



**Directorate of Technical Education
Chennai - 600 025**

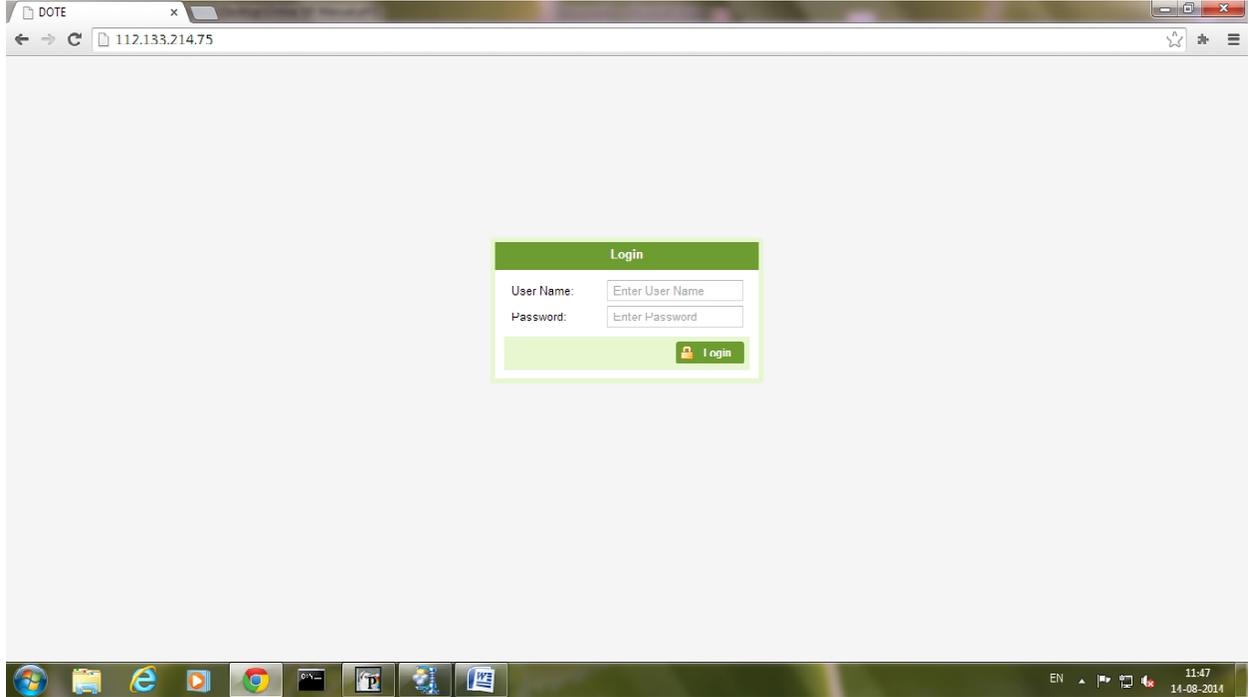
**Online Nominal Roll Editing
User Manual**



August 2014

Online Nominal Roll Editing

In the address bar of the browser type the appropriate URL (for example: 112.133.214.75)



After typing user name and password (already communicated), press **Login** button.



Please keep the password confidential. You are fully responsible for the transactions made using the credentials allotted to you.

Online Nominal Roll Editing

Double-click the list or
Click + sign to expand the list

The screen is divided into two panes. In the left side pane, the list of courses are displayed. By double-clicking the course name or clicking the + (plus) sign, you can expand the list.

The candidates for a particular course is organised in the following way:

- 1) SEM-3 Students appearing ALL PAPER in 3rd semester
- 2) SEM-5 Students appearing ALL PAPER in 5th semester
- 3) SEM-7 Students appearing ALL PAPER in 7th semester
- ...
- 4) SUPPLEMENTARY Students who appear only for arrear subjects (i.e. supplementary students)

On the other-hand, double-click the course name or click the - (minus) sign to truncate the list.

Online Nominal Roll Editing

For example to view the list of students who are appearing ALL PAPERS in 3rd semester in a particular course, click **SEM-3**, below the course name:

Reg No	Student Name	Dob	Exam Fee	Elective Subjects	Discrepancy	Penalty	Remove
14102261	ADAIKKALAM S	26-JUL-1995	405				
14102262	ARISKUMAR G	18-JAN-1998	405				
14102263	ARUMAI DAS A	17-APR-1998	505				
14102264	ARUNKUMAR V	18-MAY-1998	455				
14102265	BALAJI A	25 APR 1998	655				
14102266	BALASUDRAMANI T	30-JUN-1998	505				
14102267	DALASUDRAMANIAN K	10-MAR-1996	405				
14102268	BASKAR S	08-FEB-1998	555				
14102269	DHANURUPAN M	16-JUL-1998	505				
14102270	DINESH K	07-JUL-1998	705				
14102271	GANAPATHY B	01-APR-1998	605				
14102272	GANESAN P	12-MAR-1998	405				
14102273	JEYA SURYA J	04 FEB 1998	455				
14102274	KARTHICK S	11-JUL-1997	755				
14102275	KARTHIKEYAN N	11-JUN-1990	405				
14102276	MANIKANDAN K	05-OCT-1998	405				
14102277	MANIKANDAN S	26-APR-1999	655				
14102278	MATHAVAN K	03-APR-1995	405				
14102279	MOHAMMEDJAKKARIYA K	23-SEP-1997	705				

Register Number, Student Name, Date of Birth, Exam Fee, Elective Subjects (not applicable for 3rd semester) are displayed.

At the end of each row, the icons are available:

-  Discrepancy
-  Penalty
-  Remove

By clicking the + (plus) sign before the particular student or double-clicking the row, we can view the arrear subjects and ALL PAPER details of that student.

14102265		BALAJI A		25-APR-1998	
Sem	Regl	Subject (s)	Fees		
3	L	All Papers	350		
2	L	4	50		
1	L	2 3 4 5	200		
Registration Charges			25		
Marksheet			30		
Total			655		

By clicking the - (sign) or double-clicking the row, we can hide the details.

Online Nominal Roll Editing

1010-CIVIL ENGINEERING (FULL TIME) SEM - 3 STUDENT LIST

Reg No	Student Name	Dob	Exam Fee	Elective Subjects	Discre	Penal	Remo
14102261	ADAIKKALAM S	26-JUL-1995	405				
14102262	ARISKUMAR G	18-JAN-1998	405				
14102263	ARUMAI DAS A	17-APR-1998	505				
14102264	AHUNKUMAR V	18-MAY-1998	455				
14102265	BALAJI A	25-APR-1998	655				
14102266	BALASUBRAMANI T	30 JUN 1998	505				
14102267	BALASUBRAMANIAN K	10-MAR-1996	405				
14102268	BASKAR S	08-FEB-1998	555				
14102269	DHANURUPAN M	16-JUL-1998	505				
14102270	DINESH K	07-JUL-1998	705				
14102271	GANAPATHY B	01-APR-1998	605				
14102272	GANESAN P	12-MAR-1998	405				
11102273	JEYA SURYA J	04-FEB-1998	165				
14102274	KARTHICK S	11-JUL-1997	755				
14102275	KARTHIKEYAN N	11-JUN-1998	405				
14102276	MANIKANDAN K	05-OCT-1990	405				
14102277	MANIKANDAN S	26-APR-1999	655				
14102278	MATHAVAN K	03-APR-1995	405				
14102279	MOHAMMEDIJAKKARIYA K	23-SEP-1997	705				

Page 1 of 3

Refresh Button

Page Navigation Buttons

Scroll Bar

Developed by Apple G Web Technology Pvt.Ltd.

