government and Government Aided Engineering and Polytechnic Colleges to facilitate them in acquiring better computer skills.

From the year 2013-14 onwards, the above scheme is applicable only for the 1st year students of Government and Government Aided Polytechnic Colleges under the control of Directorate of Technical Education.

3.4   POLYTECHNIC COLLEGES – PROCEDURE FOR TRANSFER OF STUDENTS

During the second year (3rd semester) and third year (5th semester) of the Diploma course, students are allowed to get transfer from one institution to another based on availability of vacant seats in the concerned branch in the College to which the transfer is requested and with the mutual consent of both institutions.

3.5   POLYTECHNIC COLLEGES – PROCEDURE FOR RE-ADMISSION OF STUDENTS

A student who had discontinued his/her studies in the middle of a semester or who had not appeared for Board Examination of current semester of study can apply and get readmission in the same semester in the following or subsequent academic year. The Principals of the Colleges concerned shall send the application for readmission in prescribed format within the last date prescribed for the same through DOTE website www.tndte.com

Semester-wise attendance particulars can be viewed by the Current Diploma students in National Informatics Centre (NIC) portal (http://intradote.tn.nic.in).

3.6   POLYTECHNIC COLLEGES – SCHOLARSHIPS TO STUDENTS

Students of the Polytechnic Colleges are entitled to receive the following Scholarships through their institution as per the eligibility criteria. The scholarship amounts are disbursed to the students to their Bank Account through ECS by the departments concerned.

1) BC/MBC/DNC Scholarship
2) SC/ST Scholarship
3) Minority Scholarship

The following documents must be enclosed by the BC/MBC/DNC/SC/ST students along with Scholarship application form:

i)   Attested Photo copy of Community Certificate
ii)   Latest Income Certificate (Original)
iii)   Attested Xerox copy of Xth Marks sheet
iv)   Attendance Certificate from the institution last studied (Original)

v) Photo Copy of First Page of Bank Pass Book along with details of Bank Account No / MICR No / IFSC No

In addition to the above, the following scholarships are also given to the students of Government Polytechnic Colleges through Directorate of Technical Education.

1) Scholarship to the children of Defence personnel.
2) Ex-servicemen Scholarship
3) Deceased Government Servants Scholarship

The scholarships other than the above will be recommended to the department concerned directly by the respective Principals of the Government Polytechnic Colleges based on the eligibility criteria of the students.

3.7 POLYTECHNIC COLLEGES – DETAILS PERTAINING TO EXAMINATIONS AND MARKS SHEETS

3.7.1 Polytechnic Colleges – Conduct of Board Examinations for Diploma

Every year more than four lakh students are appearing for Diploma Examinations. Examination Time Table, Examination Fee Details are furnished in DOTE website (www.tndte.com). Examination applications along with exam fee are submitted to Principal of the Institute in which the student is studying / studied. Flying Squads constituted by the Chairman, Board of Examinations, inspect the institutions at the time of examinations and ensure that examinations are conducted in a fair manner without any lapse. Students involved in malpractices in the examination centers are given fair chances to defend themselves during enquiry and then their examinations results / punishments are published. Answer papers are valued at valuation centers after assigning Dummy Numbers. Internal marks, Practical marks and central valuation marks are received through online portal. Board Examination Results are published in DOTE website (www.tndte.com).

The Diploma Certificates and Mark Sheets will be sent from DOTE to the Polytechnic Colleges concerned after the publication of results for issuing the same to students.

3.7.2 Polytechnic Colleges – Revaluation of Diploma Examination Papers

The candidates have to apply for revaluation through the Principal of that Polytechnic College where the student is studying / studied. The details of students applying for revaluation are received through online at DOTE from the respective Polytechnic Colleges. The revaluation results are published within a month after publication of Diploma results.

3.7.3 Polytechnic Colleges – Issue of Duplicate Mark Sheets and Diploma Certificates

In case of loss of original Diploma Certificate / Marksheet, one can apply for issue of Duplicate Certificate in prescribed application form through the Principal of the Polytechnic College concerned by remitting required fee through Indian Bank online challan (www.indianbank.in). However, Duplicate certificates and mark sheets will be issued only after publication of the same in Tamilnadu Gazette.

In case of loss of Diploma Certificates due to theft or missing etc., NON-TRACEABLE CERTIFICATE issued by the Police Station concerned in original should be submitted along with the application.

In case of loss of Diploma certificate due to Fire, Flood or any other natural calamities, a certificate from the Tahsildar in original should be submitted along with the application.

