

From
The Chairman,
Board of Examinations,
Directorate of Technical Education
Chennai-600 025.

To
The Principals of all
Government, Government Aided and
Self-financing Polytechnic Colleges

Letter no. 111328/M1/2010 dated 19-08-2010

The Principals of all Polytechnic colleges are requested to read the following instructions carefully and adhere to them strictly while submitting the Diploma exam fee and Nominal roll for scrutiny at the Computer center.

- Exam fee and nominal roll should be submitted only by an authorised representative of the Principal. Nominal roll sent by any other mode will not be accepted.
- The authorised staff member/representative must sit with our Data Entry Operator and clarify all discrepancies and complete the scrutiny process in their presence.
- The authorised staff member/representative must have a thorough knowledge of the nominal roll prepared by him and must be able to answer any doubt raised by the Data Entry Operator during the scrutiny.

- The authorised staff member/representative must have the following papers readily available with him during scrutiny:
 - Attested copies of SSLC mark sheet for Name/DOB correction.
 - Re-admission/Malpractice/Medical board related orders duly signed by R.O.-III.
 - Particulars regarding year of previous appearance or change in column numbers of subjects in the form of copy of previous nominal roll/hall tickets for supplementary candidates.
 - Copies of all previous mark sheets of candidates found in additional nominal roll.
 - Particulars regarding elective subjects allotted to candidates or change of elective subjects if any.
 - Particulars of revaluation cases if any with relevant orders.
 - Particulars of institution transfer cases if any with relevant orders.
 - Particulars regarding discrepancies in e-portal if any.
 - Particulars regarding relaxation/special cases if any with relevant orders.
 - Particulars regarding change of photos in the form of compact disc.

The exam fee remitted by the institution in the form of D.D. should tally with the actual fee to be paid as per the nominal roll submitted and the excess or shortage amount if any should be recorded in the nominal roll by the Data entry operator and the institution representative. At the end of scrutiny, the staff member/representative must certify in the prescribed form along with the concerned Data entry operator, that all the queries and corrections claimed are rectified and appended in full and no further claim will be entertained later. The above instructions are given mainly to reduce/solve the errors at the input level itself and all are requested to co-operate.

S/d Commissioner of Technical Education

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Chairman, Board of Examinations