Place Mouse Pointer on this line
Move holding left button to resize the left & right panes

-  Move to First Page
-  Move to Previous Page
-  Move to Next Page
-  Move to Last Page

Please use Vertical Scroll Bar to view all students listed in a particular page. 25 Students are listed in each page. Due to your screen resolutions, all the 25 students may not be displayed. In such situations, you have to use Vertical Scroll Bar to view all students in that page.

Online Nominal Roll Editing

You can hide the left pane (Course Details window) by clicking this arrow mark

The screenshot shows the DOTE web application interface. The top navigation bar includes the college name 'DOTE - 224 ANNAMALAI POLYTECHNIC COLLEGE' and user information 'Welcome INS224'. The main content area is titled '1010-CIVIL ENGINEERING (FULL TIME) SEM - 3 STUDENT LIST'. On the left, a tree view shows course details for various engineering disciplines. The main table displays student information with columns: Reg No, Student Name, Dob, Exam Fee, Elective Subjects, Discro, Penal, and Remov. The left pane is collapsed, and a small arrow icon in its top-left corner is highlighted by a red circle and an arrow pointing to the text above.

Reg No	Student Name	Dob	Exam Fee	Elective Subjects	Discro	Penal	Remov
14102293	RAJAPUDEEN P	22 JUL 1997	805				
14102294	RAMESH V	06-JUN-1998	605				
14102295	RANJITI KUMAR K	09-MAY-1997	055				
14102296	SABARISHSHANMUGAM R	04-JAN-1998	805				
14102297	SAKTHIVEL S	11-FEB-1998	905				
14102298	SANTHANAPANDIYAN AL	27-JUN-1996	455				
14102299	SARAIHKUMAR U	28-JUN-1997	605				
14102300	SARAVANAN R	08-FEB-1994	655				
14102301	SARAVANAPRAKASH S	15 JUN 1998	855				
14102302	SATHISH D	20-MAY-1997	955				
14102303	SIVAKUMAR K	28-APR-1998	405				
14102305	SONIAGANDHI N	06-APR-1995	755				
14102306	TAMILMANI M	13-JAN-1998	505				
14102307	VFFRAMANIKANDAN I	07-JUN-1998	705				
14102308	VENUGOPALAN K	12-MAY-1996	755				
14102309	VERA ABTHULLA S	12-JUN-1998	805				
14102310	VIGNESH R	14 APR 1995	455				
14102311	VIGNESH S	10-NOV-1995	555				
14102313	VINOTI K	11-APR-1997	655				

You can again unhide the left pane (Course Details window) by clicking this arrow mark

The screenshot shows the same DOTE web application interface, but the left pane is now expanded, showing the full tree view of course details. The main table content is identical to the previous screenshot. The left pane is titled 'COURSE DETAILS' and contains a tree view with categories like '1010-CIVIL ENGINEERING (FULL TIME) SEM - 3', '1020-MECHANICAL ENGINEERING', etc. A small arrow icon in the top-left corner of the left pane is highlighted by a red circle and an arrow pointing to the text above.

Reg No	Student Name	Dob	Exam Fee	Elective Subjects	Discro	Penal	Remov
14102293	RAJAPUDEEN P	22-JUL-1997	805				
14102294	RAMESH V	06-JUN-1998	605				
14102295	RANJITI KUMAR K	09-MAY-1997	055				
14102296	SABARISHSHANMUGAM R	04-JAN-1998	805				
14102297	SAKTHIVEL S	11-FEB-1998	905				
14102298	SANTHANAPANDIYAN AL	27-JUN-1996	455				
14102299	SARAIHKUMAR U	28-JUN-1997	605				
14102300	SARAVANAN R	08-FEB-1994	655				
14102301	SARAVANAPRAKASH S	15 JUN 1998	855				
14102302	SATHISH D	20-MAY-1997	955				
14102303	SIVAKUMAR K	28-APR-1998	405				
14102305	SONIAGANDHI N	06-APR-1995	755				
14102306	TAMILMANI M	13-JAN-1998	505				
14102307	VFFRAMANIKANDAN I	07-JUN-1998	705				
14102308	VENUGOPALAN K	12-MAY-1996	755				
14102309	VERA ABTHULLA S	12-JUN-1998	805				
14102310	VIGNESH R	14 APR 1995	455				
14102311	VIGNESH S	10-NOV-1995	555				
14102313	VINOTI K	11-APR-1997	655				

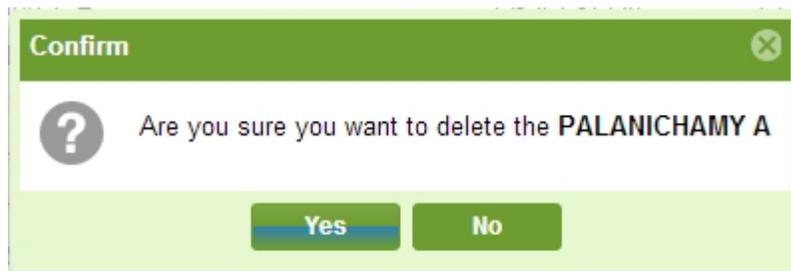
Online Nominal Roll Editing

To remove a student, who have not remitted examination fee on or before the specified last date with fine of Rs. 100, (i.e. 12th August 2014), click the **Remove Student** icon of that student.

The screenshot shows a web browser window displaying the DOTE - 224 ANNAMALAI POLYTECHNIC COLLEGE portal. The page title is "1030-ELECTRICAL AND ELECTRONICS ENGINEERING (FULL SEM - 3 STUDENT LIST)". The page contains a table of student records with columns: Reg No, Student Name, Dob, Exam Fee, Elective Subjects, Discrepancy, Penal, and Remove. The student PALANICHAMY A (Reg No 14302199) is highlighted in green, and the 'Remove' icon (trash can) for this student is circled in red. The page also shows a sidebar with course details and a footer with the text "Developed by Apple G Web Technology Pvt Ltd." and the date "14-08-2014".

