

**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
TELANGANA :: HYDERABAD**

From
Dr C. Srinath,
M.Tech, Ph.D, MBA., LL.M.,
Secretary,
State Board of Technical Education and
Training, Sankethika Vidya Bhavan,
Masab Tank, Hyderabad – 500 028.

To
The Principals of
Govt/Aided/Private/II shift
Polytechnics in engineering
colleges in the state of
Telangana.

Sir,

Sub: -SBTET – Academics – Biometric Attendance – Updating of
Staff details -Reminder instructions issued –Regarding.

Ref: - This office Circular No: SBTET-AAC/ATTN/1/2018-
ACADEMIC SECTION – 2, Dated: 30-05-2019.

In the reference cited above, all the Principals, OSD's of Government and Private Polytechnics have been informed that, all Teaching and Non Teaching staff details should be entered in SBTET affiliation Portal for generation of Biometric attendance ID generation to mark attendance in BMA from 1st June 2019 onwards.

Further, if any Private Polytechnic desires to change staff members details due to resignation/ transferred /modified, such staff member's details are to be updated in SBTET affiliation module. The DS, Academic, SBTET approves these changes duly verifying qualifications etc., then only the staff members are to be relieved and new staff members will be allowed to give biometric attendance in BMA.

Government Polytechnic Principals/OSDs who desires to change staff members status as resigned/ transferred/Retired/ Deputed etc., all such details are to be updated in SBTET affiliation module. The SA, SBTET approves these changes in affiliation module such that new Biometric ID of the staff members will be generated to mark biometric attendance in BMA in new station.

It is observed that, some of the institutions showing the Contract lecturer as regular staff. Hence, all **the Principals/OSDs are instructed to verify and update the correct data of their Staff in the Affiliation Portal** as SBTET considers this data for examination evaluation purpose.

For Any queries contact Help Desk 040-23222192 (or) sbtet-helpdesk@telangana.gov.in

(This has the approval of Chairman, SBTET)

Copy submitted to the O/o CTE for favour of information.

Signature valid

Digitally signed by DR C
SRINATH
Date: 2020.07.23
18:13:46 IST
Reason: Approved