

DIRECTORATE OF TECHNICAL EDUCATION – CHENNAI
CIRCULAR FOR OCTOBER 2026 EXAM FEE PAYMENT

Sub: Diploma Examinations – Examination Fee Payment – Revised
Schedule– Intimation – Reg.

All Principals of Government, Government Aided, Self-Financing and Affiliated Polytechnic Colleges are informed that the schedule for payment of examination fees has been revised for Regular and Supplementary Candidates. The revised schedule is given below:

Important Deadlines for the Institutions

Details	Date	Day	Time
Activation of Registration & Fee Collection Module	23.09.2026	Wednesday	11.59PM
WITHOUT FINE (Regular & Supplementary)			
Last Date for Payment of Collected Examination Fees of Candidates (Regular & Supplementary) by Institutions (without Fine)	01.10.2026	Thursday	11.59PM

Important Deadlines for Candidates
<https://polyexam.tnedu.in/StudZone>
(for both Regular & Supplementary Candidates)

Details	Date	Day	Time
Start date for payment of Fees directly by Candidates through Online Payment Portal (with fine of Rs.150/-)	02.10.2026	Friday	12.00AM
Last Date for Payment of Examination Fees (with fine of Rs.150/-) by Candidates through Online Payment Gateway	08.10.2026	Thursday	11.59PM
Start date for payment of Fees directly by Candidates through Online Payment Portal (with tatkal fine of Rs.750/-)	09.10.2026	Friday	11.00AM
Last Date for Payment of Examination Fees (with tatkal fine of Rs.750) by Candidates through Online Payment Gateway	12.10.2026	Monday	11.59PM

All Principals are requested to communicate the revised schedule to the candidates and concerned staff and ensure that the examination fee payment is completed within the stipulated dates.

**Chairman
Board of Examinations**

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NOTE Examination Fee & Supplementary Registration

Functional flow guide covering supplementary registration, student payment recording, individual and bulk payment processing, NOTE payment processing, invoice access, payment retry, and student-side exam fee payment.

1. Overall Process Flow

1. Supplementary Registration	2. Record Student Payment	3. Verify & Register	4. Pay to NOTE
Select students whose fees have already been received by the college.	Record payment received from the student through the applicable receipt method.	Review selected students and amounts before registration confirmation.	Remit the applicable collected amount to NOTE through the payment gateway.

Recommended Button Names

Current Context	Recommended Name	Purpose
Pending student action	Record Payment	Record a payment already received by the college.
Student payment confirmation	Confirm Payment Received	Confirm the receipt method and payment verification.
Payment already recorded	View Invoice	View the recorded payment/invoice.
Institution-to-NOTE payment	Pay to NOTE	Start the actual institution-to-NOTE payment.

Business rule: Student fee collection and NOTE remittance are separate transactions. The college first records money already received from the student; the later Pay to NOTE action performs the institution-to-NOTE payment.

Control point: Before confirming supplementary registration, verify the selected student list and payment status carefully. Once confirmed, the registration cannot be undone in the current process.

2. Supplementary Registration Flow

Use this flow when registering supplementary/arrear students whose fee has already been collected or verified by the college.

- 1 **Open Supplementary Registration**
Click Exam menu → click Supplementary Registration submenu.
- 2 **Search Students**
Click the Course drop-down → select the required course → click Search.
- 3 **Review Student List**
Verify Checkbox, Student Name, DOB, Roll No., Subjects, Final Exam Fees and Action.
Select only students whose payment has already been received.
- 4 **Preview Registration**
Select the required student checkboxes → click Preview & Register. Review selected students, each amount, student count and grand total.
- 5 **Confirm Registration**
Verify the list and amounts → click Confirm Registration. A registration confirmation message is displayed.
- 6 **Auto-Populate Exam Fees**
For successfully registered students, the applicable amount should be auto-populated in the student's Exam Fees section.