Reg No	Student Name	Dob	Exam Fee	Elective Subjects	Discrepancy	Penal	Remove
14302184	MAHESWARAN N	16-JUN-1994	555				
14302185	MANIKANDAN A	19-IIJ -1996	965				
14302186	MANIKANDAN A	30-NOV-1997	655				
14302187	MANIKANDAN M	22-NOV-1997	405				
14302188	MANIKANDAN S	01-MAY-1994	505				
14302189	MANIVEL A	15-SEP-1998	755				
14302190	MANOJPRADI IAKAR T	11-APR-1996	655				
14302191	MATHI K	19-JUN-1996	455				
14302192	MOHAMEDAZARUDEEN M	15-MAR-1998	655				
14302193	MOHAMMED APSAR K	13-MAR-1998	505				
14302194	MURUGANANIHAM M	04-JUL-1996	555				
11302195	MUTHUMANI S	10-MAY-1997	555				
14302196	NAGARAJAN PR	21 JUN 1995	605				
14302197	NALLAIAH P	28-OCT-1996	905				
14302198	NAVANEETI IAKRISI INAN A	19-MAR-1998	1005				
14302199	PALANICHAMY A	09-JUN-1998	855				
14302200	PALANISELVAM K	25-JUN-1998	955				
14302201	PANDI A	01-SEP-1998	905				
14302202	PANDIMANICKAM G	03-JUL-1996	1105				

A warning message will be displayed. On confirmation, the student will be removed from the display list.



WARNING: Please exercise utmost care in removing the student. Once removed, no means are available to cancel the removal.

Online Portal will be activated separately, for Nominal Roll Editing of students who remitted examination fee with TATKAL fine of Rs. 500.

Online Nominal Roll Editing

To mark students who remitted examination fees with fine of Rs. 100, click the **Penalty** icon of respective students:

The screenshot shows a web browser window displaying the DOTE (Distance Education) system interface for ANNAMALAI POLYTECHNIC COLLEGE. The main content area shows a table of students for the course '1010-CIVIL ENGINEERING (FULL TIME) SEM - 3'. The table has columns for Reg No, Student Name, Dob, Exam Fee, Elective Subjects, Discrepancy, Penal, and Remove. The 'Penal' column contains icons for adding a penalty fee. A tooltip 'Penalty Fee' is visible over one of the icons. The interface also includes a sidebar for course details and a footer with navigation controls.

Reg No	Student Name	Dob	Exam Fee	Elective Subjects	Discrepancy	Penal	Remove
14102261	ADAIKKALAM S	26-JUL-1995	405				
14102262	ARISKUMAR G	18-JAN-1998	405				
14102263	ARUMAI DAS A	17-APR-1998	505				
14102264	ARUNKUMAR V	18-MAY-1998	455				
14102265	BALAJI A	25-APR-1998	655				
14102266	BALASUBRAMANIT	30-JUN-1998	505				
14102267	DALASUDRAMANIAN K	10-MAR-1996	405				
14102268	BASKAR S	08-FEB-1998	555				
14102269	DHANURUPAN M	16-JUL-1998	505				
14102270	DINESH K	07-JUL-1998	705				
14102271	GANAPATHY B	01-APR-1998	605				
14102272	GANESAN P	12-MAR-1998	405				
14102273	JEYA SURYA J	04-FEB-1998	455				
14102274	KARTHICK S	11-JUL-1997	755				
14102275	KARTHIKEYAN N	11-JUN-1990	405				
14102276	MANIKANDAN K	05-OCT-1998	405				
14102277	MANIKANDAN S	26-APR-1999	655				
14102278	MATHAVAN K	03-APR-1995	405				
14102279	MOHAMMEDJAKKARIYA K	23-SEP-1997	705				

A dialogue box will appear. In the dialogue box, Enter Penalty Amount as 100 and Click **Save** button.

The dialog box titled 'Add Student Penalty Fee' contains the following information:

- Course: 1010 - CIVIL ENGINEERING (FULL TIME)
- Student Name: ARUMAI DAS A
- Reg No: 14102263
- DOB: 17-04-1998
- From 02-08-2014 To 12-08-2014 Fine Rs : 100
- From 13-08-2014 To 16-09-2014 Fine Rs : 500
- Penalty Amount:
- Buttons: Save, Cancel

A confirmation dialogue box will appear. Press YES to confirm. On confirmation, you can see that the examination fees of that student gets updated.

The confirmation dialog box titled 'Confirm' contains the following information:

- Question: Are you sure you want to add Penalty Fee Rs: 100
- Buttons: Yes, No

WARNING: Please select the student and enter fine amount with utmost care. Fine amount once entered cannot be cancelled.

Online Nominal Roll Editing

When you open SEM-5 / SEM-7 of any branch for the first time, you have to select Elective Subject, from the Elective Theory & Practical text box as shown below:

The screenshot shows a web browser window with the URL <http://www.tndte.com/>. The page title is "DOTE - 224 ANNAMALAI POLYTECHNIC COLLEGE". The user is logged in as "INS224". The main content area displays a table of students for the "1030-ELECTRICAL AND ELECTRONICS ENGINEERING (FULL SEM - 5 STUDENT LIST)". A dropdown menu is open for the "Elective Theory & Practical" column, showing a list of elective subjects. The selected subject is "1 - ET - I Control of Electrical Machines & EP - I Control of Electrical Machines Practical".

Reg No	Student Name	DoB	Exam Fee	Elective Subjects	Discre	Penal	Remov
11319618	PIRABAI			1 - ET - I Control of Electrical Machines & EP - I Control of Electrical Machines Practical			
12321150	DADI			2 - ET - I Programmable Logic Controller & CP - I Programmable Logic Controller Practical			
12321212	SATHI			3 - ET - I Electrical Machine Design & EP - I Electrical Machine Design Practical			
13301533	AARU						
13301534	AGATHFFSHWARAN P	10-APR-1994	655				
13301535	ALAGAPPAN N	10-MAY-1995	1405				
13301536	ALAGURAJA AR	01-AUG-1996	905				
13301537	ALEXPANDI A	10 MAY 1995	455				
13301538	ANBARASAN R	21-JUL-1995	1405				
13301539	ARAVINTH R	28-MAY-1994	1205				
13301540	ARIVAZHAGAN K	05-JUL-1994	705				
13301541	ARJUN K	05-JUN-1994	1205				
13301542	ARUL PANDI K	04-APR-1993	905				
13301543	ARUN N	15-JUN-1996	805				
13301544	ARUNKUMAR M	08-FEB-1997	605				
13301546	ATHIKESAVAN S	05-FEB-1996	705				
13301547	AZHAGUSUNDARAM S	26-JUL-1995	1005				
13301548	DALAGUDRAMANIAN N	17-MAY-1997	455				
13301549	DHACHANAMOORTHI A	31-OCT-1996	805				

Institutions, offering more than one elective subject, are requested to select the elective subject for each student by clicking on the elective subject name of that student.

The screenshot shows a web browser window with the URL <http://www.tndte.com/>. The page title is "DOTE - 224 ANNAMALAI POLYTECHNIC COLLEGE". The user is logged in as "INS224". The main content area displays a table of students for the "1052-COMPUTER ENGINEERING (FULL TIME) SEM - 5 STUDENT LIST". A dropdown menu is open for the "Elective Subjects" column, showing a list of elective subjects. The selected subject is "2 - ET - I Software Engineering".

