

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

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**MINUTES OF THE REVIEW MEETING OF THE PRINCIPALS OF GOVT.  
POLYTECHNICS HELD ON 06.03.2017 AT 9.30 AM IN ADITYA COLLEGE  
OF ENGINEERING, SURAMPALEM**

The Spl Commissioner of Technical Education conducted a Review Meeting with the Principals of Govt. Polytechnics to review the performance of the Govt. Polytechnics in all aspects and to get feedback from the Principals.

**Sri G S Panda Das, IAS, Spl. Commissioner of Technical Education: Chairman**

The following members assisted the Special Commissioner during the conduct of the Review Meeting:

1. Smt. K. Sandhya Rani, Joint Director i/c, O/o CTE, AP, Vijayawada
2. Sri B Suryudu, Regional Joint Director of Technical Education, Tirupati
3. Sri J.S.N. Murthy, Regional Joint Director of Technical Education, Kakinada
4. Sri V.S. Dutt, Dy. Director (Academic), O/o CTE, AP, Vijayawada
5. Sri G.M.C. Kesava Rao, TPO, O/o CTE, AP, Vijayawada

Sri Sesha Reddy, Chairman, Aditya Group of Institutions shared the dais during the opening few minutes before the commencement of the review and expressed his happiness for hosting the meeting in their campus.

**The Minutes of meeting are recorded as follows:**

In the opening remarks, the Special Commissioner of Technical Education stated that there are plenty of opportunities for Polytechnic students in the Industry and asked all the Principals to strive for creating employability opportunities for their diploma passed out students by inviting various industries for conducting campus placements. As an example, the CTE highlighted as to how the Automobile industry has good potential for Automobile and Mechanical branches. Similarly CTE has opined that other branches of Engineering have also got good employment potential at the supervisory cadre. In the present Technical Education scenario, the industry needs more technical power at supervisory and technician levels than Managerial cadres. He

also emphasised that the quality education at diploma is to be given to our students to achieve the goals of our Government "Make in India" and "Make in AP" a reality.

He insisted that all the Polytechnics should concentrate on giving quality education from the academic year 2017-18 by ensuring that all the students take up education with commitment and constructive outcomes. It is the responsibility of Principals of the Polytechnics to give proper direction to the staff in their Polytechnic so that they work together as a team to fill the gaps and utilise the funds properly for the overall development of the institutions.

The following were the 'Agenda Points' reviewed:

### **1. Result Analysis:**

The Commissioner reviewed the academic performance of the Polytechnics and stated that the results reflect the quality of the education imparted by the Polytechnics. He appreciated the staff of the 'Top 10' Polytechnics for their contribution in achieving good results during the academic year 2015-16. He also instructed the other Principals to improve the results of the students in the coming years by conducting remedial classes to low performing learners and giving handouts and supplementary material etc.

#### **Action Points: CTE instructions**

- i. Principals should see that overall result is good and expect Principals to focus on result on priority basis and ensure that students do well in all the three years.
- ii. Principals should coordinate with Heads of Sections and work towards improving result and discourage as far as possible the attitude of procrastination among students to write supplementary examinations
- iii. Staff should take special interest in students who appear for supplementary examinations and see that students finish their diploma in the stipulated period. Hereafter, result will be captured reviewed.
- iv. The Regional Joint Directors should specifically concentrate on monitoring the Academic performance of the Polytechnics under their jurisdiction.

**Monitored at Head Office by: RJD's of AU Region and SVU Region**

## 2. *e*-initiatives:

### a. Implementation of e-office in all Polytechnics:

The Government of Andhra Pradesh is working towards making all the Government offices as paperless offices. Hence the Principals should gear themselves up for effective implementation of e-office in their Polytechnics and RJD Offices.

#### **Action Points: CTE instructions**

- i. Principals are requested to identify the equipment available in their institution for implementation of e-office,
- ii. Principals should study the existing literature available on setting up e offices.
- iii. Principals should contact local District NIC office to train the staff for using e office.
- iv. Principals to send procurement proposals of equipment for e-office.

### b. PoS Machines for Cashless Transactions:

The Office of the Principals and Hostel offices are to be made ready for cashless transactions as early as possible. Purchase of PoS machines and tie up with Banks are to be given priority for implementation of Cashless transactions.

