

**GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION**

**OFFICE OF THE
COMMISSIONER OF TECHNICAL EDUCATION
TELANGANA STATE:: HYDERABAD**

Memo.No.K1/227/2017-Vol-II

Dated:09.09.2017

Sub: Technical Education – Minutes of the meeting by the CTE, Hyderabad with Senior Officers on 05.08.2017 - Certain instructions issued in regard of Laptops to the Principals/OSDs of Government Polytechnics – Reg.

Ref:- Minutes of Meeting communicated on 01.09.2017.

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The attention of the Principals of Govt. Polytechnics is invited to the reference cited, where in Principals were instructed the following:

1. Laptops shall be loaded with appropriate software preferably open source. If any authorized software is needed for course study, the same may be procured under amenities scheme.
2. Laptops shall be distributed among sections concerned and kept in computer labs of section concerned under the control of lab in charge and made available to final year students for usage.
3. Principals shall take steps for regular charging of laptops by providing charging points.
4. Classes shall be conducted to final year students in handling and operating of laptops and one extra hour per week must be allotted.
5. Under no circumstances laptops shall be allowed to be moved to other place. A staff member shall be kept in charge of Laptops. A daily register shall be maintained regarding the usage of Laptops.
6. Final Year students may be permitted to take the Laptops one per batch for a restricted period for preparation of project work etc., on the request of project guide.
7. The Principals and OSDs shall immediately take action for procuring Laptops so that all final year students are covered during the year 2017-18.

Hence, the Principals/OSDs of Government Polytechnics are hereby requested to follow up action immediately and submit compliance by 15.09.2017.

Sd/- A. VANI PRASAD
COMMISSIONER

To
All the Principals/OSDs of Govt. Polytechnics.
Copy to the Secretary, SBTET, Telangana, Hyderabad.
Copy to the RJD (TE), Telangana State, Hyderabad.
Copy to Stock File/Spare.

//F.B.O//

K. Jyothi
SUPERINTENDENT
9/9/17