

R

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

Office of the Special Commissioner
Department of Technical Education
Andhra Pradesh :: Vijayawada

Cir Memo No: S/7278/ 2017 /Proformas / Inspection/ 02

Dated : 16.11.2017

Sub: Technical Education-Inspections-Monthly Information-Reg.

Ref: Resolutions made in the meeting held with the Regional Joint Directors
and Officers of the Commissioner of Technical Education dated
06.11.2017

The Regional Joint Directors of AU and SVU Regions are hereby informed that the Special Commissioner of Technical Education, AP has reviewed the progress on the issues discussed in the Video Conference held on 18.09.2017 with the Regional Joint Directors (AU & SVU Regions) and the Officers of the Commissioner of Technical Education on 06.11.2017. In this Meeting it was resolved to have reviews on the functioning of the Department every month.

Hence the Regional Joint Directors are hereby informed that the consolidated information stated in the various proformas attached to this Cir. Memo should be sent by the 10th of every month to the Office of the Special Commissioner of Technical Education, AP so that the Special Commissioner can review the same on the 12th of every month.

The Regional Joint Directors (AU) and (SVU) Regions are requested to inspect the Polytechnics regularly, gather and consolidate data for monthly reviews by the Special Commissioner of Technical Education.

Encl: Proformas

Sd/- V.PADMA RAO
For SPECIAL COMMISSIONER



For SPECIAL COMMISSIONER

4. STATUS OF MOBILE APP UTILIZATION: LIST OF STAFF MEMBERS (PRINCIPAL, HoS, Sr. LECTURER, LECTURER, WORKSHOP SUPD., PART TIME LECTURERS, CONTRACT LECTURERS)

S.NO.	ZONE	DISTRICT	Type of Poly (Govt/Pvt/Aided/ II shift)	Poly Code	Name of the Polytechnic	No. of Devices Established	NAME OF THE STAFF MEMBER	DESIGNATION	APP DOWNLOAED (YES/NO)	REASONS FOR NOT DOWNLOADING APP	IS THE APP BEING USED IN CLASSROOM (YES/NO)	IF NO REASONS FOR NOT USING IN CLASSROOM

5. LEAVE DETAILS (MONTHLY) : REPORT ONLY LONG ABSENCE DETAILS

S.NO.	ZONE	DISTRICT	Poly Code	Name of the Polytechnic	NAME OF THE STAFF MEMBER	DESIGNATION	REMARKS

Sd/- V.PADMA RAO
For SPECIAL COMMISSIONER

For SPECIAL COMMISSIONER

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

STATUS OF FIBRENET CONNECTIVITY (100Mbps)

S.NO.	ZONE	DISTRICT	Poly Code	Name of the Polytechnic	Fibrenet Connectivity Installed (Yes/No)	If No reasons	Wifi facility provided (Yes/No)	If No reasons	Campus Networking (LAN) completed (Yes/No)	If No reasons	Remarks

Sd/- V.PADMA RAO
For SPECIAL COMMISSIONER

For SPECIAL COMMISSIONER

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

STATUS OF E-OFFICE

S.NO.	ZONE	DISTRICT	Poly Code	Name of the Polytechnic	No. of E-files created	No. of E-files disposed	Reasons for Pending of files

Sd/- V.PADMA RAO
For SPECIAL COMMISSIONER

For SPECIAL COMMISSIONER

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

INVENTORY OF UNSERVICEABLE ARTICLES IN LABORATORIES: STATUS

S.NO.	ZONE	DISTRICT	Poly Code	Name of the Polytechnic	Whether the inventory uploaded in Google format (Yes/No)	If No, reasons for not uploading	Total amount of proposal sent	Total reserve value recommended by the Polytechnic

Sd/- V.PADMA RAO
For SPECIAL COMMISSIONER

For SPECIAL COMMISSIONER

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

STATUS OF PREPARATION FOR INDUSTRIAL TRAINING FOR 2018-19

S.NO.	ZONE	DISTRICT	Type of Poly (Govt/Pvt/Aided/II shift)	Poly Code	Name of the Polytechnic	Branches in the Polytechnic	Student Strength to be sent to Industries	List of Industries approached (Branch Wise)	List of Industries accepted for placing the students (Branch wise)	No of training Placements offered by the Industry (Branch wise)	Remarks

Sd/- V.PADMA RAO
For SPECIAL COMMISSIONER

For SPECIAL COMMISSIONER

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

STATUS OF TRAINING AND PLACEMENT CELL ACTIVITY

1. TRAININGS : SEMINAR/GUEST LECTURES/WORKSHOPS CONDUCTED

S.NO.	ZONE	DISTRICT	Type of Poly (Govt/Pvt/Aided/II shift)	Poly Code	Name of the Polytechnic	Branch	Type of event (Seminar/Guest Lecture/Workshop)	Date	No. of students participated	Topic	Name of the Expert	Remarks

2. PLACEMENT DETAILS & HIGHER EDUCATION (LATERAL ENTRY) ADMISSION STATUS

SNO.	ZONE	DISTRICT	Type of Poly (Govt/Pvt/Aided/II shift)	Poly Code	Name of the Polytechnic	A.Y.	BRANCH	NO. OF STUDENTS APPEARED FOR EXAMS	NO. OF STUDENTS PASSED	NO. OF STUDENTS OPTED FOR HIGHER EDUCATION	NO. OF STUDENTS GOT PLACEMENT	DETAILS OF COMPANY HIRED	SALARY DETAILS				
1						2014-15											
						2015-16											
						2016-17											

