

**GOVERNMENT OF TAMIL NADU
DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI – 600 02
STATE PROJECT COORDINATION UNIT (SPCU)**

**MODULE 02 - COURSE REGISTRATION
USER MANUAL**

1. Open the following URL in a Computer System or Mobile using Google Chrome or Mozilla Firefox or any other browser:

<http://112.133.214.75/SPCUOnline/>

The Home Page will appear as follows:

**Government of Tamil nadu
Directorate of Technical Education
Chennai - 600 025**

State Project Coordination Unit (SPCU)

SPCUOnline
Online Portal for Tamil Nadu SPCU

Apply Online for Continuing Education Courses conducted by CIICP Project Polytechnic Colleges

View Syllabus Search Active Courses by Course Name Search Active Courses by Institution View Circulars/ User Manuals

State Project Coordination Unit (SPCU)
Directorate of Technical Education, 53, Sardar Patel Road, Chennai - 600 025
Phone: (044) 22354672
E-mail: spcudte@gmail.com

Your IP is 14.139.161.62
Site best viewed in Google Chrome and Mozilla Firefox browsers at 800 x 600 resolution (minimum)

- Before applying for Continuing Education Courses, the candidates are advised to
 - View the Syllabus
 - Ensure that they have the requisite and pre-requisite qualifications
 - Candidates can view the syllabus, by clicking **View Syllabus** button in the Home Page
 - They can also view the courses currently being offered by clicking **Search Active Courses by Course Name** and **Search Active Courses by Institution**.



- Before proceeding the Registration, the candidate has to decide
 - Course to be registered
 - Institution in which the Course is currently being offered

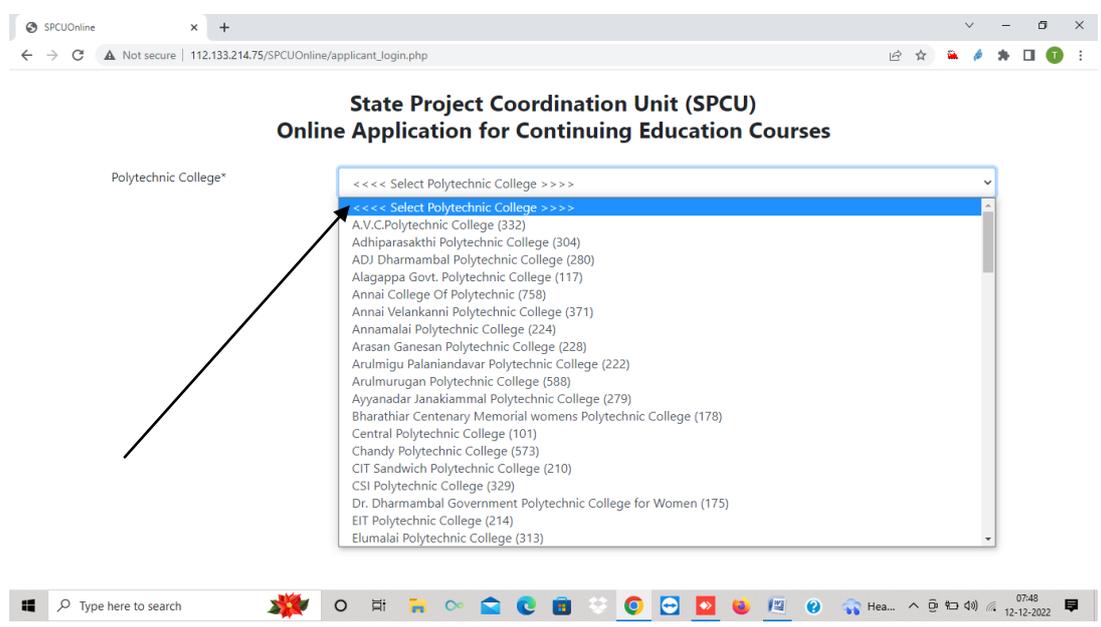
The following scanned images (in jpg/jpeg format only) are also required at the time of Registration

- Latest Passport Size Photo (20 KB to 50 KB)
- Signature (20 KB to 50 KB)
- Highest Educational Qualification like Degree Certificate / Diploma Certificate / Consolidated Mark Statement / XII Std Mark Sheet / X Std Mark Sheet / Transfer Certificate, in case of VIII Std (150 KB to 500 KB)
- Aadhaar Card (20 KB to 100 KB)

2. Click the **Apply Online for Continuing Education Courses offered by CIICP Project Polytechnic Colleges** button available in the Home Page.



