

**GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION**

**OFFICE OF THE
COMMISSIONER OF TECHNICAL EDUCATION
TELANGANA STATE :: HYDERABAD**

Memo.No.K3/10866/2015-Vol-II

Dated: 01.06.2016

Sub: Technical Education - Minutes of the Video Conference held by the Director of Technical Education, T.S., with Principals of Government Polytechnics on 21.05.2016 at 12.30 PM - Communicated - Reg

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While communicating the enclosed copy of Minutes of the Video Conference held by Director of Technical Education, T.S., with the Principals of Government Polytechnics on 21.05.2016 at 12.30 PM, all the officers and Principals of the Government Polytechnics are hereby directed to take up the follow up actions immediately.

Encl: As above

Sd/- Dr. M.V. REDDY
DIRECTOR

To

The Principals of all the Govt. Polytechnics under the control of TE department.

The Regional Joint Director (TE), Hyderabad.

The Secretary, SBTET, Hyderabad

Copy submitted to the Special Chief Secretary, Higher Education,
Telangana Secretariat, Hyderabad,

Copy submitted to the Special Secretary, (Sri. Rajashekar Reddy garu) C.M. Office,
Telangana Secretariat, Hyderabad.

Copy submitted to the Personal Secretary to Hon'ble Deputy CM & Minister for
Education, Telangana Secretariat, Hyderabad.

Copy to all the officers in the O/o CTE, Telangana State, Hyderabad

Copy to the Stock File/ Spare.

//F.B.O//

Sd/-
SUPERINTENDENT

**MINUTES OF THE VIDEO CONFERENCE HELD BY THE DIRECTOR OF
TECHNICAL EDUCATION WITH PRINCIPALS OF GOVERNMENT
POLYTECHNICS/INSTITUTIONS ON 21.05.2016 AT 12.30 PM ON
POLYCET COUNSELLING AND FUNCTIONING OF GOVERNMENT
POLYTECHNICS**

The DTE, the officers of O/o the DTE, SBTET, RJDTE, CETCON, Principals of Government Polytechnics and Co-ordinators of HLCs have attended the meeting and the DTE has deliberated and reviewed the POLYCET Counselling for admissions into polytechnics, Civil Works, Academic Matters and Results , FDP, Haritha Haaram & Rain Harvesting and general matters:

I) POLYCET COUNSELLING:

1. The DTE was informed that the Net work failure at Helpline centres shall be avoided and rectified, if any, immediately by duly contacting the service providers and to install generators for power back up.

Action: Principals & HLC Co-ordinators

2. The DTE advised that all the HLC coordinators shall ensure proper reception the candidates and parents at the counselling centres with human approach and to resolve their problems on the next day if not done on the given day.

Action: Principals & HLC Co-ordinators

3. To the request of the Warangal Coordinator, DTE clarified that editing facility for correcting the mobile numbers of candidates shall be given to helpline centres in case wrongly entered by oversight. Further clarified that income certificates and caste certificates could be submitted in genuine and exceptional cases at least on or before 30.05.2016.

Action:CETCON, Principals & HLC Co-ordinators

4. To the requests of the Karimnagar and Bellampally HLC Coordinators, DTE clarified that they can deploy one or two additional attenders if warranted. A senior faculty hand may be placed for overall counselling in the centre.

Action:CETCON, Principals & HLC Co-ordinators

5. DTE welcomed the voluntary proposal of the Sri SM Prasad, HMES, QQGP to circulate educative CDs prepared at his college to the counselling centre.

Action:CETCON, Principals & HLC Co-ordinators

6. The DTE complimented principals and the Board for the timely sincere effort of the inspection teams for completion of the Board Affiliation Inspections process.

7. The DTE expressed that the Spot Admissions process shall be conducted in a systematised manner of time bound closure and with no scope for manipulation and directed for taking necessary steps in the matter.

Action:CETCON, Principals & RJD

II) CIVIL WORKS MAINTENANCE:

8. The DTE directed that barring the estimation and recording in M- Book and such pertinent technical work that could be handled only by the civil Engineering staff, all remaining civil work activity could be entrusted among all staff of the institution by the Principal.

Action: Principals and HCESs

9. The DTE reiterated that the Polytechnics are sacred places and it should have the better infrastructures facilities and clean environments. In this regard, the works of maintenance and repair activities of buildings, floors, plastering of walls, clearing of Bushes, colouring of the buildings to be taken up as the existing buildings were in the dilapidated

condition/bad shape as they are not being maintained properly since a decade.

Action: DD(Tech-I), OSD (civil works), RJD(TE), Principals

10. The painted colour code of the college building would be informed soon and implemented immediately.

Action: DD(Tech-I), OSD (civil works), RJD(TE), Principals

11. The periodic reporting of civil works' progress and monitoring shall be in place immediately.

Action: DD(Tech-I), OSD (civil works), RJD(TE), Principals

III) Academic matters:

12. The DTE directed that the Curriculum books and Academic calendar shall be made ready for distribution among the students before the opening of the colleges on 09.06.2016.