Reg No	Student Name	DoB	Exam Fee	Elective Subjects	Discre	Penal	Remov
12511598	PIRAI SUDAN C	17-JUL-1995	1555	1 - ET - I Concepts of Advanced Computing			
13501216	ANNIALAKSHMI A	26-OCT-1995	605	2 - ET - I Software Engineering			
13501219	AHUNPABHU M	15-MAR-1994	1405	1 - ET - I Concepts of Advanced Computing			
13501220	BALASUBRAMANIAN B	26-MAY-1997	805	2 - FT - I Software Engineering			
13501221	BARGUNAN U	02 JUN 1992	805	2 - ET - I Software Engineering			
13501222	DHIVYA K	12-MAY-1995	555	2 - ET - I Software Engineering			
13501223	DINESH A	29-APR-1993	955	2 - ET - I Software Engineering			
13501224	HARIHARAN C	02-JAN-1994	1605	1 - ET - I Concepts of Advanced Computing			
13501225	KARTHICK A	22-APR-1997	1105	2 - ET - I Software Engineering			
13501226	MANIKANDAN C	01-JUN-1994	1005	2 - FT - I Software Engineering			
13501228	NATARAJAN S	28-MAY-1994	1405	2 - ET - I Software Engineering			
13501230	NITHIARASAN S	27-OCT-1995	855	2 - ET - I Software Engineering			
13501231	PANDIYAN E	22 AUG 1996	1655	2 - ET - I Software Engineering			
13501232	PRABANJAN P	05-JUN-1994	805	2 - ET - I Software Engineering			
13501233	PRATAP B	02-NOV-1993	655	2 - ET - I Software Engineering			
13501234	PRAVEEN R	09-MAY-1995	805	2 - ET - I Software Engineering			
13501235	RAJESH KANNAN R	11-MAY-1996	755	2 - ET - I Software Engineering			
13501237	REMFESH S	19-JUL-1997	1405	2 - FT - I Software Engineering			
13501238	SELVAKUMAR A	23-MAR-1995	455	2 - ET - I Software Engineering			

Online Nominal Roll Editing

Change of Name of the Student

If any correction in the name of the student is required, please click the **Discrepancy Icon** of that student.

In the Discrepancy Submission Form, tick the Change Name option. Existing Name will be automatically displayed.

Enter New Name as per the SSLC marksheet of the student. A scanned image of his/her SSLC marksheet (in JPG format in A4 size in 200 dpi gray scale) as supporting document, is to be uploaded using the **Browse** button. Click **Save** to save the changes.

You can preview the proof (i.e. uploaded scanned image) by clicking **View Proof** button (only after saving the Discrepancy Submission Form).

The screenshot shows a web browser window displaying the 'Discrepancy submission form' for a student. The form is titled 'Discrepancy submission form' and is for a student named ARUNKUMAR K with registration number 13101650. The course is CIVIL ENGINEERING (FULL TIME). The 'Change Name' option is checked. The existing name is ARUNKUMAR K and the new name is ARUN KUMAR K. A scanned proof of the SSLC marksheet is uploaded as /scanned_proofs/13101650_NC.JPG. The request status is 'Not Yet Processed'. There are buttons for 'Browse...', 'View Proof', 'Save', and 'Cancel'. The form also includes options to change date of birth, photo, or add/remove arrear subjects.

Online Nominal Roll Editing

Change of Date of Birth of the Student

If any correction in the Date of Birth is needed, please click the **Discrepancy Icon** of that student.

In the Discrepancy Submission Form, tick the Change Date of Birth option. Existing Date of Birth will be automatically displayed.

Enter New Date of Birth (in DD-MMM-YYYY format, for example 25-JUN-1979) as per the SSLC marksheet of the student. A scanned image of his/her SSLC marksheet (in JPG format in A4 size in 200 dpi gray scale) as supporting document, is to be uploaded using the **Browse** button. Click **Save** to save the changes.

You can preview the proof (i.e. uploaded scanned image) clicking **View Proof** button (only after saving the Discrepancy Submission Form).

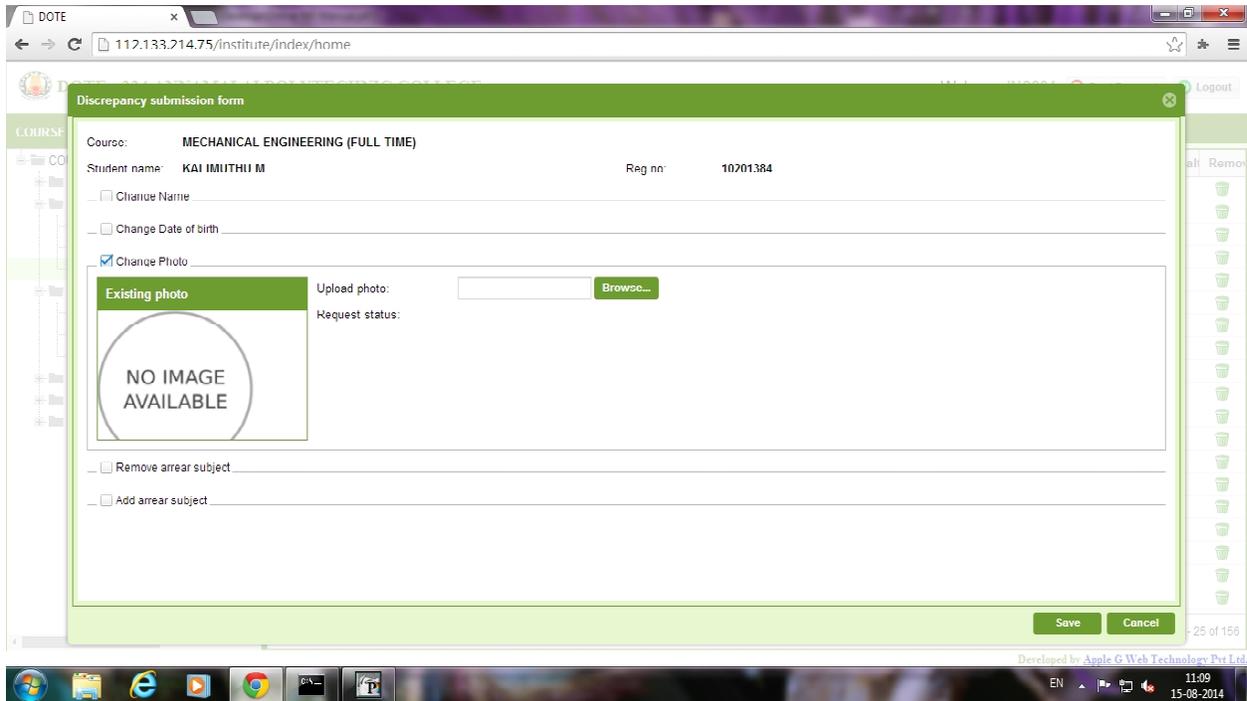
The screenshot shows a web browser window displaying the 'Discrepancy submission form'. The browser's address bar shows the URL '112.133.214.75/institute/index/home'. The form is titled 'Discrepancy submission form' and is for a student named 'RAJESH S' with registration number '11116890' in the course 'CIVIL ENGINEERING (FULL TIME)'. The 'Change Date of birth' option is checked. The 'Existing Date of birth' is '25-MAY-1992' and the 'New Date of birth' is '05-May-1992'. There is a field for 'Upload scanned proof' with a 'Browse...' button and a 'View Proof' button. Other options include 'Change Name', 'Change Photo', 'Remove arrears subject', and 'Add arrears subject'. The form has 'Save' and 'Cancel' buttons at the bottom. The browser's taskbar and system tray are visible at the bottom of the screen.

