

From

The Director-General,  
Technical Education Haryana,  
Bays No. 7-12, Sector-4,  
Panchkula

To

The Principals

1. Govt. Polytechnic Ambala /Nilokheri /Sonepat /Jhajjar /Hisar /Mandi Adampur /Sirsa /Narnaul /Bhiwani /Chappar (Charkhi Dadri)/Loharu /Dhangar (Fatehabad)/Manesar /Narwana /Cheeka( Kaithal) /Umri (Guest classes at GP Ambala)/Shergarh (Kaithal)/ Indri (Nuh)/ Malab (Nuh)/Mandkola/Uttawar/Nanakpur(Guest classes at GP Ambala)/Jattal (Panipat)/Lisana (Rewari)/Sanghi (Rohtak)/Sampla (Rohtak) / Meham (Rohtak)/Nathu Sri Chopta (Sirsa)/ Hathnikund (Yamunanagar).
2. Govt. Polytechnic for Women Ambala/ Faridabad/Sirsa/ Morni.
3. Seth Jai Parkash Polytechnic, Damla(Yamunanagar)/ C R Polytechnic Rohtak/ Vaish Technical Institue (VTI) Rohtak.

**Memo No:** 1508-1543 /Dev.

**Dated:** 10/11/17

**Subject:** SIC order dated 05.09.2017 under RTI Act, 2005 – Sh Devender – Guidelines regarding teacher's diary / student's attendance in Govt. / Govt. Aided Polytechnics.

Kindly refer to the subject noted above.

In compliance to the SIC order dated 05.09.2017 under RTI Act, 2005 – Sh Devender, the guidelines regarding maintenance of attendance register of students / teacher's diaries, its retention period and weeding out mechanism are hereby issued as under for strict compliance by all Govt. / Govt. Aided Polytechnics:

1. The faculty should mark progressive attendance of students in their teacher diary taken cumulative count of previous attendance and must not be entered as 'P'.
2. All the faculty members shall submit the students' cumulative attendance of a fortnight to the concerned HoD on 1<sup>st</sup> and 16<sup>th</sup> day of every month (or last teaching day in case of end of semester).
3. The compiled attendance should be displayed on Notice Board and/or website of the Institute on monthly basis by respective Department.
4. At the end of semester each faculty shall submit the teacher diary/ attendance record in the office of HoD of concerned Branch. The concerned HoDs shall ensure that every faculty member has submitted his/her teacher diary.
5. In case any faculty is transferred/ HQ-shifted in between the semester, he/she should submit his/her teacher diary to the concerned HoD and the Principal shall not relieve him/her without the submission of teacher diary to the concerned HoD.

**6. Retention Period:**

For seeking NBA Accreditation, the institutional record of last three years is required. Further, as per Examination regulations of HSBTE, a student is allowed to clear his/her 3 years diploma in double the duration i.e. 6 years during which there may be instances of re-admissions and therefore, it shall be appropriate to retain the attendance record/ teacher diaries for a period of six years.

**7. Weed out Mechanism:**

- a) A committee of following members shall be constituted at Institute level to weed out the attendance record/ teachers diaries by following due procedure:
- i. HoD/ Officiating HoD of each Department (Senior Most HoD shall be the Chairman of Committee)
  - ii. SPIO
  - iii. O/I Court case
  - iv. Deputy Superintendent
- b) Before weeding out the attendance record/ Teacher diaries, the committee shall ensure that record related to any court case/ RTI/ complaint is not disposed of.

  
**Joint Director (Dev.)**  
**For Director General Technical Education,**  
**Haryana, Panchkula**

**Endst. No.** 1544-49

**/Dev.**

**Dated:** 10-11-17

A copy of above is forwarded to the following for information and necessary action :

- 1 Secretary, HSBTE.
- 2 COE(HSBTE).
- 3 JD(Admin-I/ II).
- 4 JD(SPIO).
- 5 PS/DGTE for kind information of W/DGTE

  
**Joint Director (Dev.)**  
**For Director General Technical Education,**  
**Haryana, Panchkula**