Action: Secretary, SBTET, DD(Tech-II), DO, RJD(TE), Principals

13. On the invitation of suggestions for measures for encouragement of special merit, it was suggested and agreed for honouring the state top rank holder(s) of POLYCET, 2016.

Action: Secretary, SBTET, DD(Tech-II), DO, RJD(TE), Principals

14. The DTE reiterated that a Broacher on Diploma Education will be released by duly incorporating the information about Polytechnics experiences and activities, best Students and best Teachers and 1st ranker in POLYCET, 2016 will be placed.

Action: Secretary, SBTET, DD(Tech-II), DO RJD(TE), Principals

15. The DTE advised that a fresher's day function be held in all the institutions during the first week of the new academic year in a fitting manner with active participation of the students, alumni, parents and BOG members etc. and the new entrants can be made acquainted with the coursework over a week. The Secretary SBTET informed that a new bilingual foundation book is in place to aid the students.

Action: Secretary, SBTET, DD(Tech-II), DO, RJD(TE), Principals

16. The implementation of Biometric Attendance of students and staff, installation of CC cameras, and the provision of Basic Amenities should be placed in web site and informed through social groups and it will be regularly monitored at the CTE with a networking facility. Private institutions shall also follow the same.

Action: DD(Tech-II), DO, DD(Tech-I), OSD(Web siteMaintenance), RJD(TE), Principals

17. E learning initiatives must be implemented by fully utilizing all the available E-lesson contents, which are additional armoury to the teachers

Action: Secretary, SBTET, RJD(TE), Principals

18. The web site which is a primary means of exposition of the system, has to be fully and wisely utilized and the relative rating of institution web sites will be in place for awarding the best maintained web site of the department. Dos and Don'ts in it have to be strictly adhered.

Action: DD(Tech-I), OSD(Web site Maintenance), RJD(TE), Principals

19. The DTE directed that all the officers and the prime functionaries must be ever vigilant and be available in the e-governance system as presence in a whatsapp call etc. for a prompt and hassle free system.

Action: All Officers of DTE, SBTET, RJD(TE), CETCON & Principals

IV) FACULTY DEVELOPMENT PROGRAMME:

20. The DTE directed with regard to the faculty training for spelling out within a week about :

a) The further pedagogy training & the Soft Skills training to the

- Master trainers
- b) The batching of faculty for the FDP training
 - c) The Schedules of a) and b) above besides details of exposure visits to best polytechnic(s).

Action: Secretary, SBTET

IV) GENERAL:

21. The DTE directed that no member of staff shall directly approach the Director with their grievances on service matters without processing their application through proper channel and it would otherwise be treated as violation of CCA rules.

Action: JD(Admin), Secretary, SBTET and RJD(TE)

22. The postings on promotion or transfer of staff etc. will be purely on merits of the case and counselling.

Action: JD(Admin)

23. The ACRs of regular staff with Annexure I and II in duplicate should be submitted and forwarded with no further delay as the dates have already expired.

Action: RJD(TE), Principals

24. The principals shall deal firmly all cases of indiscipline by staff; their hands will be strengthened on their timely and suitable suggestions/actions.

Action: JD(Admin), RJD(TE) & Principals

25. All the principals of the 15 named institutions shall file applications or pursue for the NBA Accreditation and they shall submit compliance within a week i.e., by 30.05.2016 and the RJDTE shall take up action.

Action: RJD(TE), Principals of NBA

26. The pass percentage of all Govt. and private polytechnics passed vis a vis enrolment figures shall be submitted by the concerned officials to the DTE.

Action: Secretary, SBTET

27. There shall be a video conference with all private institution principals with relevant notes and agenda including BMAS, criteria of Board affiliation etc.

Action: Secretary, SBTET, DD(Tech-II) and DO

28. The DTE directed that a comprehensive action with a near perfect balancing of human resources shall be taken by the RJD in faculty postings with the DTE's prior consent.

Action: RJD(TE)

29. The DTE directed that the options be exercised by all the prospective HOS promotees in due format within time.

Action: JD(Admin), RJD(TE), Principals

V) HARITHAHARAM & RAIN HARVESTING:

30. The DTE directed that all principals and their teams shall work actively for plantation programme of Telangana ku Haritha Haram to give life to institutions and he urged all to promptly take up rain water conservation works in institutions in the inter est of institution and own health.

Action: DD(Tech-I), OSD (civil works), RJD(TE), Principals

Sd/- Dr. M.V. REDDY
DIRECTOR

Sd/-
For DIRECTOR