

Academic spell details Jun 2016- Sep/Oct 2016													4/7/2016							
Course Category	Sem/Year	Hrs/Week	I Spell Period			Entry Period	II Spell Period			Entry Period	III Spell Period			Entry Period	IV Spell Period			Entry Period	Days	Weeks/sem/ Yr
			From 06/06/16 to 30/06/16				From 01/07/16 to 31/07/16				From 01/08/16 to 31/08/16				From 01/09/16 to 23/09/16 FOR V & VII sem					
			Days	WH	CWH		Days	WH	CWH		Days	WH	CWH		Days	WH	CWH			
Regular	3	35	19	133	133		20	140	273	From 01/08/16 to 05/08/16	21	147	420	From 01/09/16 to 07/09/16	10	70	490	From 16/09/16 to 19/09/16 & 23/09/16 to 26/09/16	70	16 for v and VI sem 15 for I AND III sem (M Scheme)
	5,7	35	19	133	133		20	140	273		21	147	420		15	105	525		75	
Film	3	35	19	133	133		20	140	273		21	147	420		10	70	490		70	
Film	5	35	19	133	133		20	140	273		21	147	420		15	105	525		75	
Part time	3	18	22	66	66		25	75	141		25	75	216		12	36	252		84	
Part time	5,7	18	22	66	66		25	75	141		25	75	216		18	54	270		90	
			From 04/07/16 to 31/07/16				From 01/08/16 to 31/08/16				From 01/09/16 to 30/09/16				From 01/10/16 to 14/10/2016				94	
Part Time	1	21	27	81	81		29	87	168		28	84	252		10	30	282	From 14/10/16 to 17/10/16	67	
Regular	1	35	19	133	133		21	147	280		20	140	420		7	49	469		67	
Film	1	35	19	133	133		21	147	280		20	140	420		7	49	469		67	
Vacation From 28/10/2016 to 27/11/2016 Reopening of Institution after winter vacation 28/11/2016																				
Further Spell Details will be given after winter vacation																				
Hotel	sem/Yr	Hrs	From 04/07/16 to 31/07/16				From 01/08/16 to 31/08/16				From 01/09/16 to 30/09/16				From 01/10/16 to 14/10/2016			From 14/10/16 to 17/10/16		15
	1	35	19	133	133		21	147	280		20	140	420		7	49	469		67	
	Further Spell Details will be given after winter vacation													From 16/09/16 to 19/09/16 & 23/09/16 to 24/09/16		15				
	3	35	19	133	133		20	140	273	From 01/08/16 to 05/08/16	21	147	420	From 01/09/16 to 05/09/16	10	70	490		70	
5	35	19	133	133		20	140	273		21	147	420		15	105	525		75		

Note: For I and II year : 15 weeks, III yr: 16 weeks

Principals' of respective Polytechnics are instructed to insist the students to submit the Medical certificates while availing leave on medical grounds

Principals' are hereby instructed to retain the Medical certificates in the college itself. The Hall tickets will be issued to all the eligible(>=79.45%)

and students under medical condonation (>=74.45% incase of III yr and >= 69.45% incase of II yr and I yr) except

for the students who are running short of attendance. Principals are instructed to submit a letter alone bearing the students' list recommended for medical condonation addressed to

Additional Director(Exam), e-Governance Cell, DOTE, Guindy, Chennai-600 025

All the Medical certificates are to be retained in the Polytechnic itself. No need to send the copies of Medical certificates to e-Gov cell. Similarly the OD forms and compensation forms

are to be retained in the Polytechnics.

In case of any discrepancy the Principal of the respective Institution has to produce the necessary forms and Documents to the Officer in DOTE.

All the Institutions are hence requested to complete the attendance entry within the stipulated period to avoid delay in the issue of hall tickets. Also as sufficient period is given for e-attendance entry

no correction will be entertained in the DOTE office. e-Governance coordinators should follow the exception list carefully and act accordingly.

Submission of Manual Attendance details after the spell entry period will not be entertained hereafter for the issue of Hall tickets.

In case of any discrepancy the Principal of the respective Institution has to rectify the errors within the spell entry period

Students should sign in the e-attendance and the same should be placed in the Notice board every month.

Students and parents/ wards should be informed about the transparency in the e-attendance. At any cost, the eligible students should not be stopped from writing the Board Examinations.

Sd/-
Chairman