

**Minutes of The Meeting Held on Dt. 03.08.2016 at 11.30 AM in
The Office of The Director of Technical Education.**

The following officers from DTE and SBTET are present.

1. Dr. M.V. Reddy, I.A.S., Director
2. Sri. U.V.S.N. Murthy, Joint Director
3. Sri. D. Venkateswarlu, Secretary, SBTET
4. Sri. P. Yellaiah, Joint Secretary, SBTET
5. Sri. A. Pullaiah, Deputy Director(T)
6. Sri. G. Jaya Shekar, Deputy Director(T)
7. Sri. C.V.V. Prasad, Assistant Director (T)
8. Sri. Md. Sadiq Naick, OSD
9. Dr. K. Ashok, Assistant Director (T)
10. Sri.A. Pradeep Reddy, Programme Manager, TASK

Agenda:

Skill Development and Industry Mapping - TASK

The following Decisions were taken after deliberations:

A.Industrial Mapping

- i) Training schedule shall be structured, as per the need of the Industry/Curriculum.
- ii) The Industries in the District, which are relevant to the branch of Engineering shall be identified, convinced and MOU shall be obtained. From head office level, the concerned higher authorities are being requested to instruct the Industries at District level to co-operate in this Industrial mapping.
- iii) Once the industry mapping is done and MOU entered with the industry, reports shall reach the DTE office by 18.08.16, as already stipulated. A soft copy shall be made to DS.CCC of SBTET.
- iv) Duration of Industry Training shall be one month after I year exams, one month after IV sem exams and Four months during VI semester.
- v) A meeting shall be conducted at District level by DRC Principal duly inviting HR mangers of the Industries along with Principals of Polytechnics in the District, SDC Coordinators, TPOs and student advisors for explaining the Dos and Donts.
- vi) A class shall be made in to six groups and a batch of 5-10 no. only, depending on capacity of Industry & on mutual agreement. The lot system shall be used to select the candidates to a particular industry.
- vii) Each batch shall be kept under an in charge faculty, who will visit once in a week to the industry, gets monthly attendance and assess them, till the end of the training.
- viii) Attendance, timings of student at the Industry shall be monitored strictly by the BMA / Attendance Register.
- ix) The students shall be rotated to different Industries once in every two months so that all fields shall be covered.
- x) Periodical (weekly) inspections by faculty in charge.
- xi) Assessment by the in charges (Industry & Institution) shall be made monthly basis.

- xii) Student shall present their training performance at the end of the Training, before their HOS, industry expert and one external examiner (HOS level) from other neighboring Polytechnics, as part of final exam/assessment and Grading shall be as follows.
- A 80-100
 - B 70-80
 - C 60-70
 - D 50-60
 - E <50 Failed shall be based on the above performance and the failed shall once again go for industry training and assessment.
- xiii) ~~And~~ Logistics to the students under training like issuing bus passes and hostel accommodation in nearby polytechnic shall be considered .And the Industries shall come forward in this regard, under Corporate Social Responsibility (CSR).
- xiv) The Industry should issue a certificate to the effect of training given and the trainees should be given preference in the recruitment, after diploma is awarded.

Action: TPO/AD (T) to put up circular memo to Principal accordingly

B. Skill Development:

Skill Development Group at Polytechnic level and at District level is to be formed comprising of Principals, SDC coordinators, TPOs and Student Advisors.

A review meeting is on this subject shall be planned.

Proposal on new courses, branch specific, Industry/need based shall be called for allotting the budget 2016-17.

All related Skill Development programmes like CDTP shall be conducted in coordination with the SDC.

Director, TASK to be addressed to extend the date of registration for students and Polytechnics by two weeks i.e.20.08.16, and also to waive off the fee and to help in Industrial mapping.

Action: TPO/AD (T)

C. Others:

Out sourcing of hostel management shall be planned to reduce the burden of hostel management on the faculty, so that the faculty better concentrates on teaching, industry interaction and other curricular activities.

Action: Principals

The sports week shall be conducted well before the exams, during which technical activities shall also be planned at district level and finally at state level.

Action: RJD, Hyderabad

Sd/- Dr. M.V. REDDY
DIRECTOR

Handwritten signature and date
8/8/16
For Director