

GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF HIGHER & TECHNICAL EDUCATION

**MOTILAL NEHRU GOVERNMENT POLYTECHNIC  
COLLEGE,**

**LAWSPET, PONDICHERRY – 605 008**

(Affiliated to the Directorate of Technical Education, Chennai, Tamil Nadu)



**PROSPECTUS**

**FOR THE ACADEMIC YEAR 2016-17  
FIRST YEAR/ LATERAL ENTRY ENGINEERING**

**FULL TIME COURSES OFFERED**

*Civil Engineering*  
*Mechanical Engineering*  
*Electrical & Electronics Engineering*  
*Electronics & Communication Engineering*  
*Chemical Engineering*  
*Instrumentation & Control Engineering*  
*Information Technology*  
*Modern Office Practice*

This Prospectus is only for general information and guidance for candidates seeking admission to the Motilal Nehru Government Polytechnic College and is not a legal document and is subject to alteration/change without notice.

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**PROSPECTUS FOR THE ACADEMIC YEAR 2016-17**

**GENERAL INFORMATION**

In the Union Territory of Puducherry, Motilal Nehru Government Polytechnic College is functioning under the control of the Government of Puducherry. This Polytechnic College offers 3-year Full Time Diploma courses in Seven Engineering disciplines and a 3-year diploma in Non-Engineering discipline.

- i) This Polytechnic is affiliated to the Directorate of Technical Education, Chennai, Tamil Nadu.
- ii) Admission to this Polytechnic is as per the rules and regulations laid down by the AICTE, New Delhi, Government of Puducherry and the Directorate of Technical Education, Chennai, Tamil Nadu.
- iii) When a candidate produces grade certificate, only the minimum marks applicable to the respective grades in the particular subjects will be taken into account.
- iv) Candidates who are qualified as on the last date of receipt of the application only will be eligible for admission.
- v) All admissions made to this Polytechnic are purely provisional, subject to final approval by the Directorate of Technical Education, Chennai. The candidate who is provisionally admitted to this institution, if not approved by the Directorate of Technical Education, Chennai, shall discontinue the course forthwith without any claim.
- vi) Candidates seeking admission to the Polytechnics should produce the required Puducherry Union Territory Residence Certificate as prescribed by the Government of Puducherry.
- vii) Details of Courses offered and, the intake in Motilal Nehru Government Polytechnic College is furnished below:

| Sl. No.             | Name of the Course Offered              | Intake in I Year | Lateral Admission in II Year |
|---------------------|-----------------------------------------|------------------|------------------------------|
| 1                   | Civil Engineering                       | 60               | 12                           |
| 2                   | Mechanical Engineering                  | 60               | 12                           |
| 3                   | Electrical & Electronics Engineering    | 60               | 12                           |
| 4                   | Electronics & Communication Engineering | 60               | 12                           |
| 5                   | Chemical Engineering                    | 30               | 6                            |
| 6                   | Instrumentation & Control Engineering   | 60               | 12                           |
| 7                   | Information Technology                  | 40               | 8                            |
| 8                   | Modern Office Practice                  | 30               | 6                            |
| <b>Total Intake</b> |                                         | <b>400</b>       | <b>80</b>                    |

**Definition of Puducherry State Resident**

An applicant is considered to be a Puducherry resident if he/she is an Indian national and satisfies at least one of the following criteria:

- i. The applicant or his/her parents should have resided continuously in the Union Territory at least for **the last five years** as on or before 01.06.2016.

ii. Those candidates who have passed the Matric / S.S.L.C. or any higher public examination and for that purpose had undergone academic studies continuously **for five successive classes** in a recognized educational Institution located in this Union Territory, with continuous residence in the Union Territory during the said 5 years.

iii. Children of Puducherry State Government Employees.

iv. Children/ Spouse of Central/ State Government Servants/ Defence Personnel/ Employees of Public Sector Undertaking wholly or substantially owned either by the Central Government or by the Puducherry Administration posted and serving in Puducherry Union Territory at least a minimum period of **Three** years prior to the last date of submission of the application (vide G.O.Ms. No. 4 dated 09/02/2016). Children of above said employees should have studied in the Higher Secondary Courses of two years in any of the schools in the Union territory of Puducherry and should have also passed the Higher Secondary Examination from the same school.

v. Children of Defence Personnel who were killed or disabled in action and children of the Central/ Puducherry Government servants/ Defence Personnel/ Employees of Public Sector Undertaking as referred to in categories (iii) and (iv), who died while in Service, in Puducherry.

vi. French nationals in the Union Territory of Puducherry and covered by the terms of the Treaty of Cession shall be treated on par with candidates who produce the prescribed Puducherry State Residence Certificate. Such French Nationals will not be required to produce Residence Certificate but instead should produce a Certificate of Registration issued for this purpose by the French Consulate at Puducherry.

