

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

From  
Sri U.V.S.N. Murthy, M. Tech.,  
Secretary  
State Board of Technical Education & Training  
Sankethika Vidhya Bhavan, Masab Tank,  
Telangana, Hyderabad-500028

To  
The Principals of Govt/Aided/Private  
Polytechnics/II shift Polytechnics in  
Engineering colleges

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**Sir,**

**Sub:-** SBTET – Academics – Diploma Examinations November-2019 - Certain instructions on Biometric attendance - Reg.

**Ref:-** This office Letter No. SBTET-AAC/ATTN/1/2018-ACADEMIC SECTION,  
Dated: 04-09-2019

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In the reference cited, certain decisions have been communicated to the Principals to intimate to the students regarding the marking of attendance through biometric devices. In this connection, it is informed that the last working day for odd semester is 02-11-2019 as per the academic calendar. The examinations scheduled to be commenced from 04-11-2019.

In order to calculate the attendance the following instructions are issued:

- The attendance for this odd semester 2019 shall be considered from the date of commencement of classwork i.e, 19-06-2019 to till the last working day i.e, 02-11-2019 (90 working days).
- In the letter under reference cited above, in the para 2 (ii) certain instructions issued and the same is applicable for all the students of odd semester to compensate short fall in the attendance.
- The attendance for this semester shall be considered from the date of commencement of class work from 19-06-2019 to till the last working day i.e. 02-11-2019 as per academic calendar.
- There are 22 holidays from 5<sup>th</sup>September-2019 to till last working day, including public holidays, Batukamma holidays (excluding the days on which Mid sem examinations were conducted). If a candidate attend the institution on the above 22 days and gives the biometric attendance on these days for a minimum of 6 hours per day it shall be treated as working day.
- Only successful attempts to be taken into consideration for calculating attendance, in view of improved in BMA technology.

- Candidates who possess 75% of attendance only will be permitted to appear for the Regular Examination. However the Principals are empowered to condone the shortage of attendance upto 10% based on Medical Grounds only, on production of supporting material of such claim. For such candidates the Head of Section of the concern Branch has recommend for condonation online at college login of [sbtet.telangana.gov.in](http://sbtet.telangana.gov.in) and forward to the Principal, the Principal has to approve online all such condonation cases before **13-10-2019** so as to enable the student to make the examination fee payment along with condonation fees online. **Principals are requested NOT to take any DDs towards condonation fee.**
- The attendance % will be calculated with total attended days by the candidate plus the Presumptive Attendance of 18 days (from 14-10-2019 to 02-11-2019) against the total working of 90 for the semester. On the last working day 2-11-2019 the actual attended days will be calculated if any candidate secures less then 75% attendance he has to pay condonation fee to download the hall ticket. If any candidate secures less than 65% attendance as on 2-11-2019 he will be detained even if he pays the examination fees and hall ticket will be generated for such students fee to download the hall ticket.
- Attendance fee payment and Hall Ticket generation criteria will be as below:

Sl. No	Attendance % as on commencement of exam fee date:14-10-2019	FEES TO BE PAID	Hall ticket (H.T.) generation date
1	$(TAD/90) \geq 75\%$	550	H.T. can be downloaded once examination fee is paid
2	$(TAD+PAD)/90 \geq 75\%$	550	a) HT can be downloaded the date on which <b>TAD/90</b> reaches 75% b) If <b>TAD/90</b> does not reach 75% but is more then 65% as on Semester last working day 2-11-2019, the candidates has to pay condonation fee additionally and download H.T. c) If <b>TAD/90</b> does not reach 65% as on Semester last working day 2-11-2019, the candidates will be detained and no H.T. will be generated and fee will not be refunded or adjusted
3	$(TAD+PAD)/90 \geq 65\%$ & $< 75\%$	1150 (550+600)	a) H.T. can downloaded if <b>TAD/90</b> reaches 65% before Semester last working day 2-11-2019 b) If <b>TAD/90</b> does not reach 65% as on Semester last working day 2-11-2019, the candidates will be detained and no H.T. will be generated and fee will not be refunded or adjusted.
4	$(TAD+ PAD)/90 < 65\%$	Not eligible	The candidate is detained

**TAD**= Total Attended Days as on 13-10-2019 by the student.

**PAD**= Presumptive Attended Days as 2-11-2019 will be taken as 18 days

The System Analyst of SBTET shall give the attendance of eligible candidates as per the above conditions on or before 13-10-2019 from the data of attendance furnished by TSTS.

The examination section shall generate hall tickets to only those candidates basing on the eligibility list furnished by System Analyst of SBTET basing on the biometric attendance of TSTS.

Under no circumstances candidates having less than 65% of attendance shall not be permitted to pay the fee for the above said examination.

Under no circumstances the manual attendance shall not be considered, as the manual attendance is dispensed.

The Principals are requested to follow the above instructions scrupulously and any deviations will be viewed seriously.

Yours faithfully,

Secretary