3.7.4 Polytechnic Colleges – Issue of Genuineness of Diploma Certificates

Genuineness of Diploma Certificates for the purpose of employment / higher study will be issued only on receipt of applications from State Government / Foreign Embassy / Private companies. Applications received through State Government are processed without any fee for verification.

IV - COMMERCIAL INSTITUTIONS

4.1   PROCEDURE FOR STARTING OF COMMERCIAL INSTITUTIONS

Commercial Institutions imparting training in Typewriting, Shorthand and Accountancy subjects get temporary/permanent approval from the Directorate of Technical Education, Chennai. The rules and regulations for according approval of commercial institutions are furnished to the applicants who seek approval for starting such institutions.

4.2   TECHNICAL TEACHERS CERTIFICATE COURSE FOR INSTRUCTORS

To become instructor in Commercial institutions, one should possess Technical Teachers Certificate (TTC Certificate) issued by Directorate of Technical Education. Admission and Tuition Fee applicable for Technical Teachers Certificate Course conducted by DOTE is Rs.600/-

4.3   CONDUCT OF EXAMINATIONS AND ISSUE OF CERTIFICATES

Commerce Examinations in subjects like Typewriting, Shorthand and Accountancy are conducted twice a year during the months of February and August. After publications of results, certificates are directly issued to the respective Commercial Institutes. In respect of private candidates, the certificates are sent to the individuals directly.

Examination on Certificate course in "COMPUTER ON OFFICE AUTOMATION" is conducted twice a year during the month of June and December.

Re-totaling of marks, issue of Duplicate Certificates, Issue of Genuineness Certificates are also allowed to candidates of Commerce examinations as per the norms after remitting the prescribed fee for the same.

ANNEXURE – 1 (1 OF 2)

CALENDAR OF ACDEMIC EVENTS FOR POLYTECHNIC COLLEGES FOR 2015-16

DEPARTMENT OF TECHNICAL EDUCAITON,CHENNAI-25
POLYTECHNIC COLLEGES
CALENDAR OF EVENTS FOR THE ACADEMIC YEAR 2015- 2016 (TENTATIVE)

