

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE
SPECIAL COMMISSIONER OF TECHNICAL EDUCATION
ANDHRA PRADESH::VIJAYAWADA

Cir. No. F I/CIRCULAR/2018

Dated: 27.02.2019

Sub: Technical Education - Establishment - Minutes of the video conference which was held on 29.01.2019 - Communicated - Reg.

Ref: This Office Cir. No. F I/CIRCULAR/2018, dt: 22.01.2019.

In the reference cited, the Special Commissioner of Technical Education convened a Video Conference on 29.01.2019 to discuss the administrative issues and development activities with Principals of all Government Polytechnics. In that, the CTE has given instructions for effective implementations of the issues as per agenda.

2. The Officers in this office, Regional Joint Directors of Technical Education, Kakinada, Tirupati and all the Principals of Government Polytechnics are hereby requested to follow the instructions of CTE. The minutes of the Video Conference held on 29.01.2019 is here with enclosed.

3. This may be treated as most important.

Sd/- V.PADMARAO
For SPECIAL COMMISSIONER

To
All the Officers, O/o CTE, A.P., Vijayawada.
The Regional Joint Directors of Technical Education, Kakinada and Tirupati.
All the Principals of Government Polytechnics/Institutions in the State.

//FBO//

V. Padmarao
SUPERINTENDENT
27/2/19

EHE02-19057/6/2019-OSD-CTE

14/02/2019

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION

MINUTES OF THE VIDEO CONFERENCE ON ADMINISTRATIVE ISSUES AND DEVELOPMENTAL
ACTIVITIES HELD WITH ALL PRINCIPALS OF GOVERNMENT POLYTECHNICS

Date: 29.01.2019

Venue : Office of the Special Commissioner of Technical Education, A.P.

Time: 11 a.m to 2.45 p.m.

The following Officers attended the Meeting

1. Sri G.S. Panda Das, I.A.S., Special Commissioner of Technical Education
2. Sri V.Padma Rao, Joint Director i/c
3. Sri V.S. Dutt, DD(Academic) and Secretary i/c, SBTET
4. Sri N.S.V. Kumar, OSD-CTE
5. Smt. B. Sai Lakshmi, Deputy Director (TPO)
6. Sri B. Kalyan, Deputy Director (Tech)
7. Sri R. Venu, Assistant Director (T)
8. Smt. I. Manjula Rani, AD (T)
9. Smt. K. Jhansi, OSD(K)
10. Sri Venkata Rao, AD
11. Smt. A. Madhavi, AD
12. Sri T. Niranjan Rao, AD
13. Smt. Ridhima, AD
14. Other staff of CTE

The Special Commissioner of Technical Education convened a video conference on 29.01.2019 to discuss the administrative issues and developmental activities with Principals of all Government Polytechnics.

The following were discussed in detail:

1. NBA Payment Registration
2. POLYCET Admission Campaign
3. MIS
4. AICTE Approval Process
5. Utilisation of Learning Management System
6. Utilization of VIRTUAL CLASS ROOMS
7. Conduct of Industrial seminars
8. Internet facility and networking of all digital class rooms, workshops and libraries
9. Implementation of e-office in polytechnics
10. Implementation of Biometric Attendance for staff and students
11. Budget utilization

The Special Commissioner of Technical Education issued instructions for effective implementation of the above activities.

NBA Payment Registration

The Special Commissioner of Technical Education reviewed the status of payment of NBA registration fees and reiterated that the payment of fees is one time activity and that every polytechnic needs to pay the registration fees though they are not going for NBA immediately.

- B Section to pursue

The Special CTE instructed to rationalize the under utilized posts for the purpose of NBA accreditation, as NBA institutions need to be focussed more through addition of laboratory facilities.

-C,G and F Sections of Establishment to pursue

POLYCET Admission Campaign

The Spl CTE while appreciating the efforts made last year towards improvement of POLYCET Admissions, emphasised that this year also a target throughout the State be set as 2,00,000 and instructed to specify and circulate the targets for each district as was done last year. He emphasised that the slogan "to pursue Technical Education- come through Polytechnic" be popularised.

- DD(TPO) to pursue

MIS

The Special Commissioner issued instructions to the Principals to ensure that the MIS application which went live be completed in terms of employee registration and student registration and to verify the capturing of student attendance through integration of IAMS device,

The Special Commissioner instructed the Principals to ensure that PINs are generated as per the key lists available at the institutions branch wise and that the time line for completion of the registrations as 15 days.

- OSD-CTE to monitor

AICTE Approval Process:

The Special Commissioner instructed the Principals to address the deficiencies such as procurement of library books, identifying suitable areas in A, B and C blocks and ensure that the application for EOA for the year 2019-20 is done in all completeness. The changes incorporated in the above blocks should be without cost escalation and the modifications be submitted for obtained the signature with stamp.

- DD(T) / B Section/ Principals to pursue

Utilisation of Learning Management System :

The Special Commissioner instructed the Principals to ensure that all students as well as faculty are registered in LMS portal and emphasised the importance of using the teaching kits and that special efforts were made to include such usages in the format for Best Teachers Awards. The Special Commissioner noticed that 15 institutions have less than 50% students registrations.

- OSD-CTE/ B Section / Principals to pursue

Utilization of VIRTUAL CLASSES :

The Special Commissioner instructed the Principals to make the best use of the virtual class rooms and to make provision for viewing MOOCS, which is made mandatory by AICTE.

- AD (VC) / Principals to pursue

Conduct of Industrial seminars :

The Special Commissioner while appreciating the efforts made for delivery of industrial seminars from the experts from the industry, interacted with few co-ordinators and the suggestions to distribute the seminars to different source institutions was taken note and the Special Commissioner instructed Secretary, SBTET to include the industrial seminars in the academic calendar being prepared for the academic year 2019-20.

- AD (VC) / Secretary, SBTET to monitor

Internet facility and networking of all digital class rooms, workshops and libraries :

The Special Commissioner instructed the Principals to ensure the internet facility and networking be done for all digital class rooms, workshops and libraries and to check the internet connectivity and take effective measures.

- AD (VC) / Principals to pursue

Implementation of e-office in polytechnics :

The Special Commissioner noticed that few of the districts are yet to be shown under District instances and instructed the Principals to approach the District NICs and get the assignment completed in two days time. The Special Commissioner further instructed the staff of Head Office to return back all physical files and to insist e-files only, from now onwards.

- AD (VC) / Principals to pursue

Implementation of Biometric Attendance for staff and students :

The Special Commissioner reviewed and instructed the Principals to ensure that the attendance for the students be marked offline, as the attendance is being populated to MIS.

- OSD(e-office) / Principals to pursue

Budget utilization :

The Special Commissioner reviewed and instructed the Principals as follows:

- To surrender the unutilized budget under the Heads 130,132,133,140,284 so that they can be re-appropriated to the needy institutions.
- Building in dilapidated condition can be demolished, rather than incurring on such buildings.

- All proposals shall be submitted to the Head Office before the end of March, 2019, so that necessary allocation can be effected.
- Budget under head 530-531 will not be visible under cfms as it is a direct debit head and also not mapped to cfms. Whenever bill is presented, the head shall become visible.

– DD(T) / B Section/ Principals to pursue

G S PANDA DAS IAS

COMMISSIONER f

Validity unknown

Digitally signed by G S
PANDADAS
Date: 2019.02.14 14:41:39 IST
Reason: Approved