Online Nominal Roll Editing

Change Photo

If photo for a particular student is not printed in the Draft Nominal Roll or photo printed is not clear, you can change the photo of the student using **Change Photo** option available in the Discrepancy Form.

Upload the photo (colour photo in JPG format with dimensions 100 x 125) using the **Browse** button. The photo should be less than 20 KB.



The screenshot shows a web browser window displaying a 'Discrepancy submission form'. The form is for a student named KAI IMUTHI M, reg no 10701384, in the course of MECHANICAL ENGINEERING (FULL TIME). The 'Change Photo' option is selected. There is a 'Browse...' button for uploading a new photo. The existing photo area shows 'NO IMAGE AVAILABLE'. Other options include 'Change Name', 'Change Date of birth', 'Remove arrear subject', and 'Add arrear subject'. The form has 'Save' and 'Cancel' buttons at the bottom.

For all lateral entry students admitted in III Semester, you have to upload the photos only using **Change Photo** option.

The filename of the photos should be <regno.jpg>, example: 14301111.jpg

Click **Save** button to save your discrepancy request.

Online Nominal Roll Editing

Remove Arrear Subject

If the arrear subjects listed for a particular student is to be removed (due to some reasons such as passed due to revaluation etc), please use **Remove Arrear Subject** option.

The arrear subjects of that student will be listed. Tick the check box of the arrear subject(s) to be removed.

Discrepancy submission form

Course: MECHANICAL ENGINEERING (FULL TIME)
Student name: KALIMUTHU M Reg no: 10201384

Change Name
 Change Date of birth
 Change Photo
 Remove arrear subject

ARREAR LIST					
	Semester	Regulation	Subject name	Column No	Choose arrear to remove
1	SEM - 3	K Regulation	MECHANICS OF MATERIALS	1	<input type="checkbox"/>
2	SEM - 3	K Regulation	MANUFACTURING PROCESSES	2	<input type="checkbox"/>

Request etatus:
 Add arrear subject

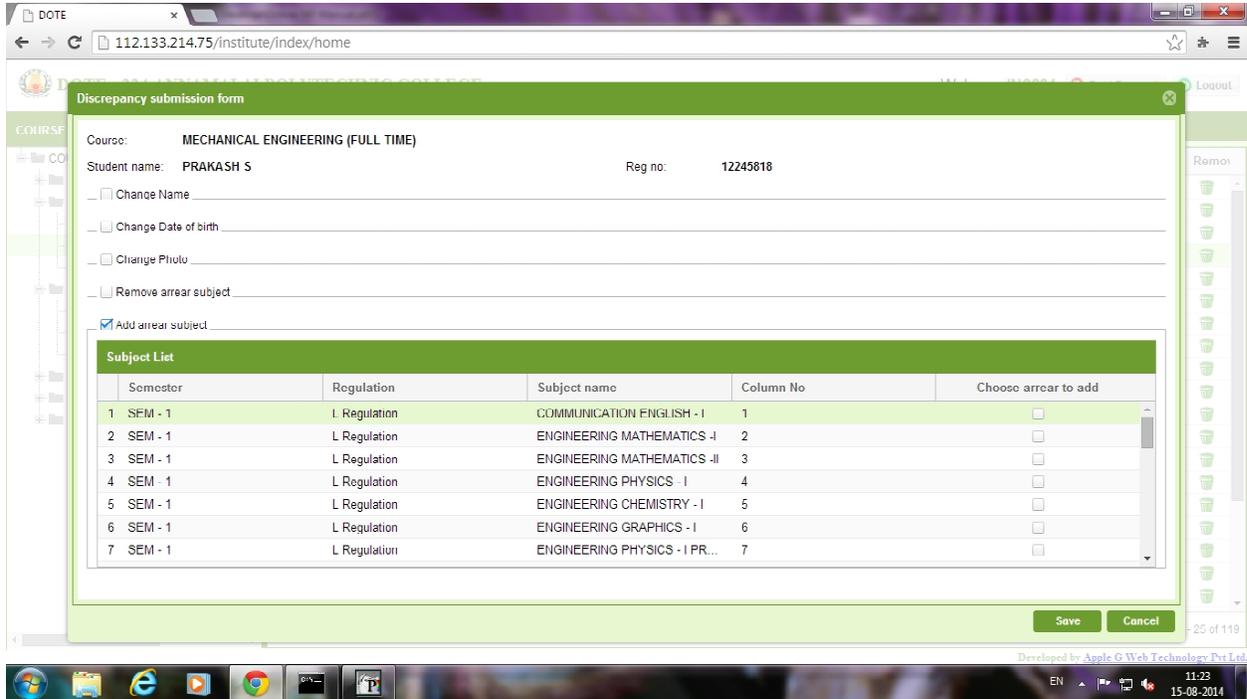
Save Cancel

Developed by Apple G Web Technology Pvt Ltd. 11:20 15-08-2014

Online Nominal Roll Editing

Add Arrear Subjects

If arrear subjects are to be added to a particular student, use **Add Arrear Subjects** option. In the subject list, choose **only the arrear subjects to be added**. This option should **not** be used for adding ALL PAPERS (in 3rd / 5th / 7th semester).



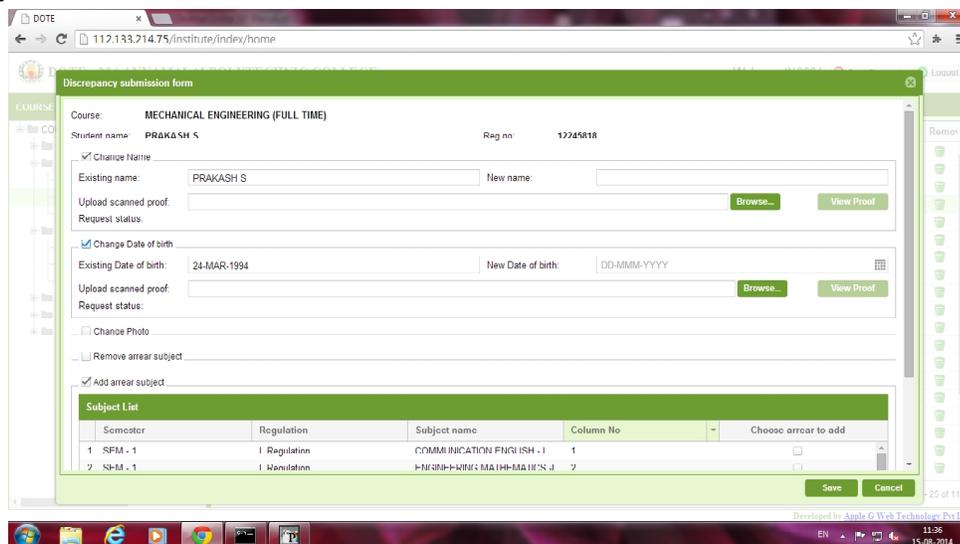
The screenshot shows a web browser window displaying the 'Discrepancy submission form' for a student named PRAKASH S. The course is MECHANICAL ENGINEERING (FULL TIME) and the registration number is 12245818. The 'Add arrear subject' checkbox is checked. Below this, a table lists subjects for selection:

