

INFORMATION BULLETIN 2016-2017

ADMISSION TO DIPLOMA COURSES IN POLYTECHNIC COLLEGES

functioning under



**PONDICHERRY INSTITUTE OF POST-MATRIC
TECHNICAL EDUCATION
(PIMATE)
(Sponsored by the Government of Puducherry)
LAWSPET, PUDUCHERRY – 605 008.**

**ADMISSION TO DIPLOMA COURSES IN POLYTECHNIC COLLEGES
FUNCTIONING UNDER
PONDICHERRY INSTITUTE OF POST-MATRIC TECHNICAL EDUCATION
(PIPMATE)**

**INFORMATION BULLETIN
2016-2017**

WOMEN'S POLYTECHNIC COLLEGE

Airport Road, Lawspet, Puducherry – 605 008

Phone: 0413-2252833

KARAIKAL POLYTECHNIC COLLEGE

Varichikudy, Karaikal - 609 609

Phone: 04368-265521

Dr. B.R. AMBEDKAR POLYTECHNIC COLLEGE

Draksharama Road, Yanam – 533 464

Phone: 0884-2321790

INDIRA GANDHI POLYTECHNIC COLLEGE

Pondayat Kunnu, Chalakkara, New Mahe (P.O), Mahe – 673 311

Phone: 0490-2335777

WOMEN'S POLYTECHNIC COLLEGE

Karaikal Medu, Karaikal – 609 605

Phone: 04368-263129

This Information Bulletin is only for general information and guidance for candidates seeking admission to the Polytechnic Colleges functioning under PIPMATE Society and is not a legal document and is subject to alteration/change without prior notice.

I. GENERAL INFORMATION

The Government of India, Ministry of Human Resource Development, on the recommendations of the All India Council for Technical Education (AICTE), New Delhi accorded approval for the proposal of Government of Puducherry for establishing a Women's Polytechnic in Puducherry and another Polytechnic at Karaikal. The Government of Puducherry, after due consideration, established an autonomous society registered in the name and style of "Pondicherry Institute of Post-Matric Technical Education (PIPMATE)" on 10-10-1988. The Secretary to Government (Education) is the Chairman and Director of Higher and Technical Education is the Member Secretary of the Governing Body of the said Society. This Society is fully funded by the Government of Puducherry.

The main objectives of the Society are to impart post-matric technical education and also technician education and training in various engineering and non-engineering subjects and to make the system of post-matric technical education, technician education and training sensitive, relevant and supportive to the changing industrial, technological and social environment. As of now, five Polytechnic Colleges are functioning under the control of PIPMATE. They are:

1. Women's Polytechnic College, Airport Road, Lawspet, Puducherry – 605008.
 2. Karaikal Polytechnic College, Varichikudy, Karaikal – 609609.
 3. Dr. B. R. Ambedkar Polytechnic College, Draksharama Road, Yanam – 533464.
 4. Indira Gandhi Polytechnic College, Pondayat Kunnu, Chalakkara, New Mahe (P.O), Mahe– 673311.
 5. Women's Polytechnic College, Karaikal Medu, Karaikal – 609605.
- ❖ All these Polytechnic Colleges are affiliated to the Directorate of Technical Education, Chennai, Tamil Nadu.
 - ❖ The selection of candidates for admission will be made by the respective Polytechnic Colleges.
 - ❖ Admission to these Polytechnic Colleges is as per the Rules and Regulations laid down by AICTE, New Delhi, Government of Puducherry and Directorate of Technical Education, Chennai, Tamil Nadu.
 - ❖ When a candidate produces grade certificate, only the minimum marks applicable to the respective grades in the particular subjects will be taken into account.
 - ❖ Candidates who are qualified as on the last date of receipt of the application only are eligible for admission.
 - ❖ All admissions made to these Polytechnic Colleges are purely provisional, subject to final approval by the Directorate of Technical Education, Chennai, Tamil Nadu. The candidates for whom the admissions are not approved by the Directorate of Technical Education, Chennai, Tamil Nadu shall discontinue the course forthwith without any claim.
 - ❖ Candidates seeking admission to the Polytechnic Colleges should produce the required Puducherry Union Territory Residence Certificate as prescribed by the Government of Puducherry.

