

**1.2 Rules, policies and procedures published by the institution including service book and academic regulations along with the proof that the employees/students are aware of the rules and procedures.**

The Commissionerate is located in Hyderabad and deals with administrative matters of the department as well as the correspondence arising out of the Admissions, Purchases, Audit matters, Academic programme, arranging and conduct of Entrance Examinations for admission into polytechnics. The Commissioner is assisted by a Joint Director, two (2) Regional Joint Directors, four (4) D.D. (T), one (1) DD (NT), one (1) DD(CTIs.), two (2) AD (T), two (2) AD (NT), One (1) Accounts officer, one Internal Audit Officer, nine Superintendents, 2 Auditors, Etc., There are Thirteen (13) Sections in the Commissionerate and each section headed by a Superintendent and assisted by senior Assistants, Junior Assistants, and Typist. Out of the 13 sections, 4 sections will look after the Administrative and service matters of the staff working in the department. Other sections will look after the Academic, planning, procurement, Accounts, and Audit of Accounts of the department as per the staff structure.

**OFFICE OF THE REGIONAL JOINT DIRECTOR**

The Regional offices are established at Tirupati and Kakinada. The regional office of Kakinada has jurisdiction over the Polytechnics and Institutions in Zones one and two. Similarly the Regional office at Tirupathi has jurisdiction over the polytechnics and institutions in zones three and four towards inspecting the academic and administrative matters of the polytechnics in his Region and to verify whether the academic and other instructions issued by the Commissioner are followed by the principals of the Polytechnics. He effects transfers of the Second and Third year students of his region duly following the prescribed procedure.

**POLYTECHNICS / INSTITUTIONS:-**

The principal is the Head of the Institution and he is under the control of concerned RJD and Commissioner of Technical Education. He is assisted by Heads of sections / Lecturers etc., in Academic matters. He will look after academic matters of the institution and arrange meetings with the Heads of Sections for completion of syllabus as per the academic schedule, communicated

by the CTE and Secretary SBTET, AP- Hyderabad. He acts as Chief Superintendent for all the Technical and Diploma Exams Conducted by the SBTET, AP.- Hyderabad at his Institution.

He will also look after the administrative matters pertaining to the Institution. Administrative officer/ Hostel Superintendent and other ministerial staff assist him. He is the leave sanctioning authority up to Senior Lecturer / A.O. He is the counter signing authority for the TA bills up to the cadre of Senior Lecturer / Administrative officer.

He acts as a Warden of the attached Hostel. He is assisted by Deputy Warden / Hostel Superintendent and Hostel manager in running the Hostel Administration. He will verify the cashbooks once in a fortnight and sign on the Mess bills. He will act as chairman of the Hostel Council in which the Hostel superintendent, Deputy Warden, Hostel Manager are other members. The staff structure of the Polytechnics is shown in the Annexure-III

### **ROLE OF EACH CATEGORY / FUNCTIONERY**

#### **1. Commissioner / Director of Technical Education: -**

The Commissioner of Technical Education is the Head of the Department. He exercises general control and supervision over all Officers and Subordinates.

As regards, span of interaction within the Department, Commissioner/Director conducts review meetings or hold discussions with the Regional Joint Directors of the Department and Principals of the Institutions at periodical intervals at State or Region or District level, whenever circumstances warrant. As Chairman of the State Board of Technical Education and Training, he / she coordinates with the SBTET (Autonomous Body) for review and revision of curriculum, syllabus and scheme of Examinations for various Diploma courses offered in Polytechnics

He / She arranges for Staff development and Refresher or Reorientation Training Programmes under Quality improvement and Faculty Development Programmes for the teachers working in the Department, at National Institute of Technical Teachers Training and Research, i.e. N.I.T.T.T.R. (formerly T.T.T.I), Chennai and it's Extension Center at Hyderabad. He / She causes action for the conduct of Common Entrance Examinations for admission into Polytechnics, and Entrance Examination for Admission into Correspondence cum contact Diploma courses in polytechnics in

Collaboration with the S.B.T.E.T. and arranges admissions into the said courses based on the ranks secured by the candidates in the Entrance Examinations.