Semester	Regulation	Subject name	Column No	Choose arrear to add
1 SFM - 1	L Regulation	COMMUNICATION ENGLISH - I	1	<input type="checkbox"/>
2 SEM - 1	L Regulation	ENGINEERING MATHEMATICS - I	2	<input type="checkbox"/>
3 SEM - 1	L Regulation	ENGINEERING MATHEMATICS - II	3	<input type="checkbox"/>
4 SEM - 1	L Regulation	ENGINEERING PHYSICS - I	4	<input type="checkbox"/>
5 SEM - 1	L Regulation	ENGINEERING CHEMISTRY - I	5	<input type="checkbox"/>
6 SEM - 1	L Regulation	ENGINEERING GRAPHICS - I	6	<input type="checkbox"/>
7 SEM - 1	L Regulation	ENGINEERING PHYSICS - I PR...	7	<input type="checkbox"/>

Selection of Multiple Options in Discrepancy Form

You can select more than one option (if required) in the Discrepancy Form for a particular student.

For example, if a student requires name correction, DoB correction and add arrear subject, you can submit the requests by clicking Change Name, Change Date of Birth and Add Arrear Subject check boxes.



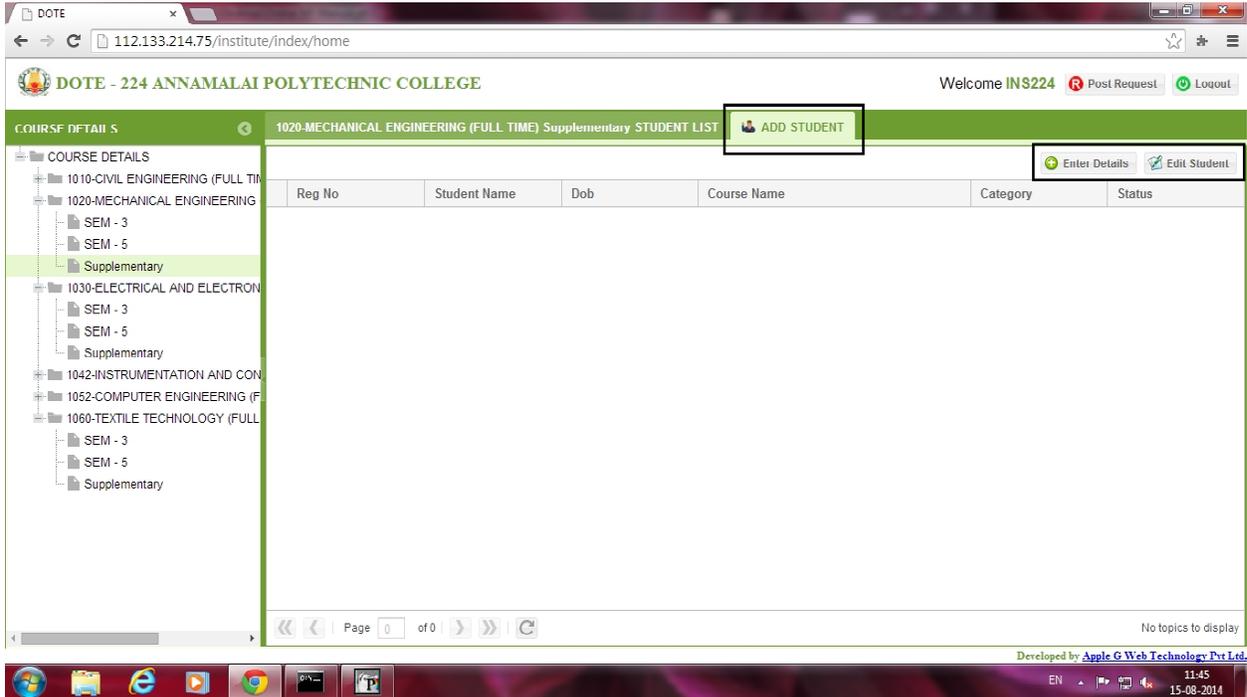
The screenshot shows the 'Discrepancy submission form' with multiple options selected. The 'Change Name' checkbox is checked, and the 'Existing name' is PRAKASH S. The 'Change Date of birth' checkbox is also checked, with the 'Existing Date of birth' set to 24-MAR-1994. The 'Add arrear subject' checkbox is checked. The subject list table is visible at the bottom of the form.