Details of Courses offered and intake in the five Polytechnic Colleges are furnished below:

Name of the course	Name of the institution				
	Women's Polytechnic College, Lawspet, Puducherry.	Karaikal Polytechnic College, Varichikudy, Karaikal.	Dr. B. R. Ambedkar Polytechnic College, Yanam.	Indira Gandhi Polytechnic College, Mahe.	Women's Polytechnic College, Karaikal Medu, Karaikal
(1)	(2)	(3)	(4)	(5)	(6)
I.Diploma Courses (Full Time Course of 3 Years Duration					
Civil Engineering	NIL	40	NIL	NIL	NIL
Mechanical Engineering	NIL	120	NIL	30	NIL
Electrical and Electronics Engineering	30+5*(reserved for Differently abled candidates)	90	NIL	30	NIL
Electronics and Communication Engineering	50+5* (reserved for Differently abled candidates)	60	30	NIL	60
Instrumentation and Control Engineering	NIL	NIL	NIL	30	60
Information Technology	NIL	40	NIL	NIL	NIL
Computer Engineering	50+5*(reserved for Differently abled candidates)	60	30	30	60
Architectural Asssistantship	30+5*(reserved for Differently abled candidates)	NIL	NIL	NIL	NIL
Modern Office Practice	30+5*(reserved for Differently abled candidates)	NIL	NIL	NIL	NIL
II.Lateral Entry Admission to II Year is restricted to 20% of the sanctioned Intake of First Year Diploma courses.					
1. Engineering/ Technology Courses					
12 th (Academic) / 12 th (Vocational / Technical) / (10 th + 2 years ITI)	32	82	12	24	36
2. Modern Office Practice					
12 th (Academic) / 12 th (Vocational / Technical) / (10 th + 2 years ITI)	6	NIL	NIL	NIL	NIL

* In Women's Polytechnic College, Puducherry, 25 additional seats over and above the sanctioned intake are exclusively reserved for Differently abled candidates for the residents of Puducherry only.

Definition of U.T of Puducherry 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 **01-06-2016**.
- ii. Those candidates who have passed the Matric / S.S.L.C. or any other 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 this Union Territory during the said 5 years.
- iii. Children of natives of U.T. of Puducherry who have declared any place in U.T. of Puducherry as their home town and so certified by their respective Heads of Office. Nativity Certificate in the prescribed format has to be enclosed.
- iv. a) Children whose parents are Central/ State Government Servants/ Defense Personnel/ Central Paramilitary Forces/ Employees of Public Sector Undertakings wholly or substantially owned either by the Central Government or by the Puducherry Administration, posted and serving in U.T. of Puducherry for at least a minimum continuous period of three years immediately prior to the last date of submission of application.

b) Children of the above said employees should have studied HSC / S.S.L.C. (9th and 10th Standard) of two years in any of the schools in the U.T. of Puducherry and should have passed the qualifying examinations (HSC/ S.S.L.C.) 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 Undertakings as referred to in categories (III) and (IV), who died while in Service, in U.T. of Puducherry.
- vi. French nationals in U.T. of Puducherry and covered by the terms of the “Treaty of Cession of the French Establishments of Pondicherry, Karaikal, Mahe and Yanam” 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.
- vii. Children of Central Government servant/ Defense Personal /Employee of Public Sector Undertaking wholly or substantially run by the Central Government / Puducherry Administration and that he/she is presently posted in U.T. of Puducherry or natives of U.T of Puducherry who have declared any place in Puducherry as his/her home town and so certified by Heads of office. Nativity certificate in the prescribed format has to be enclosed.

Note: Candidates seeking admission under U.T of Puducherry resident quota must furnish Permanent Integrated Certificate as per G.O. Ms. No 13, Dt 24/02/2007 of Department of Revenue & Disaster Management, Puducherry and renewed from time to time.