- On clicking, it will take you to the Applicant Login Screen, where you have to
 - Select the Polytechnic College and click **Fetch Courses** button.





State Project Coordination Unit (SPCU) Online Application for Continuing Education Courses

Polytechnic College*

<<<< Select Polytechnic College >>>>

Fetch Courses

- After clicking the **Fetch Courses**, the following screen will appear



State Project Coordination Unit (SPCU) Online Application for Continuing Education Courses

Polytechnic College*

TEST INSTITUTE (999)

Fetch Courses

**Please input your Date of Birth & Mobile Number correctly.
You will NOT be able to correct them at later stage.**

Continuing Education Course*

<<<< Select Continuing Education Course >>>>

Date of Birth (dd-mm-yyyy)*

Choose To Date

Mobile Number*

Create/Open Application



- Select the Continuing Education Course
- Enter your date of birth in dd-mm-yyyy format (for example 23rd June 2000 to be entered as 23-06-2000)
- Mobile Number (10 digits) without any spaces
- **Please note you will not be able to change your Date of Birth or Mobile Number at later stage. Since the above four key fields (institution, course, date of birth and mobile number) will be used to identify your application, you have to give the input correctly.**
- Click **Create/Open Application**

SPCUOnline x +

Not secure | 112.133.214.75/SPCUOnline/applicant_login.php

State Project Coordination Unit (SPCU) Online Application for Continuing Education Courses

Polytechnic College*

[Fetch Courses](#)

**Please input your Date of Birth & Mobile Number correctly.
You will NOT be able to correct them at later stage.**

Continuing Education Course*

Date of Birth (dd-mm-yyyy)*

Mobile Number*

[Create/Open Application](#)

Windows taskbar: Type here to search, 27°C, 07:55, 12-12-2022

- Please remember these four key fields as they are required every time you need login into the system till downloading your Course Certificate.

3. Now you will be in Course Registration Menu

State Project Coordination Unit (SPCU) Online Application for Continuing Education Courses

[Application Entry/Edit](#)
[Certificate Upload](#)
[Application Draft Copy](#)
[Submit Application](#)
[Online Payment](#)
[Logout](#)

Application Status

4. Click **Application Entry/Edit**

State Project Coordination Unit (SPCU) Online Application for Continuing Education Courses

[Application Entry/Edit](#)
[Certificate Upload](#)
[Application Draft Copy](#)
[Submit Application](#)
[Online Payment](#)
[Logout](#)

Application Status

Polytechnic College	<input type="text" value="999 TEST INSTITUTE"/>	
Course Code & Name	<input type="text" value="AA/2020/002 PHOTOSHOP"/>	
Duration & Mode	<input type="text" value="28/10/2022 to 28/11/2022 (40 hours)"/>	<input type="text" value="Full Time"/>
Eligibility	<input type="text" value="10th Std & above"/>	
Course Fees & Installments	<input type="text" value="750"/>	<input type="text" value="1"/>
	For internal candidates	Max. Installments

SPCUOnline x +

Not secure | 112.133.214.75/SPCUOnline/appln_edit.php

For internal candidates Max. Installments

Applicant Category* Internal Candidate External Candidate

Name of the Candidate* MUTHURAMAN R
Name of the Applicant Initials of the Applicant

Father/Mother/Guardian Name* RAMANATHAN S

Date of Birth* 03-04-1970

Gender* Male

Highest Qualification* HSC / XII Std

Address* 45, TKR STREET
 SOUTH CAR STREET
 MADURAI

Pincode* 625002

Windows taskbar: Type here to search, 27°C, 08:00 12-12-2022

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Not secure | 112.133.214.75/SPCUOnline/appln_edit.php

