

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE
DIRECTOR OF TECHNICAL EDUCATION
ANDHRA PRADESH: MANGALAGIRI

Cir. Memo. No: EHE02-17164/2025-H SEC-CTE Date: 12-03-2025

Sub:	Technical Education - Academic - Completion of Academic and Institutional Records for the Academic Year 2024-25 Certain Instructions to the Principals - Issued - Reg.
Ref:	Academic calendar 2024-2025 .

It is hereby informed that the class work for the diploma courses, except pharmacy branch for the academic year 2024-25 will conclude in the last week of March 2025. In this regard, all Government Polytechnic Principals are instructed to ensure that the following academic and institutional records are updated, consolidated, and prepared for verification before the commencement of the summer vacation:

- 1. Course Files** – Comprehensive documentation including lesson plans, assignments, question banks, and other relevant academic materials for all theory subjects.
- 2. Lab Records** – Individual experiment-wise marks of each student for all laboratory subjects.
- 3. Drawing subject marks**– Proper documentation of sheet-wise marks of all drawing subjects and other relevant academic records.
- 4. Institutional Registers/files**-Updation of all records such as admission registers, cash books, Sessional marks registers, Diploma certificate issue registers, stock registers and other office records
- 5. Staff Training and Development** – Compilation of details related to training programs attended by faculty and staff members.
- 6. Other academic/administrative records** –Updating any additional records necessary for institutional assessment and verification.

The concerned faculty and administrative staff shall complete the updating process by 30-04-2025. All the principals are requested to ensure timely completion and Update the above-mentioned records.

In this context, the Regional Joint Directors of AU and SVU Regions are hereby informed to oversee the timely completion of above records in all Government Polytechnics under their jurisdiction

DIRECTOR

Digitally signed by
GUMMALA GANESH KUMAR
Date: 12-03-2025 10:29:26

To

Principals of all Govt., Aided, Polytechnics across AP

Regional Joint Director of Technical Education, AU and SVU Regions

Copy to Secretary, SBTET, AP