Online Nominal Roll Editing

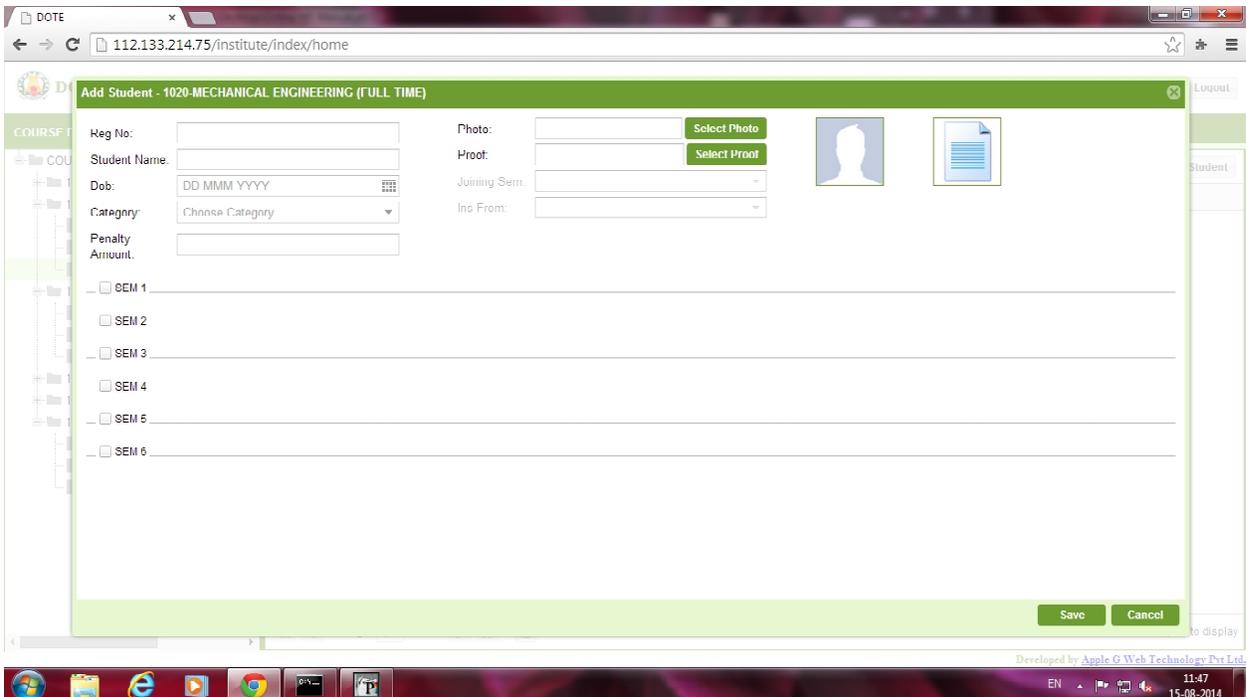
Add Student Option

Data available in the Online Portal is final. If a student (regular or supplementary) is not available in the Online Portal but remitted examination fees, you can add the details of the students using **Add Student** option.

In the left pane, select the appropriate branch of the student. Click **Add Student** tab.



After clicking the **Add Student** tab, click **Enter Details** button.



Online Nominal Roll Editing

Add Student (Continued)

1. Enter Register Number
2. Enter Student's Name (as per his/her SSLC certificate)
3. Enter Date of Birth (in DD-MMM-YYYY format, as per his/her SSLC marksheet)
4. Choose Category:

Readmission
Readmission-cum-Transfer
Readmission found in Supplementary
Transfer
Supplementary
Malpractice
5. Select **Joining Semester** if enabled.
6. Select Ins From (Institute from which transferred) for Transfer Candidates.
7. If photo was not found in the previous hall ticket/nominal roll, please upload photo image.
8. Proof is not mandatory. If specifically asked, please upload the DOTE order copy for the particular student.
9. Enter Penalty Amount (if the student remitted examination fee with Fine). Please do not enter 0 in this text box. If the student has remitted examination fee without fine, please leave the Penalty Amount text box as empty.
10. Select arrear subjects in appropriate semesters. Also select all subjects in the Joining Semester including Elective Subjects (if applicable).
11. Details of re-admitted students and students with required attendance but are absent in ALL PAPERS due to medical reasons in previous semester and permitted to continue to next semester with DOTE orders are to be entered using **Add Student** option only.

Click **Save** button.

Online Nominal Roll Editing

While entering details in the **Add Student** window, if an exclamation mark appears, it means that the data in the corresponding text box is invalid or not correct.

The screenshot shows a web form titled "Add Student - 1020-MECHANICAL ENGINEERING (FULL TIME)". The form contains the following fields:

- Reg No: [Empty text box]
- Student Name: [Empty text box]
- Dob: [01-01-1990] [Calendar icon] [Red exclamation mark]
- Category: [Choose Category] [Dropdown arrow]
- Penalty Amount: [0] [Red exclamation mark]

Below these fields are six checkboxes labeled SEM 1 through SEM 6, all of which are currently unchecked. A black oval is drawn around the Dob and Penalty Amount fields, highlighting the error indicators.

In the above screen, DoB should be in DD-MMM-YYYY (for example 01-JUN-1980) format. Similarly Penalty Amount should not be 0. It should be either empty or 100.

Adding Readmitted Students whose name found in Supplementary

If a readmitted student is already available in Supplementary list, you cannot add such student using **Add Student** option with **Readmitted Category**. It will create an error, **Reg No Already Exists**.

For such cases, please use the Category: **Readmitted found in Supplementary**.

Give register number, student name, date of birth, category, penalty amount, joining sem, all arrear subjects and all subjects in the joining semester including elective subject (if applicable).

Please note, for such students, category should be strictly Readmitted found in Supplementary.

Online Nominal Roll Editing

Edit Student - 1010-CIVIL ENGINEERING (FULL TIME)

Reg No: 12119589 Photo: [Select Photo](#)

Student Name: AMARNATH S Proof: [Select Proof](#)

Dob: 26-May-1995 Joining Sem: SFM - 5

Category: Readmission found on Supplementa Ins From:

Perially Amount: 100

SEM 1

Subject List For Sem - 1

Regulation: L

Column No ↑	Sub Code	Sub Name	Regulation	Choose Subject to add
1	20011	COMMUNICATION ENGLISH - I	L Regulation	<input type="checkbox"/>
2	20012	ENGINEERING MATHEMATICS -I	L Regulation	<input type="checkbox"/>
3	20013	ENGINEERING MATHEMATICS -II	L Regulation	<input type="checkbox"/>
4	20014	ENGINEERING PHYSICS - I	L Regulation	<input checked="" type="checkbox"/>

SEM 2

Subject List For Sem - 2

[Save](#) [Cancel](#)

Making Changes in Students Added using Add Student Option

1020-MECHANICAL ENGINEERING (FULL TIME) Supplementary STUDENT LIST [ADD STUDENT](#)

Reg No Student Name Dob Course Name Category Status

[Edit Student](#)

If any correction in the added records is required, select the appropriate branch in the left pane. Select Add Student tab. The list of students added will be displayed. Select the particular student. Edit his/her details using **Edit Student** option.

Online Nominal Roll Editing

Do not forget to switch between Add Student and Student List tab. If you have selected Add Student tab, you will not be able to view the existing students. To view the existing students, please remember to switch to Students List tab.

DOT E - 224 ANNAMALAI POLYTECHNIC COLLEGE

Welcome INS224 Post Request Logout

COURSE DETAILS

1020-MECHANICAL ENGINEERING (FULL TIME) SEM - 3 STUDENT LIST ADD STUDENT

Reg No	Student Name	Dob	Course Name	Category	Status
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Page 0 of 0

No topics to display

Developed by Apple G Web Technology Pvt Ltd.

12:15 15-08-2014

Post Request

If you have any issues / problems that needs our attention, you can send the message through Post Request option. Please restrict your message to 200 characters.