#### **Action Points: CTE instructions**

- i. Principals are requested to procure e PoS machines
- ii. Approach Bank staff to train office staff in the use of these Pos Machines
- iii. Submit compliance to the head office by

### c. Bio-metric Attendance:

The CTE has insisted for effective implementation of Bio-metric attendance of staff and students. A pilot project will be taken up and later scaled up to cover all Polytechnics.

#### **Action Points:**

Circular Memo to Principals to procure biometric devices at their end to be drafted by K Section of O/o CTE

**d. Wi-Fi Connectivity:**

The Hon'ble Chief Minister of AP desires to make all educational campuses Wi-Fi campuses so that the students will have more opportunities to improve their knowledge in their respective fields of interest.

**Action Points:**

- i. Principals to be informed that the O/o the CTE is contacting the Reliance Jio officials for providing free Wi-Fi connectivity to all the Govt. Polytechnics and the offices of both the RJD's.
- ii. Polytechnics and RJD offices have to provide the required place and necessary electrical connections to install the equipment of Reliance Jio to provide Wi-Fi connectivity in their campus.
- iii. Principals are further informed not to enter any MoU with Reliance Jio without prior approval from the CTE office.

**Monitored at Head Office by:** AD K-Section of O/o CTE through RJD Office

**3. Infrastructure Development**

**a. Digital and Virtual Classrooms:**

As part of introducing various pedagogical methods, it is proposed to make all the class rooms as digital classrooms. The Principals were also informed that the Department is planning to arrange live lectures by installing two studios one at Government Polytechnic, Visakhapatnam and another one at MBTS Government Polytechnic, Guntur. For net connectivity, fibre grid is being contacted.

**Action Points: CTE instructions**

- i. Principals are once again instructed to complete the net working, electrification works and security measures for equipment in all classrooms immediately.
- ii. Principals are advised not to pursue with BSNL for 10 mbps leased line until further orders. Wherever feasible, they should approach AP Fibre Grid Corporation in the district head quarters and apply for 100 MBPS connection.
- iii. Principals of Polytechnics in temporary accommodation should wait for further orders.

- iv. Principals of Polytechnics who will shift to permanent building in 2017-2018 should get the classrooms in the new accommodation ready for digital classrooms in terms of networking, electrification and security measures.

**Monitored at Head Office by:** DD (A) and K-Section at O/o CTE and RJDs Office

**b. Maintenance of Laboratories and Workshop:**

Observation of the Commissioner during the visits to various Polytechnics:

- laboratories and workshops are dumped with unserviceable and out dated equipment.
- list of practicals not displayed in many labs
- details of equipment like name, date of purchase etc are to be displayed

**Monitored by:** RJDs to Monitor

**c. Modernisation of Laboratories:**

All the laboratories of the Polytechnics should gear up to the C-16 Curriculum by procuring the latest equipment to suit to the needs of the industry.

**Monitored at Head Office by:** AD - K of CTE's Office and RJDs

**d. Refurbishing and Landscaping in Institution's Premises:**

All the Government Polytechnics should be NBA accredited by 2020. Principals are instructed to prepare an action plan for achieving accreditation for the Branches that they offer in their Institutions.

**Action Points: CTE instructions**

- i. Principals are instructed to give a face lift to the premises by increasing greenery and landscaping.
- ii. Principals are instructed to motivate staff and students to nurture the plants in the premises.
- iii. Principals are instructed to maintain clean campuses.

**Monitored by:** RJDs Offices

**4. Budget Related Issues:**

**a. Spending Sanctioned Budget:**

The Commissioner expressed unhappiness over the spending of budget by the Principals of the Polytechnics. He insisted that budget allocated for equipment

should be spent for procurement for the benefit of the students. The question of surrendering of budget should not arise in the coming years. Surrendering of 4.5 Crores budget under 521 Head of Account is a sign of failure. The Commissioner warned the Principals that such instances will be viewed seriously. Expenditure should be booked right from the 1<sup>st</sup> quarter onwards.

**Action Points: CTE instructions**

- i. Principals should prepare for procurement well in advance in consultation with Heads of Sections and not wait till the last quarter.
- ii. RJDs (Kakinada and Tirupathi) to monitor progress in Polytechnics under their Region.