Supplementary Student Selection

The screenshot displays the 'Supplementary Student Selection' interface. At the top, there's a navigation bar with 'Home', 'Master', and 'Exam' tabs. Below this, a 'Processing Year' dropdown is set to '2026', and a 'Processing Semester' dropdown is set to 'Odd Semester'. A search bar contains 'CIVIL ENGINEERING (FULL TIME)' and a search button. Below the search bar, a 'Search Students' section has a search input field and a 'Deselect All' button. The main area shows a table of students with columns: STUDENT NAME, DOB, ROLL NO, SUBJECTS, FINAL EXAM FEES, and ACTION. Three students are listed: SUNILKUMAR K, TENDULKAR V, and VASANTH K. Each student has a checkbox in the 'ACTION' column. A 'Preview & Register' button is located at the top right of the table. The table also shows 'Selected: 239 students' and 'Showing: 253 students'.

STUDENT NAME	DOB	ROLL NO	SUBJECTS	FINAL EXAM FEES	ACTION
SUNILKUMAR K	25/12/2001	20100046	31061 CONSTRUCTION MANAGEMENT WITH MIS 31062 HYDRAULICS +2 more	₹1,080	☒ View
TENDULKAR V	26/8/2003	20100047	30002 LIFE AND EMPLOYABILITY SKILL PRACTICAL 31055 CONSTRUCTION PRACTICE LAB +7 more	₹1,405	☒ View
VASANTH K	20/7/2004	20100049	31064 ESTIMATING AND COSTING II	₹885	☒ View

Figure 1. Supplementary student list with selection and Preview & Register action.

3. Registration Preview & Student Payment Recording

The preview is the final validation point before registration. Student payment recording is a separate activity from DOTE remittance.

Registration Preview

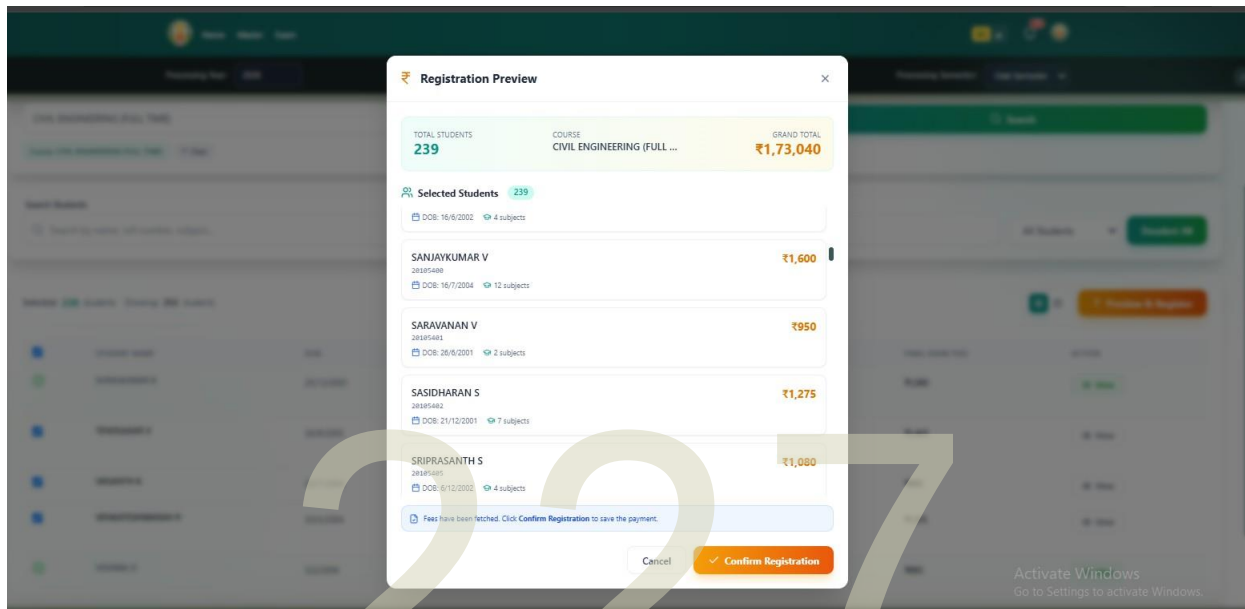


Figure 2. Registration Preview showing selected students, individual fees and grand total.