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), Government of Puducherry, G.O.Ms.No.5/2009/WE/SW-V dated 12-04-2010, 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 and 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
I. VERTICAL RESERVATION		
1.	Backward Tribes (BT)	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		
II. HORIZONTAL RESERVATION		
1.	Differently abled	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 Backward Tribes, Scheduled Castes, Most Backward Classes, Extreme Backward Classes, Other Backward Classes and Backward Class Muslims under Article 15(4) and Article 16(4) of the Constitution of India may be called Vertical Reservation. The reservation for Differently abled, wards of Ex-servicemen, children and grand children of Freedom Fighters, Meritorious Sports Persons may be called Horizontal Reservation as per G.O.Ms.No.23 dated 8th March 2001. Horizontal reservation cut across vertical reservation and the persons selected against the horizontal reservation have to be placed in the appropriate category. e.g., if he / she belongs to SC category, he / she will be placed against SC quota by making necessary adjustment; if he / she belongs to MBC category, he / she will be placed against MBC quota by making necessary adjustment; and, if he / she belongs to OBC, he / she will be placed against OBC quota by adjustment, with the result that even after providing for these horizontal reservations by adjustments, the percentage of reservation in favour of Backward Class of citizens shall remain the same.

Note: Seats reserved for categories under Horizontal Reservation will become operational, only if, minimum number of seats earmarked for each of the categories are not filled up, under normal process of selection in any category.

In Women's Polytechnic College, Puducherry, in addition to 3% horizontal reservation to Differently abled, 25 seats will be filled up only with Differently abled candidates and these seats will be equally distributed in all AICTE approved courses/ branches.

Special allocation

In all five Polytechnic Colleges, 15% of seats will be allocated for candidates hailing from regions of the Union Territory other than where the institution is located in the ratio of 23: 5: 1: 1 in the branches which are not offered in the respective regions of Puducherry, Karaikal, Mahe and Yanam respectively.

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. These special allocations under horizontal reservation basis will become operational only for those seats if the above said minimum seats are not filled up under normal procedure by merit and other reservations.

As per the ratio given above, the allocation of seats in the five Polytechnic Colleges shall be as given below:

1. Women's Polytechnic College, Lawspet, Puducherry.

Branch	Intake	Karaikal	Mahe	Yanam
Electrical and Electronics Engineering	30	NIL	NIL	1
Electronics and Communication Engineering	50	NIL	1	NIL
Computer Engineering	50	NIL	NIL	NIL
Architectural Assistantship	30	3	1	1
Modern Office Practice	30	3	1	1
Total	190	6	3	3

2. Karaikal Polytechnic College, Karaikal.

Branch	Intake	Puducherry	Mahe	Yanam
Civil Engineering	40	NIL	1	1
Mechanical Engineering	120	NIL	NIL	1
Electrical and Electronics Engineering	90	NIL	NIL	1
Electronics and Communication Engineering	60	NIL	1	NIL
Information Technology	40	NIL	1	1
Computer Engineering	60	8	NIL	NIL
Total	410	8	3	4

3. Dr. B. R. Ambedkar Polytechnic College, Yanam.

Branch	Intake	Puducherry	Karaikal	Mahe
Electronics and Communication Engineering	30	NIL	NIL	1
Computer Engineering	30	4	NIL	NIL
Total	60	4	NIL	1

4. Indira Gandhi Polytechnic College, Mahe

Branch	Intake	Puducherry	Karaikal	Yanam
Instrumentation and Control Engineering	30	NIL	NIL	1
Computer Engineering	30	4	NIL	NIL
Mechanical Engineering	30	NIL	NIL	1
Electrical and Electronics Engineering	30	NIL	NIL	1
Total	120	4	NIL	3

