

**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:14 .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 09.06.2016 at 03.00 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 09.06.2016 at 03.00 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.

Sd/-
For DIRECTOR

MINUTES OF THE VIDEO CONFERENCE HELD BY THE DIRECTOR OF TECHNICAL EDUCATION WITH PRINCIPALS OF GOVERNMENT POLYTECHNICS/INSTITUTIONS ON 09.06.2016 AT 03.00 PM ON POLYTECHNIC ADMISSIONS AND FUNCTIONING OF GOVERNMENT POLYTECHNICS

The CTE reviewed the functioning of the Polytechnics with the senior officers of O/o the DTE, SBTET, RJDTE, CETCON and the Principals of Government Polytechnics of Technical Education Department on 09.06.2016 at 03.00 P.M.

The deliberations were held on admissions, academic Schedule, New Curriculum, Basic amenities, face lifting, biometric attendance and student performance.

The following decisions are taken after through deliberations.

I. Admissions:

1. The CTE commended the Principals and Officers for making efforts in completion of POLYCET Admissions, Affiliations in record time, for commencement of academic class work from 09.06.2016.
2. For convenience of the 1st Year Students, the last date for fee payment is extended to 10.06.2016.

Action: CETCON Officer/ Principals

II. Orientation Program to the 1st year students:

3. The CTE informed the Principals that the orientation program shall be conducted to the newly admitted 1st year students during the 1st week and daily action plan to be implemented
 - i. To inform on Polytechnic education
 - ii. To Acquaint with Principals, Head of Sections and Class Subject Lecturers
 - iii. To interact with Senior Students and Alumni to share their Experiences
 - iv. To conduct of Sports and cultural meet etc.,

so as to inspire and to create pleasant and homely atmosphere. At the end of the week feedback report shall be obtained from the students.

Action: Principals

4. The above interaction also shall be done with the parents in the presence of students and to obtain mobile numbers of parents so as to furnish the attendance, progress and events through Telugu / English messages.

Action: Principals

5. The possibility of introduction of bulk SMS facility in Telugu/English in the Government Polytechnics shall be examined.

Action: OSD (ICT Tools & Website I/C)

III. C-16 Curriculum:

6. The Secretary, SBTET informed that draft C-16 curriculum book is placed in website.

Action: Secretary, SBTET

IV. Training Programmes to the staff:

7. The CTE reiterated that the training programme shall be conducted and completed for Lecturers and Contract Lecturers on
 - a) Teaching skills
 - b) Domain skills
 - c) Soft / Survival skills

at an early date.

Action: Secretary, SBTET

8. For the existing Principals and prospective HOSs the training programme shall be conducted on management skills with reputed personal at reputed institutions for better performance.

Action: Secretary, SBTET

V. Biometric Attendance System:

9. For infusing discipline, transparency and accountability Biometric Attendance System is the important instrument in the interest of our institutions. All Institutions shall implement effectively during current year.

VI. CGG website Updating / Modification:

10. The CGG is requested to modify the software by duly incorporating the facility of On duty/Deputation/Leave(CL, SPCL,OH,EL,ML,EOL) in respect of staff members.

Action: OSD (ICT Tools & Website I/C)

11. The CGG shall be requested to update the software to get the detailed (daily, monthly, cumulative) attendance of individual staff and students.

Action: OSD (ICT Tools & Website I/C)

VII. Training Programme to the students :

12. To provide training in soft skills to the Ist year students, the professional agencies shall be identified. The said professional agencies shall give training to the master trainers and the master trainers in turn shall give the training to the students at DRCs concerned.

Action: Secretary, SBTET

13. For each group of students in each class one student guide shall be provided. One period / at least 10-15 minutes shall be allotted in a day to make 4-5 students to speak on the assignment given one day in advance.

Action: Principal & HOS

14. Work plan and work preparation shall be done, so that the students can be acquainted with the presentation skills, speaking skills so that self confidence will be improved. Also inform the dos and don'ts to the students.

Action: Principal & HOS

VIII. Sports and Games:

15. The allocation of sports period half a day in a week for all round development i.e., physically and mentally, shall be examined.

Action: D.D (Tech II)/ D.O

IX. Institution timings:

16. The earlier orders given on timings of functioning of institutions holds good i.e., from **9 AM to 3.30 PM.**

Action: D.D (Tech II)/ D.O & Principals

X. Face lifting works:

17. The CTE reiterated that the Principals shall attend to immediate repairs such as roof leakages, floor and wall repairs, colouring of buildings, repairs to existing toilets / bathrooms and other basic amenities to create beautiful campus. The steps also shall be taken to clear the bushes and also to create first aid medical facilities to attend the medical emergencies. All these works shall be completed by the end of June-2016 on war footing basis. Any laxity will be viewed Seriously

Action: Principals/ OSD (Civil Works)

18. The secretary SBTET is requested to release the funds 1.42 crores to the institutes for the above purpose as requisition made by the Commissioner after obtaining the details of funds availability with the Institutions.

Action: Secretary, SBTET

19. The Principals are hereby directed to furnish the non Govt. Funds freed by the PAO/DTO/STO to the Head office immediately.

Action: Principals/AD(B)

XI. ACADEMIC PERFORMANCE:

20. The CTE reviewed the academic results of April/May 2016 exams and commended the Principal of Govt. Polytechnic for Women, Jogipet for achieving 91% results in 1st Year.

21. The CTE also commended those institutions which achieved more than 70% and directed to initiate action on those institutions whose performance is less than 40% at 1st Year, 2nd Year & 3rd Year level.

Action: Secretary, SBTET

22. The Principals, Head of Sections, Senior Lecturers and Lecturers of the Govt. Polytechnics shall be issued appreciation letters wherever the results are good. Their performance will be recorded in the ACRs of Staff.

Action: Secretary, SBTET/JD/RJD

23. The CTE appreciated the efforts made by the Principal, Q.Q Govt. Polytechnic & Principal, Govt. Polytechnic, Nizamabad for getting funds from MP Lads.

XII. HARITHA HARAM:

24. The Principals shall take all the necessary steps for plantation under Telanganaku Haritha Haram Program. Percolation tanks shall be constructed in the needy places in the campus. This is the greatest service to the mother nature and helping others.

Action: Principals/ OSD (Civil Works)

25. The steps shall be taken on the students safety from mosquitoes, snake bites and to provide first aid kits and part-time doctors also shall be empanelled for consultation or to tie-up with PHC.

Action: Principals

XIII. COLLEGE WEBSITE UPDATION:

26. Certain Principals who have not updated the institution website are instructed to update the institution websites immediately.

Action: Principals

XIV. E-LESSONS:

27. The Principals shall use the E-Lessons immediately and the Secretary, SBTET, is directed to take necessary action.

Action: Secretary, SBTET/ Principals

28. E-Library facility also shall be arranged for the benefit of the students.

Action: Secretary, SBTET/ Principals

29. For unnecessary interference and official disruption during video conference action shall be taken on Sri. G. Venkateshwar Rao, Head of Civil Engg. Section, Q.Q. Govt. Polytechnic.

Action: DD (NT)/ AD (C)

30. Finally, the CTE appealed that all the Principals and Head of Sections to take care to improve the results and to take actions at the beginning of Academic Year itself.

Sd/- Dr.M.V.REDDY
DIRECTOR

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For DIRECTOR