Exam Fee Portal — Single Student Payment Recording

1. Open Exam Fee Portal — Click Exam menu → Exam Fee Portal. Review Regular and Outgone/Supplementary counts, collected amount, pending amount, total amount and DOTE amount.
2. Find Student — In Search Filters, select Course, Batch and Semester → click Find Students.
3. Record Payment — For a pending student, click Record Payment.
4. Confirm Payment Received — Review regular/arrears paper count and fees → click Confirm Payment Received → select the actual receipt method → tick the verification checkbox → click the applicable confirmation button.
5. Payment Completed — Display a clear success message. The action changes from Record Payment to View Invoice.

Important: The institute records payment only after the student's amount has actually been received through cash, GPay/UPI or another accepted payment method.

4. Exam Fee Portal — Single & Bulk Payment

The Exam Fee Portal supports two payment-recording methods: single-student processing using Record Payment and multiple-student processing using Bulk Pay. Both functions are available to the institute.

A. Bulk Pay — Multiple Students

Flow: Select the required student records using the checkboxes → click Bulk Pay → review the selected students and applicable amounts → confirm the bulk payment/recording. The selected student records are processed together.

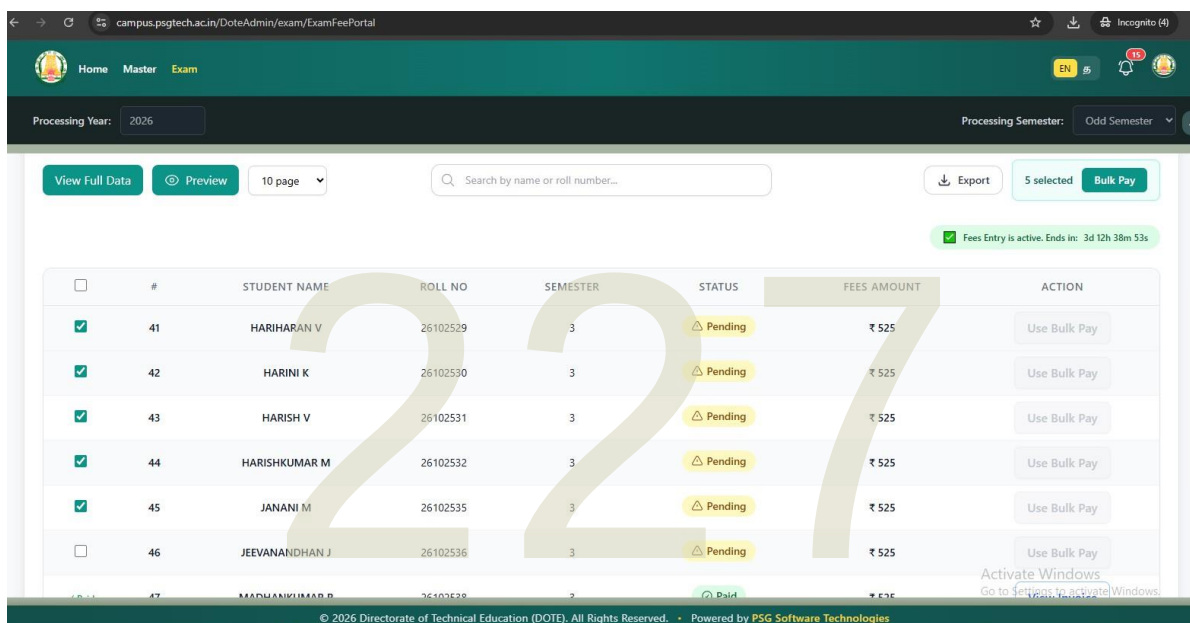


Figure 3. Exam Fee Portal showing multiple selected students and the Bulk Pay action.

B. Single Student — Record Payment

Flow: Select/find one student → click Record Payment → review fee details → click Confirm Payment Received → complete the applicable receipt verification. After successful recording, the student shows Paid and the action changes to View Invoice.

