## GOVERNMENT OF ANDHRA PRADESH

## OFFICE OF THE DIRECTOR OF TECHNICAL EDUCATION ANDHRA PRADESH: MANGALAGIRI

Cir.Memo. No.: EHE02/17/2024-ITCTE/MISC/Faculty Info Dt: 30.10.2024

- Sub: Technical Education- Data pertaining to the faculty of Government polytechnics and the Number of students on Rolls –Requested- Reg.
- Ref: As per the instructions of Director of Technical Education.

## \*\*\*\*\*\*\*\*

The attention of Principals of all the Government Polytechnics is invited to the subject cited and it is informed that, in accordance with the instructions of Director of Technical Education, data pertaining to the faculty of Government polytechnics and the Number of students on Rolls for 1<sup>st</sup> year, the semesters commencing from November-2024 be collected from all the government polytechnics.

It is further informed that, a new option labelled "Faculty Information 2024" is placed in the HOD login of student portal of SBTET, A.P to capture the details of staff and Number of students on Rolls. URL of the portal is https://apsbtet.net/studentportal/Screens/Mainhome.aspx

In this Connection, all the principals of the government polytechnics are requested to upload the data through the option provided on or before 01.11.2024 by 1 P.M without fail by considering the following:

- Enter the faculty who deputed to the polytechnic.
- Don't upload the faculty data pertaining to your polytechnic and deputed to other polytechnics/Institutes.
- Please go through the user manual before uploading the data. Having any query send the message to 9440753697 through whats-app.
- For capturing the faculty of general section, a login id with polytechnic code+GEN should be used (For Example i.e 008GEN)

Sd/- V. PADMA RAO DIRECTOR

To The Principals of all Government Polytechnics.

Copy to:

The RJD(TE) Kakinada and Tirupati for information. The Secretary, SBTET, A.P for information.

## **User Manual**

Branch HOD Login has been provided a new option to furnish the data pertaining to the faculty of Government polytechnics & Number of students on Rolls for 1st year, the semesters commencing from November-2024. In the Left Menu an option with name "Faculty Information 2024" has been provided.

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Staff Details like "Name of the Faculty", "Faculty Designation", "Faculty Type", "Year of Joining into service" are the details required for the Regular and Contract Type, whereas for Deputation type staff additional fields like "Deputed From" and "Working Since [No. of Months]" needs to be provided.

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Once details of a faculty are entered, click on 'Add to List', and then you can see the details are displayed below. If any changes have to be done to the added data, here you can use 'Delete' option and again you can add the data.

After that repeat the process for remaining faculty until the entire faculty details are added to the List.

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Once all the Faculty Information is Provided, then **Number of students on Rolls for 1st year**, **the semesters commencing from November-2024** information needs to be provided and then User should click on '**Confirm**' button.

NOTE: - (1) List of faculty will not be auto saved into database until users confirms the data. Until conformation, the data is stored in Temp.

(2) Deletion of a faculty record cannot be done once 'confirm' button is clicked.

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Once the data is saved in Database, a message "Data Submitted" will appear.

Then same message "Data Submitted" will be displayed in the screen also.

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