Pincode* 625002

District* Karur

State* Tamil Nadu

Mobile Number* 9 []

E-mail ID* test@gmail.com

Community* Other Communities (OC)

Aadhaar Number 123412341234
Aadhaar Number of the applicant (12 digits) without spaces

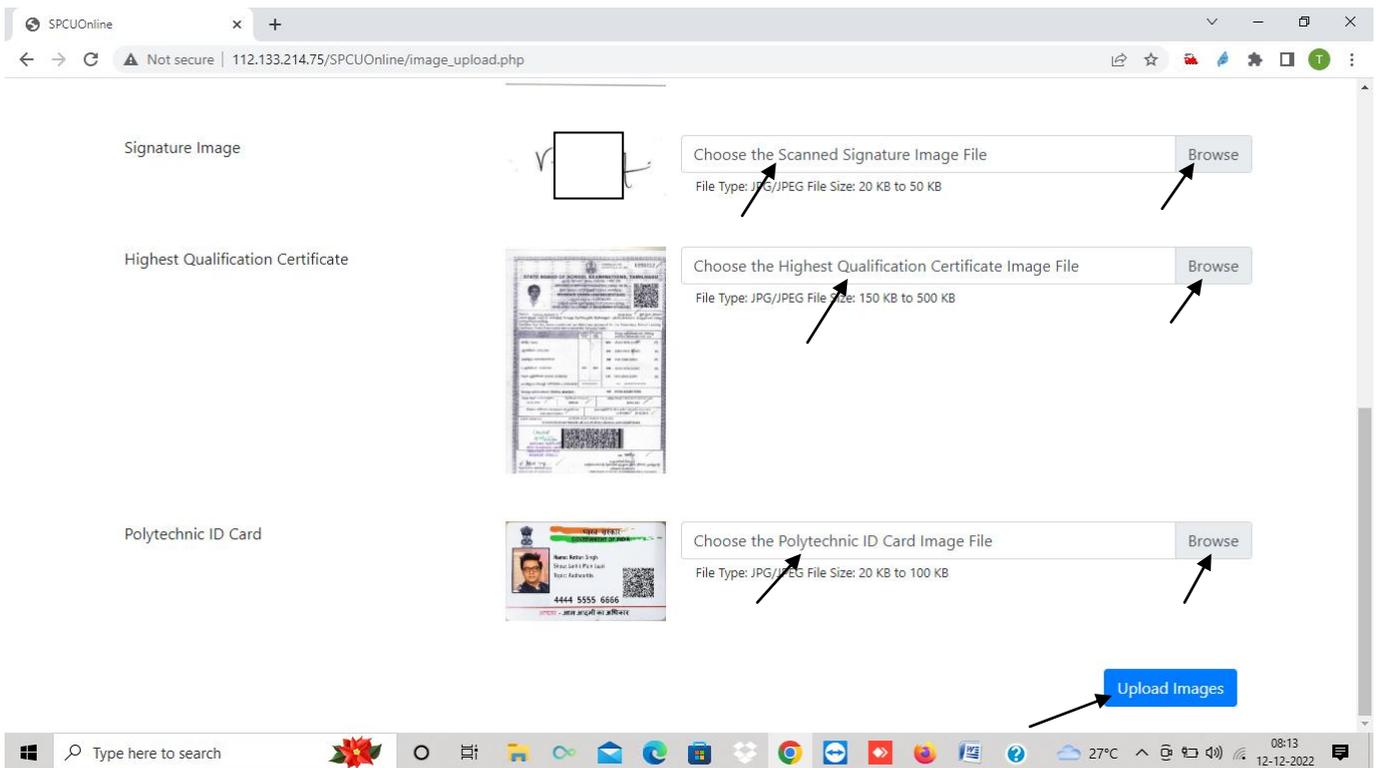
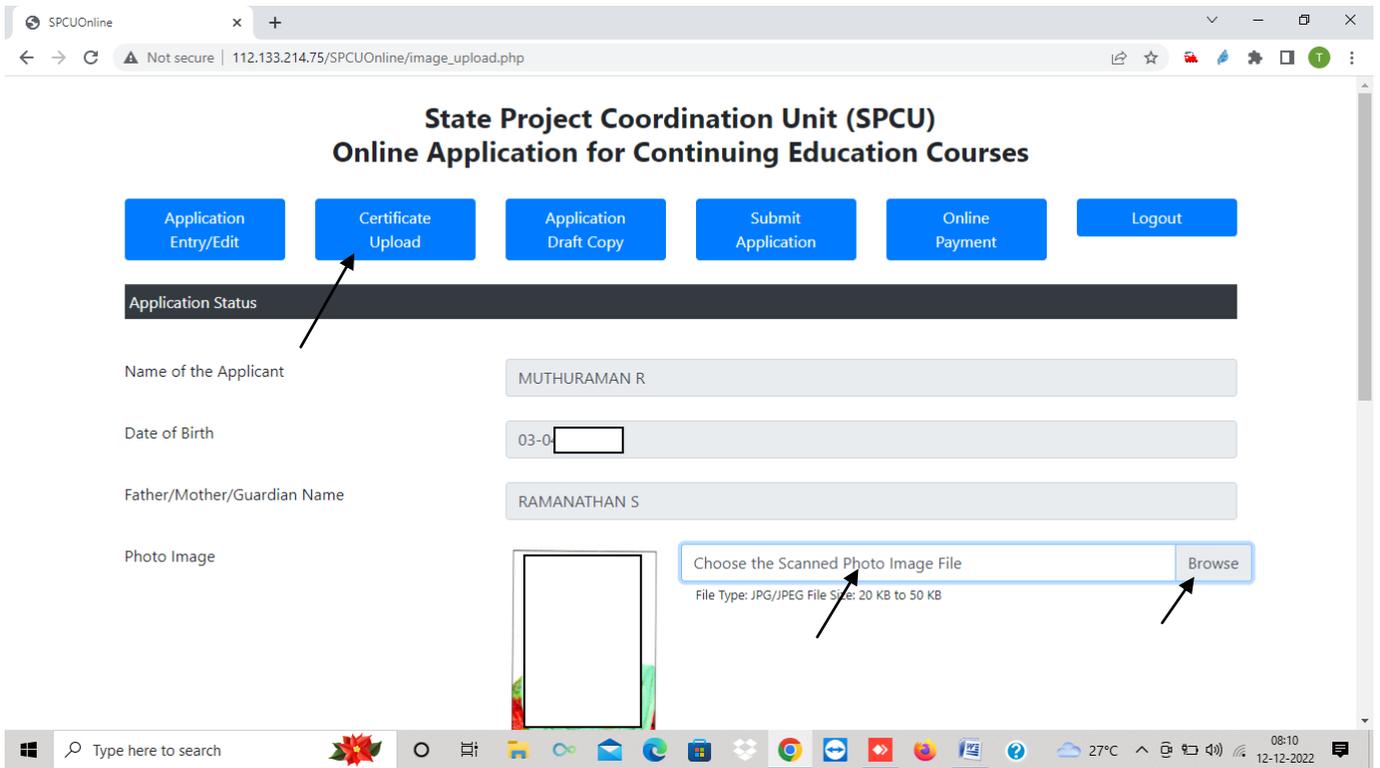
Course, Semester & Register Number* 1020 I 24569800
Course Code Semester Examination Register Number