He / She causes action for identifying Training & Placements in Industries for the pass-out Diploma students of various branches of Engineering and Non Engineering subjects under Apprenticeship Training Act, 1961 on payment of a stipend of Rs.1400/-(Reviewed periodically) for a period of one year.

**Joint Director:** He assist the Commissioner in implementing the Schemes and administration of the department.

**Deputy Director (Tech.):** He assist the Joint Director and Commissioner/ Director in the Implementation of various schemes such as Internal Revenue Generation (IRG), Industry Institute Interaction Cell (III cell) and carrying out all academic matters pertaining to the Institutions.

**Development Officer:** He assist the Joint Director and Commissioner/ Director in Academic matters, Pratibha Scholarships, Student transfers, admission rules etc.

**Deputy Directors (Non-Tech.):** They are in charge of establishment matters pertaining to the Directorate as well as Regional Offices and also for the Non-teaching staff of the Institutions. They are also in charge of planning section and audit section and assist the Commissioner / Director in initiating proposals for the sanction of the various schemes of the Departments to Government for consideration.

**Deputy Director (Commercial and Technical Institutions):** He is in charge of matters pertaining to inspection of various Commercial and Technical Institutions and recommends to the Director for according recognition to the Institutions He/She is also in charge of LAQs and matters relating to A.P. Legislature. He/She is also in charge of obtaining vacancy position from all the Institutions and presents the same to the Commissioner / Director as and when required, so as to enable the Commissioner / Director to review the staff position and make necessary arrangements for improving the same.

**Assistant Director (Tech.):** They Assist the Deputy Director / Joint Director in the matters relating to admissions, transfer of students, placements of pass outs of the diploma courses and also degree courses, procurement of Machinery and Equipment, Furniture etc. required for the Institutions, implementation of schemes like I.R.G., III, C.P.S. etc and also in starting of new polytechnics and Engineering colleges.

**Assistant Directors (Non-Tech.):** They assist the Deputy Director/Joint Director and Commissioner/ Director, in planning all the posts that are sanctioned for the effective functioning of the polytechnics and also in establishment matters of staff.

**Assistant Director (C & TIs):** They Inspect the Commercial and Technical Institutions in the state and put up proposal for their recognition, for renewal of recognition and withdrawal of recognition He/She is also in charge of LAQs and matters relating to A.P. Legislature. He/She is also in charge of obtaining vacancy position from all the Institutions and presents the same to the Commissioner/ Director as and when required, so as to enable the Commissioner / Director to review the staff position and make necessary arrangements for improving the same.

**Accounts Officer:** He is in charge of submitting the Budget Estimates and Revised Estimates to Government for Approval, Distribution of Budget among the Polytechnics under various heads of account and in charge of matters relating to Public Accounts Committee, etc.

**Statistical Officer:** The Statistical Officer is in charge of preparation of Administrative Report, collection of statistics on matters relating to admissions, Pass outs, consolidation of the income and expenditure. He/She is also in charge of LAQs and matters relating to A.P. Legislature. He/She is also in charge of obtaining vacancy position from all the Institutions and presents the same to the Commissioner / Director as and when required, so as to enable the Commissioner / Director to review the staff position and make necessary arrangements for improving the same.

**Superintendent:** They supervise the function of the Ministerial assistants in their section. They are in charge of furnishing the factual position on the matters that are dealt with in their sections, so as to enable the officers to take constructive decision.

**Senior Assistant/ Junior Assistant:**

They receive the currents and register the same in their Personnel Register. They process the currents duly furnishing the facts and leave the decision to the superintendent and higher officers.

**Record Assistant:**

He is in charge of maintenance of Record Room.

**Roneo Operator:**

He is in charge of Roneo Machine and he takes out Roneo copies of the drafts etc. approved.

**Class IV staff i.e. Attenders/Watchman/Sweepers:**

They attend to the duties like Sweeping, Dusting, Watch and Ward etc. they should keep the office neat and tidy.

**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING:**

**Secretary:** The secretary is the Chief Executive Officer of the Board and responsible for implementing the resolutions of the Board. He is the custodian of all the funds of the Board and responsible for the efficient functioning of his office and for the conduct of examinations. He draws monies of the board duly following the procedure as laid down in the rules.

