

## **RULES AND REGULATIONS FOR ADMISSION**

### **DIPLOMA AND POST DIPLOMA COURSE**

This hand book furnishes the details of Diploma & Post Diploma Courses offered, Institutions offering the above courses, Mode of admissions / re admission, Transfers Conduct of Examinations, Rules and Regulations of the Board etc.

### **Description of the Course - Details of Polytechnic Colleges & Special Institutions - List of Autonomous Institutions:**

#### ***Description of the Course:***

The Full Time Regular Diploma Course in Engineering shall be for a period of three academic years first, second and third years comprising of six semesters. semester courses will be of 16 weeks duration each.

The First year Diploma Course of Study is common for almost all branches of Engineering.

#### ***Details of Polytechnic Colleges & Special Institutions:***

There are 288 Polytechnics in the State offering Diploma Courses, Post Diploma Courses and Certificate Courses on various branches of studies in Engineering and Technology, Eleven Institutes of Hotel Management and Catering Technology offering 3 year Diploma Courses are also under the control of this Department. Sixteen other Special Institutions have also been affiliated to the State Board of Technical Education and Training, Tamil Nadu, which also offer Certificates/ Diplomas in Specialized Fields.

Before the commencement of admission process. the minimum required qualifications and number of seats available in the various categories of special reservations are being published in the leading dailies by DOTE so that students can decide their choice of Polytechnic College, Course, etc. well in advance. The candidates have to apply in separate form prescribed for admission under special reservation, to DOTE. All admissions under special reservations will be done only by DOTE. Usually Notification for general admission into Government Institutions is being given by the Directorate in leading dailies at the time of publication of X Standard (Tamil Nadu) results and the last date for receipt such applications will be fixed somewhere in the 2nd or 3rd week of June. The candidates belonging to Tamil Nadu only can apply for the general admission in Government and Government - Aided institutions. The candidates have to obtain and submit separate applications for separate institutions. The application form received from one institution cannot be used to apply for another institution. The filled - up application forms have to be submitted to the concerned institution on or before the prescribed due date. Applications received after the due dates will be summarily rejected.

## **Lateral Entry Admissions**

For Lateral Entry into the Second year (III Semester) of the three year diploma courses, the candidates shall be required to have passed the Higher Secondary Examination (Academic or Vocational) of 10 plus 2 pattern, with following conditions:

(i) Vocational Stream candidates should have studied either Maths or Physics or Chemistry as one of the subjects of study along with the related Vocational Subject (Theory & Practical) at 10 + 2 level.

Their intake is restricted to 20% (10% for Academic + 10% for Vocational) of the sanctioned intake of the 1 Year Diploma Courses. The candidates belonging to Tamil nadu State only are eligible to apply for the lateral entry admissions in Government & Government - Aided institutions. There is no age limit for admission.

Usually Notification is being given for general admission into Government Institutions in leading dailies at the time of publication of +2 results of Tamil Nadu and the last date for receipt of such applications will be fixed somewhere in the last week of May / first week of June. Applications received by the institutions after the prescribed due dates will not be accepted on any ground.

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 re-admission in the same semester in the following or subsequent academic years if he / she desires to complete the Course and satisfies the following conditions :

(i) The candidate should not have exhausted the total period of study permitted (SIX years for full time, SIX AND A HALF years for Sandwich and SEVEN years for part time - [J SCHEME] candidates from the year of admission in first year) to complete the course

(ii) He / She, on readmission, should be able to complete his / her full course of study within the above stipulated total period. A candidate who had discontinued his / her studies continuously or in spells for more than 3 years shall not be recommended for re-admission.

(iii) A candidate who had received his / her transfer certificate (T.C.) on his / her own from one institution without getting proper transfer orders from the office of Chairman, Board of Examination, can not apply for re-admission to any other institution. He / She has to be readmitted only in the old institution and application for transfer to any other institution has to be submitted through the parent institution only.

(iv) A candidate who had been expelled from one institution, for any reason, shall not be admitted into any other institution. Re-admission proposals shall not be sent for such candidates, by the new institution.

(v) A candidate who had been debarred from writing Board's Examinations for his / her involvement, in any malpractice, shall not be allowed to continue his / her studies or readmitted in any other institution until the period of punishment is over. And till then, the institution shall not issue Transfer Certificate or Course completion Certificate to such candidates.

(vi) A candidate, whose petition is pending in any court with respect to his / her admission / exam results / punishments etc. and who had discontinued the studies shall not be readmitted in the institution without getting the prior permission of the Chairman, Board of Studies and Examinations.

(vii) Readmissions are not permissible in First year for regular students and in third semester for lateral entry students, who have not written any Board Examination, before their discontinuance of study. They have to forego their candidature and seek admission again afresh.

