

From
The Chairman
Board of Examinations
Chennai-600 025

To
The Principal of all Govt., Aided
and Self financing Polytechnic
Colleges.

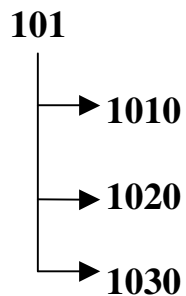
Letter no.54/C.C./2010 dated 20-10-2010

Sir/Madam

The Principals are requested to prepare the First semester photo CD in accordance with the instructions given below and send it by post/courier duly packed in a CD mailer to **Thiru. R.Kanakaraj, T.A., Computer center, DOTE, Chennai-600 025.**

- The nominal roll edit of I semester (without photo) is available on the website for verification from **20-10-2010** onwards.
- The photo ID of all eligible students should be renamed with corresponding register number as found in the downloaded nominal roll edit.
(eg:<photoid>.jpg should be renamed as <registernumber>.jpg)
- Photos of candidates whose names are to be deleted from the nominal roll should not be included in the photo CD.

- The photo size should be 1 inch by 1.25 inch and the image size of each photo should not exceed 20kb.
- The CD should contain one main folder in the name of institute code (eg. 101)
- This main folder should have sub folders in the name of course code (eg: D:/101/1010, D:/101/1020, D:/101/1030, D:/101/1040 etc..)



- The course code sub folder should contain photos of students of that course only.

Hall ticket and Nominal roll with photos will be issued only on receipt of photo CD from the Institution.

S/d Chairman
Board of Examinations