Post Request Logout

Discre	Penal	Remov
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Post Request

Description:

Minimum you should enter 200 character only

Submit Cancel

Online Nominal Roll Editing

SUMMARY

1. Prepare scanned images of all Lateral Entry students in JPG format with less than 20 KB with the specified size. (File Name should be strictly <regno>.jpg)
2. Prepare scanned images in JPG format of all re-admission orders, malpractice punishment orders, Institution transfer orders and continuance of ALL ABSENT students to next semester orders issued by DOTE.
3. Prepare scanned images of all students whose photos are not printed on Draft Nominal Roll.
4. Data in the Online portal is final.
5. Please check the details (arrear and examination fees) of all regular students (SEM-3, SEM-5 and SEM-7) in each course.
6. Please check the details (arrear and examination fees) of all supplementary students in each course.
7. Remove the students who have not remitted examination fees (please do this with care, since it is irreversible).
8. Mark fine (penalty fee of Rs. 100) to students who have remitted examination fees with fine.
9. For Change of Name, Change of Date of Birth, Change of Photo, Add/Remove Arrear Subjects, please use **Discrepancy Form**.
10. For students not found in the online NR portal, use **Add Student** option. You can edit the details of added students, using **Edit Student** option.
11. **Principals are fully responsible for the data submitted through the Online Portal. Hence they are requested to bestow their personal attention and ensure that the details provided through online portal are correct, especially for re-admitted and malpractice students.**
12. On completion of all editing process, please press **SUBMIT TO DOTE** button. Once this button is pressed, a warning message will be displayed. On confirmation, the portal will become read-only. No modifications can be done after pressing SUBMIT TO DOTE button.

The data (including discrepancy requests, add students etc) will be validated by DOTE Computer Center and the updated list will be displayed in the online portal on or before 15-Sep-2014.

Online Nominal Roll Editing

FREQUENTY ASKED QUESTIONS (FAQ)

1. What is the URL address for the Online NR Editing Portal?

For October 2014 examination, it is 112.133.214.75

2. What is the username and password for the Online NR Portal?

User name is INSxxx (where xxx is the institution code). Password information has been despatched to the Principals by SPEED POST / COURIER.

3. A student has paid examination fee under TATKAL scheme. How I have to treat this student?

For first phase of online NR editing, only candidates remitted examination fees with fine of Rs. 100 alone are eligible. Hence you have to Remove this student during the first phase. But during TATKAL NR editing, all removed candidates will be made available for editing.

4. How can I remove a student who have not remitted examination fees or have remitted examination fees under TATKAL scheme?

In the left pane, select his/her branch. If he/she is a regular student (i.e. presently studying), select SEM-3 or SEM-5 or SEM-7. Locate the student and click **Remove** icon against the name of the student. A confirmation dialogue box will appear. Select YES. The student will be removed.

5. Can I restore a student who has been accidentally removed?

No. Students once removed (after confirmation) cannot be restored. Hence do the Remove operation with utmost care.

6. How can I mark fine amount for the student who have remitted examination fees with fine of Rs. 100?

Click the **Penalty Fee** icon against the name of the student who remitted examination fee with fine of Rs. 100. In the dialogue box, enter fine amount as 100. Click Save.

7. I have wrongly entered fine amount as Rs. 100 for a particular student. I am unable to correct it?

Fine amount once entered cannot be reset to zero. The minimum fine amount should be Rs. 100. So fine amount has to be marked with care.

Online Nominal Roll Editing

8. A student's name is to be corrected in the Online NR Portal? How I have accomplish this?

For this you need scanned copy of his/her SSLC marksheet. Click Discrepancy Form icon against the name of the student. Tick **Change Name** option. Give his correct name as per SSLC marksheet as New Name. Upload the scanned proof. Click Save.

9. A student's date of birth is to be corrected in the Online NR Portal? How I have to do this?

Same as FAQ (8). Use **Change Date of Birth** option in the discrepancy form.

10. Whether I have to upload photo images for all students?

No. Only for those students photo images are not printed in the Draft Nominal Roll or Previous Hall Tickets, photo images are to be uploaded.

11. The photo image printed in Hall Ticket / Draft NR is not clear for a particular student? How I have to correct this?

Click the **Discrepancy** icon. In the Discrepancy Submission Form, click **Change Photo**. Upload his recent photo as per specification.

12. What is the specification for scanning a photo?

Format should be strictly JPG. Physical Size should be 100 x 125. File Size should be less than 20 KB. The name should be <regno>.jpg

13. The students arrear subjects are not correct. How I have to rectify this?

In the Discrepancy Submission Form, use **Remove Arrear Subject** to remove existing arrear subjects. Use **Add Arrear Subjects** to add arrear subjects.

14. I have added an arrear subject to a student? But the examination fee for that student is not updated?

Any discrepancy reported needs approval from the DOTE computer center. Merely reporting the discrepancy will not update any records. On approval from DOTE CC, the records of the student will be updated including examination fees.

15. A supplementary student, who have remitted examination fees is not available in the Online NR Portal? What to do?

Locate the branch in the left pane. Below that branch, click either SEM-3 / SEM-5 or Supplementary. Click **Add Student** on the right pane. Click Enter Details. Choose Category as **Supplementary**.

Online Nominal Roll Editing

16. While adding students, whether DOTE orders of readmitted / malpractice / transfer cases are to be uploaded as Proof?

No.

It is not mandatory.

Only for students, specifically requested by DOTE, you need to upload the relevant orders as Proof (in JPG format).

17. What should be the file size for images loaded as Proof?

It is not mandatory. If it is required by DOTE, please restrict it to 200 dpi / A4 size / Gray Scale. Under no circumstances, do not upload higher resolution scanned images as Proof.

18. A readmitted student is available in Supplementary. What to do?

Do not remove the student in Supplementary.

Add the details of the Student using **Add Student option** with category as **Readmitted Found in Supplementary**. Do not forget to mark all arrear subjects and **all subjects in Joining Semester**. If Elective Subject is available in the Joining Semester, select the particular Elective Subject.

19. I try to add a supplementary student. But the portal, it is already available?

It means it is available in the Online Portal. Please use vertical scroll bars to view complete listing in a particular page.

20. Please explain the various categories available in the Add Student option.

Readmission:	For readmitted students.
Readmission with Transfer:	For readmitted & transfer students.
Readmission found in Supplementary:	For readmitted students, whose name is found in the Supplementary.
Transfer	For transferred students.
Supplementary	For supplementary students.
Malpractice	For students indulged in malpractice activities during previous examinations.

21. A student is available in the Draft Nominal Roll. But is not available in the Online Portal? What to do?

Data in the online portal is final. So add the student using **Add Student** option.

Online Nominal Roll Editing

22. Can I change the details of the students added using Add Student option.

Yes.

Select the student. Use **Edit Student** option.

23. Can I remove the details of the students added using Add Student option.

No.

So, please add the students with care.

24. What is the use of Post Request button?

If you experience any problem, for which solution is not available in this manual, use Post Request option to communicate the issue to the administrators of the Online NR Portal. While using Post Request option, be brief and specific.

25. What is the use of SUBMIT TO DOTE button?

After completing the editing works in all respects, you can click SUBMIT TO DOTE button, so that DOTE Computer Center will process your data.

26. I have accidentally pressed SUBMIT TO DOTE button before completing the editing work?

Once SUBMIT TO DOTE button is pressed and then confirmed, the portal will become readonly. No modifications can be done thereafter. **So press the SUBMIT TO DOTE button only after completing all the editing works.**

27. A student admitted in Lateral Entry is found missing in the Online Portal? What to do?

Do not use **Add Student** option. Please send **Post Request** or communicate to the DOTE Computer Center using other means.



**for
reading this User Manual
carefully**