

TX17/1213/16

CIRCULAR TO PRINCIPALS

Principals of the Polytechnic Colleges are directed to follow the following procedures while assigning Head of Section, semester registration, Subject allotment and entry of academic details etc.

Assign Head of Section

- (1) Principals are requested to assign the HoS by selecting Revision & Branch.
(HoS is assigned by the system based on the existing data. Principals may verify and make necessary changes if required. Assignment of HoS is mandatory for both schemes. (ie Rev 10 and Rev 15 schemes by selecting Rev from the combo box)

Semester Registration

- (1) HoS can allot the Class Tutors by selecting the revision & semester
- (2) Class Tutors can do the semester registration verification. He can **Add/Delete** the new register numbers
- (3) Class Tutors are also directed to enter the **6th semester elective subject**.
- (4) Semester Registration of the re-admitted students in Rev 15 will be done by Controller of Technical Examination along with the allotment of Permanent Register Number.

Subject Allotment

- (1) HoS can allot the subject by selecting the revision, semester, mode (Regular/Evening) & batch to various faculties.

Entry & Verification of students academic details for the generation of CE mark

Allotted faculties can enter the Academic details such as attendance, Test paper marks, marks for assignment etc and the HoS concerned should verify it within the time frame given below for various activities.

Semester Registration : 01/02/2016 to 24/02/2016
CE Phase I & II – Data Entry: 01/02/2016 to 24/02/2016
CE Phase III & IV – Data Entry: 01/03/2016 to 19/03/2016
CE Phase I & II – Data Verification: 25/02/2016 to 29/02/2016
CE Phase III & IV – Data Verification: 20/03/2016 to 25/03/2016

Publication of Draft Internal Mark: **28/03/2016**
Final Approval of Internal Mark: **10/04/2016**

Principals are requested to communicate the above details to all HoS/Lecturers/Workshop Superintendents/Foreman and other concerned without fail. The last date prescribed for each activity will be final and the respective links in the website will not be available after that date. Request for extending the last date will not be entertained.

Sd/-

N.K. RAJAN
JOINT CONTROLLER

Copy to:- All Principals, Poly users