

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 1st 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

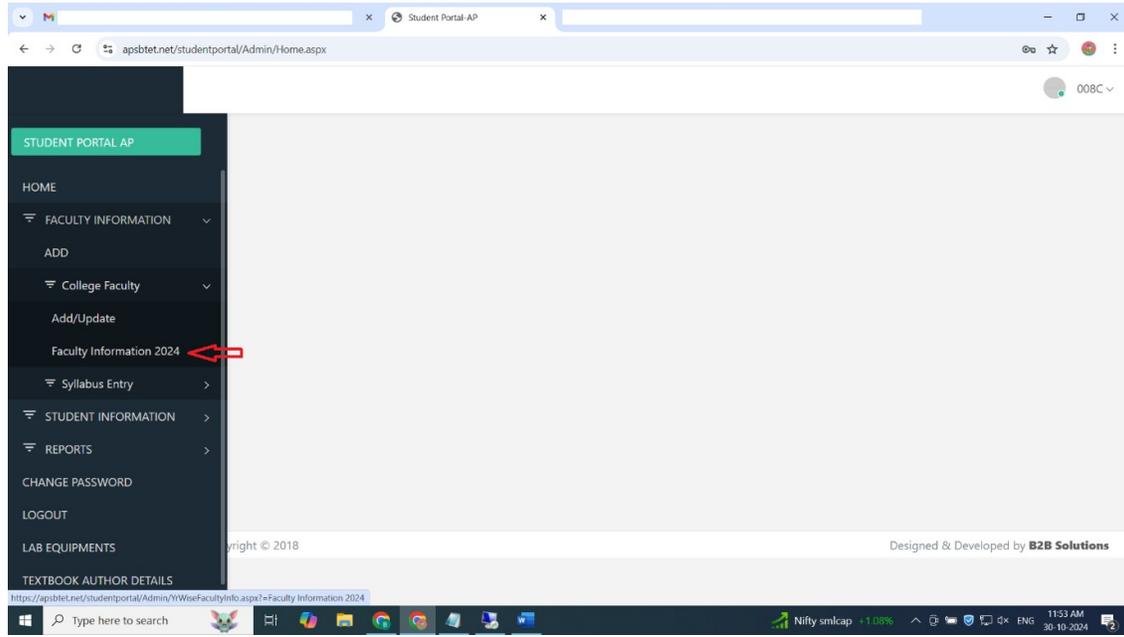
To
The Principals of all Government Polytechnics.

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

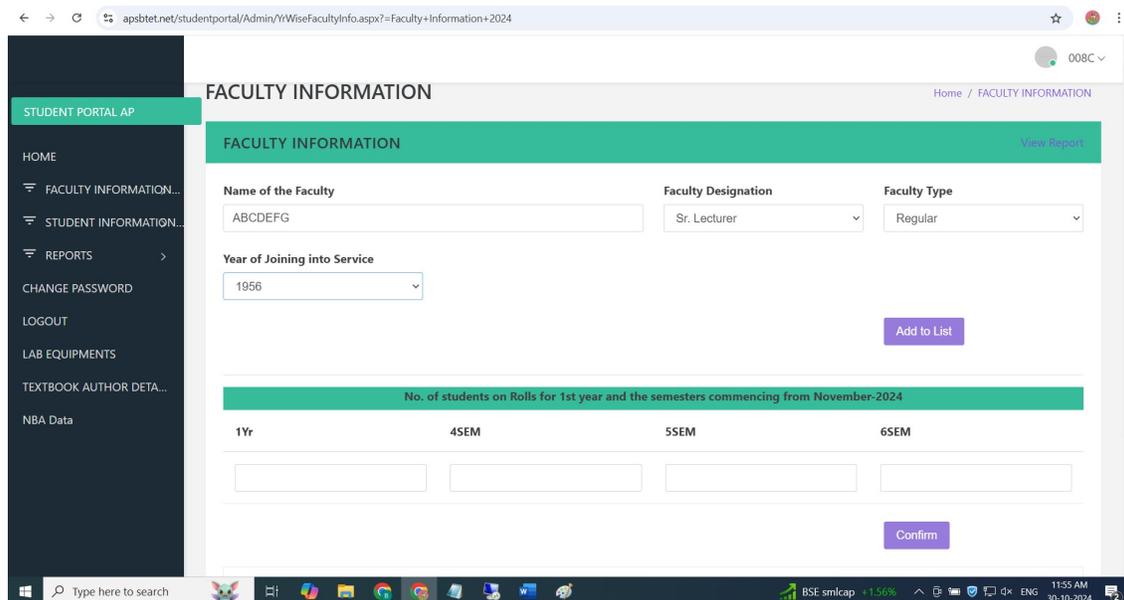
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User Manual

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.



