

To,

The Principals of all affiliated Polytechnics.

No. 4485 dtd 11/11/18

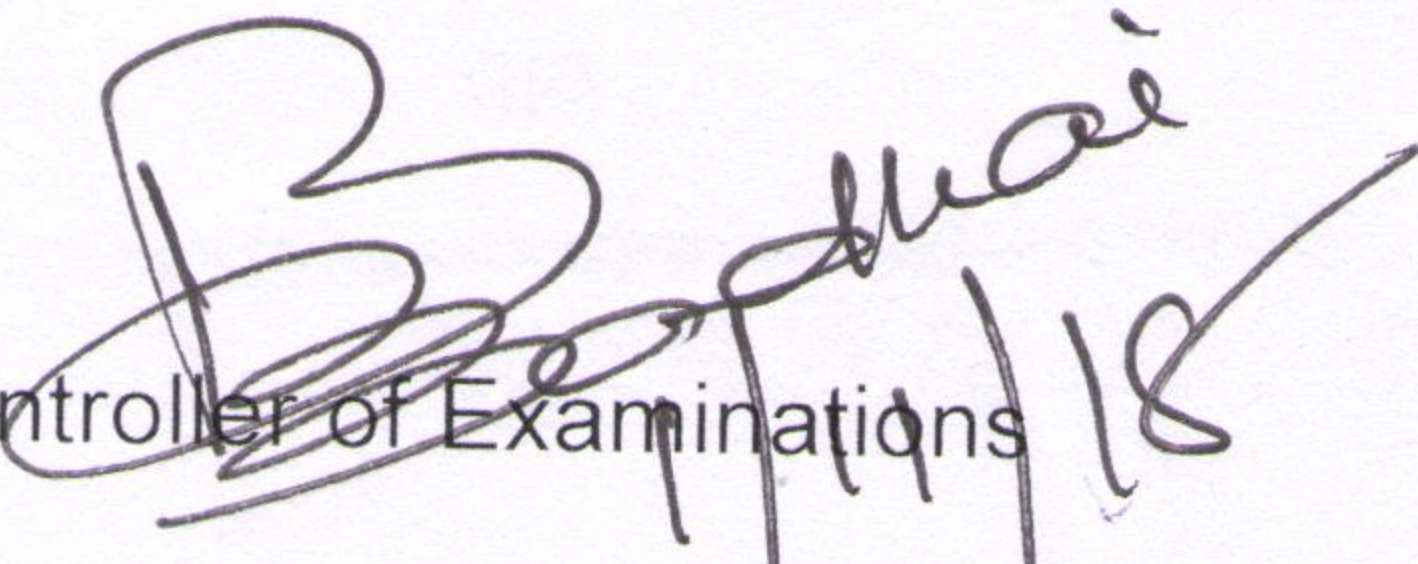
Sub.: Bio-Metric Registration & Entry of Student Master Data in Bio-Metric portal.

Ref.: Letter No. 4185 dtd. 01.10.2018.

Sir/Madam,

In inviting a reference to the subject cited and letter under reference all Polytechnics were informed that if a regular student of 1st, 3rd, 5th & 7th sem(PT) is not registered in Bio-Metric Attendance System then it will be presumed that the student does not exist and his/her name will not appear in the form fill up process of Winter 2018 exam. Accordingly all institutes were notified to complete the bio-metric registration of their leftover students of 3rd, 5th & 7th sem(PT) as well as the 2018 admitted Regular (1st sem) & Lateral Entry (3rd sem) students. After completion of Bio-Metric registration process, institutes are to import the attendance data of these newly registered students from their bio-metric devices to their local server and then enter the Student Master data i.e. (Student Contact No, Father's Name, Father's contact no, Branch, Registration No, & Semester) against the respective Bio-Metric ID of these newly registered students in the Bio-Metric portal. If all the above mentioned activities are not completed in time then these students will not be allowed to fill up form for Winter 2018 exam. In case of any difficulty contact Mr. Sovan of NIC. **Kindly note while entering Student Master Data, Registration No. should be entered correctly.**

Since the online form fill up process for regular students of 3rd, 5th & 7th sem(PT) is in progress, Principals of all Polytechnics are hereby informed to complete the above mentioned activities of their 3rd, 5th & 7th sem(PT) students on priority basis latest by **03.11.2018 (2 PM)** so that these students name will appear in the online form fill up process of Winter 2018 exam. After completion of the above activities for 3rd, 5th & 7th sem(PT) students by 03.11.2018 (2 PM) take up the same activities for 1st sem students and complete it latest by **07.11.2018** without fail.


Controller of Examinations