A last date, usually 15 days after the day of re-opening of Institutions for the semester, is being fixed and announced for the readmission of students. The Principals can themselves readmit the candidates who apply for their readmission on or before the prescribed due date in the semester / year in which they had discontinued, if they satisfy all the conditions specified above and send the proposal to the office of the Chairman, Board of Examinations in the standard format with necessary documents for approval and ratification. The Principals may permit such readmitted students to attend the classes without waiting for the receipt of approval orders from the Chairman's office, after obtaining an undertaking from the candidates to the effect that they will abide to the decision of the Chairman, Board of Examination. [Annexure - III: Readmission Format.

The percentage of attendance for the readmitted candidates shall be calculated from the actual date of their readmission, but on no account based on any date other than the prescribed last date for readmission.

Even if a student starts attending classes on a later date, after submitting his/ her request letter before the due date, his / her percentage of attendance shall be calculated based on the total number of working days from the prescribed last date for readmission.

The proposal for re-admission has to be submitted by the Principal of the institution, in the standard format only. The request letter given by student shall not be simply forwarded to the Chairman without furnishing the particulars in the format. The applications with the proposal should reach the Chairman's office within 7 days from the last date prescribed for readmission. A student seeking re-admission into a particular semester should enclose the xerox copy of his / her mark sheet of the just previous semester he / she had completed before discontinuing his / her studies and that copy has to be sent along with the re-admission proposal. Arrear Mark Sheets or mark sheets with ALL ABSENT shall not be sent as an evidence for their appearance in Board Examination.

#### **Time Limit to complete the Diploma Course:**

The Board of Studies and Examinations has prescribed the following limit to complete the Diploma course of 3 years duration and pass the entire subject pertaining to the course:

#### **For candidates admitted under "L" Scheme**

(Admitted in 1st Year from academic year 2011 - 2012 onwards:

Full Time (Regular)	-6 Years
Full Time (Sandwich)	- 6 1/2 Years
Full Time (Lateral Entry)	-5 Years
Part Time (Regular)	-7 Years
Part Time (Lateral Entry)	-6 Years

However, considering the plight of weak students, the Board may decide and give a **maximum of two additional chances** to the students, on exhausting the prescribed time limit and after stopping them for one or two examination to complete the arrear papers. But, NO candidate can claim the additional chances as a matter of right. The candidates, who do not pass in all their arrear papers even in the additional chances, so given, will not be permitted to appear for the examinations, afterwards.

Similarly, a maximum time limit of 4 years had been prescribed to complete the Post-Diploma (full time and part-time) courses of 1/ 1 1/2 years duration.

#### **Procedure for completing the Diploma Course:**

(i) The candidate on completion of studies in each year / semester should necessarily register himself / herself for the examinations of all the subjects of the current year / semester as well as for all the arrear subjects of all the previous years / semesters and shall appear for the Board Examinations.

(ii) A student having shortage of attendance in a semester should repeat the same semester in the next academic year. Similarly, a student who had not attended at least a single paper (theory or practical) of a particular semester examination, cannot continue his / her studies in the next semester, even if he /she had enough attendance in that semester with usual conditions.

Hi) Candidates will not be permitted to discontinue the course of study for a duration of more than three years during any part of their course of study. For candidates for whom continuous break in study is less than or equal to three years, permission of the Chairman, Board of Examinations is necessary to continue the course and write the examinations

Eligibility to continue in the next higher semester / year :

Run through system had been introduced for the Diploma / Post Diploma Courses from the year 1990 in which the students are being permitted to continue their studies in the next higher semester / year even if they do not pass in the lower semester / year examinations.

But,

(i) a student with enough attendance in a particular semester / year and who had registered himself / herself for the Board's Examination by paying the fee on time and received the hall ticket from the Chairman's office, has to necessarily appear for the Board Examinations in atleast one paper (Either Theory or Practical) of the concerned regular semester / year (not in supplementary paper of previous semester / year) in which he / she is studying to become eligible to continue his/her studies in the next semester/year, in the Institution.

(ii) A regular candidate who had received the Hall Ticket from' the Chairman's Office, but not appeared for the Board's Examination at least in a single paper (Theory or Practical) of the current semester / year of study, shall not be permitted either to continue- his / her studies in the next semester / year or to appear for the papers as arrears in the subsequent examinations. He / She will be considered as a discontinued candidate. Such candidates has to be re-admitted in the same semester, year in the next academic year and satisfy all the prescribed requirement with respect to attendance, payment of fees etc. to become eligible to write the Board's Examinations. In any case, a candidate will not be permitted to appear fresh for the examinations of two semesters /years in the same sitting exceptions are in case of medical leave as per decision of Principal.

## **Transfer of candidates from one polytechnic to another Polytechnic**

Ref: DTE. Lr. No. 66490/ M1 /88 dt. 25.6.1988.

