

**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
MANGALAGIRI :: ANDHRA PRADESH**

From
Sri .V.Padma Rao M.Tech.,
Secretary,
State Board of Technical Education
& Training (SBTET),
Andhra Pradesh,
Mangalagiri.

To
The Principals of
All Government / Aided / Private
Diploma & Pharmacy Institutions,
Working Professionals Diploma
Institutions, and Short-Term
Professional Certificate (STPC)
Institutions affiliated to SBTET,A.P.

Lr. No.: SBTET/AP/Academic Inspections/2026-27,

Date:22-09-2026

Sir / Madam,

Sub: SBTET, Andhra Pradesh - Academic Section - Conduct of Academic Inspection for the Academic Year 2026-27 - Verification of academic practices and up dation of SBTETAP_AMAAA Portal - Intimation - Reg.

The State Board of Technical Education and Training, Andhra Pradesh (SBTET, AP) proposes to conduct academic inspections during the academic year 2026-27 in all Government, Aided and Private Diploma & Pharmacy Institutions, Working Professionals Diploma Institutions and Short-Term Professional Certificate (STPC) Institutions affiliated to the Board.

The inspections will be undertaken by the Academic Section of SBTET, in parallel with the Regional Joint Directors of Technical Education, Tirupati and Kakinada, as applicable, to assess the implementation of academic practices, teaching-learning activities and maintenance of prescribed academic records in the institutions. The Inspection Team will also verify the utilisation of the SBTETAP-AMAAA Portal and implementation of its various modules by the institutions, including completeness and updation of the required information.

Academic inspections may be conducted on any date during the academic year 2026-27, without further individual intimation. All Principals shall therefore ensure that the following records pertaining to previous and current academic year are complete, updated and readily available for inspection:

- Class-wise Class Log Books
- Staff Log Books and faculty workload records
- Approved Time-Tables and their implementation records
- Records indicating percentage of syllabus covered
- Records of study hours and remedial classes conducted
- Records of seminars, quizzes, assignments, tutorials and other academic activities
- Drawing and Laboratory experiment records
- Internal Assessment marks records
- Unit Test valuation books and evaluation registers
- Industrial Training records, including staff visits and industry assessment reports

- Project work reports submitted by students
- Student Activity Record

Library usage records, including student visits

- Add-on / Value-added course records
- Records of co-curricular and academic enrichment activities
- Previous academic year records
- Any other academic or statutory records prescribed by SBTET manual on academics in polytechnics

The institutions shall also keep the SBTETAP-AMAAA Portal updated and accessible and make available the relevant portal information for verification by the Inspection Team.

The inspection is academic and facilitative in nature, with the objective of ensuring effective implementation of academic activities, proper maintenance of records and appropriate updation/utilisation of the SBTETAP-AMAAA Portal.

All the Principals shall extend full cooperation to the Inspection Team and ensure the availability of the concerned faculty, academic records and relevant portal information during the inspection.

Non-availability of prescribed records, non-up dation of required portal information or non-cooperation during inspection shall be viewed seriously and may attract action as per the rules and regulations of SBTET, Andhra Pradesh.

This may be treated as MOST IMPORTANT.

Yours faithfully,
Sd/- Secretary,
SBTET, A.P.

K. Lakshmi Narayana 22/9/26
Deputy Secretary(Academic),
SBTET, A.P.