GOVERNMENT OF TELANGANA
OFFICE OF THE
COMMISSIONER OF TECHNICAL EDUCATION
TELANGANA :: HYDERABAD


Ref: This office memo CTE/6/2018-K-Section, Dt:02.11.2018.

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The Minutes of the Principals’ Conference held on 14.11.2018 by CTE with the Principals of Government Polytechnics are herewith communicated.

All Principals of Government Polytechnics are directed to follow the minutes scrupulously.

Encl: Minutes of the Principals’ Conference.

Signature valid

COMMISSIONER

To
All the Principals of Govt. Polytechnics in the State.
Copy to the Secretary, SBTET, T.S., Hyderabad.
Copy to RJD (TE), T.S., Hyderabad.

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ASSISTANT DIRECTOR
Department of Technical Education
Government of Telangana, Hyderabad.
Minutes of the Principals’ Conference held by Commissioner of Technical Education with Principals of Government Polytechnics held on 14-11-2018 at RUSA Centre, Hyderabad.

The CTE chaired the Principals’ conference held on 14.11.2018 from 11.00 AM to 8.00 PM in the RUSA centre in which the Principals of Government Polytechnics, Senior Officers of Technical Education Department and representative of TSEWIDC and Chief Manager, Vijaya Bank participated.

The following decisions were taken after detailed deliberations:

I. eOffice:
   ✓ CTE has explained the advantages of eOffice in the Department.

   • Speed and ease of handling of files
   • Maintenance of records becomes easy
   • Handover, takeover charges of files becomes easy
   • Files in eOffice can be stored permanently in all the Government Polytechnics.

   ✓ The kinds of disposal as per District office manual are explained to the Principals.
   ✓ CTE reiterated that, the eOffice in all Government Polytechnics shall be implemented from 19.11.2018.
   ✓ Digital signature keys were distributed to some of the Principals of GPTs as an initial step to implement eOffice.
   ✓ It was agreed that each Polytechnics shall have two laptops for the use of Principal and Administrative officer for easy implementation of eOffice.

   ✓ The specification for the purchase of laptops is as follows:
• **For Administrative officers:** Processor – i 3, Hard Disk - 500 GB, RAM - 4 GB, Monitor size - 14”, HDMA Port.

✓ After discussions, it was decided that the Principals can choose HP / Dell / Lenovo Laptops models.
✓ CTE permitted RF net connection for Vaddepally Government Polytechnic.
✓ CTE stressed the need for robust internet for Government Polytechnics.

II. **Phones for Principals**
✓ CTE Permitted the Principals to purchase mobile phones for Principals, AO and Head of Sections. Models were suggested for purchase of Phones and decided for Samsung J8 and model which is below Rs. 20,000/- within the provisions of the G.O.Rt.No.39, dated:15.03.2018 IT & C Department, Govt. of Telangana. It is agreed to purchase the Phone from Setwin, but if Principals found the price of the phone is less than Setwin price, the Principals can directly purchase the Phone from other sources also, duly obtaining quotations.

✓ It was also discussed to have a common service provider for all polytechnics. Discussions were made about high monthly rentals charged by Idea and also poor service and decided to go in for Airtel which has provided Rs. 100 discount on Rs.399 package with unlimited incoming / outgoing and 30 GB data per month.

III. **BMA**
✓ The CTE expressed displeasure over the low percentage of Biometric attendance of students.
✓ Students should be sensitized about the importance of Biometric attendance.
✓ It has been agreed that there shall be one Biometric machine for every 100 students. TSTS to make arrangements for the same and also ensure not more than 50% machines are old.

✓ For all old Biometric machines – SIM should be supplied also AMC for old Biometric Machines will be done by TSTS and paid by SBTET.

✓ Every day, Biometric attendance report should be sent to CTE/ SBTET officials and Principals concerned.

✓ Students with less than 75% in Biometric attendance will not be allowed to appear for March / April 2019 exams, as per rules.

✓ CTE instructed if there is any issue, the same with software screen shot should be sent to TSTS people to resolve the issue.

IV. Fee Hive Management:

✓ Vijaya Bank officials are requested not to allow double payment or multiple payment using same SID system. Part payment of fee is not permitted.

✓ After discussions, Net banking system for all the principals for Vijaya bank Account is permitted with a limit of Rs. 20,000/- per day.

✓ The details of Chequer and Maker for each Polytechnic shall be furnished to Vijaya bank immediately.

✓ CTE instructed to merge all bank accounts to single Vijaya Bank Account, except where there is compulsory need to open separate bank account for schemes like AICTE, MHRD etc.