## II. RESERVATION OF SEATS

The following reservations of seats are made under various categories as per G. O.Ms.No.23 dated 8<sup>th</sup> March 2001, G.O.Ms.No.2, dated 26<sup>th</sup> May 2003, G.O.Ms.No.75, dated 2<sup>nd</sup> June 2003, G.O.Ms.No.29, dated 11<sup>th</sup> March 2005 and G.O.Ms.No.126, dated 19<sup>th</sup> October 2005 of Chief Secretariat (Education), Puducherry, G.O.Ms.No.5/2009/WE/SW-V, dated 12-04-2010 and G.O.Ms.No.6/2010/WEL/SW-V, dated 09-06-2010 of the Chief Secretariat (Welfare), Puducherry G.O.Ms.No.8/2010/WEL/SW-V, dated 28-08-2010 of the Chief Secretariat (Welfare), Puducherry, G.O.Ms.No.9/2010-WEL/SW-V, dated 28-08-2010 of the Chief Secretariat (Welfare), Puducherry, G. O. Ms.No.199, dated 21-12-2006 of the Social Welfare and Nutritious Meal (SW8) Department, Tamil Nadu:

| Sl. No.                                       | Category                     | Percentage of Reservation |
|-----------------------------------------------|------------------------------|---------------------------|
| <b>I. VERTICAL RESERVATION</b>                |                              |                           |
| 1.                                            | Most Backward Tribe [MBT]    | 1 %                       |
| 2.                                            | Scheduled Caste [SC]         | 16 %                      |
| 3.                                            | Most Backward Class [MBC]    | 18 %                      |
| 4.                                            | Extreme Backward Class [EBC] | 2%                        |
| 5.                                            | Other Backward Class [OBC]   | 11 %                      |
| 6.                                            | Backward Class Muslims [BCM] | 2%                        |
| Remaining 50% will be open for all candidates |                              |                           |
| <b>II. HORIZONTAL RESERVATION</b>             |                              |                           |
| 1.                                            | Physically Challenged        | 3 %                       |
| 2.                                            | Wards of Ex-Servicemen       | 3 %                       |
| 3.                                            | Wards of Freedom Fighters    | 4 %                       |
| 4.                                            | Meritorious Sports Persons   | 1 %                       |

It is clarified that the reservation in favour of Most Backward Tribe, Scheduled Castes, Most Backward Classes, Other Backward Classes, Extreme Backward Class and Backward Class Muslims under Article 15(4) and article 16(4) of the constitution are called Vertical Reservation. The reservation in favour of children and grand children of freedom fighters, sports persons, sons and wards of Ex-serviceman and physically disabled shall be Horizontal reservation as per G.O.Ms.No.23 dated 8<sup>th</sup> March 2001. To be more precise, the seats reserved in favour of Sports persons, sons and wards of freedom fighters, Wards of Ex-serviceman and Physically challenged candidates, will be placed against the General category.

### **Special allocation**

In Motilal Nehru Government Polytechnic College, Lawspet, Puducherry, 15% of seats will be allocated for candidates hailing from other regions of the Union territory in the ratio 23:5:1:1 (Puducherry: Karaikal: Mahe: Yanam) in the branches which are not offered in the respective regions.

Special allocations for other regions are strictly for those who are residents of that respective region and also having passed the qualifying examination through the recognized institutions located in the respective region.

As per the ratio given above, the allocation of seats in the Motilal Nehru Government Polytechnic College, Lawspet, Pondicherry for other regions shall be as given below:

| Branch                                    | Intake | Karaikal | Mahe | Yanam |
|-------------------------------------------|--------|----------|------|-------|
| Civil                                     | 60     | Nil      | 1    | 1     |
| Mechanical Engineering                    | 60     | Nil      | Nil  | 1     |
| Electrical and Electronics Engineering    | 60     | Nil      | Nil  | 1     |
| Electronics and Communication Engineering | 60     | Nil      | 1    | Nil   |
| Chemical Engineering                      | 30     | 3        | 1    | 1     |
| Instrumentation and Control Engineering   | 60     | 6        | Nil  | 1     |
| Information Technology                    | 40     | Nil      | 1    | 1     |
| Modern Office Practice                    | 30     | 2        | 1    | 1     |
| Total                                     | 400    | 11       | 5    | 7     |

### **Scheduled Caste Candidates (SC)**

The candidates claiming admission under this category should belong to a caste which is recognized as Scheduled Caste under the Constitution (Puducherry) Scheduled Castes Order 1964 dated 05.03.1964, read with the Constitution (Scheduled caste) orders(Second Amendment) Act 2001 (Central Act 61 of 2002) as per the directive/judgment of the Supreme court of India in civil appeals no. 10829-10830 of 2010, dated 07.08.2014 and should enclose the required certificate issued by an Officer of the Department of Revenue & Disaster Management, Puducherry not below the rank of Deputy Tahsildar.

**OBC/BCM/MBC/EBC/MBT Candidates**

The candidates claiming admission under these categories should enclose the recent OBC/ MBC/BCM/EBC/MBT certificate issued by an Officer of the Revenue Department not below the rank of the Deputy Tahsildar.

**Freedom Fighter Category (FF)**

The candidates claiming admission under this category should be children/ Grand Children of Freedom Fighter and they should enclose the necessary certificate issued by the **Officer-in-charge of the Freedom Fighter Cell, Puducherry.**

**Ex-servicemen Category (Ex)**

Ex-Servicemen/ Widows of Ex-Servicemen/ Wards of Ex-Servicemen, come under this category. Candidates claiming admission under this category should enclose necessary certificate issued by the **Competent Authority from the Sainik Board** of the U.T. of Puducherry and strictly not from any other authority/ State.

