

**GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION**

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

Cir.Memo No.:F1/Circular/2018

Dated: 13.08.2018

Sub: - TECHNICAL EDUCATION- Minutes of the Video conference dated: 31.07.2018 with Regional Joint Directors & Principals of Govt. Polytechnics held at conference hall in the O/o CTE, A.P., Vijayawada- Communicated- for compliance and necessary action-Reg

Ref: - Minutes of the Video conference, dated: 31.07.2018 held by the SPECIAL CTE, A.P., Vijayawada in the conference O/o CTE, A.P., Vijayawada from 3.30 PM to 7.30 PM

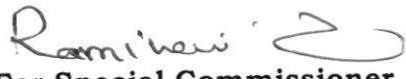
It is informed that, the Special Commissioner of Technical Education has conducted a video conference on 31.07.2018 from 3.30 PM to 7.30 PM in the conference hall, O/o CTE, A.P., Vijayawada with the Regional Joint Directors & all the Principals of Government Polytechnics in all aspects and got feedback from the Principals and issued certain instructions and set guidelines in every aspect for effective functioning of Polytechnics at Institutional level.

Therefore, all the Principals of Govt. Polytechnics are requested to adhere and implement the instructions issued by the Special CTE, A.P., Vijayawada for effective functioning of Polytechnics in the State and the Regional Joint Directors of AU Region and SVU Region are requested to monitor all the activities of the Polytechnics under their jurisdiction and consolidated data of all the activities should be send to the CTE's office monthly without fail.

**Sd/- G.S.Panda Das
SPECIAL COMMISSIONER**

Encl: Minutes of the meeting

To
All the Principals of Govt. Polytechnics in the State
Copy to the Secretary, SBTET, A.P., Vijayawada for necessary action,
Copy to the RJDs for necessary action
Copy to CTE office staff for necessary action
Copy to CTE Peshi.


For Special Commissioner 13/08/18

The Special Commissioner of Technical Education has conducted a video conference on 31.07.2018 from 3.30 PM to 7.30 PM in the conference hall, O/o CTE, A.P., Vijayawada with the Regional Joint Directors & Principals of Government Polytechnics in all aspects and got feedback from the Principals and issued certain instructions and set guidelines in every aspect for effective functioning of Polytechnics at Institutional level.

Minutes of the Video Conference

The following members have assisted and organized Video Conference with the Special Commissioner of Technical Education:

1. Sri V.S. Dutt, Joint Director i/c and Secretary i/c, SBTET
2. Sri N.S.V. Kumar, Deputy Director (TPO)
3. Sri K. Rajasekhara Rao, Deputy Director (Tech)
4. Sri K. Vijaya Bhaskar, Joint Secy & CoE
5. Dr. B. Janaki Ramayya, Joint Secy (Acad)
6. Smt. B. Sai Lakshmi, Development Officer
7. Sri Ch. Mallapa Raju, DS (Academic)
8. Sri Murali, AD (T)
9. Sri R. Venu, Assistant Director (E & H)
10. All Assistant Directors (NT'S) of CTE office
11. Smt. I. Manjula Rani, OSD(S & T)
12. Smt. K. Jhansi, OSD(K)

The following are the instructions issued by the Special Commissioner of Technical Education on the agenda as enclosed:

➤ **AEBAS/IAMS ATTENDANCE**

- The Special Commissioner interacted with the Principals of the institutions where the registering of attendance was poor and emphasised that Principals must have awareness about registering of attendance and that they have to provide the exact figures of attendance and not approximations during video conference.

- The Special Commissioner reiterated that the first job of a Principal is to verify the attendance of the staff members and students in both the sessions, as the attendance is very important in an institution.

- The Special Commissioner instructed Regional Joint Directors of Technical Education to monitor registering of attendance in the institutions under their jurisdiction.

- Regarding the issue of students updation in IAMS app, the Special Commissioner instructed to convene a one day session to all the Principals regarding students updation, at the offices of the Regional Joint Directors.

- **RJDs to monitor and Principals to follow instructions**

➤ **Students Registration in MIS:**

- The Special Commissioner expressed concern over prolonged institutional registration under MIS and instructed the Principals who were yet to re-register to complete the process by 5 PM on 01.08.2018.

- The Special Commissioner instructed the OSD's to first register the role of Principal in the institution to complete registrations of the institutions within the specified time lines.

- The Special Commissioner instructed all the Principals to complete student registration and other tasks within the time lines that will be specified as and when the application for the task is hosted.