5. Women's Polytechnic College, Karaikal Medu, Karaikal

Branch	Intake	Puducherry	Mahe	Yanam
Electronics and Communication Engineering	60	NIL	1	NIL
Instrumentation and Control Engineering	60	NIL	NIL	1
Computer Engineering	60	8	NIL	NIL
Total	180	8	1	1

Scheduled Caste Candidates (SC)

Candidates claiming admission under this category should belong to a caste which is recognized as Schedule Caste under “the **Constitution (Pondicherry) Schedule Castes Order 1964**” dated 05.03.1964, read with “The Constitution (Schedule Caste) orders (Second Amendment) Act 2002 (Central Act 61 of 2002) 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/BT/EBC Candidates

The candidates claiming admission under these categories should enclose the recent OBC/BCM/MBC/BT/EBC certificate issued by an Officer of the Revenue and Disaster Management not below the rank of the Deputy Tahsildar, Govt. of Puducherry.

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, Govt. of Puducherry.

Ex-Servicemen Category (Ex-Ser)

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.

Differently abled (PH)

The person suffering from **not less than forty percent** of any disability as certified by a 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.53 dated 24-05-2012 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 benefited 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: a) Senior Level Medal Winners in National events b) Junior Level Medal Winners in National events c) Sub-Junior Level Medal Winners in National events
4	State Level Medal Winners (Inter School Level events organized by the Education Department)
5	Participants in National Level Sports

Selection Guidelines for Sports Quota:

1. Participation in National 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 (Matric / SSLC or any other public examination) 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 Member Secretary, PIPMATE, Puducherry or any Competent Authority appointed for this purpose.
8. Participation/Achievements in Sports/Games/Events from 01-06-2011 to 31-05-2016 alone will be taken into account for consideration

III. ELIGIBILITY CONDITIONS FOR ADMISSION

FIRST YEAR DIPLOMA:

- a) **Age:** No age limit
- b) **Qualification for Admission:**
 - a) 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 **Director of School Education, Chennai, Tamil Nadu** and endorsed by the Directorate of Technical Education, Chennai, and Tamil Nadu.
 - b) Admission to the First Year Diploma course is on merit, based on the total marks obtained by the candidates in their qualifying examination.

Note: An extra 2% will be added to the aggregate 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.

SECOND YEAR DIPLOMA:

- a) **Age:** No age limit.
- b) **Qualification for Admission:**

The total lateral entry Intake can be up to a maximum of 20% of sanctioned intake.

- (1) **12th (Academic Stream):** Candidates seeking admission to second year under reservation for Academic Stream should have passed Higher Secondary Course (Academic Stream) examination with Mathematics, Physics and Chemistry subjects for Engineering Courses, Commerce and Accountancy for Modern Office Practice Course conducted by the Board of Higher Secondary Education, Tamil Nadu, or any other qualification recognised as equivalent and approved by the Board of Higher Secondary Education, Tamil Nadu and endorsed by the Directorate of Technical Education, Chennai, Tamil Nadu with eligibility for admission to University course of study.
- (or)
- (2) **12th (Vocational/ Technical Stream):** Candidates seeking admission to second year under reservation for Vocational/Technical 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, or any other qualification recognised as equivalent and approved by the Board of Higher Secondary Education, Tamil Nadu and endorsed by the Directorate of Technical Education, Chennai, Tamil Nadu with eligibility for admission to University course of study. Also the candidates should have studied one related subject and one vocational subject consisting of one theory and two practical subjects or should have studied two related subjects and one vocational subject consisting of one theory and one practical. In Higher Secondary Course (Vocational), candidates should have studied at least anyone of Mathematics/ Physics/ Chemistry subjects as related subjects and Vocational subjects consisting of related Vocational Theory and Practical subjects.
- (or)
- (3) **(10th + 2 years ITI):** Candidates passing 10th + 2 years ITI in the appropriate specialization or related trade in that order shall be eligible for admission to second year Diploma courses of appropriate programme.

