

## Department of Technical Education

From Additional Director(Examinations)  
Directorate of Technical Education  
Guindy Chennai 600 025

To  
The Principal of all Polytechnic Colleges

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Letter No. 44046/H5/e-Gov/2010 dated 30/08/2010

Sir,

Sub: Instructions for III Spell and IV Spell e-Attendance Entry –Reg

The following Institutions are not allowed to enter the e-Attendance entries of III Spell (for the month of July) as they have not completed entries of II Spell for some of the students. (Pl. refer Exception list). The Institutions are requested to submit the reason for non entry of attendance and clear the discrepancies before 30<sup>th</sup> August 2010, failing which they will not be allowed to enter the e-Attendance for the month of August and September.

Institutions: 177, 419, 728, 730, 749, 814, 815 and 816

The **III Spell** attendance entry **for the month of August** will be configured for 5 working days from **01/09/2010 to 07/09/2010** and the **IV Spell** Attendance entry for the **month of September will be configured for 3 days only from 22/09/2010 to 24/09/2010.**

Last working Day : 21/09/2010

Total no. of working days for the **III spell ( for the month of August)**

For Regular : 154 Hours

For Part time : 78 Hours

Total no. of working hours for the **IV spell (for the month of September)**

For Regular : 91 Hours

For Part time : 45 Hours

### **For the Institutions of Hotel management**

Last working Day for 5 <sup>th</sup> Sem	:21/09/2010
Last working Day for 3 <sup>rd</sup> Sem	:14/09/2010
III Spell – 3 Sem & 5 Sem	: 154 Hours
Total no. of working hours for 3 sem – IV spell	: 56 Hours
Total no. of working hours for 5 Sem- IV Spell	: 91 Hours

The Institutions are requested to complete the IV spell attendance entry within 3 days so as to issue the hall tickets as scheduled.

The copies of Medical Certificates need not be sent to the DOTE Office and can be retained in the Institutions. The hall tickets will be issued to all Students except Students running short of attendance. The Principal is requested to send the students' list for whom permission is to be granted by DOTE based on medical condonation. The list of regular students (Full time and Part time) available in the e-attendance should tally with the students list in the corrected Nominal Roll.

If the students whose names are missing in the e-portal, the Institutions have to submit the attendance particulars month wise along with necessary documents duly signed by the Principal.

***The software for the Internal marks for the regular students will be uploaded on 24<sup>th</sup> September 2010. The Institutions will have to submit the Soft and the Hard copy on or before 30<sup>th</sup> September 2010, failing which the Hall tickets of those Institutions will not be uploaded in the website.***

The Principals are requested to adhere to the schedule in order to conduct the Examinations on time.

(-Sd-)

ADTE(Exam)