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:

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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 Firebox browsers at 800 x 600 resolution (minimum)	
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- Before applying for Continuing Education Courses, the candidates are advised to
 - View the Syllabus
 - Ensure that they have the requisite and pre-requisite qualifications
 - o 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
 - o 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)
- Aaadhaar 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.



- o 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)		
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Please input your Date o You will NOT be able to	of Birth & Mobile Number correctly. correct them at later stage.	Fetch Courses
Continuing Education Course*	<<<< Select Continuing Education Course >>>>	~
Date of Birth (dd-mm-yyyy)*	Choose To Date	Ø
Mobile Number*	*	
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- Select the Continuing Education Course
- Enter your date of birth in dd-mm-yyyy format (for example 23rd June 2000 to be enteree\d 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

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- 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



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		999 TEST INSTITUTE			
Course Code & Name		AA/2020/002 PHOTOSH	IOP		
Duration & Mode		28/10/2022 to 28/11/20)22 (40 hours)		Full Time
Eligibility		10th Std & above			Mode
Course Fees & Installments		750	1		

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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	
Candor		
Gender	Male	~
Highest Qualification*		
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Address*	45 TKR STREET	
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- In the application, you have to give the following details:
 - Applicant Category
 - o Internal
 - o External
 - Name of the Candidate with Initial (as in the SSLC Mark Sheet/School Records)
 - Father/Mother/Guardian Name with Initial
 - Gender
 - o Male
 - \circ Female
 - Transgender

- Highest Qualification (from the Drop Down List)
 - o VIII Std
 - o SSLC / X Std
 - HSC / XII Std
 - o ITI
 - o 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**
 - o BC Others
 - o BC Muslim
 - o MBC
 - o DNC
 - o SC Arunthathiyars
 - o SC Others
 - o 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
 - o Semester
 - o Register Number
- If you are an External Candidate, you have to select the type of External Candidate from the following options:
 - o Student
 - Employed
 - Unemployed
- If Student (External) is selected, you have to enter
 - \circ $\,$ 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.

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Application Certificate Entry/Edit Upload	: Application Draft Copy	Submit Online Application Payment	Logout
Application Status			
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Date of Birth	03-04		
Father/Mother/Guardian Name	RAMANATHAN S		
Photo Image		Choose the Scanned Photo Image File File Type: JPG/JPEG File Sve: 20 KB to 50 KB	Browse
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- 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

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

- 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.

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App Ent	olication Certificate try/Edit Upload	Application Submit Draft Copy Application	Online Logout Payment	
Applicati	ion Status			
Please in the Hence	e note, after submitting the a application/images uploadec please review your applicati	/ pplication, you will not be able to r <u>I.</u> on, before clicking SUBMIT button	nake any changes	
Polytechr	ic College	999 TEST INSTITUTE		
Course Co	ode & Name	AA/2020/002 PHOTOSHOP		
Duration	& Mode	28/10/2022 to 28/11/2022 (40 hours) Duration	Full Time Mode	
Eligibility		10th Std & above		
Course Fe	ees & Installments	1 Max. Installments		
Applicant	: Category*	Internal		
Name of	the Candidate*	MUTHURAMAN R		
Father/M	other/Guardian Name*	RAMANATHAN S		
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Date of B	irth*	03		
Gender*		Male		
Highest C	Qualification*	HSC / XII Std		
Address*		45, TKR STREET		
		SOUTH CAR STREET		
Pincode*		625002		
District*		Karur		
State*		Tamil Nadu		
Mobile N	umber*			
E-mail ID	×	test@gmail.com		
Commun	ity*	Other Communities (OC)		
Aadhaar	Number	123412341234		
Course, S	emester & Register Number*	1020 I Course Code Semester	24569800 Examination Register Number	
Photo Im	age			



- 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.