- **Principals to follow the instructions**

➤ **e-OFFICE:**

The Special Commissioner instructed the offices of Regional Joint Directors and the Principals of the Government Polytechnics in the Chittoor District to send all the correspondences through e-office and entrusted the responsibility to the Regional Joint Directors to ensure issuance of digital signature keys through aadhaar authentication to the Principals and to the staff who are involved in e-office circulation duly co-ordinating with District NICs.

- **Offices of RJDs to monitor**

➤ **e-Waste Management:**

- The Special Commissioner reviewed the institutions which did not submit the e-waste proposals and emphasised that all institutions should go for e-waste proposals, as such a step would pave way for updation of computer laboratories.

- **Principals to submit proposals**

➤ **Advance Increments to Non-Teaching Staff:**

- The Special Commissioner cited the recent visit to Kakinada, where the instances of non-sanctioning of advance increments to Non-teaching staff as per PRC 2015 were noticed.

- The Special Commissioner emphasised that all such releases should be done in one day and the Principal and Administrative Officer both shall be responsible for sanctioning of advance increments to all the non-teaching staff of the respective institutions.

- The Special Commissioner reiterated that no complaints shall be received regarding non-sanction of advance increments during the visits to Polytechnics and that if any lapse is found, disciplinary action will be initiated for non-compliance of instructions.

- **Principals to complete sanctions on war footing.**

➤ **Internet Facility:**

- The Special Commissioner instructed the Principals to take necessary steps to resolve the problems regarding provision of internet facility with local networking agencies duly raising complaints and to pursue the matter.

- **Principals concerned to carry out the instructions**

- The Special Commissioner informed that 26 institutions will be provided with 10 mbps dedicated lines very soon.

- **Principals to note**

➤ **Hostel Related Issues:**

- The Special Commissioner instructed to provide hostel facility to First Year students as early as possible and to elect Mess Secretaries from among II Year students in preference to Final Year and First Year students as Final year students are

in industrial training and preparing for campus placements and First year students are new to the institution and lacking awareness.

- The Special Commissioner emphasised that mess committee members should be involved in the purchases along with the Hostel Manager and clerks under due instructions from the Principal/Warden.

- Principals/Wardens, Deputy Wardens, Hostel Manager and Clerk to implement the instructions.

- The Special Commissioner instructed the Principals to run the Student Managed Hostels (SMHs) where College Attached Hostels (CAHs) are not available and to fix up the mess rates in accordance with the menu and shall be decided by duly forming a Committee to arrive at realistic rates for the requirements and emphasised that no grievances shall be created.

- Principals to implement the instructions

➤ **Closure of disciplinary cases:**

- The Special Commissioner brought to the notice of the Principals that a circular was issued regarding long absence of staff and instructed to follow the provisions of CCA Rules for the staff for whom they are the appointing authority. For other staff, the department will take up such an action. The Special Commissioner instructed the Principals to bring to the notice of the office of the Commissioner for Technical Education, any pendencies for disposal of the same.

- F & G Sections of the o/o CTE, Principals of Polytechnics to pursue

➤ **Conduct of Practical's:**

- The Special Commissioner expressed concern that during the recent visits, it was noticed that the practical's are not being conducted up to the mark and that the materials for conduct of practical's are not purchased and workshops/Lab practical's are not being conducted. The Special Commissioner expressed concern that no proper action is being taken for getting the equipment repaired.

- The Special Commissioner reiterated that there are no deficiency of funds under NABARD/RIDF and instructed the Principals to be ready with estimates, proposals and project reports and as and when the budget provision is made, reports shall be submitted and the same will be sanctioned.

- The Principals were instructed to submit the proposals in person also at the office of the Special Commissioner of Technical Education.

- The Special Commissioner of Technical Education instructed the Principals to identify the infrastructural deficiencies through inspections and replenish the same by sending proposals including purchase of new furniture.

- Principals of Polytechnics, B and K Section to pursue

➤ **Laboratory and Workshop Materials:**

- The Special Commissioner reminded that an amount of Rs. 600/- will be available with the institution per student and instructed the Principals to conduct meeting before the beginning of the academic year with the HoDs concerned, obtain the material requirement, provide allocation and ensure that 100% of the practicals are conducted. The Special Commissioner interacted with certain Principals regarding the allocations made in the respective institutions and instructed that proper distribution of budget among all branches must be made. The Special Commissioner of Technical Education emphasised that the relevance to Diploma course will be lost if the practicals are not conducted.

- K Section to assess the expenditure for the consumables and share the budget allocated, to arrive at the requirement for the sanctioned strength and to arrive at the value based on the market rate.

