

**DEPARTMENT OF TECHNICAL EDUCATION CHENNAI-25**

**From**  
The Chairman,  
Board of Examinations,  
Directorate of technical Education,  
Chennai-600 025,

**To**  
The Principals of Government,  
Government Aided, Self-Financing  
Polytechnic Colleges.

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**Letter no. 017688 / I-2/2020 dated 21.08.2020**

**Sir/Madam,**

Sub: Technical Education-Notification for Readmission and Institution  
Transfer in odd semester-Opening of online Portal-regarding.

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It is hereby informed that the online portal for Re-admission and Institution transfer of students in Odd semester will be opened to apply from 05-09-2020 to 20-09-2020.

It is also informed to forward the hard copies of the Re-admission and transfer of institution applications to I – section on or before 20.09.2020.

Guidelines to apply for the same is attached herewith.

For Director of Technical Education

## **GUIDELINES**

### **Re-Admission:**

Students falling under the following category alone must apply for Re-admission.

- **Students who have discontinued their studies in the previous year due to shortage of attendance only.**
- **Students who wish to apply for re-admission must not have completed 6 years (from their year of admission in the Diploma course) in case of full time course, and 6 ½ years (from their year of admission in Diploma course) in case of Sandwich course, and 7 years (from their year of admission in to Diploma course) in case of Part time course.**
- **Document to be attached:** Scanned copy of Mark Sheets of all previous appearances.

### **Institution Transfer:**

- **Transfer from one institution to another will be permitted in the beginning of the academic year i.e. odd semester like III, V and VII.**
- **However, transfer requests will also be considered in even semesters (II, IV, VI and VIII semesters) for genuine cases like transfer of workplace of Part time students and parents of Full time students and health conditions of students based on valid proof only.**
- **Transfer request from Government Polytechnic College to another Government Polytechnic College or Government Aided Polytechnic College and vice – versa alone will be accepted.**
- **Transfer request from Government or Government Aided Polytechnic College to Self-Financing Polytechnic College and vice-versa will not be accepted. However, students studying in**

**self supporting courses conducted by Government Aided Polytechnic College may apply for transfer to other self-financing Polytechnic College and vice-versa.**

- **Transfer from DOTE affiliated Polytechnic College to DOTE affiliated Autonomous Polytechnic College will not be accepted.**
- **Transfer requested will be approved only based on the availability of vacancy in the institution to which transfer is sought.**

**Document to be attached:** *Scanned copy of students Transfer Consent form duly filled and signed by principal of both Colleges and supporting documents to establish genuineness of request. Proof of vacancy in the institution to which transfer is sought.*

For Chairman Board of Examination