**Physically Challenged (PH)**

The person suffering from **not less than forty percent** of any disability as certified by a **Government designated Medical Authority** is eligible under this category.

**Sports Personnel Category (SP)**

Candidates claiming admission under this category should have participated in State/ National/ International level sports and games, as listed in the G.O. Ms.No.98, dated 12-09-2009 of the Chief Secretariat, Puducherry, and to that effect should enclose all the necessary certificates, **countersigned by the Inspector of Physical Education, Government of Puducherry.**

To ensure that only Sports persons of excellent caliber and those who have showed consistency in sports activities get benefitted under the Sports Quota seats; the selection of candidates under Sports Quota will be considered in the order of priorities as given below.

| Priority Order | Standings                                                                                                                                                                                     |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.             | Medal Winners/ Rank Holders in International events                                                                                                                                           |
| 2.             | Participants in International events                                                                                                                                                          |
| 3.             | National Level Medal Winners:<br>a) Senior Level Medal Winners in National events<br>b) Junior Level Medal Winners in National events<br>c) Sub-Junior Level Medal Winners in National events |
| 4.             | State Level (Inter Schools) Medal Winners in Sports organized by the Education Department                                                                                                     |
| 5.             | Participants in National and State Level Sports                                                                                                                                               |

**Selection Guidelines for Sports Quota:**

1. Participation in National/ State Level Sports shall be accompanied by evidence showing that they have been consistently taking active part in Sports.
2. For those who have taken part in more than one discipline of Sports, consideration will be given only to the highest priority standing attained as given above.
3. Only those who have taken part in the Sports events organized by Government and Federations recognized by the Sports Authority of India will be considered.

4. Participated up to qualifying Examination (SSLC or Matric) will be considered.
5. In case of a tie, consideration will be given to consistent/ regular participation.
6. Any further tie will be decided by taking into account the marks obtained in the Qualifying Examination.
7. The final authority to settle all disputes in selection under Sports Quota will be the Director of Higher and Technical Education, Puducherry or any Authority appointed for this purpose.
8. Participation/Achievements in Sports/ Games/ Events from 01-06-2010 to 01-06-2014 alone will be taken into account for consideration

### **III. ELIGIBILITY CONDITIONS FOR ADMISSION TO DIPLOMA COURSES**

#### **FIRST YEAR**

a) **Age** No age limit

b) **Qualification for Admission**

Candidates seeking admission to First Year should have passed S.S.L.C. (10 years of schooling under new regulation with eligibility for admission to Higher Secondary course of study) or any other qualification recognized as equivalent and approved by the Board of Higher Secondary Education, Tamil Nadu and endorsed by the Directorate of Technical Education, Chennai, Tamil Nadu. Admission to the First Year Diploma course is on merit based on the total marks obtained by the candidates in their qualifying examination.

#### **SECOND YEAR (LATERAL ENTRY)**

a) **Age** No age limit.

b) **Qualification for Admission**

1. Candidates seeking admission to second year from vocational stream should have passed Higher Secondary Course (Vocational Stream) examination as mentioned in the Annexure conducted by the Board of Higher Secondary Education, Tamil Nadu with eligibility for university course of study. Should have studied one related subject and one vocational subject consisting of one theory and two practical's or should have studied two related subjects and one vocational subject consisting of one Theory and one Practical.

2. Candidates seeking admission to second year (Academic stream) should have passed Higher Secondary Course with Mathematics, Physics and Chemistry subjects for Engineering Courses, commerce and Accountancy for Modern Office Practice courses conducted by the Board of Higher Secondary Education, Tamil Nadu, with eligibility for University course of study.

3. Candidates seeking admission to second year should have passed SSLC or Equivalent + ITI [2 years] with appropriate specialization in the Trades as mentioned in the Annexure. Ranking of candidates shall be done by taking into account the total marks secured in the HSC [A] or HSC [V] or ITI.

**Note:**

An extra 2% mark will be added to the aggregated percentage of marks for candidates who produce prescribed certificate for having served in N.C.C for a minimum period of **two years** with more than **75 %** of attendance for ranking.

Any other conditions that may be prescribed by the Directorate of Technical Education, Chennai, Tamil Nadu and by the Government of Puducherry at the time of admission should be satisfied.

#### IV. INSTRUCTIONS TO CANDIDATES

1. The Prospectus and Application Form for Admission can be obtained from the Office of the Principal, Motilal Nehru Government Polytechnic College, Lawspet, Pondicherry– 605 008 by payment of cash of Rs.100/- during working days from **09.30 A.M to 05.00 P.M.**
2. The candidate in his/her own handwriting should fill in the application form. Overwriting and erasing should be avoided. While filling up the application form, mistakes if any, should be struck off and rewritten clearly with attestation of the candidate by his/her signature.
3. Filled in application form in all respects should be registered in the office of the Principal, Motilal Nehru Government Polytechnic College from **09.30 A.M to 05.00 P.M** in person or by post within the last due date and time prescribed.
4. Last date for issue as well as receipt of completed application forms:

#### FULL-TIME DIPLOMA COURSES

|                                                                              |                                                                                                     |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Second Year (III Semester) Engineering/<br>Technology/Modern Office Practice | <b>22<sup>nd</sup> May 2016 or 10 days from<br/>the date of publication of the<br/>H.S.C result</b> |
| First year (I Semester) Engineering/<br>Technology/Modern Office Practice    | 10 days from the date of<br>publication of the SSLC result                                          |