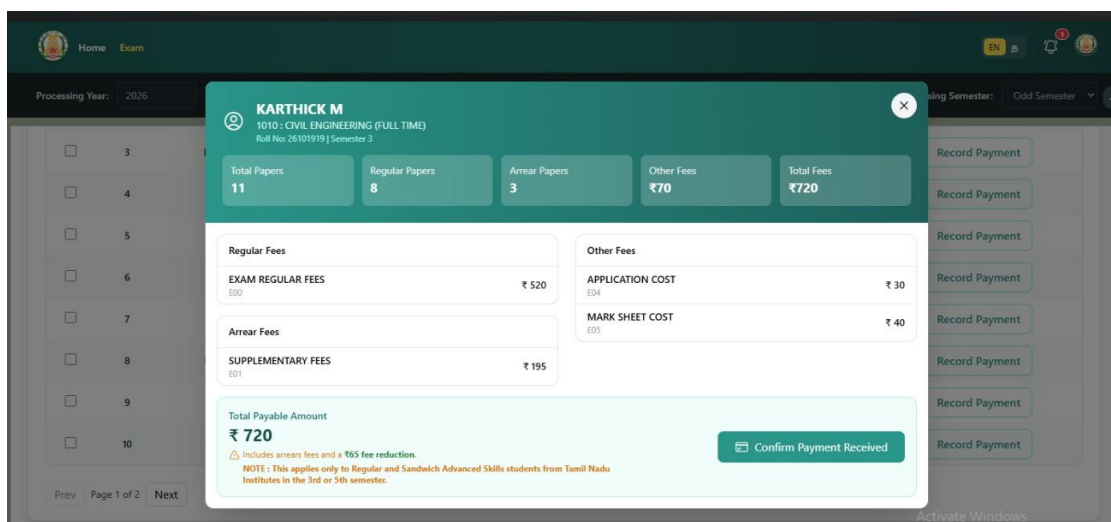


Figure 4. Individual student fee details showing the Confirm Payment Received action.

Note: Bulk Pay is for multiple students. Record Payment is retained for single-student processing.

5. NOTE Payment, Invoice & Payment Retry

After student payments are recorded, the institution reviews the consolidated amounts and remits the applicable NOTE amount.

Exam Fee Portal Summary

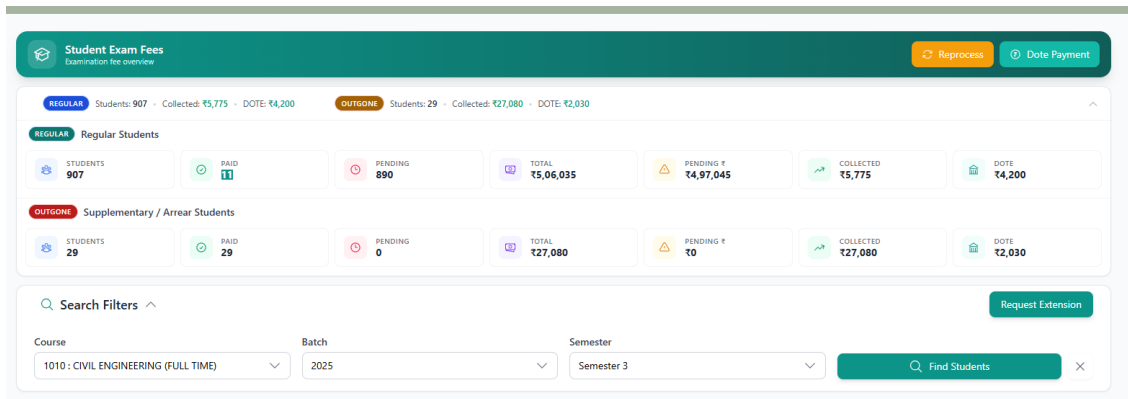


Figure 5. Exam Fee Portal summary, counts, collected/pending amounts and search filters.

NOTE Payment Process

1. Open NOTE Payment Details – Click NOTE Payment and review Regular + Supplementary student count, total, pending, collected and NOTE amounts.
2. Verify – Review detailed batch/course/semester values and collected amounts before remittance. NOTE payment is processed only once where applicable.
3. Pay to NOTE – Click Pay to NOTE to open the CCAvenue payment portal for the institution-to-NOTE payment.
4. Result – On success, show payment details. On failure or decline, show a clear payment failure message.
5. Payment Retry – If the account was debited but the portal remains Pending/Not Paid, use the retry/reprocess option and update the status and amount calculations when the transaction is confirmed.

