DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI – 600 025
STATE PROJET COORDINATION UNIT (SPCU)

CONTINUING EDUCATION COURSES
INSTRUCTIONS ON PRINTING OF COURSE CERTIFICATES & MARKSHEETS

Print the Course Certificates on Art Board Paper A4 Size (210 mm x 297 mm) 120 GSM and Marksheets on Art Board Paper A4 Size (210 mm x 297 mm) 110 GSM on Colour Laser Printer.

To print the certificate/marksheet, open the downloaded PDF file using Google Chrome

Paper Size : A4

Scale : Default

- On the back side, Institutions to put the following seal

This Certificate is distributed through this Institution
PRINCIPAL & COORDINATOR <polytechnic college name>, <place> - <pincode>

For example

This Certificate is distributed through this Institution
PRINCIPAL & COORDINATOR CENTRAL POLYTECHNIC COLLEGE, CHENNAI – 600 113

Principals to affix signature and distribute the hard copy of certificates to the participants, after getting signature in the certificate distribution register. Soft copy of certificates/marksheets not be shared with the participants, under any circumstances.

Please preserve the softcopies of all course approvals, course certificates and marksheets downloaded from the portal.