✓ Principals are instructed to give SID details to Bank, when they want to transfer money received through Scholarships.

✓ The Principals are also permitted to have an imprest of Rs. 3000/- which can be operated by any staff (other than Maker and Chequer) identified by Principal to meet the daily expenditure.
For proper accounting, CTE instructed to procure Tally Software and give hands on experience to AO / Accounts persons on using Tally software.

CTE emphasised by using the software we can avoid mistakes in cash book and transfer of cash book etc.,

V. Civil Works:

The Principals shall submit to CTE the deficiencies, if any, in civil works, so as to communicate the same to the executing agency for rectification and follow up.

All Principals are instructed to submit the top priority, medium and low priority requirements along with the estimated expenditure. The Top priority works shall be submitted through email to CTE, RJD, DD(T) and AD (T) concerned by 17-11-2018.

It was also discussed to reduce energy consumption in Polytechnics and decided to replace tube lights with LED lights. Further energy audit with the help of Electrical Engineering Department can be conducted in the Polytechnic to replace high energy consumption electrical equipment with energy efficient equipment.

Efforts will be made to install solar system in Polytechnics on monthly energy payment / reverse metering basis with the help of TRED. RJD, DD (T), AD (T) to follow up on this issue.

TSEWIDC must submit the approved drawings of Civil Works to the concerned GPT along with SSR estimate rates and agreement.

VI. Procurement of Computers:

It has been agreed to ensure 30 Desktop computers per Department per Polytechnic as per the expert committee specifications.
It was decided to procure the following:

(i) One A3 Multifunctional Device  
(ii) One Sheet fed Scanner  
(iii) One 61 PPM printer  
(iv) One B/W Laser Jet printer 38 PPM where there is no printer  
(v) UPS 5KVA/ 10 KVA / 15 KVA where there is no UPS  
(vi) Projectors to ensure one projector in every class room / lab  
(vii) Laptops for SC & ST students.

The purchase procedures and financial powers for procurement shall be clearly informed to Principals.

After discussions, it has been agreed to procure the Computers /ICT Equipment from Setwin or TSTS as per Government G.O.s. in place.

VII. Furniture for Computer lab:

After discussions, it was agreed to procure furniture from NSIC. The requirement for each polytechnic to be worked out as per list of models finalised by Expert committee. It has been decided to procure only Plastic moulded chairs without hands for computer lab instead of fabric chairs and revolving chairs.

The Furniture can be procured from Non-Government funds or NABARD funds.

VIII. AICTE Deficiency:

 Principals shall bestow personal attention for compliance of deficiencies identified by ACTE. As an example, for meeting the deficiency in Communication lab, the existing computers can be used as dual purpose.
✓ For Library software - Koha Library System, which is free cost is to be used in the Library.

IX. **Lab Equipment**

✓ For procurement of lab equipment, e-procurement shall be followed.

✓ A State Level Tender committee shall be constituted with RJD as Chairman, Additional Secretary, D.D. (Technical), Two Principals, two Heads of Sections of concerned Department as members which will finalise the rates and agency from equipment can be procured by Principals so that there is common specification and common rate all over the state.

X. **NBA**

✓ The CTE instructed to form a hand holding committee at State Level with appropriate persons to help prepare the SAR for NBA.

XI. **Other issues:**

✓ While sending the proposals for sanction of Guest faculty, the nomenclature should be Guest Faculty instead of part time faculty. Sufficient budget shall be released to GPTs where guest faculty is permitted.

XII. **SBTET:**

✓ After discussions, it has been agreed that, the end Semester examination shall be for two hours and mid Semester examination shall be for One Hour for C-18.

✓ The total number of pages in the answer book shall be 16 for end semester and 8 for mid semester for C-18.

✓ For questions where choice is there, candidate should be asked to attempt only required questions and not extra questions. Where extra questions have been answered only first answers shall be evaluated and last additional answers shall be ignored.
XIII. Disposal of Unserviceable equipment:

- After discussion it was agreed that a committee consisting of Principal as Chairman, One Head of Section and one Senior lecturer /Lecturer of concerned Department (Warden in case of Hostel) and A.O. (if AO is not available, Superintendent as member) to identify and classify the unserviceable articles for the year 2018-19.

- One Principal of another Polytechnic will be drafted as physical verification officer. After this, the list of unserviceable articles should be submitted to CTE office. This should be completed before 31st December 2018.

Signed: valid
Digitally signed by ANVIL
Date: 2018-10-23 12:20:54
Reason: Approved

COMMISSIONER

ASSISTANT DIRECTOR
Department of Technical Education
Government of Telangana, Hyderabad