Paid Student List & Invoice

Processing Year: 2026 Processing Semester: Odd Semester							
☐	2	AJAY B	26200002	3	Pending	₹ 525	Record Payment
☐	3	AKASH V	26200003	3	Pending	₹ 525	Record Payment
☐	4	AKMAL KHAN U	26200004	3	Pending	₹ 525	Record Payment
☒	5	ANBU MANI V	26200005	3	Paid	₹ 525	View Invoice
☒	6	ASLAM H	26200006	3	Paid	₹ 525	View Invoice
☐	7	BAVITHRAN D	26200007	3	Pending	₹ 525	Record Payment
☐	8	BHARANI S	26200008	3	Pending	₹ 525	Record Payment
☐	9	BHARATH B	26200009	3	Pending	₹ 525	Record Payment
☐	10	BOOPENDIRAVARMAN N	26200010	3	Pending	₹ 525	Record Payment

Figure 6. Paid students showing Paid status and View Invoice action.

Reporting: Provide the complete student payment report in Excel, CSV and PDF formats where required.

6. Student Portal – Exam Fee Payment (StudZone)

This is a separate student-side application: **StudZone** (<https://polyexam.tnedu.in/StudZone>). If a student does not pay within the allocated institute-side period, the exam fee becomes available in the student account with the applicable fine amount.

Student Exam Fee Screen

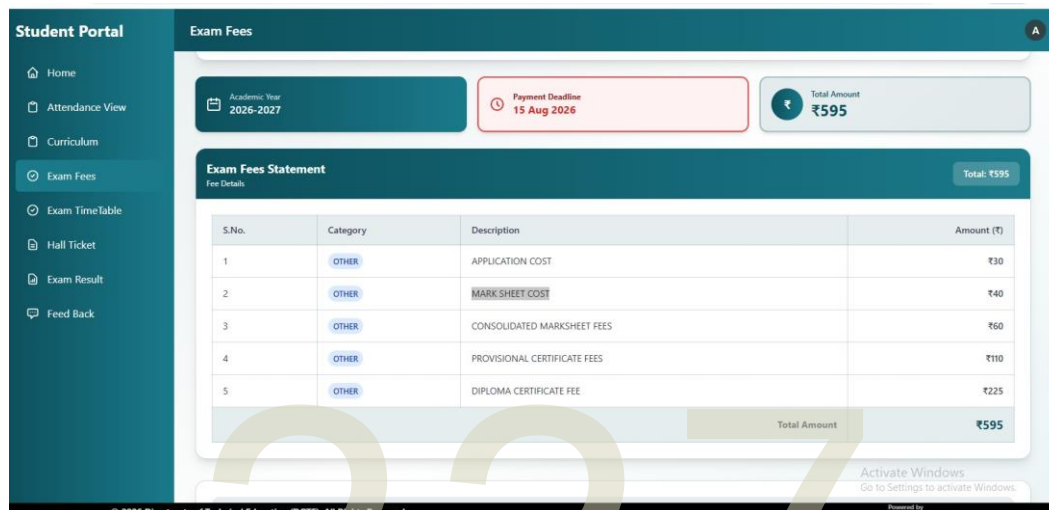


Figure 7. Student Portal Exam Fees screen showing the fee statement and total amount.

Fee & Fine Example

Component	Example
Regular papers	6 papers
Arrear papers	4 papers
Total papers	10 papers
Exam fee	$10 \times ₹65 = ₹650$
Fine amount	₹150
Total payable	₹800

Tatkal Fine: If the normal fine date expires and the student still has not paid, the Tatkal Fine period may open. For the same 10-paper example, exam fee = ₹650 and Tatkal Fine = ₹750, giving an example total of ₹1,400.

Student-side Payment Flow

1. Login & Check Fees — Login to StudZone with valid student credentials using **user ID as Student Roll No & Password is Student Date of Birth** → click Exam Fee → check the displayed fee details and applicable fine.
2. Pay — Click the Pay button → proceed to the CCAvenue payment portal.
3. Payment Method — Complete payment using an available method such as UPI, Credit Card or Debit Card.
4. Payment Success — Display a success message with the paid amount, Order ID and Transaction ID.
5. Payment Failed — If the payment is declined or fails, display a clear Payment Failed message.