5. The candidates should quote the registration number allotted at the time of receipt of application for any further correspondence.
6. Separate application forms should be submitted for different courses as given below:
  - i) Application form for admission to **First year** (I Semester) Engineering/Technology / Modern Office Practice.
  - ii) Application form for admission to **Second year** (III Semester) Engineering/ Technology/ Modern Office Practice.
7. Candidates should carefully go through the instructions and information given in the application forms and prospectus before filling up the application.
8. Consideration of application will be purely on the particulars furnished by the candidates in his /her application form. **Xerox Copies of testimonials, i.e., Mark List or Grade sheet of the qualifying examination, Transfer Certificate issued by the institution last studied, Nationality Certificate, Residence Certificate, relevant Certificates in support of the claim for reservation under different categories (Community/ Physically Challenged/ Freedom Fighter/ Ex-servicemen/ Meritorious Sports) and N.C.C attendance certificate, if applicable, along with an attested passport size photo, need to be submitted along with the duly filled-in application.**
9. Application, which are found incomplete, defective or improper application form or application received after the due date and time prescribed will be summarily rejected and no correspondence will be entertained in this regard. Only Xerox copies of the certificates are to be enclosed along with the Applications.

10. Provisionally selected candidates and candidates in the waiting list will be called for an interview at the Office of the Principal of the Polytechnic for verification of the original testimonials and for selection/ admission. The date and time of the interview will be intimated to the candidates in advance. No communication will be sent to the applicants who are not selected for admission. If the candidate is absent for interview, his/ her name will be deleted from the merit list  
Original certificates are to be produced only at the time of Interview.

11. The provisional selection list of candidates under various categories will be displayed only in the Notice Board at the office of the Polytechnic.

12. No responsibility will be taken for any postal delay \ non-receipt of communication

13. Particulars given in the Application form and in the Attestation form to be submitted at the time of interview should be one and the same. In case any discrepancy is noticed, the application of such candidates is liable to be rejected.

14. If a candidate submits more than one application form for a particular course, the application received later alone will be considered. Other applications received earlier will automatically stand cancelled.

**Note:** Though the candidates may mention their preferred branch of study in Engineering in the attestation form to be submitted at the time of interview, it does not ensure automatic selection and admission to the branch preferred. Allocation of branch is done during admission as per the criteria followed at the time and the decision of the Institution will be final.

15. At the time of interview, the candidates should produce the following certificates in **ORIGINAL:**

- (1) Residence Certificate in the prescribed form.
- (2) Nationality Certificates in the prescribed form.
- (3) Mark sheet of the Qualifying Examination.
- (4) Transfer Certificate and Conduct Certificate issued by the Head of the Institution last attended.
- (5) NCC attendance certificate, if applicable.
- (6) SC/ MBC/ EBC/OBC/MBT certificates, if applicable.
- (7) Medical fitness certificate issued by the students Health Officer of Puducherry, Karaikal, Mahe and Yanam.
- (8) Certificates supporting the CLAIM OF ADMISSION UNDER any **special quota**, if applicable, prescribed in the Prospectus.

16. Selected candidates should pay the prescribed fees immediately and submit all their original certificates. Failure to pay the fees in time will result in cancellation of admission and the next candidate in the waiting list will be accommodated immediately.

17. The original certificates submitted at the time of admission will not be available to the students as all those certificates will be sent immediately to the Directorate of Technical Education, Chennai, for verification and accordance of approval of admission. Hence, candidates are advised to take sufficient number of attested copies of these certificates for their use before submission of originals.

18. Candidates who have passed SSLC or equivalent examination conducted by Board other than the Board of Examinations, Tamil Nadu, should obtain necessary **“MIGRATION CERTIFICATE” from the Board of Examination, last studied and then they should compulsorily obtain the “EQUIVALENT CERTIFICATE”** from the Director of School Education, Tamil Nadu, Chennai, about their eligibility for admission to the Polytechnic and endorsed by the Directorate of Technical Education Training, Chennai. The candidates should submit the above certificate at the time of admission.

19. Tentative commencement of the classes for  
**II Year** (III Semester) Engineering/ Technology : 01/06/2016  
**I Year** (I Semester) Engineering/ Technology : Will be intimated at the time of admission

20. The Institution follows the Academic Calendar Schedule of the Directorate of Technical Education, Chennai. ([www.tndte.com](http://www.tndte.com)). Candidates are advised in their own interest to see that they satisfy all eligibility conditions before they apply for admission.

## **V FEES AND DEPOSITS**

The following fees and deposits are to be paid at the time of admission for Diploma Course:

### **FULL-TIME DIPLOMA COURSES**

1. Fees to be paid at the time of admission :Rs. 350.00

The details of the break up for the amount of Rs.350/- is as follows:-

|     |                          |            |
|-----|--------------------------|------------|
| 1.  | Caution Deposit          | Rs. 25.00  |
| 2.  | Admission Fees           | Rs. 10.00  |
| 3.  | Medical Examination Fee  | Rs. 5.00   |
| 4.  | Medical Aid Fee          | Rs. 5.00   |
| 5.  | Athletics & Games Fee    | Rs. 100.00 |
| 6.  | Calendar Fee             | Rs. 50.00  |
| 7.  | Magazine Fee             | Rs. 50.00  |
| 8.  | Students Association Fee | Rs. 50.00  |
| 9.  | Stationery Fee           | Rs. 5.00   |
| 10. | Audio Visual Fee         | Rs. 50.00  |

2. Certificate (Mark Sheet) verification fees per  
Mark Sheet for the DOTE, Chennai Rs. 65.00

4. Special Fees per year (II & III year only) Rs.315.00 per year

The above fees are applicable to those who are admitted during 2016-17

Caution deposit shall be refundable on the completion or discontinuation of the course after the recoveries if any, on account of breakage or damage of the institution belongings, properties, etc.

