

**GOVERNMENT OF TAMIL NADU
DIRECTORATE OF TECHNICAL EDUCATION**

From

To

The Chairman
Board of Examinations
Directorate of Technical Education
CHENNAI – 600 025

The Principal(s) of all Polytechnic Colleges

Circular No: DOTECC/110633/OCT2018/CC04 dated 20-Aug-2018

Sir/Madam,

The Principals of all polytechnic colleges are requested to go through the instructions given in the following circular and submit the necessary inputs within the due date(s) mentioned for the smooth conduct of the October 2018 Board Examinations.

Since Nominal Roll is a base document for the entire examination process, its accuracy and consistency are very important. Hence the Principals are requested to bestow their personal attention in ensuring the correctness and completeness of data.

Draft Nominal Roll

The draft nominal roll (including HSC lateral entry students) is available in the DOTE's FTP site. The re-admission / continuation of studies and institution transfer requests approved by DOTE M Section are also effected in the draft nominal roll.

If any readmission / continuation of studies and institution transfer requests are missing in the Draft Nominal Roll, please contact M Section. After getting approval from the DOTE M Section, please add the candidate in the 5_NRADDITIONAL table.

Draft Nominal Roll for First Year (Fresh) students will be published after receiving approval data from the DOTE "I" Section. Details regarding Nominal Roll Scrutiny of First Year Fresh students will be issued at that time. Principals are requested to collect & remit examination fees from the First Year (Fresh) students as per the schedule already published.

Please use the updated draft nominal roll only as base document for Nominal Roll Scrutiny.

Input Database

The Microsoft Access File Structure (??NRS1.MDB) can be downloaded from the DOTE's FTP site. **To ease the work of the Institutions, most of the tables in the database, are already filled with available information.**

Please do not change the design of the MDB file. Just fill-up the data in various tables, with utmost care.

The Nominal Roll Scrutiny is divided into two phases:

Phase – I NR Scrutiny: Candidates who remitted fees without Fine & with Fine of Rs. 150 who have remitted fees on or before 20-Aug-2018 only)

Phase – II (Tatkal) NR Scrutiny will be uploaded after Tatkal.

Separate instructions will be issued for Phase – II (Tatkal) Nominal Roll Scrutiny later.

Please fill-up the following tables as detailed below (for Phase I only) by referring **Draft Nominal Roll (including HSC lateral entry candidates)** available at the DOTE's FTP site.

Table Name: 1_NRS

It contains information of all students (both regular & supplementary) of **Draft Nominal Roll**. Do not disturb the existing information. Do not add or delete any rows in this table. You need to enter values for DELETED and FINEAMT columns only.

If a student has not paid Examination Fees on or before 20-Aug-2018 (i.e. last date for payment of examination fee with fine of Rs. 150), mark Y in deleted column.

If a student has remitted Examination Fees with fine of Rs. 150, then enter FINEAMT as 150.

Again it is emphasised that do not change any existing values in the Table such as Register Number, Name etc.

Field Name	Description	Remarks
EDITPAGE	Page No of the Draft Nominal Roll (kindly ignore the edit page if it is not tallying)	Information already available in the Table. Do not change these values.
SNO	Serial No of the Draft Nominal Roll	
INS	Institution Code	
REGNO	Register Number of the Student	
NAME	Name of the Student	
NCNO	Course Code	
DOB	Date of Birth	
DELETED	Y if the student has not paid examination fees on or before 20-Aug-2018. Y if TC is issued or student has been transferred etc.	
FINEAMT	150 if the student has paid examination fees with fine of Rs. 150	

Table Name: 2_NREXAMFEE

Please add only one row and give the details of total examination fees without fine and total examination fees with fine of Rs. 150, remitted to the Bank.

Field Name	Description
INS	Institution Code
EF_WOF	Total Examination Fees without Fine
EF_WF	Total Examination Fees with Fine

Table Name: 3_NRNAMECHANGE

If the name of the any student is to be corrected, please give the details in this table.

Field Name	Description
INS	Institution Code
REGNO	Register Number
NAME_OLD	Old Name as in Draft Nominal Roll
NAME_NEW	Name to be Corrected (as per SSLC marksheet)

Please give initials at the end of the name and do not give any punctuation marks in name.

Table Name: 4_NRDOBCHANGE

If the Date of Birth of the any student is to be corrected, please give the details in this table.

Field Name	Description
INS	Institution Code
REGNO	Register Number
DOB_OLD	Old Date of Birth as in Draft Nominal Roll.
DOB_NEW	Date of Birth to be Corrected (as per SSLC marksheet)

Date should be strictly in dd/mm/yyyy format. For example, 21st January 2000 has to be entered as 21/01/2000. Day and Month should be strictly 2 digits and Year should be strictly 4 digits.

Table Name: 5_NRADDITIONAL

Please give the details of additional nominal roll (i.e. not found in the Draft Nominal Roll), in the following table. Only eligible students list have to be entered in additional NR.

Field Name	Description
INS	Institution Code
NCNO	Branch Code (1010, 1020, etc)
REGNO	Register Number
NAME	Name of the Candidate (strictly as per SSLC marksheet). Initials at the end of the name. Do not give any punctuation marks in the name.
LAST_APPR	Last Appearance (OCT2017, APR2016, OCT2015 etc)
FINEAMT	150 if the student paid examination with fine, 0 for others

Arrears for the above students will be automatically fetched by the Computer Center from the appropriate database(s).