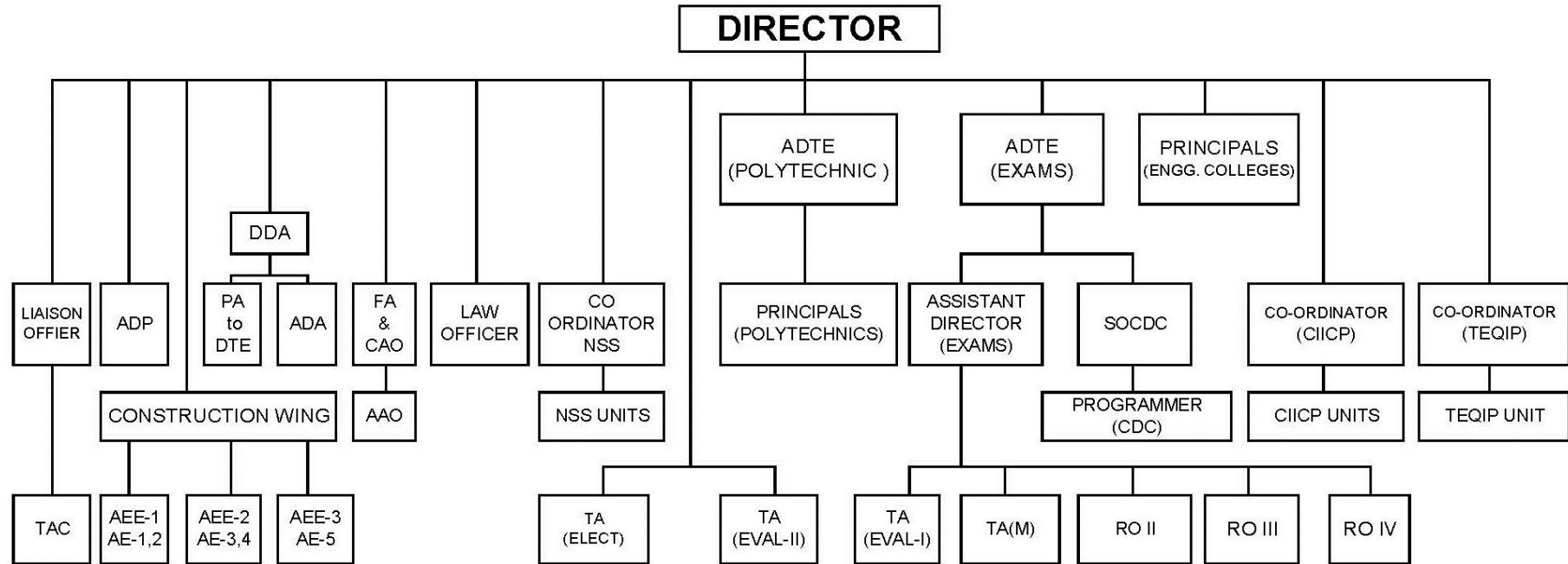| GENERAL:		
Re-Opening of Institutions after Summer Vacation	01.06.2015	MONDAY
Last date for payment of Tuition Fee without fine	01.07.2015	WEDNESDAY
Last Date for payment of Tuition Fee with fine	10.07.2015	FRIDAY
Commencement of I Year Full Time and Part Time Classes	06.07.2015	MONDAY
Last working day for the Odd Semesters (III , V & VII)	18.09.2015	FRIDAY
Last working day for the I Year Full Time and Part Time students	16.10.2015	FRIDAY
Commencement of Winter Vacation (31 Days)	23.10.2015	FRIDAY
EVEN SEMESTER		
Re-Opening of Institution after Winter Vacation	23.11.2015	MONDAY
Last working day for the Even Semester II	04.03.2016	FRIDAY
Last working day for IV, VI and VIII	11.03.2016	FRIDAY
Commencement of Summer Vacation (39 Days)	28.04.2016	THURSDAY
Re-Opening of Institution after Summer Vacation	06.06.2016	MONDAY
ADMISSIONS:		
Re-Admission and Transfer:		
Last date for receipt of Application Forms for Re-Admission in IV & VI Sem	30.12.2015	WEDNESDAY
Last date for receipt of Institution Transfer Application Forms in III & V Sem	09.06.2016	THURSDAY
Last date for receipt of Application Forms for Re-Admission in III & V Sem	09.06.2016	THURSDAY
Lateral Entry Admissions:		
Date of Release of Advertisement in News Paper	03.05.2015	SUNDAY
Date of Issue of Application forms	04.05.2015	MONDAY
Last date of Issue and Receipt of Application forms	22.05.2015	FRIDAY
Closing date for Lateral Entry Admission	05.06.2015	FRIDAY
Last date for receipt of B-Form from the Institutions	10.06.2015	WEDNESDAY
Commencement of Lateral Entry Certificate Verification of admitted students	15.06.2015	MONDAY
End of Lateral Entry Certificate Verification of admitted students	10.07.2015	FRIDAY
I Year Full Time, Part Time and Special Reservation Admissions:		
Date of Release of Advertisement in News Paper	17.05.2015	SUNDAY
Date of Issue of Application forms	18.05.2015	MONDAY
Last Date of Issue and Receipt of Application forms	05.06.2015	FRIDAY
Special Reservation Counselling for Differently abled Candidates	16.06.2015	TUESDAY
Special Reservation Counselling for Sons / Daughters of Ex-Servicemen	17.06.2015	WEDNESDAY
Special Reservation Counselling for Sports Quota	18.06.2015	THURSDAY
Closing date for I year Full Time, Part Time & Post Diploma Admission	01.07.2015	WEDNESDAY
Last Date for the receipt of B-Form from Institutions	06.07.2015	MONDAY
Commencement of I Year Certificate Verification of admitted students	20.07.2015	MONDAY
End of I Year Certificate Verification	02.09.2015	WEDNESDAY
Commencement of I Year Part-Time & Post Diploma Certificate Verification of admitted students	03.09.2015	THURSDAY
End of I Year Part-Time & Post Diploma Certificate Verification	04.09.2015	FRIDAY

