No._1958_/dt. 28/4/18

The E-Evaluation for Summer Semester Examinations 2018 shall start from 3. 5. 2018. Faculty Registration for E-Evaluation shall start from 28.4.2018 AN. The Faculties who had registered for Winter Semester Examination 2017 have been shown in the link provided for Registration. Principals of all Govt. and Private Polytechnics are requested to validate the existing list of faculties of their institution and may also add new faculties or may delete any faculty if not available in their institution from the Faculty registration.

The details of Link and steps to be followed for Faculty Registration shall be as follows.

Principals of all Polytechnics are requested to complete the Faculty Registration process by 1.5.2018, so that the evaluation can be started from 3.5. 2018.

It is mentioned here that result publication of summer semester is critical and time bound as many of the pass out students shall opt to join Degree level courses under Lateral Entry. Hence, Principals are requested to extend full co-operation to register all teaching faculties for E-Evaluation process and depute them to evaluate the Answer books immediately after closure of examination every day without fail.

- Principals will be given user id and password through SMS for faculty registration process.
- Please follow below link and steps for complete faculty registration.

Link- https://frsctevt.examtrac.in/admin

1. Open the link to get faculty registration dashboard.
2. Please enter User id and password & click log in.
3. Faculty management dashboard screen will appear.
   For *Editing existing faculty data:*
4. Select "Principal report", then "faculty details", select –customer "SCTE &VT", drive-"drive09". Then search.
5. Principals can edit any faculty data. If they want to change any faculty data they can do so by selecting "edit" option. They can delete any faculty details if he/she is not present in that particular college by selecting "delete" option.
   For *new registration:*
6. select faculty registration on left panel.
7. Select Drive (SCTEVT09), enter new mobile number for new registration, enter adhar number and click on "submit" button.
8. Enter faculty personal details with their domain (branch).
9. Select declaration box and submit it.

For any query regarding registration or evaluation process please call-
Name- Amrit Kumar Sahoo
Mobile-8984101939
Mail id- amrit.sahoo@merittac.com

Controller of Examination

Memo No._1959_ Dtd. 28/4/18
Copy to Principals of all Govt. & Private Polytechnics for information and necessary action.

Controller of Examination