Sd/- V.PADMA RAO
For SPECIAL COMMISSIONER

For SPECIAL COMMISSIONER

**GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION
STATUS OF BUDGET UTILIZATION**

S.NO.	ZONE	DISTRICT	Poly Code	Name of the Polytechnic	Quarter	M.H.	Head	BUDGET SANCTIONED	BUDGET UTILIZED	REASONS FOR NOT UTILISING THE ALLOTTED BUDGET
1					Q1	110	111			
						130	131			
							132			
							133			
						140	----			
						240	----			
						270	272			
						280	281			
					300	----				
					510	511				
					Q2	110	111			
						130	131			
							132			
							133			
						140	----			
						240	----			
						270	272			
						280	281			
					300	----				
					510	511				
					Q3	110	111			
						130	131			
							132			
							133			
						140	----			
						240	----			
						270	272			
						280	281			
					300	----				
					510	511				
					Q4	110	111			
						130	131			

							132				
							133				
						140	----				
						240	----				
						270	272				
						280	281				
						300	----				
						510	511				
TOTAL											

Note: mention other heads (which are not included in the table)

Sd/- V.PADMA RAO
For SPECIAL COMMISSIONER

For SPECIAL COMMISSIONER

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

Details of Purchases Made during the current financial year (More than Rs 20000/-)

S.NO	ZONE	DISTRICT	Poly Code	Name of the Polytechnic	Details of Purchases Made (above Rs 20000/-)	Procedure followed for Purchases			Remarks if any
						Through quotations (Yes /No)	Open tendering system (Yes /No)	<u>E – Tendering</u> (Yes /No)	

Sd/- V.PADMA RAO
For SPECIAL COMMISSIONER

For SPECIAL COMMISSIONER

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

Maintenance of Cash Books

S.NO	ZONE	DISTRICT	Poly Code	Name of the Polytechnic	Details of Cash book (Govt, Non Govt, IRG, Hostel etc.,)	Account No and Bank details	Cash on hand as on 31.10.2017	Cash in Bank on 31.10.2017	Details of advances made if any with dates	Remarks if any

Sd/- V.PADMA RAO
For SPECIAL COMMISSIONER

For SPECIAL COMMISSIONER

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

STATUS OF KEY PERFORMANCE INDICATORS (KPIs)

MONTHLY DEPARTMENTAL REVIEW BY THE CHIEF SECRETARY	
DEPARTMENT - HIGHER EDUCATION	Month -

EXPECTED OUTCOME

S No.	Outcome	Unit	Achievement 16-17	Target 17-18	Current Status
1	Gross Enrollment Ratio (GER)				
	a. Men	%			
	b. Women	%			
2	Number of universities having NAAC accreditation above A+	No.			
3	Number of colleges having NAAC accreditation above A+	No.			
4	Number of universities in top 500 of TIME Higher Education ranking	No.			

KEY ACTIVITIES TO ACHIEVE THE ABOVE MENTIONED OUTCOME

S No.	Activity	Unit	Weightage %	Achievement 16-17	Target 17-18	Achievement upto previous month	Progress during this month	Cumulative
1	Number of colleges that have applied for accreditation	No.						

2	Number of universities that have applied for accreditation	No.						
3	Number of papers published in peer reviewed international journals	No.						
4	Percentage of students placed out of Polytechnic colleges	%						
5	Universities accessing Gol grant under NITI World Class Universities Program	No.						
6	Percentage of Polytechnic colleges with infrastructure	AS GIVEN UNDER						
	a. Own building with functional toilets, Internet and drinking water	%						
	b. Hostels	%						
	c. Library	%						
	d. Laboratories	%						
7	Percentage of Polytechnic colleges complying to teacher student ratio	%						
8	Percentage of Government Polytechnic colleges having digital and virtual classrooms	%						
9	Admission percentage against sanctioned strength	%						

10	No. of students going for industrial training in final year	No.						
----	---	-----	--	--	--	--	--	--

ISSUES

Issue Category	Issue Description
Financial	
Institutional	
Inter departmental	
Externalities	
Others	

Sd/- V.PADMA RAO
For SPECIAL COMMISSIONER

For SPECIAL COMMISSIONER

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

STATUS OF GOVERNMENT INITIATIVES

Title of the Initiative : ODF

S.NO	ZONE	DISTRICT	Poly Code	Name of the Polytechnic	NAME OF THE COORDINATOR FOR ODF PROGRAM	MOBILE NO. OF THE COORDINATOR	NO. OF MENTORS PARTICIPATED	NO.OF STUDENTS PARTICIPATED	NO.OF ADOPTED VILLAGES	NO.OF HOUSES SURVEYED	NO.OF HOUSES REQUIRED TOILETS	NO. OF HOUSES NOT REQUIRED TOILETS	IF ANY OTHER CASES	REMARKS

Title of the Initiative : VANAM MANAM

S.NO	ZONE	DISTRICT	Poly Code	Name of the Polytechnic	NAME OF THE COORDINATOR FOR VANAM MANAM PROGRAM	MOBILE NO. OF THE COORDINATOR	NO. OF MENTORS PARTICIPATED	NO.OF STUDENTS PARTICIPATED

Title of the Initiative :NEERU MEERU

S.NO	ZONE	DISTRICT	Poly Code	Name of the Polytechnic	NAME OF THE COORDINATOR FOR NEERU MEERU PROGRAM	MOBILE NO. OF THE COORDINATOR	NO. OF MENTORS PARTICIPATED	NO.OF STUDENTS PARTICIPATED

Sd/- V.PADMA RAO
For SPECIAL COMMISSIONER

For SPECIAL COMMISSIONER