## **VI. MEDICAL EXAMINATION OF STUDENTS**

The candidates who are called for interview shall get them medically examined by the Students' Health Officer of Puducherry UT and produce the Medical Certificates in ORIGINAL

## **VII. N.C.C (NATIONAL CADET CORPS)**

Every candidate who is admitted in Polytechnic shall give an Undertaking that he/she shall join the N.C.C if and when required by the Polytechnic Authorities. At present students are enrolled in Naval Wings N.C.C

## **VIII. N.S.S (NATIONAL SERVICE SCHEME)**

National Service Scheme is functioning at the Motilal Nehru Government Polytechnic with 100 students. Eligible candidates will be enrolled in the N.S.S. at the beginning of every academic year.

## **IX. RAGGING STRICTLY PROHIBITED**

Ragging is strictly prohibited by the notification issued by the Ministry of Education, Government of India, and New Delhi with penalty ranging up to 2 years of imprisonment. If any student indulges in any form of ragging, he/she will be summarily rusticated from the institution

Canvassing in any form will be a disqualification for admission.

## **X. DOTE REGULATIONS**

Requirements of Progress and attendance: A Candidate shall be permitted to appear for Board Examination only, if;

1. He/She secures not less than 80% of attendance in the number of working days of each semester.
2. His/Her conduct has been satisfactory with satisfactory academic progress.

- FOR ANY OTHER DETAILS CONTACT THE OFFICE OF THE PRINCIPAL

PRINCIPAL

## **ANNEXURE – I**

### **FOR ADMISSION TO II YEAR DIPLOMA IN ENGINEERING / TECHNOLOGY:**

#### **(a).ACADEMIC STREAM**

1. Maths, Physics, Chemistry & Computer Science
2. Maths, Physics, Chemistry & Biology

#### **(b).VOCATIONAL STREAM**

1. Building Maintenance
2. Soil Conservation and Rural Technology
3. Draughts man (Civil)
4. Electrical Domestic Appliance, Repairs and Maintenance
5. Electrical Motor Winding
6. Domestic Electronic Equipment (project equipment) Servicing and Maintenance
7. Radio and Television Maintenance and Repair
8. Farm Machines and Post Harvest Technology
9. General Machinist
10. Auto mechanic
11. Repair and Maintenance of Two Wheelers
12. Tractor Repair and Maintenance
13. Diesel Mechanic
14. Business Machines and Computer Programming
15. Draughts man (Mechanical)
16. Repair and Maintenance of Refrigeration and Air- Conditioning equipment
17. Sheet Metal Work
18. Foundry/ Foundry Technology
19. Welding
20. Fitting
21. Metal finishing
22. Maintenance and Servicing of Electrical Machines including Generators
23. Textile Technology
24. Leather Technology
25. Maintenance and Servicing of Textile Machinery
26. Letter Press Printing
27. Printing Technology (Lithography)
28. Composing and Printing Technology (Letter Press)
29. Computer Science
30. Electronics

#### **(c). I.T.I (2 YEARS)**

1. Wireman
2. Mechanic (Motor Vehicle)
3. Fitter
4. Turner
5. Electronic mechanic
6. Information Technology & Electronics System Maintenance
7. Machinist
8. Electrician

## **ANNEXURE - II**

### **FOR ADMISSION TO II YEAR DIPLOMA IN MODERN OFFICE PRACTICE**

#### **(a) VOCATIONAL STREAM**

| +2 VOCATIONAL (Commerce Subjects)                 | RELATED SUBJECTS                                 |
|---------------------------------------------------|--------------------------------------------------|
| 1. Accountancy and Auditing                       | English and Accountancy                          |
| 2. Banking                                        | English and Elements of Accountancy              |
| 3. Business Management for Small Scale Industries | English and Elements of Accountancy              |
| 4. Co-Operative Management                        | English and Elements of Accountancy              |
| 5. International Trade                            | English and Elements of Accountancy              |
| 6. Marketing and salesmanship                     | English and Elements of Accountancy              |
| 7. Insurance                                      | English and Management principles and Techniques |
| 8. Material Management                            | English and Management principles and Techniques |
| 9. Office Secretary ship                          | English and Typewriting                          |

#### **(b) ACADEMIC STREAM**

Commerce, Accountancy and other related subjects.