The candidate admitted in self-financing polytechnic have to continue their studies only in that Polytechnic in which they have been admitted or in anyone of the self financing Polytechnics for the entire period of study and they will not be eligible. for transfer to any of the Government or Government aided Polytechnics.

On extra-ordinary circumstances, with genuine reasons, students are being transferred from one Institution to another Institution during the beginning of the academic years Le. in III *N* Semester of study. But transfers are being claimed by the students as a matter of right, without any valid reasons even in the middle of semester. In this connection, the following guide lines are being given for the benefit of Principals and students:

(i) Institution transfers cannot be claimed as a matter of right. The Chairman, Board of Examinations has every right to approve or reject the application of a candidate seeking transfer.

(ii) The transfer will be given on genuine grounds only. The factors which had existed during the admission itself (distance, climate, conveyance facilities, fees, food, expense etc.). Cannot be cited as the reason for seeking institution transfer. The genuineness for transfer is to be substantiated with proper evidences such as transfer orders of parents, medical certificates from approved medical practitioners etc.

(Hi) Students from Self-Financing Institution cannot be transferred to Government / Government - Aided Institution and Vice -versa. However, the students self supporting courses of Aided Polytechnic Colleges may be transferred to other self financing institutions.

(iv) The sanctioned intake in any branch shall not exceed in the event of any such transfer. The students should verify themselves the vacancy position in the institute for which they seek transfer, before submitting their application.

(v) The institution to which the candidate seeks admission shall not retain the application for more than 3 days. It has to be either forwarded to the chairman's office with necessary certificates or returned to the parent institution with a mention about the reason immediately, to avoid unnecessary claims by the candidates, when their applications are being rejected for late submission, on a later date.

(vi) The filled-in application (with full particulars in the standard Performa) Change of Branch: should reach the Chairman's office within the due date prescribed for the same (to see the tentative programme for the concerned academic year), The Principal should affix their signature in the application form with date community reservation, seat aV8:llabrhty etc. Permanent register Numbers are being assigned to the candidates according to their branch of study seal and Institution seal. Anti-dated applications shall not be forwarded after the due date. Annexure IV - Transfer Application Format

(vii) Transfer Certificate shall not be issued by the institution to any candidate before getting the approval for the transfer from the Chairman it office; similarly the candidate shall not be admitted in the Institution in could not be changed during the second year of study even when which he / she seeks transfer before the receipt of transfer orders from chairman's office. However, if there exists any vacancy rd Examination, With the gets the orders and that attendance may be came Admission Section of DOTE. Applications for change of branch of a student over to the new institution. The percentage of attendance for the transferred candidates has to be calculated from the last date prescribed on the receipt of transfer applications and not from the date of Joining the new institution. To avoid loss of money and attendance,

the students seeking institution transfer are asked to submit their application during the vacation period itself.

(viii) No student will be transferred during the 1<sup>st</sup> year IV Semester and VI Semester of studies. i.e. In the middle of the academic years. The Principals shall not forward any application, for transfer, of the

students calendars of the in the middle of the academic year.

(ix) The candidate should furnish all the particulars asked in the transfer application form and submit the same in triplicate to the Principal of the parent institution. He should verify and endorse the particulars and forward the form in duplicate to the Principal of the institution to which the candidate seeks transfer, who in turn shall countersign it with vacancy position mentioned and shall send one copy to the Chairman's office within the last date prescribed. Incomplete applications and the applications received, after the prescribed due date shall be summarily rejected.

### **Change of branch**

The students while being admitted In the first year are being allotted a particular branch of study based on their merit rank, willingness, community reservation, seat availability etc. Permanent Register Numbers are being assigned to the candidates according to their branch of study while they register themselves for the first year examination. It leads to ore complications when their branches are being changed in the third semester on request from candidate / institute. From the academic year 001 - 2002 admissions are being made by the institutions only. Hence all he Principals are requested to inform their students that the branch hey choose during their admission in first year is final and it could not be changed during the second year of study even when vacancies exist. However, if there exists any vacancy due to drop outs, ranch reallocation can be done during the first year of study itself, before registering for the Board Examination, with the prior permission from the admission Section of DOTE. Applications for change of branch of a student

hall not be entertained after writing the 1st Year Board Examinations. he Principals shall not forward any list or the requests of their students or branch transfers, to the Chairman's office.

### **Adherence to Due dates :**

A tentative programme is being sent to all institutions in the beginning f each academic year which specifies due dates / last dates for various activities. Unless any of the mentioned date / dates are changed through any special instructions from the Chairman, Board of Examinations, those dates are to be strictly adhered by the Principals / Students. The tentative programmes has to be intimated to the staff and students as and when they are issued by the Chairman's office. The same has to be incorporated the hand books / calendars of the institutions.