**Monitored at Head Office by:** AD- B O/o CTE

**b. Utilisation Certificates:**

**Monitored at Head Office by:** AD- B O/o CTE

**c. A.G. Audit Replies:**

The Commissioner expressed his annoyance at the number of pending AG Audit replies and instructed the Principals to resolve issues at their end at the earliest.

**Action Points: CTE instructions**

- i. Principals to address this issue on priority basis and instructions are to be given to AO/OS under their control to submit the replies to AG Office and see that the paras are dropped at the earliest.
- ii. RJDs to monitor the issue and submit report to Head Office.

**Monitored at Head Office by:** Section B O/o CTE

**5. Student Initiatives:**

**a. Journal of Polytechnics of Andhra Pradesh:**

The Commissioner announced that the Department is planning to publish a bi-annual Journal. The journal will have papers from Staff, Students and Industry. The vision in publishing this Journal is to document the work of our students. A Journal at the Polytechnic level is the first of its kind and advised the Principals to motivate the staff and students to submit papers to sustain the publication of the Journal.

**Action Points: CTE instructions**

- i. Principals should subscribe the Journal for the Institution.
- ii. RJDs to motivate the Private and II shift Polytechnics in Engineering Colleges to subscribe and to contribute for the Journal.

**Monitored at Head Office by:** DO and Editorial Board O/o CTE

**b. Student Clubs:**

The Commissioner stated that is important to give quality and holistic education to all the students who join the Polytechnics. Apart from knowledge gained through books, students should enhance their communication skills, team skills, leadership qualities, etc. Starting students clubs such as the following would be advantageous:

- Community Service Club,
- Fine Arts club,
- Health and fitness club,
- Personal Development Club,
- Professional Development Club,
- Young Entrepreneur Club

**Action Points: CTE instructions**

- i. Principals to initiate the formation of student clubs in their respective Polytechnics
- ii. Office bearers of the students clubs to be from the second year students and all others as members of various clubs

**Monitored at Head Office by:** AD- II, O/o CTE

**6. NBA Accreditation:****a. Preparing for Accreditation in the Upcoming Years:**

The Commissioner highlighted the importance of accreditation and stated the benefits as follows:

- Helps the Institution to know its strengths, weaknesses and opportunities giving it a new sense of direction and identity.
- Initiates Institutions into innovative and use modern methods of pedagogy.
- Provides society with reliable information on quality of education offered.
- Promotes intra and inter-Institutional interactions.

- Heightens Placements
- Provides exposure to various Government Programmes

The Commissioner announced the names of the 12 Polytechnics along with the branches that will apply for Accreditation in 2017-2018.

1. Government Polytechnic, Srikakulam	Civil And Mechanical
2. Government Polytechnic, Visakhapatnam	Civil, Electrical and Mechanical
3. Government Polytechnic, Anakapalli	ECE and Computer
4. Andhra Polytechnic, Kakinada	Civil, Mechanical and ECE
5. Govt. Polytechnic for Women, Kakinada	Civil and ECE
6. Government Polytechnic, Vijayawada	Civil, Electrical and Mechanical
7. Government Polytechnic, Gannavaram	Mechanical and Electrical
8. MBTS Govt Polytechnic, Guntur	Civil, Electrical and Mechanical
9. Govt. Polytechnic for Women, Kadapa	Civil and ECE
10. Government Polytechnic, Ananthapur	Civil and Mechanical
11. S V Govt Polytechnic, Tirupathi	Civil, Electrical and Mechanical
12. Government Polytechnic, Kalyandurg	Civil and ECE Branches

#### **Action Points: CTE Instructions**

- Future Course of Action will be communicated with these 12 Polytechnics
- Other Polytechnics should prepare for NBA Accreditation in the coming years.
- Every Polytechnic should prepare a vision and a mission Statement that is in alignment with the Vision of the State of AP
- Each Department should also prepare a vision and mission statement that should be aligned to the Institution's vision and mission Statements.
- Each Department in the Polytechnic should maintain all records such as lesson plans that reflect variety of pedagogy, support material given to students, teaching aids, teacher's log books etc.,



- vi. Each Department should collect students' feedback on the teaching learning processes.
- vii. Each Polytechnic should develop best practices conducive to the needs of students.

**Monitored at Head Office by:** DD (A) and Team

Approved by

Sri G.S.PANDA DAS, I.A.S.,  
SPL. COMMISSIONER

  
Assistant Director