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##### **II.**

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vii) Details of Courses offered and, intake in the Motilal Nehru Government Polytechnic College is furnished below:

| Sl. No.      | Name of the Course Offered           | Intake in I Year |
|--------------|--------------------------------------|------------------|
| 1            | Civil Engineering                    | 30               |
| 2            | Mechanical Engineering               | 40               |
| 3            | Electrical & Electronics Engineering | 50               |
| Total Intake |                                      | 120              |

In Motilal Nehru Government Polytechnic College, additional seats, over and above the sanctioned intake, are exclusively reserved for nominees by the Ministry of Human Resource Development (Department of Education) for candidates from foreign countries, other States and Union Territories, children/wards of staff posted in the Indian Missions abroad.

### **Definition of Puducherry State Resident**

An applicant is considered to be a Puducherry resident if he/she is an Indian national and satisfies at least one of the following criteria:

i. The applicant or his/her parents should have resided continuously in the Union Territory at least for the **last five years as on or before 01.06.2016**.

ii. Those candidates who have passed the Matric / S.S.L.C. or any higher public examination and for that purpose had undergone academic studies continuously for five successive classes in a recognised educational Institution located in this Union Territory, with continuous residence in the Union Territory during the said 5 years.

iii. Children of Puducherry State Government Employees.

iv. Children/ Spouse of Central/ State Government Servants/ Defence Personnel/ Central Paramilitary Forces/ Employees of Public Sector Undertaking wholly or substantially owned either by the Central Government or by the Puducherry Administration posted and serving in Puducherry Union Territory at least a minimum period of **Three** years prior to the last date of submission of the application (vide G.O.Ms. No. 4 dated 09/02/2016). Children of above said employees should have studied in the Higher Secondary Courses of two years in any of the schools in the Union territory of Puducherry and should have also passed the Higher Secondary Examination from the same school.

v. Children of Defence Personnel who were killed or disabled in action and children of the Central/ Puducherry Government servants/ Defence Personnel/ Employees of Public Sector Undertaking as referred to in categories (iii) and (iv) who died while in Service, in Puducherry.

vi. French nationals in the Union Territory of Puducherry and covered by the terms of the Treaty of Cession shall be treated on par with candidates who produce the prescribed Puducherry State Residence Certificate. Such French Nationals will not be required to produce Residence Certificate but instead should produce a Certificate of Registration issued for this purpose by the French Consulate at Puducherry.

## **II. RESERVATION OF SEATS**

The following reservations of seats are made under various categories as per G. O.Ms.No.23 dated 8th March 2001, G.O.Ms.No.2, dated 26th May 2003, G.O.Ms.No.75, dated 2nd June 2003, G.O.Ms.No.29, dated 11th March 2005 and G.O.Ms.No.126, dated 19th October 2005 of Chief Secretariat (Education), Puducherry, G.O.Ms.No.5/2009/WE/SW-V, dated 12-04-2010 and G.O.Ms.No.8/2010/WEL/SW-V, dated 28-08-2010 of the Chief

Secretariat (Welfare), Puducherry, G. O. Ms.No.199, dated 21-12-2006 of the Social Welfare and Nutritious Meal (SW8) Department, Tamil Nadu.

| Sl. No.                                       | Category                     | Percentage of Reservation |
|-----------------------------------------------|------------------------------|---------------------------|
| <b>I. VERTICAL RESERVATION</b>                |                              |                           |
| 1.                                            | Most Backward Tribe [MBT]    | 1 %                       |
| 2.                                            | Scheduled Caste [SC]         | 16 %                      |
| 3.                                            | Most Backward Class [MBC]    | 18 %                      |
| 4.                                            | Extreme Backward Class [EBC] | 2%                        |
| 5.                                            | Other Backward Class [OBC]   | 11 %                      |
| 6.                                            | Backward Class Muslims [BCM] | 2%                        |
| Remaining 50% will be open for all candidates |                              |                           |
| <b>II. HORIZONTAL RESERVATION</b>             |                              |                           |
| 1.                                            | Physically Challenged        | 3 %                       |
| 2.                                            | Wards of Ex-Servicemen       | 3 %                       |
| 3.                                            | Wards of Freedom Fighters    | 4 %                       |
| 4.                                            | Meritorious Sports Persons   | 1 %                       |

It is clarified that the reservation in favour of Most Backward Tribe, Scheduled Castes, Most Backward Classes, Other Backward Classes, Extreme backward classes and backward class Muslims under Article 15(4) and article 16(4) of the constitution are called Vertical Reservation. The reservation in favour of children and grand children of freedom fighters, sports persons, sons and wards of Ex-serviceman and physically challenged shall be Horizontal reservation as per G.O.Ms.No.23 dated 8th March 2001. To be more precise, suppose certain percentage of seats are reserved in favour of Sports persons, sons and wards of freedom fighters, Wards of Ex-serviceman and Physically challenged candidates, the persons selected against the quota of such categories, will be placed against the General category.

#### **Scheduled Caste Candidates (SC)**

The candidates claiming admission under this category should belong to a caste which is recognized as Scheduled Caste under the Constitution (Puducherry) Scheduled Castes Order 1964 dated 05.03.1964, read with the Constitution (Scheduled caste) orders(Second Amendment) Act 2001 (Central Act 61 of 2002) **as per the directive/judgment of the Supreme court of India in civil appeals no. 10829-10830 of 2010, dated 07.08.2014** and should enclose the required certificate

issued by an Officer of the Department of Revenue & Disaster Management, Puducherry not below the rank of Deputy Tahsildar.

