

**DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI – 600 025**  
**ACADEMIC SPELL DETAILS FOR EVEN SEMESTER 2019-2020 (DEC 2019 TO MAR 2020)**

			Regular, Sandwich & HMCT		Part-time					
Semester			II, IV, VI		IV, VI & VIII		II			
Hours/Day			7		3		3			
Hours/Week			35		18		21			
Commencement of Classes			<b>09-12-2019 (Monday)</b>							
Last Working Day			<b>21-03-2020 (Saturday)</b>							
Spell	Period	Reporting Period	No. of Working Days	No. of Working Hours	No. of Working Days	No. of Working Hours	No. of Working Days	No. of Working Hours	Holidays	
I	09-12-2019 to 31-12-2019	03-02-2020 to 07-02-2020	10	70	11	33	12	36	25-12-2019	Christmas
II	01-01-2020 to 31-01-2020		19	133	23	69	28	84	01-01-2020 15-01-2020 16-01-2020 17-01-2020 26-01-2020	New Year's Day Pongal Thiruvalluar Day Uzhavar Thirunai Republic Day
III	01-02-2020 to 29-02-2020	02-03-2020 to 06-03-2020	25	175	29	87	29	99*		
IV	01-03-2020 to 21-03-2020	21-03-2020 to 24-03-2020	18	126	21	69*	21	72*		
<b>TOTAL(s)</b>			<b>72</b>	<b>504</b>	<b>84</b>	<b>258*</b>	<b>90</b>	<b>291*</b>	*Read instructions below	
<b>IMPORTANT DATE(s) FOR APRIL 2020 BOARD EXAMINATIONS</b>										
Payment of Exam Fee without Fine		Payment of Exam Fee with Fine Rs. 150		Payment of Exam Fee with Tatkal Fine Rs. 750		Commencement of Practical Examination (Tentative)		Commencement of Theory Examination (Tentative)		
<b>05-02-2020 (Wed)</b>		<b>12-02-2020 (Wed)</b>		<b>09-03-2020 (Mon)</b>		<b>27-03-2020 (Fri)</b>		<b>03-04-2020 (Fri)</b>		

- For Full Time, Sandwich & HMCT, the following Saturdays are declared as full working days (7 hours/day): 01-02-2020, 08-02-2020, 15-02-2020, 22-02-2020, 29-02-2020, 07-03-2020, 14-03-2020 and 21-03-2020.
- For Part Time (IV, VI & VIII Semesters), the following Sundays are declared as working days (3 hours/day): 02-02-2020, 09-02-2020, 16-02-2020, 23-02-2020, 01-03-2020.
- For Part Time (IV, VI & VIII Semesters), the following Sundays are declared as working days (6 hours/day i.e. equivalent to 2 working days): 08-03-2020 and 15-03-2020.
- For Part Time (II Semester), classes will be conducted for 6 hours (i.e. equivalent to 2 working days), on the following Sundays: 05-01-2020, 12-01-2020, 02-02-2020, 09-02-2020, 16-02-2020, 23-02-2020, 01-03-2020, 08-03-2020, 15-03-2020.
- Principals are requested to instruct the students to submit Original Medical Certificates, **immediately** after availing leave on medical grounds.
- Hall Tickets will be released by DOTE Computer Center to all students whose cumulative attendance percentage is equal to or above 69.45
- Hall Tickets for the students whose cumulative attendance percentage is between 69.45 and 79.45 may be issued to the individuals (i.e. Medical Condonation cases) after scrutinizing the Medical Certificates.
- Medical Condonation List published by DOTE Computer Center is to be endorsed by the Head of Flying Squad. In case of Government and Government Aided Institutions, Principals can endorse the Medical Condonation List.
- All Original Medical Certificates, OD/Compensation Forms and Medical Condonation List to be retained in the Institution itself.
- Only scanned copy of Medical Condonation List is to be sent to [tdotecc@gmail.com](mailto:tdotecc@gmail.com)
- Attendance data should be submitted to the DOTE well within the reporting period. No request for extension of time / Late submission will not be entertained.
- Principals are requested to disseminate the attendance particulars to the Parents on monthly basis.
- Attendance Reports are also to be displayed in the Notice Board of the Institution.
- Signatures of the students are to be obtained in the Hard Copy Attendance Reports.
- Under no circumstances, the eligible students should not be prevented from appearing the Board Examinations.

Chairman, Board of Examinations &  
Commissioner of Technical Education