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.



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.

The screenshot shows the 'FACULTY INFORMATION' form in a web browser. The browser address bar shows 'apsbtet.net/studentportal/Admin/YrWiseFacultyInfo.aspx?Faculty+Information+2024'. The page has a dark sidebar on the left with navigation options like 'HOME', 'FACULTY INFORMATION...', 'STUDENT INFORMATION...', 'REPORTS', 'CHANGE PASSWORD', 'LOGOUT', 'LAB EQUIPMENTS', 'TEXTBOOK AUTHOR DETA...', and 'NBA Data'. The main content area has a green header 'FACULTY INFORMATION' and a 'View Report' link. The form fields are: 'Name of the Faculty' (text input with 'ABCDEFGH'), 'Faculty Designation' (dropdown with 'Sr. Lecturer'), 'Faculty Type' (dropdown with 'Regular'), and 'Year of Joining into Service' (dropdown with '1956'). There is an 'Add to List' button. Below the form is a table with the following data:

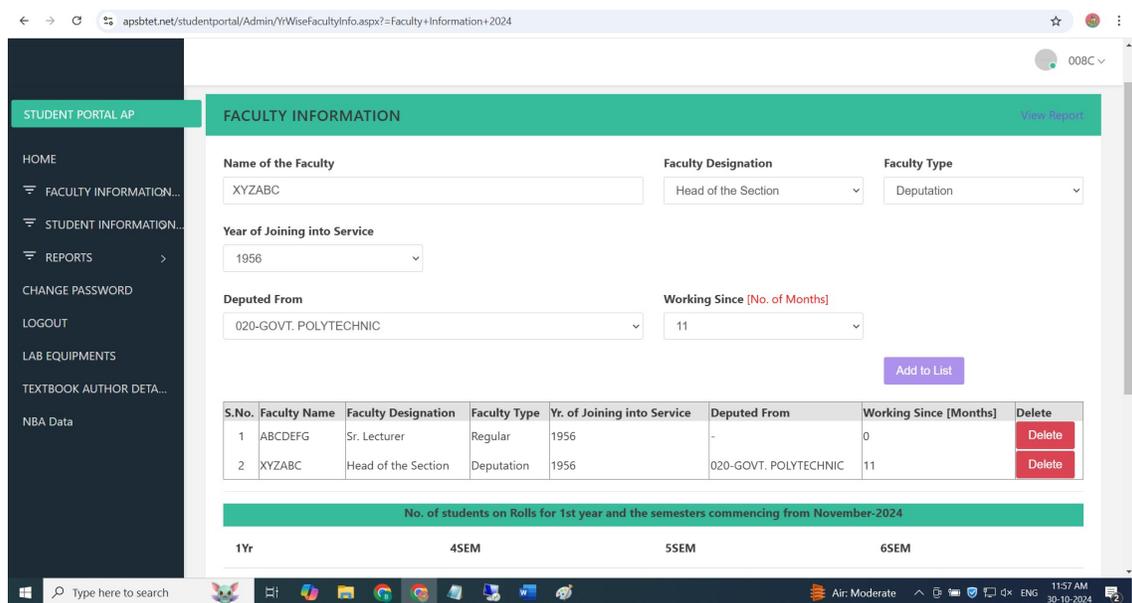
S.No.	Faculty Name	Faculty Designation	Faculty Type	Yr. of Joining into Service	Deputed From	Working Since [Months]	Delete
1	ABCDEFGH	Sr. Lecturer	Regular	1956	-	0	Delete

Below the table is a section titled 'No. of students on Rolls for 1st year and the semesters commencing from November-2024' with input fields for '1Yr', '4SEM', '5SEM', and '6SEM'.

The screenshot shows the 'FACULTY INFORMATION' form with the second entry. The browser address bar is the same. The form fields are: 'Name of the Faculty' (text input with 'XYZABC'), 'Faculty Designation' (dropdown with 'Head of the Section'), 'Faculty Type' (dropdown with 'Deputation'), and 'Year of Joining into Service' (dropdown with '1956'). There is an 'Add to List' button. Below the form is a table with the following data:

S.No.	Faculty Name	Faculty Designation	Faculty Type	Yr. of Joining into Service	Deputed From	Working Since [Months]	Delete
1	XYZABC	Head of the Section	Deputation	1956	020-GOVT. POLYTECHNIC	11	Delete

