ORDER:

The CTE, T.S., Hyderabad has decided to conduct the inspection on the Academic activity and financial aspects of the Government Polytechnics in the State for the academic year 2015-16 and 2016-17, i.e., syllabus coverage, staff attendance, log books, remedial classes, unit tests, marks register, availability of laboratory facilities, upkeep and maintenance of equipment, conduct of lab classes, etc., and updation on all cash books, bank accounts, SBTET funds, budget releases, expenditure and DC bills and submission of Utilization certificates of MHRD Schemes, expenditure details of welfare plan schemes of SC & ST's with regards.

2. In view of the above, the CTE, T.S., Hyderabad is pleased to appoint following as members of inspection team to inspect the colleges:

<table>
<thead>
<tr>
<th>Team No.</th>
<th>Name of the Inspection officers</th>
<th>Districts to be covered</th>
<th>Name of the Polytechnic</th>
<th>No of Polys</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. G. Pochaiah, Head of Section, QQ GPT, Hyderabad and Sri. K. Srikanth, Lecturer in ECE</td>
<td>Adilabad (GPT, Adilabad) (GMR, Utnoor)</td>
<td>Nizamabad (GPW, Nizamabad) (GPT, Nizamabad) (GP, Nizamabad)</td>
<td>2</td>
<td>Vehicle hire charges for (3) three days will be paid.</td>
</tr>
<tr>
<td>2</td>
<td>Sri P. Yellaiah, Joint Secretary, SBTET, Telangana, Hyderabad</td>
<td>Hyderabad (DDGWTTI, Amerpet), (GPT, Masabtank), (QQPPT, Old Ghy)</td>
<td>Hyderabad (GGVI Sec'bd), (DSTC, Sec'bd), (GIOE, Sec'bd)</td>
<td>3</td>
<td>Official Vehicle if not available may be hired</td>
</tr>
<tr>
<td>3</td>
<td>Sri. Md. Faheemuddin, DD (NT), and Sri. K. Srinivas, AD (NT)</td>
<td>Hyderabad</td>
<td>(GPT, Sec'bd)</td>
<td>4</td>
<td>Vehicle may be hired</td>
</tr>
<tr>
<td>4</td>
<td>Sri. B. Kutumba Sastry, DD (T), And Sri G.V. Rao, HCE, Q.G. GP, Hyderabad Sri. N. Sreeshan Rao, Senior Lecturer in ECE</td>
<td>Rajanna Sircilla (SRRGSGPT, Sircilla)</td>
<td>Karimnagar (Dr BRAGMRPW, Karimnagar)</td>
<td>3</td>
<td>Vehicle hire charges for (2) two days will be paid.</td>
</tr>
<tr>
<td>5</td>
<td>Sri. D. Linga Reddy, Head Finance, TEQIP - II and Sri. B. Venkateshwara, Assistant Director (T)</td>
<td>Suryapet (GPW, Suryapet), (GPT, Thirumalgiri)</td>
<td>Bhadratri (GPT, Kothagudem)</td>
<td>2</td>
<td>Vehicle hire charges for (3) three days will be paid.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Khammam (GPT, Madhir)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Nalgonda (GPT, Nalgonda) (GPT, Nagarjuna Sagar)</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
### Superintendent

//F.0.0//

**Secretary, S.P.E.I., Hyderabad**

Collect, compile, and produce before the inspection team.

Copy to the P.T. Tel. Hyderabad.

- Request to update all the records before the inspection team.
- Copy to all the Principals of Government Preprimary Schools.
- All the officers/staff members mentioned above.

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### Commissioner

S.D. - A. Vani Prasad

5. The above offices are eligible for T.A. / D.A. as per rules.

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### Table

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of Official</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>WF (Principal)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>WF (V.P. Teacher)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>WF (V.P. Teacher)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>WF (V.P. Teacher)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>WF (V.P. Teacher)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>WF (V.P. Teacher)</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 8

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### Notes

- The above officials will be paid as usual.
- Venkateshwar Rao, Ravi Reddy, and Vijayaram are eligible for T.A. and D.A. as per rules.
- Venkateswar Rao, Ravi Reddy, and Vijayaram are eligible for T.A. and D.A. as per rules.

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**Team Leader:**

S.D. - A. Vani Prasad
DRAFT AGENDA FOR INSPECTION TEAMS

The Inspection team members shall verify the following:

ACADEMIC (2016-17)

1. Syllabus Coverage,
2. Bio-metric Attendance of Students & Staff.
3. Log Books of Teachers,
4. Conduct of Remedial Classes,
5. Unit Tests papers,
6. Internal Marks Register,
7. Availability Of Laboratory Facilities as per Curriculum,
8. Upkeep And Maintenance Of Equipment,
10. Conduct Of Lab Classes as per Curriculum,
11. Annual Physical Verification Status.

FINANCIAL (2015-16 & 2016-17)

13. Updation Of All Cash Books,
14. Reconciliation of Bank Accounts,
15. SBTET Funds & D C Bills.
17. Submission Of Utilization Certificates of MHRD schemes

Sd/- A. VANI PRASAD
COMMISSIONER

//F.B.O//

SUPERINTENDENT