

**GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION**

**OFFICE OF THE
COMMISSIONER OF TECHNICAL EDUCATION
ANDHRA PRADESH:: VIJAYAWADA**

Cir.Memo No.:F1/Circular/2018

Dated: 13.08.2018

Sub: - TECHNICAL EDUCATION- Minutes of the Video conference dated: 31.07.2018 with Regional Joint Directors & Principals of Govt. Polytechnics held at conference hall in the O/o CTE, A.P., Vijayawada- Communicated- for compliance and necessary action-Reg

Ref: - Minutes of the Video conference, dated: 31.07.2018 held by the SPECIAL CTE, A.P., Vijayawada in the conference O/o CTE, A.P., Vijayawada from 3.30 PM to 7.30 PM

It is informed that, the Special Commissioner of Technical Education has conducted a video conference on 31.07.2018 from 3.30 PM to 7.30 PM in the conference hall, O/o CTE, A.P., Vijayawada with the Regional Joint Directors & all the Principals of Government Polytechnics in all aspects and got feedback from the Principals and issued certain instructions and set guidelines in every aspect for effective functioning of Polytechnics at Institutional level.

Therefore, all the Principals of Govt. Polytechnics are requested to adhere and implement the instructions issued by the Special CTE, A.P., Vijayawada for effective functioning of Polytechnics in the State and the Regional Joint Directors of AU Region and SVU Region are requested to monitor all the activities of the Polytechnics under their jurisdiction and consolidated data of all the activities should be send to the CTE's office monthly without fail.

**Sd/- G.S.Panda Das
SPECIAL COMMISSIONER**

Encl: Minutes of the meeting

To
All the Principals of Govt. Polytechnics in the State
Copy to the Secretary, SBTET, A.P., Vijayawada for necessary action,
Copy to the RJDs for necessary action
Copy to CTE office staff for necessary action
Copy to CTE Peshi.


For Special Commissioner 13/08/18

The Special Commissioner of Technical Education has conducted a video conference on 31.07.2018 from 3.30 PM to 7.30 PM in the conference hall, O/o CTE, A.P., Vijayawada with the Regional Joint Directors & Principals of Government Polytechnics in all aspects and got feedback from the Principals and issued certain instructions and set guidelines in every aspect for effective functioning of Polytechnics at Institutional level.

Minutes of the Video Conference

The following members have assisted and organized Video Conference with the Special Commissioner of Technical Education:

1. Sri V.S. Dutt, Joint Director i/c and Secretary i/c, SBTET
2. Sri N.S.V. Kumar, Deputy Director (TPO)
3. Sri K. Rajasekhara Rao, Deputy Director (Tech)
4. Sri K. Vijaya Bhaskar, Joint Secy & CoE
5. Dr. B. Janaki Ramayya, Joint Secy (Acad)
6. Smt. B. Sai Lakshmi, Development Officer
7. Sri Ch. Mallapa Raju, DS (Academic)
8. Sri Murali, AD (T)
9. Sri R. Venu, Assistant Director (E & H)
10. All Assistant Directors (NT'S) of CTE office
11. Smt. I. Manjula Rani, OSD(S & T)
12. Smt. K. Jhansi, OSD(K)

The following are the instructions issued by the Special Commissioner of Technical Education on the agenda as enclosed:

➤ AEBAS/IAMS ATTENDANCE

- The Special Commissioner interacted with the Principals of the institutions where the registering of attendance was poor and emphasised that Principals must have awareness about registering of attendance and that they have to provide the exact figures of attendance and not approximations during video conference.

- The Special Commissioner reiterated that the first job of a Principal is to verify the attendance of the staff members and students in both the sessions, as the attendance is very important in an institution.

- The Special Commissioner instructed Regional Joint Directors of Technical Education to monitor registering of attendance in the institutions under their jurisdiction.

- Regarding the issue of students updation in IAMS app, the Special Commissioner instructed to convene a one day session to all the Principals regarding students updation, at the offices of the Regional Joint Directors.

- **RJDs to monitor and Principals to follow instructions**