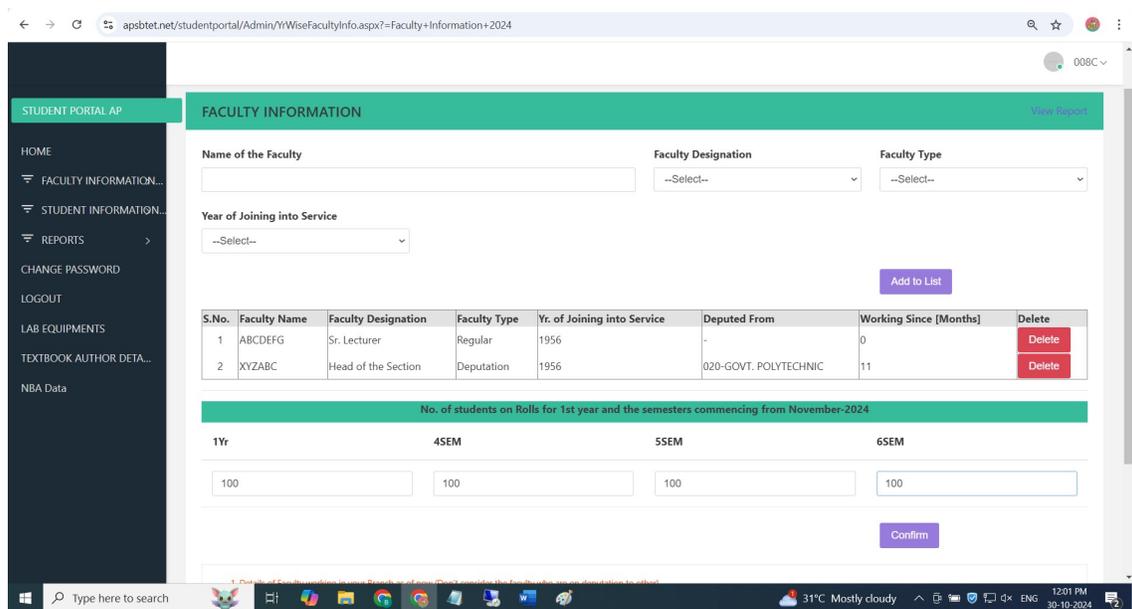
Below the table is the same section titled 'No. of students on Rolls for 1st year and the semesters commencing from November-2024' with input fields for '1Yr', '4SEM', '5SEM', and '6SEM'.



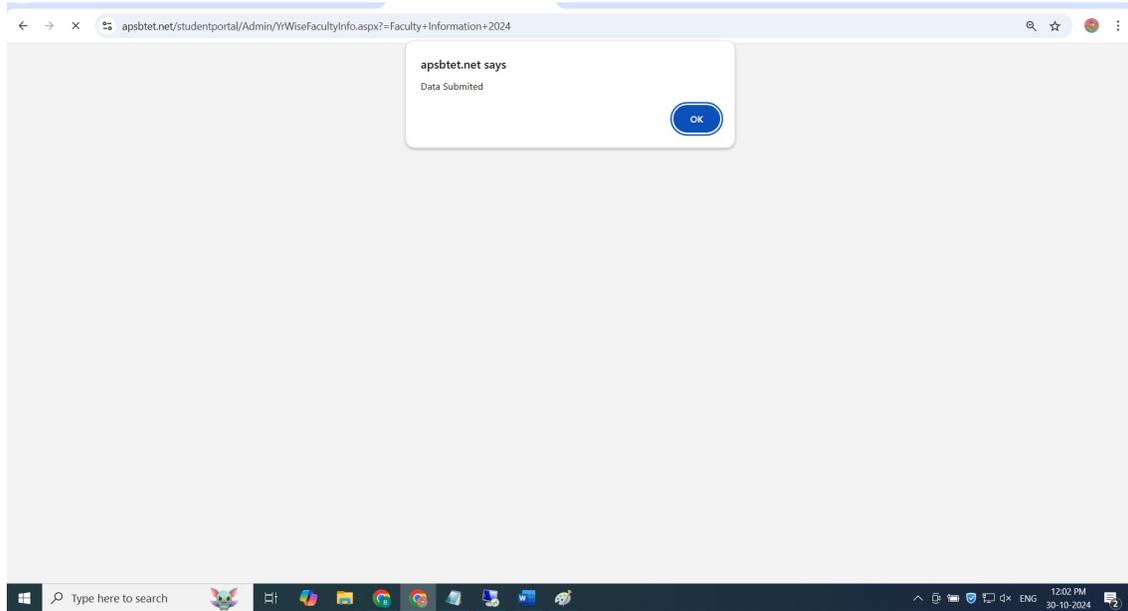
Once all the Faculty Information is Provided, then **Number of students on Rolls for 1st year, the semesters commencing from November-2024** information needs to be provided and then User should click on 'Confirm' button.

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.



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.