Mode of selection : 12th(Academic Stream) / 12th(Vocational / Technical Stream) / (10th + 2 years ITI)

- (1) Selection of candidates shall be done by ranking of **ALL** candidates put together. The candidates are selected on the basis of total marks secured in the qualifying examination. (i.e., out of 1200). 10th passed + 2 years ITI candidates are selected on the basis of Total Marks secured in the Qualifying Trade Examination, and the respective branch in respect of concerned Polytechnic will be allotted based on appropriate specialization or related trade studied in ITI.
- (2) Ranking of candidates shall be done by taking into account the total marks secured in the 12th (Academic Stream) or 12th (Vocational /Technical Stream) or (10th + 2 years ITI).
- (3) For admission under 12th (Academic Stream) / 12th (Technical/ Vocational Stream), the candidate will be selected on the basis of total marks secured in the qualifying 12th examination.
- (4) For admission under (10th + 2 years ITI), the candidates will be selected on the basis of total marks secured in the qualifying ITI Trade examination.

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

IV. INSTRUCTIONS TO CANDIDATES

- (1) The Information Bulletin and Application Form for Admission can be obtained from the Office of the Principal of any of the Polytechnic Colleges of PIPMATE irrespective of the institutions in which admission is sought for, on payment of Rs.100/- by cash, during working days from 09.00 A.M to 05.00 P.M. **Candidates can also apply through online. See the website <https://www.py.gov.in> for details.**
- (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 should be registered in the office of the respective Polytechnic College where the candidate desires to get admission from 09.00 A.M to 05.00 P.M in person or by post within the due date and time prescribed.
- (4) Last date for receipt of completed application forms:

Second Year (III Semester) Engineering/ Technology/ Modern Office Practice	27th May 2016 or 10 days from the date of publication of the Board of Higher Secondary Education, Tamil Nadu +2 results, whichever is later.
First year (I Semester) Engineering/ Technology/ Modern Office Practice	15th June 2016 or 10 days from the date of publication of the Board of Secondary Education, Tamil Nadu SSLC/ Matric results, whichever is later.

- (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:
- Application form for admission to **First year (I Semester) Engineering / Technology/ Modern Office Practice.**
 - Application form for admission to **Second year (III Semester) Engineering/ Technology**
 - Application form for admission to **Second year (III Semester) Modern Office Practice.**
- (7) Candidates should carefully go through the instructions and information given in the application forms and Information Bulletin before filling up the application.
- (8) Consideration of application will be purely on the particulars furnished by the candidates in his /her application form. Self attested Xerox copies of the following testimonials need to be submitted along with the duly completed application form.
- Mark sheet 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/ Differently abled/ Freedom Fighter/ Ex-Servicemen/ Meritorious Sports).
 - N.C.C attendance certificate, if applicable.
 - A recent passport size photo taken after 01-04-2016 should be affixed in the space provided with self attestation.
 - Aadhar card.
- (9) Application forms, which are found incomplete, defective, improper or received after the prescribed due date and time, will be summarily rejected and no correspondence will be entertained in this regard.
- (10) 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 College 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. If the candidate is absent for interview, his/ her name will be deleted from the merit list. No communication will be sent to the applicants who are not selected for admission.
- (11) The provisional selection list of candidates under various categories will be displayed only in the Notice Board at the office of the respective Polytechnic College.
- (12) No responsibility will be taken for 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 application 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 that 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**:

- a) Residence Certificate in the prescribed form.
- b) Nationality Certificate in the prescribed form.
- c) Mark sheet of the Qualifying Examination.
- d) Transfer Certificate and Conduct Certificate issued by the Head of the Institution last studied.
- e) NCC attendance certificate, if applicable.
- f) SC/ MBC/ OBC/BT/EBC/BCM certificates, if applicable.
- g) Medical Fitness Certificate issued by the Students' Health Officer of Puducherry, Karaikal, Mahe and Yanam.
- h) Certificates supporting the CLAIM OF ADMISSION UNDER any **special quota**, if applicable prescribed in the Information Bulletin.
- i) Aadhar card

(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 fill the vacancy.

