

## DEPARTMENT OF TECHNICAL EDUCATION

From

The Chairman,  
Board of Exams,  
Directorate of Technical Education,  
Guindy, Chennai – 600 025.

To

The Principal(s) of all Polytechnic  
Colleges

### **DOTE/October 2020/ Diploma Schedule dated 31.10.2020**

Sub: Technical Education – Board of Examination – Diploma Examination – Schedule and System to be followed – For conducting Continuous Assessment, Model Examination and End Semester Examinations – Regarding.

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The Monitoring System for the conduct of Online Class, Continuous Assessment and its evaluation method can be done as follows:

- Method of Conducting Continuous Assessment(CA)/ Model Exam(ME):
  - Continuous assessment Test has to be conducted for both Theory and Practical within the schedule given in Diploma schedule (Annexure ) through Google class room.
  - Concerned class Lecturer has to get the Google response form for the conduction of test.
  - Answer paper has to be collected through Google classroom for each subject.
  - Soft copy of answer paper should be maintained by the concerned lecturers.
  - Answer paper has to be evaluated and all records related to conduct of assessment, assignment and class lectures to be kept ready for squad inspection.
  
- Head of Department Responsibility:
  - To monitor and keep records from the data of individual Staff.
  - Google response forms for continuous assessment to be certified.

➤ Responsibility of the Principal:

- Through Google form Principal has to submit the details of the students having desktop, laptop, mobile, eMail and not having gadgets to access Online classes.
- To monitor the conduct of Online classes and Assessments without any issues.
- Should provide data requested by Squad/DoTE at anytime in the required format.

➤ Flying Squad has to check:

- Feedback from the Students for each subject.
- Class log book of individual Staff.
- Google response forms printout.
- Absentee statement.
- Soft copy of Evaluated answers papers and assignments.
- Consolidated Continuous Assessment mark statements.

➤ Diploma schedule for Academic Year 2020-2021 is given in Annexure.

-Sd.-  
Chairman Board of Examination

## ANNEXURE – 1

Directorate of Technical Education, Chennai 600 025.

Academic Calendar for Odd Semester (2020-2021)

Semester of Study	Date of Commencement of Classes	Last working day	Continuous Assessment		Model Exam	End Semester Exam
			I	II		
3,5 and 7	17.08.2020	03.12.2020	02.11.2020 to 05.11.2020	23.11.2020 to 26.11.2020	07.12.2020 to 10.12.2020	14.12.2020 to 30.12.2020
1	15.10.2020	28.01.2021	23.11.2020 to 27.11.2020	28.12.2020 to 02.01.2021	01.02.2021 to 05.02.2021	08.02.2021 to 13.02.2021

Reopen for 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> Semester : 04.01.2021

Reopen for 2<sup>nd</sup> Semester : 15.02.2021

No. of Working Days: 3 and 5<sup>th</sup> Sem.

August 2020 : 13 days  
September 2020 : 18 days [25-7(conduct of End Sem.)]  
October 2020 : 17 days [23-6(valuation duty)]  
November 2020 : 24 days  
December 2020 : 3 days  
Total : 75 days

No. of Working Days: 1<sup>st</sup> Sem.

October 2020 : 13 days  
November 2020 : 24 days  
December 2020 : 25 days  
January 2021 : 18 days  
Total : 80 days

Note: In order to meet the number of working day, except 2<sup>nd</sup> Saturday all other Saturdays are working days in every month.

## **ANNEXURE - 2**

Directorate of Technical Education, Chennai 600 025.

Academic Calendar for Even Semester (2020-2021)

Semester of Study	Date of Commencement of Classes	Last working day	Continuous Assessment		Model Exam	End Semester Exam
			I	II		
4,6 and 8	04.01.2021	06.04.2021	12.02.2021 to 16.02.2021	15.03.2021 to 18.03.2021	30.03.2021 to 06.04.2021	15.04.2021 to 30.04.2021
II	15.02.2021	21.06.2021	23.03.2021 to 27.03.2021	26.04.2021 to 30.04.2021	11.06.2021 to 19.06.2021	24.06.2021 to 02.07.2021

Commencement of next academic year (3, 5 and 7<sup>th</sup> Sem.) : 05.07.2021

No. of Working Days: 4, 6 and 8<sup>th</sup> Sem.

January 2021 : 20 days  
February 2021 : 24 days  
March 2021 : 27 days  
April 2021 : 04 days  
Total : 75 days

No. of Working Days: 2<sup>nd</sup> Sem.

February 2020 : 12 days  
March 2020 : 27 days  
April 2021 : 23 days  
May 2021 : Election  
June 2021 : 18 days\*  
Total : 80 days

\* The working days will be adjusted in May or June as per announcement of Election date.

Note: In order to meet the number of working day, except 2<sup>nd</sup> Saturday all other Saturdays are working days in every month.