



No. 4018 dtd. 30.08.2019

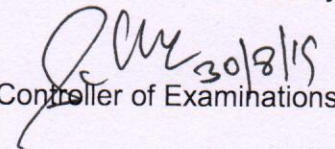
ORDER

In continuation to this office order no. 3949 dtd. 19.08.2019 Principals of the following three Polytechnics are hereby informed to contact the Principal of their allotted nodal center immediately for conducting Bio-Metric Registration of their 2019 admitted Regular & Lateral Entry students. If any regular/re-admitted student of the ongoing 3rd/ 5th sem is yet not registered in the Bio-Metric Attendance system then all such students should also be registered immediately. During Bio-Metric registration each student has to produce his/her ID proof such as College Identity card/ Aadhaar card/ Voter ID card or any other such document which has the photograph of the student, to the Nodal Officer for authentication. Principals of each private Polytechnic have to ensure that maximum no. of students are registered on a day i.e. minimum 200 students per day. **However Bio-Metric registration of all students should be completed latest by 4th September 2019 without fail.** Nodal center officers deputed for the purpose should contact the Principals of their allotted private Polytechnic and complete the registration process within the scheduled date. They must contact Mr. Sovan (9437501248) of NIC before proceeding to their allotted private Polytechnic.

Sl. No.	Name of the Polytechnic	Name of the Nodal Center
1.	Sai School of Engineering, Burla	Govt. Polytechnic, Sambalpur
2.	Black Diamond School of Engg. Brajarajnagar	JES, Jharsuguda
3.	Maharaja Polytechnic, Khurda	Govt. Polytechnic, Bhubaneswar

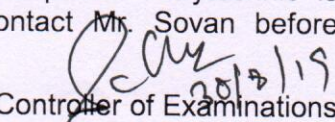
Principals of all Polytechnics (both Govt. & private) are hereby informed to complete the Bio-Metric registration of their 1st, 3rd, 5th & 7th (PT) sem regular students within the scheduled date. **If a student is not registered in the Bio-Metric Attendance system it will be presumed that the student does not exist and his/her name will not appear for any of the exam related activities in Vidyarthi portal.** All Principals are once again reminded to collect the contact no. of their 1st, 3rd, 5th & 7th (PT) sem students and their parents and enter it in Vidyarthi portal through Student Registration (EDIT) option, under Registration link, for sending SMS. They are further reminded to collect the Undertaking from their 1st, 3rd, 5th & 7th (PT) sem students in the specified format enclosed at Annexure-1 latest by 31st August 2019 and retain it at their institute level. Thereafter Principals of all Polytechnics (both Govt. & private) have to submit the Undertaking to SCTE&VT, Odisha, in their institution pad exactly in the specified format enclosed at Annexure-2, latest by 11/09/2019 positively.

Memo No. 4019 dtd. 30.08.2019

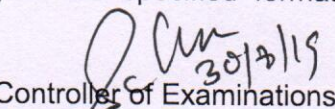

Controller of Examinations

Copy submitted to the Principals of the above three Govt. Polytechnics for information. They are requested to depute officers so that the Bio-Metric registration of their tagged private Polytechnic is completed within the scheduled date. They must instruct their officers to contact Mr. Sovan before proceeding to their allotted private Polytechnics.

Memo No. 4020 dtd. 30.08.2019


Controller of Examinations

Copy submitted to the Principals of all private Polytechnics for information. They should ensure completion of the Bio-Metric registration of all their students within scheduled date. They are further informed to collect the Undertaking from their 1st, 3rd, 5th & 7th (PT) sem students in the specified format enclosed at Annexure-1 as well as submit their Undertaking to SCTE&VT, Odisha, strictly in the specified format enclosed at Annexure-2 latest by 11/09/2019 positively.


Controller of Examinations

UNDERTAKING

I Sri/ Kumari _____, son/daughter
of _____ bearing Registration No _____
studying in _____ semester and _____ branch
of _____ (*institute name*)

do hereby undertake that:

1. I shall attend classes regularly and submit my attendance twice daily in the Bio-Metric device installed in my institute i.e. while entering the institute for attending classes and while leaving the institute after attending classes.
2. I have been properly informed by my institute and am fully aware about the Examination Rule regarding the minimum percentage of attendance (i.e. 75%) required for appearing Semester exam.
3. I shall abide by this rule and if at all I fail to secure minimum 75% attendance I will not claim for appearing Semester exam for which I shall solely remain responsible.

Signature of the Father/ Guardian

Signature of the Student

UNDERTAKING

I Dr./Sri/Smt. _____, Principal of
_____ (institute name)

do hereby undertake that:

1. I have informed all my 1st /3rd /5th /7th (PT) semester students to submit their attendance twice daily in the Bio-Metric device i.e. while entering the institute for attending classes and while leaving the institute after attending classes.
2. I have also informed all my students about the Examination rule regarding the minimum percentage of attendance (i.e. 75%) required for appearing Semester exam.
3. I have conducted Parents meeting and informed the parents/ guardians about the exam rule and its implication.
4. I have collected an undertaking from all my students in this regard in the specified format.
5. The Bio-Metric Attendance system installed in my institute is working perfectly and daily syncing of attendance data to State Application is being monitored by my Bio-Metric Administrator.
6. In case of any discrepancy I will inform SCTE&VT, Odisha immediately.
7. I shall ensure implementation of the above examination rule relating to the minimum percentage of attendance (i.e. 75%) required by each student for appearing Semester exam, in its true spirit and I will not make any request whatsoever to SCTE&VT, Odisha, for any student who fails to secure the required percentage of attendance.
8. If my students create any disturbance at SCTE&VT, Odisha then I shall remain solely responsible.

Date:

Signature of Principal with Seal