(17) The original certificates submitted at the time of admission will not be available to the candidates 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 copies of these certificates for their use before submission of originals.**

(18) Candidates who passed SSLC or equivalent examination conducted by Board other than the Board of Examinations, Tamil Nadu, should get necessary "Equivalent Certificate" from the Director of School Education, Chennai, Tamil Nadu about their eligibility for admission to the Polytechnic College and endorsed by the Directorate of Technical Education, Chennai. The candidates should submit the above certificate at the time of admission.

(19) Tentative commencement of the classes for
I Year (I Semester) Engineering/ Technology/ Modern Office Practice ... Will be intimated at the time of admission.

II Year (III Semester) Engineering/ Technology/ Modern Office Practice... **6th June 2016**

(20) Canvassing in any form will be a disqualification for admission.

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

Note: While applying, candidates who have not received their 10th / 12th marks statements may enclose a printed version of self attested Online mark sheet (downloaded internet copy).

V. FEES AND DEPOSITS

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

Sl. No.	Nature of fees	Fees to be paid (Rs.)
1.	Caution Deposit (*)	100.00
2.	Admission Fees (*)	100.00
3.	Medical Examination Fee	10.00
4.	Medical aid Fee	10.00
5.	Athletics & Games Fee	100.00
6.	Calendar Fee	30.00
7.	Magazine Fee	50.00
8.	Students Association/Cultural Fee	200.00
9.	Stationery Fee	100.00
10.	Teaching Aid Fee	100.00
11.	Library Fee	150.00
12.	Library Deposit (*)	50.00
13.	Computer Charges	250.00
14.	Students Council Fee (*)	100.00
15.	Laboratory Fee	150.00
	TOTAL	1500.00

(*) Payable at the time of admission only

Certificate verification fees per Mark sheet (SSLC /HSC) Rs. 50.00
(To be remitted to the Director of Government of Examination, Chennai)

Certificate verification fees per Mark sheet (CBSE) Rs. 240.00
(To be remitted to the Secretary,
Central Board of Secondary Education,
Regional Office, Chennai)

Certificate verification fees per Mark sheet (SSC) Rs.100.00
(To be remitted to the Secretary to the Commissioner
for Government Examinations, Andhra Pradesh)

Certificate verification fees per Mark sheet (SSLC) Rs.100.00
(To be remitted to the Secretary to the Commissioner
for Government Examinations, Pareeksha Bhavan,
Poojappura, Thiruvananthapuram, Kerala)

Verification fee (General) Rs.15.00
(To be remitted to the Directorate of Technical Education, Chennai)

The above fees are applicable to those who are admitted during 2016-2017.

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, Govt. of Puducherry and produce the Medical Fitness Certificate in ORIGINAL.

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

Every candidate who is admitted in Polytechnic College shall give an Undertaking that he/she shall join the N.C.C if and when required by the Polytechnic Authorities.

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

National Service Scheme is functioning with 100 students in each Polytechnic College. 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 Human Resource Development (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.

X. REGULATIONS OF DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI, TAMILNADU

Requirements of Progress and Attendance: A candidate shall be permitted to appear for Board Diploma Examination only, if:

1. He/ She secure 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.

ANNEXURE

**I. LIST OF VOCATIONAL COURSES STUDIED IN HSC (V) [12TH (Vocational Stream)]
FOR ADMISSION TO II YEAR DIPLOMA IN ENGINEERING**

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. Draughtsman (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

II. LIST OF VOCATIONAL COURSES STUDIED IN HSC (V) [12TH (Vocational Stream)] FOR ADMISSION TO II YEAR DIPLOMA IN MODERN OFFICE PRACTICE

12th Vocational (Commerce Subjects)	RELATED SUBJECTS
1. Accountancy and Auditing	English and Commerce
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

III. LIST OF TRADE STUDIED IN 2 YEARS I.T.I. [10th + (2 years ITI)] FOR ADMISSION TO II YEAR DIPLOMA IN ENGINEERING.

Appropriate specialization or related Trade.
