GOVERNMENT OF TELANGANA
OFFICE OF THE
DIRECTOR OF TECHNICAL EDUCATION
TELANGANA STATE :: HYDERABAD


Sub: Technical Education - Minutes of the Video Conference held by the Director of Technical Education, T.S., with Principals of Government Polytechnics on 16.09.2016 at 3:00 PM - Communicated - Reg

-----0000-----

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 16.09.2016 at 3:00 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.

For DIRECTOR

21/9/16
MINUTES OF THE VIDEO CONFERENCE HELD BY THE DIRECTOR OF TECHNICAL EDUCATION,TS,HYDERABAD WITH PRINCIPALS OF GOVERNMENT POLYTECHNICS ON 16.09.2016 at 3:00 PM ON FUNCTIONING OF GOVERNMENT POLYTECHNICS

The CTE reviewed the functioning of the Polytechnics with the senior officers of O/o the DTE, SBTET, CETCON, CGG and the Principals of Government Polytechnics on 16.09.2016 at 3:00 PM.

The deliberations were held on Academic activities Such as exams, syllabus coverage, Biometric Attendance, Faculty Position, Faculty Development Programmes, E- initiatives, Industrial Mapping, Basic amenities & face lifting works & EDP.

Director of Technical Education in his introductory remarks expressed his happiness over the present monsoon rains.

The following are the proceedings of the Video Conference:

I. Academic Activities:

The Director of Technical Education informed that admission process is over as per schedule and academic year started on 09-06-2016. Class work is in full swing and DTE advised all the Principals to plan to achieve best results for this academic year 2016-17 and instructed that continuous evaluation is required on day to day basis in each and every class. All attempts shall be made to see that no student fails. The Principals are directed to review the Unit Test particulars at institution level by analysing and check up. The syllabus shall be completed in time.

II. Bio-Metric Attendance:

DTE commended the principals who have been recording the Bio-Metric Attendance in an effective manner in respective of and students and cautioned those who are not recording properly. The Bio-Metric Attendance shall be strictly recorded and maintained regularly. If required on need based additional equipment may be procured. The Bio-Metric Attendance may be recorded in the Afternoon session also where ever feasibility is there. In next one / Two weeks the Bio-Metric Attendance recording will be reviewed and if necessary senior officers will be deputed to those institutes which are not recording well.

Action Taken: Principals

III. Website Updating:

DTE reviewed the functioning of departmental website of the polytechnics and instructed to keep them update and dynamic without further delay.

Action Taken: Principals

Three Best websites of the Government Polytechnics shall be judged for healthy competition

Action Taken: OSD(concerned)

IV. Faculty Training:

Master Trainers shall be sent to the premier training institutions in India for special training in Domain and Pedagogy.

Master Trainers imparted training to 425 regular and contract lecturers on Pedagogy and soft skills. The Midterm appraisal report of the trained lecturers shall be submitted to DTE. SBTET, shall arrange the training requirements to all the staff. Re-fresher course shall be conducted for senior lecturer/HOS. For Principals and Senior HOS Training schedule on Managerial skills shall be given in last week of September. Training calendar for 2016 -17 shall be prepared.

APEX training centre shall established along with two regional training centres at Warangal and Nizamabad for continuous faculty training.

Action Taken: Secretary, SBTET

V. E-Class room & E-Learning:

The content of the e-Lessons shall be updated immediately and instructed all the Principals to utilize the existing (1) E-Class room (2) E-Lessons. The Secretary shall obtain feedback from the staff with regard to utilisation of existing e-Lessons. Existing Library shall be updated to E-Libraries.
The Secretary, SBTET, shall supply the LCD projectors to New Polytechnics after obtaining the requirement.

**VI. Basic Amenities – Face lifting works:**

DTE observed certain Principals have not even initiated steps for face lifting works. Steps shall be initiated without further delay to provide basic amenities to the students such as toilets with running water, RO Plant, etc.,. The services of Civil Engineering staff in their Polytechnic or nearby Polytechnic shall be utilised to complete the works immediately.

**Action Taken: SBTET/Principals**

**VII. Monthly Performance report:**

The principals shall submit the monthly performance report to RJDTE in the prescribed format already supplied etc., The RJD TE shall consolidate and with his remarks shall submit the DTE by 5th of every month.

**Action Taken: Principals & DD(T)**

**VIII. Faculty Position:**

The Principals shall comply the orders of placing regular staff on deputation to various Polytechnics and shall not deviate the instructions given. Junior most staff shall be placed on deputation, if necessary. The services of deputed staff will be recognised and preference will be considered while giving postings on future promotions/Transfers.

**Action Taken: Principals**

**IX. Industrial Mapping:**

DTE appreciated the Principals who have initiated steps to enter MOU with industries. Remaining Principals also see that the MOUs shall be entered with the industries for providing training and placements to the students immediately and send the compliance report within (15) days. The DTE also reiterated the evaluation procedure to be followed during industrial training. Nearby industries shall be identified and the industrialists shall be invited for the guest Lecturers.

**Action Taken: Principals**

**X. Schemes:**

A meeting shall be convened with senior officers to prepare guidelines for Schemes related to SC/ST Students with a week.

Sd/- Dr. M.V. REDDY
DIRECTOR

[Signature]

For DIRECTOR