Table Name: 6_NRMISCDATA

Please give the miscellaneous data of all regular students (without any omission) in the following table.

Field Name	Description	Remarks
INS	Institution Code	Information already available in the Table. Do not change these values.
REGNO	Register Number of the Student	
NAME	Name of the Student	
NCNO	Course Code	
DOB	Date of Birth	
AADHAR_NUMBER	Enter 12-digit Aadhar Number. Please ensure correctness of this entry.	
GENDER	M	Male
	F	Female
	T	Transgender
DIFFABLED	Y	If Differently Abled
	N	If not Differently Abled
COMMUNITY	OC	Other Caste
	BCO	Backward Class Others
	BCM	Backward Class Muslim
	MBC	Most Backward Class
	DNC	Denotified Communities
	SCA	Scheduled Caste (Arunthathiyars)
	SC	Scheduled Caste
ST	Scheduled Tribe	
RELIGION	H	Hindu
	M	Muslim
	C	Christian
	B	Buddha
	S	Sikhism
	J	Jainism
Z	Others	

The following table(s) will appear in the mdb only for those institutions, who have not submitted elective details previously OR who offers multiple elective(s) in certain branches:

Table Name: 7_NRELECTIVE

The details of elective subjects currently offered to the V and VII semester students are to be entered in the following table:

Field Name	Description	
INS	Institution Code	Information already available in the Table. Do not change these values.
NCNO	Branch Code (1010, 1020,2020,... etc)	
SEMESTER	5 or 7	
ELECTIVE_NUMBER	Elective Number (1, 2, 3 etc)	

For details of ELECTIVE_NUMBER, please refer our previous circular no: DOTE/CC/OCT2018/CC01 dated 20-06-2018. If more than one elective subject is offered for a particular branch, do not give values for ELECTIVE_NUMBER in this table, for that branch.

Table Name: 8_NRELECTIVE_REGNO

This table is needed only for Institutions **who offer more than one elective subject for a particular branch.**

Field Name	Description	
INS	Institution Code	Information already available in the Table. Do not change these values.
NCNO	Branch Code (1010, 1020, 2020, 3010,..... etc)	
REGNO	Register Number	
NAME	Name of the Student	
SEMESTER	5 or 7	
DOB	Date of Birth	
ELECTIVE_NUMBER	Elective Number (1, 2, 3 etc)	

If multiple elective subjects are not offered for any branch in your Institution, please leave this table unchanged.

If multiple elective subjects are offered in a particular branch, please enter the values for ELECTIVE_NUMBER for that branch only. For example, in Mechanical Engineering branch of a particular polytechnic college, TQM is offered as elective for 55 students and Press Tools is offered as elective subject for 65 students, then ELECTIVE_NUMBER=1 for 55 students and ELECTIVE_NUMBER=2 for 65 students.

Since multiple electives are not offered for other branches, ELECTIVE_NUMBER for other branches need not be filled.

For details of ELECTIVE_NUMBER, please refer our previous circular no: DOTE/CC/OCT2018/CC01 dated 20-06-2018.

Last Date for Submission of Data for Phase – I NR Scrutiny

All the institutions are requested to submit the filled-in ???NRS1.mdb to tndotecc@gmail.com on or before **24-Aug-2018 (Friday)**. Late submission will not be entertained.

The MDB has to be sent only from the official e-mail id. **Only one mail submission** is allowed. Hence please ensure correctness in all respects before sending the e-mails. E-mail should be sent only from the **Official Mail ID of the Institution (not from the personal id of the staff members)**. Please do not keep on sending repeated mails.

For name and date of birth corrections, please attach scanned image of the SSLC marksheet of the respective candidate as PDF file with File Name: <INS>_<REGNO>.PDF

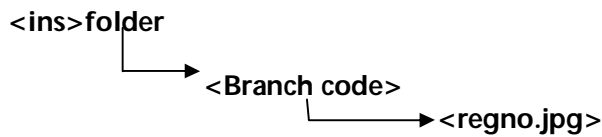
For example: 101_12345678.PDF for student with register number 12345678 of institution code 101. **Please scan the documents at reasonable size that the page is readable as well as at minimum size.**

Please periodically check your mail box. If any clarification/additional input is required on the data submitted by you, a mail will be sent by the DOTE Computer Center.

Missing Photos

Please send missing photos (in draft nominal roll) including HSC lateral entry candidates, as ZIP file ???PHOTO.ZIP (??? Is institution code), with folders as detailed below:

Also scan the photographs of students with regno as filename (in JPG format, 1" width and 1.5" height) in the usual format as given below:



Your mail addressed to tndotecc@gmail.com will have the subject name: ??? – NRS1 (where ??? is your institution code) and will have the following attachments:

- ???NRS1.mdb MDB Table Name
- ???PDF.ZIP (PDF files of SSLC marksheets for name/dob correction.)
- ???PHOTO.ZIP (JPG images of missing photos)

Important Date(s) at a Glance (except for First Semester: Fresh)

Last Date for Submission of ???NRS1.mdb + Missing Photos/Lateral Entry Photos + Proof for DoB/Name Correction through e-mail to tndotecc?@gmail.com	24.08.2018	Friday
Last Date for Payment of Exam Fee with Tatkal Fine Rs. 500	10.09.2018	Monday
Last Working Day	24.09.2018	Monday

Chairman
Board of Examination