#### **MBT/MBC/EBC/OBC/BCM/ Candidates**

The candidates claiming admission under these categories should enclose the recent MBT/OBC/BCM/EBC/MBC certificate issued by an Officer of the Revenue Department not below the rank of the Deputy Tahsildar.

#### **Freedom Fighter Category (FF)**

The candidates claiming admission under this category should be children/ Grand Children of Freedom Fighter and they should enclose the necessary certificate issued by the **Officer-in-charge of the Freedom Fighter Cell, Puducherry.**

#### **Ex-Servicemen Category (Ex)**

Ex-Servicemen/ Widows of Ex-Servicemen/ Wards of Ex-Servicemen, come under this category. Candidates claiming admission under this category should enclose necessary certificate issued by the **Competent Authority from the Sainik Board of the U.T. of Puducherry** and strictly not from any other authority/ State.

#### **Physically Challenged (PH)**

The person suffering from not less than forty percent of any disability as certified by a Government designated Medical Authority is eligible under this category.

#### **Sports Personnel Category (SP)**

Candidates claiming admission under this category should have participated in State/ National/ International level sports and games, as listed in the G.O. Ms.No.98, dated 12-09-2009 of the Chief Secretariat, Puducherry, and to that effect should enclose all the necessary certificates, **countersigned by the Inspector of Physical Education, Government of Puducherry.**

To ensure that only Sports persons of excellent caliber and those who have showed consistency in sports activities get benefitted under the Sports Quota seats; the selection of candidates under Sports Quota will be considered in the order of priorities as given below.

| Priority Order | Standings                                                                                                                                                                                     |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.             | Medal Winners/ Rank Holders in International events                                                                                                                                           |
| 2.             | Participants in International events                                                                                                                                                          |
| 3.             | National Level Medal Winners:<br>a) Senior Level Medal Winners in National events<br>b) Junior Level Medal Winners in National events<br>c) Sub-Junior Level Medal Winners in National events |
| 4.             | State Level (Inter Schools) Medal Winners in Sports organized by the Education Department                                                                                                     |
| 5.             | Participants in National and State Level Sports                                                                                                                                               |

### **Selection Guidelines for Sports Quota:**

1. Participation in National/ State Level Sports shall be accompanied by evidence showing that they have been consistently taking active part in Sports.
2. For those who have taken part in more than one discipline of Sports, consideration will be given only to the highest priority standing attained as given above.
3. Only those who have taken part in the Sports events organized by Government and Federations recognized by the Sports Authority of India will be considered.
4. Participated up to qualifying Examination (SSLC or Matric) will be considered.
5. In case of a tie, consideration will be given to consistent/ regular participation.
6. Any further tie will be decided by taking into account the marks obtained in the Qualifying Examination.
7. The final authority to settle all disputes in selection under Sports Quota will be the Director of Higher and Technical Education, Puducherry or any Authority appointed for this purpose.
8. Participation/Achievements from 01-06-2011 to 01-06-2016 in sports / games alone will be taken into account.

### **III. ELIGIBILITY CONDITIONS FOR ADMISSION TO DIPLOMA COURSES**

#### **FIRST YEAR**

**a) Age:** No age limit

**b) Qualification for Admission**

Candidates seeking admission to First Year Part-Time diploma Courses should have passed S.S.L.C. (10 years of schooling under new regulation with eligibility for admission to Higher Secondary course of study) or any other qualification recognised as equivalent and approved by the Board of Higher Secondary Education, Tamilnadu and endorsed by the Directorate of Technical Education, Chennai, Tamilnadu.

**c) Mode of Selection**

Admission to the First Year Part-Time Diploma course is on merit basis by arriving the total marks from the aforesaid two criteria (subject to reservation as per Government Orders).

- (1) The marks secured in the SSLC/Qualifying examination shall be reduced to a base of 80 marks.

- (2) Experience marks for every completed years of service is 4 marks after passing relevant trade in ITI (2 years).
- (3) Selection shall be made as per the ranking based on the total marks secured in the items (1) and (2) above (80+20= 100)

Any other conditions that may be prescribed by the Directorate of Technical Education, Chennai, Tamilnadu and by the Government of Puducherry at the time of admission should be satisfied.

Note: Marks secured in SSLC or equivalent alone shall be taken into account for the purpose of selection irrespective of higher qualification possessed by the candidate.

#### IV. INSTRUCTIONS TO CANDIDATES

1. The Prospectus and Application Form for Admission can be obtained from the Office of the Principal, Motilal Nehru Government Polytechnic College, Lawspet, Pondicherry – 605 008 by payment of cash of Rs.100/-, during working days from 09.30 A.M to 05.00 P.M.
2. The candidate in his/her own handwriting should fill in the Application Form. Overwriting and erasing should be avoided. While filling up the Application Form, mistakes if any, should be struck off and rewritten clearly with attestation of the candidate by his/her signature.
3. Filled in application form in all respects should be registered in the office of the Principal, Motilal Nehru Government Polytechnic College from 09.30 A.M to 05.00 P.M in person or by post within the last due date and time prescribed.
4. Last date for issue as well as receipt of completed application forms

|                                     |                                                         |
|-------------------------------------|---------------------------------------------------------|
| First year (I Semester) Engineering | 10 days from the date of publication of the SSLC result |
|-------------------------------------|---------------------------------------------------------|