➤ **CISCO ACADEMY RELATED ACTIVITIES :**

- The Special Commissioner expressed concern about the low rate of enrolment during the current year and emphasised that CISCO training is very important and there had been a very good feed back from the teachers as well. The Special Commissioner instructed the teaching staff to come out with good hand book on the practicals and to ensure knowledge empowerment among the students.
- The Special Commissioner felt that commitment is very much needed for the students and that 30 periods out of allocated 90 periods will be dedicated for IT essentials and shall be engaged by the trained staff.
- The Special Commissioner instructed that CCNA and CCNT be conducted for final year ECE and CME students, as it is difficult to find industrial training placements and that mapping will be done between Private Polytechnics with CISCO facilitated Government Polytechnics.
- The Special Commissioner instructed that trained staff of Government Polytechnic shall be engaging private polytechnic students for the forthcoming Industrial training slots.
- The Special Commissioner desired to take up student registrations for the Private colleges and informed that 30 private institutions have registered for IT essentials.

- JS (Academic) and DS (Academic) to cause issuance of circular to provide feasibility, to ensure enrolment for IT essentials to the maximum extent possible and to identify 30 private institutions and enforce CISCO training in those institutions.

- JS (Academic) and DS (Academic) to identify the training requirements and make sure that all final year students are registered for CCNA course.

➤ **NBA ACCREDITATION:**

The Special Commissioner instructed

- to allocate budget through cfms towards payment of NBA accreditation related amount of Rs. 2,68,000/- and to reappropriate among the institutions going for NBA and to carry out works under "NBA" head.
- The Principal, GPT, Vijayawada to address Chairman/Vice Chairman, AICTE to rename the Machine Engineering branch as Mechanical Engineering.
- To provide an amount of Rs. 25,00,000/- to all the Principals who are ready to apply for NBA accreditation and that the amount shall be spent properly with perfect planning and ensure that they are as per NBA parameters.
- To provide training regarding NBA accreditation only to the Principals applying for NBA and all such trainings need to be approved by Special Commissioner of Technical Education.
- The Special Commissioner enquired about the readiness of the Principals going for NBA accreditation during the second phase and suggested them to have
 - Status report of their own institutions
 - Presentation to be prepared by the trained staff and to create awareness among all the staff in the various polytechnics
- The Special Commissioner emphasised that justice is to be done to the jobs held and all the staff members should take a big picture of accreditation and instructed to concentrate on the scores where the institution can do good in spite of deficiency in building and other infrastructural facilities.

• The Special Commissioner instructed the Principals that they are responsible for training all the staff of their institution and an action plan shall be prepared by the staff who have been trained for NBA accreditation.

- **Principals and all teaching staff members to follow the instructions.**

➤ **BEST TEACHER AWARDS:**

• The Special Commissioner instructed that JPAP participation will be given due importance and the best teacher's performance has been made student centric.

• The Special Commissioner wanted all the staff to apply for best teacher award and hardworking and highly qualified staff members will be given due recognition.

• The Special Commissioner reiterated that

• Heads of Department have to play a key role in the development of the institution and aim at empowered parameters viz., organising guest lectures, organising virtual classes and effective utilization of digital class rooms.

• Principals have to play major administrative role with emphasis on relevant parameters and an online facility is provided to take stock of how well the performance has been.

• The Special Commissioner wanted all the Principals to submit the feed back cum suggestion form by 5 PM on 01.08.2018.

- **Principals and all teaching staff members to follow the instructions.**

- **JD to take the responsibility of collecting the information.**

➤ **INTERNAL REVENUE GENERATION:**

• The Special Commissioner enquired the Principals of the Government Polytechnics where Soil Mechanics Laboratories had been established and desired to have all laboratories to generate appreciable revenue and instructed that if the targets are not appreciable then such laboratories shall be shifted to other Polytechnics.

- **Principals of concerned Polytechnics to bestow their attention.**

➤ **PAYMENT TO CONTRACT LECTURERS:**

• The Special Commissioner instructed the Principals to effect prompt payment to the contract lecturers.

- **Principals of Polytechnics to take a note.**

➤ **JPAP PARTICIPATION:**

• The Special Commissioner emphasised that most of the contributions towards JPAP are from Private Polytechnics and desired to have more contribution from the Government Polytechnics which can be achieved by due specification of targets.

-**Principals and all teaching staff members to follow the instructions.**

Sd/- G.S.Panda Das,
SPECIAL COMMISSIONER

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For Special Commissioner 13/08/18