Update Details

Windows taskbar: Type here to search, 27°C, 08:00 12-12-2022

- In the application, you have to give the following details:
 - Applicant Category
 - Internal
 - External
 - Name of the Candidate with Initial (as in the SSLC Mark Sheet/School Records)
 - Father/Mother/Guardian Name with Initial
 - Gender
 - Male
 - Female
 - Transgender

- Highest Qualification (from the Drop Down List)
 - VIII Std
 - SSLC / X Std
 - HSC / XII Std
 - ITI
 - Diploma
 - Under Graduate
 - Post Graduate
 - Address (3 lines)
 - Pincode
 - District (from the Drop Down list)
 - State (from the Drop Down list)
 - Personal E-mail ID (if not available, give the E-mail ID of Parent/Guardian)
 - Community (from the Drop Down List)
 - OC
 - BC Others
 - BC Muslim
 - MBC
 - DNC
 - SC Arunthathiyars
 - SC Others
 - ST
 - Aadhaar Number (exactly 12 digits, without any spaces)
 - If you are an internal candidate, you have to enter your current diploma courses
 - Course Code
 - Semester
 - Register Number
 - If you are an External Candidate, you have to select the type of External Candidate from the following options:
 - Student
 - Employed
 - Unemployed
 - If Student (External) is selected, you have to enter
 - Name of the Institution in which presently studying
 - If Employed (External) is selected, you have to give
 - Designation
 - Name of the Industry/Organisation in which presently working
4. After entering the details, please check the entered details once again. If the details are ok, then click **Update Details** button.
5. Then click **Certificate Upload**, to upload your photo, signature, qualification and aadhaar card.



6. After selecting the jpg/jpeg images, click **Upload Images** button.
7. Now you can generate Draft Copy of your application, by clicking **Application Draft Copy**

State Project Coordination Unit (SPCU) Online Application for Continuing Education Courses



- It will download your application as PDF file. Open the PDF file and check the details. If required, take a print out for your records.

8. If the details are correct, then click **Submit Application** button.

State Project Coordination Unit (SPCU)
Online Application for Continuing Education Courses

Application Entry/Edit Certificate Upload Application Draft Copy **Submit Application** Online Payment Logout

Application Status

Please note, after submitting the application, you will not be able to make any changes in the application/images uploaded.
Hence please review your application, before clicking SUBMIT button.

Polytechnic College: 999 TEST INSTITUTE

Course Code & Name: AA/2020/002 PHOTOSHOP

Duration & Mode: 28/10/2022 to 28/11/2022 (40 hours) Full Time

Eligibility: 10th Std & above

Course Fees & Installments: 1 Max. Installments

Applicant Category*: Internal

Name of the Candidate*: MUTHURAMAN R

Father/Mother/Guardian Name*: RAMANATHAN S

Date of Birth*: 03

Gender*: Male

Highest Qualification*: HSC / XII Std

Address*: 45, TKR STREET
SOUTH CAR STREET
MADURAI

Pincode*: 625002

District*: Karur

State*: Tamil Nadu

Mobile Number*:

E-mail ID*: test@gmail.com

Community*: Other Communities (OC)

Aadhaar Number: 123412341234

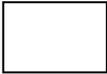
Course, Semester & Register Number*: 1020 I 24569800

Course Code Semester Examination Register Number

Photo Image: [Image of a person's face]

SFCUOnline x +
← → Not secure | 112.133.214.75/SFCUOnline/appln_submit.php

Signature Image 

Highest Qualification Certificate 

Aadhaar Card 



Declaration
I have read the Syllabus of the Course.
I confirm that I possess the requisite and pre-requisite qualification.
I will abide by the rules and regulations of the Project Polytechnic College.
I am aware that Course Fees once paid cannot be refunded or transferable or adjustable.
I am aware that I will not be eligible for the End Examinations, if I have not met the attendance requirements.
I am aware of the Passing Requirements in the End Examinations.

Cancel SUBMIT

9. **Please note, after submitting your application, you will not be able to make any corrections in your applications or change the images (photo / signature / qualification / aadhaar card) you have already uploaded.**
10. Since the certificates will be generated based on the details given in the application and photo image you have uploaded, please ensure the correctness of your name, date of birth and photo.
11. **Hence please double check the draft copy and the images you have uploaded (it appears in the draft copy itself), before clicking Submit Application button.**
12. After submitting, your application will be scrutinized by the Polytechnic College, and it will be approved or rejected. The Application Status will be displayed.
13. If approved, you can make payments by clicking **Online Payment** button.