5. The candidates should quote the registration number allotted at the time of receipt of application for any further correspondence.
6. Candidates should carefully go through the instructions and information given in the application forms and prospectus before filling up the application.
7. Consideration of application will be purely on the particulars furnished by the candidates in his /her application form. **Xerox Copies of testimonials, i.e., Mark List or Grade sheet of the qualifying examination, Transfer Certificate issued by the institution last studied, Nationality Certificate, Residence Certificate, relevant Certificates in support of the claim for reservation under different categories (Community/ Physically Challenged/ Freedom Fighter/ Ex-servicemen/ Meritorious Sports) and**

**N.C.C attendance certificate, if applicable, along with an attested passport size photo, need to be submitted along with the duly filled-in application.**

8. Application, which are found incomplete, defective or improper application form or application received after the due date and time prescribed will be summarily rejected and no correspondence will be entertained in this regard.
9. Provisionally selected candidates and candidates in the waiting list will be called for an interview at the respective Office of the Principal of the concerned Polytechnic for verification of the original testimonials and for selection/ admission. The date and time of the interview will be intimated to the candidates in advance. No communication will be sent to the applicants who are not selected for admission. If the candidate is absent for interview, his/ her name will be deleted from the master list.
10. The provisional selection list of candidates under various categories will be displayed only in the Notice Board at the office of the respective Polytechnic.
11. No responsibility will be taken for any postal delay \ non-receipt of communication.
12. Particulars given in the Application form and in the Attestation form to be submitted at the time of interview should be one and the same. In case any discrepancy is noticed the application of such candidates is liable to be rejected.
13. At the time of interview, the candidates should produce the following certificates in **ORIGINAL**
  1. Residence Certificate in the prescribed form.
  2. Nationality Certificates in the prescribed form.
  3. Mark sheet of the Qualifying Examination.
  4. Transfer Certificate and Conduct Certificate issued by the Head of the Institution last attended.
  5. NCC attendance certificate, if applicable.
  6. MBT/SC/MBC/EBC/OBC/BCM certificates, if applicable.
  7. Service/Experience Certificate.
14. Selected candidates should pay the prescribed fees immediately and submit all their original certificates. Failure to pay the fees in time will result in cancellation of admission and the next candidate in the waiting list will be accommodated immediately.
15. The original certificates submitted at the time of admission will not be available to the students as all those certificates will be sent immediately to the Directorate of

Technical Education, Chennai, for verification and accordance of approval of admission. Hence, candidates are advised to take sufficient number of attested copies of these certificates for their use before submission of originals.

16. Candidates who have passed SSLC or equivalent examination conducted by Board other than the Board of Examinations, Tamil Nadu, should obtain necessary “MIGRATION CERTIFICATE” from the Board of Examination, last studied and then they should compulsorily obtain the “Equivalent Certificate” from the Director of School Education, Tamil Nadu, Chennai, about their eligibility for admission to the Polytechnic and endorsed by the Directorate of Technical Education Training, Chennai. The candidates should submit the above certificate at the time of admission.

17. Tentative commencement of the classes for

I Year (I Semester) Engineering ----- will be intimated at the time of admission

18. The Institution follows the Academic Calendar Schedule of the Directorate of Technical Education and Training, Chennai. ([www.tndte.com](http://www.tndte.com))

Candidates are advised in their own interest to see that they satisfy all eligibility conditions before they apply for admission.

## **V FEES AND DEPOSITS**

The following fees and deposits are to be paid at the time of admission:

|     |                   |              |
|-----|-------------------|--------------|
| 1.  | Tuition Fees      | Rs. 9,000/-  |
| 2.  | Admission Fees    | Rs. 250/-    |
| 3.  | Laboratory Fees   | Rs. 1,250/-  |
| 4.  | Test & Assignment | Rs. 100/-    |
| 5.  | Library Fees      | Rs. 1,000/-  |
|     |                   | -----        |
|     |                   | Rs.11, 600/- |
|     |                   | -----        |
| [a] | I – Instalment    | Rs. 7,100/-  |
| [b] | II- Instalment    | Rs. 4,500/-  |

The above fees are applicable to those who are admitted during 2016-17

## **VI MEDICAL EXAMINATION OF STUDENTS**

The candidates who are called for interview shall get them medically examined by the Students’ Health Officer of Puducherry UT and produce the Medical Certificates in ORIGINAL.

## **VII N.S.S (NATIONAL SERVICE SCHEME)**

National Service Scheme is functioning at Motilal Nehru Government Polytechnic with 100 students. Eligible candidates will be enrolled in the N.S.S. at the beginning of every academic year.

### **VIII RAGGING STRICTLY PROHIBITED**

Ragging is strictly prohibited by the notification issued by the Ministry of Education, Government of India, New Delhi with penalty ranging up to 2 years of imprisonment. If any student indulges in any form of ragging, he/she will be summarily rusticated from the institution

Canvassing in any form will be a disqualification for admission.

### **IX DOTE REGULATIONS**

Requirements of Progress and attendance: A Candidate shall be permitted to appear for Board Examination only, if;

1. He/She secures not less than 80% of attendance in the number of working days of each semester.
2. His/Her conduct has been satisfactory with satisfactory academic progress.

• FOR ANY OTHER DETAILS CONTACT THE OFFICE OF THE PRINCIPAL

PRINCIPAL

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