



GOVERNMENT OF KERALA
TECHNICAL EDUCATION DEPARTMENT

DIPLOMA EXAMINATION
UNDER
MULTI POINT ENTRY & CREDIT SYSTEM
(REVISION '92 &'04)
OCTOBER – 2009

NOTIFICATION

OFFICE OF THE CONTROLLER OF
TECHNICAL EXAMINATIONS
THIRUVANANTHAPURAM.

**OFFICE OF THE CONTROLLER OF TECHNICAL EXAMINATIONS, KAIMANAM,
THIRUVANANTHAPURAM.**

NOTIFICATION

No. TX14/6817/09

Dated 09/09/2009

1. It is hereby notified that the Diploma Examination under Multi Point Entry and Credit System (Revision '04 and Revision '92) Regular and Supplementary Examinations will be commenced during the month of October **2009**. Timetable will be published separately.
2. Government Polytechnic College, Neyyattinkara, Residential Women's Polytechnic College, Payyannur and Government Women's Polytechnic College, Kottakal are the examination centres.
3. The Principals of the above Polytechnics will be the Chief Superintendents for the conduct of the Examination and they should accept the Chief Superintendentship and will not be exempted on any account.
4. Instructions to the candidates
 - a) Candidates who have undergone the prescribed course satisfactorily in any one of the recognised Polytechnics in this State and who have secured the prescribed minimum attendance i.e., 80% and above are eligible to appear for the Examination. However necessary condonation for the shortage in attendance can be obtained for valid reasons from the competent authority.
 - b) The Change of Centre will not be allowed (See Para 12)
5. **General Guidelines**
 - a) Principal's of Polytechnic should verify whether the candidates have remitted adequate fee for all Subjects in which he/she applied. (Details of fee is given in clause 6)
 - b) All entries made by the candidate in the application form is to be carefully verified by the Principal & Group Tutor.
 - c) No enclosures need to be attached along with the application.

6. Fees to be remitted

- 6.1 The examination fee will be Rs.5/- per credit. (Fee mentioned above includes fee for mark list).
Fine will be collected for late applications, and will be paid in addition to the above fees.

6.2 Date of submission of Application/Remittance of fee

The filled in application forms accompanied by recommendations of staff concerned and prescribed fees should be submitted to the Principal on or before the following dates.

Remittance of fee without fine	-	18.09.2009
Remittance of fee with fine of Rs.10/- per day	-	26.09.2009
Remittance of fee with fine of Rs.70/-+Rs.20/- per day	-	05.10.2009
Remittance of fee with fine of Rs.500/-	-	12.10.2009

- 6.3 The fee for the Examination should be remitted into a Government Treasury/in the State Bank of Travancore under the head of account “**0202-02-101-98 -Examination Fees**” or in the office of the Polytechnic Colleges.
- 6.4 Fee from the Regular candidates (Candidates on the roll of the institution) appearing for the regular as well as supplementary exams may be collected by the Principal of the Polytechnic and remitted in the Treasury or State Bank of Travancore (Separate remittance may be made for the each remittance with fine) in the name of Principal and original Chalan receipt forwarded along with the nominal list of candidates.
- 6.5 Private Candidates will have to remit the Examination fee in the name of the candidates themselves in separate Chalan and the original Chalan receipt should be forwarded with the applications to the Principal of the Institution in which the candidate had undergone the course.
- 6.6 On no account the examination fee be sent to this office in cash or cheque or money order or postal order or in any form other than those prescribed above.
- 6.7 **Amount of Examination fee once remitted will not be refunded or adjusted towards the fee for subsequent Examinations.** The fee remitted prior to the date of this notification will not be accepted and need not be forwarded to this office.
- 6.8 Applications relating to those candidates who have remitted fee after the last date will not be accepted and need not be forwarded to this office.
- 6.9 The Principals of Polytechnic Colleges should remit the fee on or before the due date positively.
7. **Date of receipt of Applications in the Office of the Controller.**

The applications received from the candidates before, as clause above along with nominal list should reach the Office of the undersigned on or before 30/09/2009 positively and the applications received after 30/09/2009 and with nominal list should reach this office before 13/10/2009. Belated applications will not be considered in any account.
8. **If the mark list is not received before the prescribed date in the concerned institution, FIVE DAYS grace time is allowed to remit the examination fee without fine from the date of receipt of mark list in the institution.**
9. The rules now in force with regard to the realization of Examination fee from Scheduled Caste, Scheduled Tribe and Educationally Backward Classes may be followed. The Principals of Polytechnics should get the amount reimbursed from the Harijan Welfare Department and remit into the Treasury under the Head of Account 0202—02—101—98— Examination fees, and forward the Chalan receipt to this office. List of concession holders in Branch wise (in duplicate copy) to be forwarded along with the B List/nominal al list.
10. The form of applications for admission to the Examination is available in the website www.tekerala.org Candidates may use typed or printed forms in A4 size paper. The Principals or the Heads of Institutions in which candidates had completed the course should countersign the application. Private Candidates need not forward their applications direct to this office. They are to forward the applications with the original Chalan receipt so as to reach the principals of the institution where they had undergone the course before the dates specified in clause 7 above. Principals should collect such applications and prepare the list in the prescribed form and forward the same to this office with the applications received from the candidate along with the nominal list and Chalan receipt of other candidates.
11. The Principals of the Polytechnic will scrutinize the applications and see that the entries made therein by the candidates are correct and agree with the records of the institution.
12. Changes of Centre for the Examination will not be allowed to any candidates except for the candidates transferred from one Institution to another with the consent of the concerned authority. Others should have to write the Examination through the Centre from where they completed the prescribed course of studies.

13. **Issue of Mark list.**
Mark list will be issued to the candidates through the Principals of the Examination Centre.
14. **Practical Examination.**
- 14.1 Candidate should contact the Principals (Chief Superintendent) of the Centre in advance and ascertain from him the date fixed for the Practical Examination. If any candidate fails to contact the Principal in time and ascertain the date fixed for practical, this office will not take up the responsibility in the matter.
- 14.2 The Chief Superintendent may fix the date of each Practical. Sufficient publicity should be given for the information of the candidates as regard to the date fixed for Practical Examination.
- 14.3 Candidates who have failed only in Practical Examination and now appearing for the practical should apply for admission to the examination in the prescribed form.
15. Candidates appearing both for written and practical Examination should produce their admission tickets to the Examiner for Identification, on all days of Examinations.
16. (a) Separate 'A' and 'B' list shall be prepared for candidates of Revision 92 scheme. The Principal should enter the Register numbers in the 'A' & 'B' list in RED ink after scrutinizing the applications and see that the entries made therein by the candidates are correct and agree with the records of the Institutions. The Principals need sent only the 'B' list along with the applications. "A" list may be forwarded after the completion of Examinations duly marking the absentees.
- (b) **The previous appearance (month and year) of the candidates should be noted in the 'A' & 'B' lists.**
- (c) The 'B' list/nominal list of all candidates should also be prepared by the Principal/Head of Institution and the same signed by the Head of Institution under the seal of his / her institution. The last date for the receipt of applications and nominal list in the office may be strictly adhered to.
17. The timetable for the written examination will be published in the Examination centres and in the web site www.tekerala.org
18. Extra time up to 30 minutes per paper for all the papers of the Examination of 3 hours duration and proportionate time for papers of shorter durations to physically handicapped candidates with 40% and above disability is sanctioned as per G O(MS) No.09/92/H.Eadn. dt.06//01/1992.

V SIVARAMAN
Controller of Technical Examinations.