CALENDAR OF ACDEMIC EVENTS FOR POLYTECHNIC COLLEGES FOR 2015-16

DEPARTMENT OF TECHNICAL EDUCAITON,CHENNAI-25 POLYTECHNIC COLLEGES CALENDAR OF EVENTS FOR THE ACADEMIC YEAR 2015- 2016 (TENTATIVE)		
EXAMINATIONS:		
OCTOBER 2015 - II TO FINAL SEMESTER		
Last date for payment of Exam Fee without fine for October 2015 Exam for II sem to Final semester	31.07.2015	FRIDAY
Last date for payment of Exam Fee with fine of Rs. 100/- for October 2015 Exam for II sem to Final semester	10.08.2015	MONDAY
Last date for submitting NR & Practical panel & Staff list to DOTE	14.08.2015	FRIDAY
Last date for submitting Application - Tatkal - with penalty of Rs.500/- along with the Exam Fee at DOTE for October 2015 Exam	14.09.2015	MONDAY
Submission of II / III Year Tatkal Nominal roll / Exam Fee at DOTE	16.09.2015	WEDNESDAY
Issue of Hall Ticket / Practical panel for October 2015 Exam for II sem to Final semester	28.09.2015	MONDAY
Commencement of October 2015 Exams for II sem to Final semester		
Practical	29.09.2015	TUESDAY
Theory	13.10.2015	TUESDAY
NOVEMBER 2015 - I SEMESTER		
Last date for payment of November 2015 for I Semester exam fee without fine	16.09.2015	WEDNESDAY
Last date for payment of November 2015 for I Semester exam fee with fine of Rs.100/-	22.09.2015	TUESDAY
Submission of I Year Nominal roll / Exam Fee at DOTE	05.10.2015	MONDAY
Last date for submitting Application - Tatkal - with penalty of Rs.500/- along with the Exam Fee at DOTE for November 2015 Exam for I Sem	08.10.2015	THURSDAY
Submission of I Sem Tatkal Nominal roll / Exam Fee at DOTE	12.10.2015	MONDAY
Issue of Hall Ticket for November 2015 - I Sem Exams	19.10.2015	MONDAY
Commencement of November 2015 Exam for I Semester	26.10.2015	MONDAY
Commencement of Central Valuation for 2nd, 3rd Year and 1 Year	16.11.2015	MONDAY
Publication of results of October / November 2015 Exams	21.12.2015	MONDAY
APRIL 2016 EXAMINATION - I SEMESTER TO FINAL SEMESTER		
Last date for payment of Exam Fee without fine for April 2016 Exam	27.01.2016	WEDNESDAY
Last date for payment of Exam Fee with fine of Rs.100/- for April 2016 Exam	01.02.2016	MONDAY
Last date for sending Question paper Requirement to DOTE	05.02.2016	FRIDAY
Last date for submitting NR & Practical panel & Staff list to DOTE	05.02.2016	FRIDAY
Last date for submitting Application with penalty of Rs. 500/- along with the Exam fee at DOTE for April 2016 Exam	04.03.2016	FRIDAY
Issue of Hall Ticket / Practical panel for April 2016 Exam	18.03.2016	FRIDAY
Commencement of April 2016 Exams		
Practical	19.03.2016	SATURDAY
Theory	05.04.2016	TUESDAY
Commencement of Central Valuation	02.05.2016	MONDAY
Publication of results of April 2016 Exams	31.05.2016	TUESDAY

ANNEXURE - 2

ORGANISATIONAL SETUP OF THE DIRECTORATE OF TECHNICAL EDUCATION, TAMILNADU

Organisational chart:

DIRECTOR

Reporting to Director:
- LIAISON OFFIER
- ADP
- PA to DTE / DDA / ADA
- FA & CAO
- LAW OFFICER
- CO ORDINATOR NSS
- ADTE (POLYTECHNIC)
- ADTE (EXAMS)
- PRINCIPALS (ENGG. COLLEGES)

Under ADTE (POLYTECHNIC): PRINCIPALS (POLYTECHNICS)

Under ADTE (EXAMS): ASSISTANT DIRECTOR (EXAMS), SOCDC, CO-ORDINATOR (CIICP), CO-ORDINATOR (TEQIP)

Second level boxes:
- CONSTRUCTION WING (under ADP/ADA area)
- AAO (under FA & CAO)
- NSS UNITS (under CO ORDINATOR NSS)
- PROGRAMMER (CDC) (under SOCDC)
- CIICP UNITS (under CO-ORDINATOR CIICP)
- TEQIP UNIT (under CO-ORDINATOR TEQIP)

Bottom level boxes:
- TAC
- AEE-1 / AE-1,2
- AEE-2 / AE-3,4
- AEE-3 / AE-5
- TA (ELECT)
- TA (EVAL-II)
- TA (EVAL-I)
- TA(M)
- RO II
- RO III
- RO IV

AAO	:	Assistant Accounts Officer
ADA	:	Assistant Director (Administration)
ADP	:	Assistant Director (Planning & Development)
ADTE	:	Additional Director of Technical Education
AE	:	Assistant Engineer
AEE	:	Assistant Executive Engineer
CIICP	:	Canada India Institutional Co-operation Project
DDA	:	Deputy Director (Administration)
FA&CAO	:	Financial Advisor and Chief Accounts Officer

NSS	:	National Service Scheme
PA to DTE	:	Personal Assistant to Director of Technical Education
RO	:	Regional Officer
SOCDC	:	Special Officer (Curriculum Development Centre)
TA(ELECT)	:	Technical Assistant (Electrical)
TA(EVAL)	:	Technical Assistant (Evaluation)
TA(M)	:	Technical Assistant (Mechanical)
TAC	:	Technical Assistant (Complaints)