**Additional Secretary:** The Additional Secretary is responsible for revision/up-gradation of curriculum. He is also in charge of Correspondence Diploma courses, certificate courses in crafts and computers, sanctioning affiliation to private Polytechnics and institutions offering certificate courses.

**Joint Secretary/Controller of Examinations:** Joint Secretary is the Controller of examinations and is responsible for all examination matters like printing of question papers, valuation, processing of results etc.

**Deputy Secretary-EE-I:**The Deputy Secretary-EE-I assists Controller of examinations in the conduct of examinations, valuation of scripts, processing and issue of certificates etc.

**Deputy Secretary-EE-II:** The Deputy Secretary-EE-II assists Controller of examinations in the preparation of confidential material like Question Paper setting, moderation and printing.

**Deputy Secretary-TE:** The Deputy Secretary-TE assists Controller of examinations in the preparation of confidential material like Question Paper setting, moderation and printing, valuation and processing of results of Technical Examinations and of certificate courses.

**Deputy Secretary-B:** The Deputy Secretary (B) assists the Additional Secretary in the up-gradation/ revision of curricula, staff training, affiliation to private institutions and also liaises with Pharmacy Council of India w.r.t D.Pharmacy course.

**Deputy Secretary-CCC:** The Deputy Secretary (CCC) assists the Additional Secretary in running the distance education programme under correspondence cum contact method and in awarding equivalency to Diploma courses, wherever asked for.

**Deputy Secretary-NT:** The Deputy Secretary (NT) assists the Secretary in the administrative matters like establishment, accounts and other related issues.

**Assistant Secretary-EE-I:** Assistant Secretary-EE-I assists the Deputy Secretary EE-I in his her duties in assisting the Joint Secretary.

**Assistant Secretary (Stores):** The Assistant Secretary (Stores) assists the Secretary and deputy Secretary-EE-II in his duties and also looks after the stores / requirements / procurements of the Board under the supervision of the Joint Secretary and deputy secretary-EE-II.

**Assistant Secretary-TE:** Assistant Secretary will assist Deputy Secretary TE in discharging his/her duties effectively.

**Regional joint Director(s): -**

The Regional Joint Directors are in charge of Academic and Administrative Inspections of the Institutions including private Polytechnics located in their respective regions and submission of reports there of, to the C.T.E. / D.T.E. They act as Liaison Officers between the Commissioner / Director of Technical Education Department and Principals of the Institutions in the region. They sanction Departmental Scholarships, stipends to the Students. They affect transfer of students from one polytechnic to other polytechnic situated in their region at 2<sup>nd</sup> and 3<sup>rd</sup> year stages. They visit polytechnics as frequently as possible and review the progress made in the coverage of syllabus, etc. so as to equip the students to appear for the Diploma Exams as per the prescribed academic schedule. They attend the Commissionerate/Directorate whenever required to hold discussions with the Officers concerned on Academic and Administrative matters of the institutes located in their respective regions.

They write the Annual confidential Reports (ACRs) of the Principals and Heads of Sections of the institutions falling in their jurisdiction. They countersign the T.A. Bills of the Principals and Heads of Sections. They attend to the pay fixations of the retired Principals; Heads of sections and release of the accumulated amounts of retired Principals together with the interests accrued there on, under A.P. Family Benefit Fund and Andhra Pradesh State Government Employees Group Insurance scheme. They sanction HBA to the employees of the institutions under their jurisdiction.

**Assistant Director (Tech.):** He / She assists the Regional Joint Director in discharging in his duties in academic matters.

**Assistant Director (Non-Tech.):** He/ She assists the Regional Joint Director in discharging in his duties in administrative matters and also to act as Drawing & Disbursing officer (DDO) as per the delegation order issued by the Director of Technical Education.

**Superintendent:** He supervises the functions of the Ministerial assistants in the office. He is in charge of furnishing the factual position on the matters that is dealt with in the office, so as to enable the Officer to take constructive decisions.

**Senior Assistant / Junior Assistant:** They receive the currents and register the same in their Personal Registers. They process the currents, duly furnishing the facts and leave the decision to the superintendent and Higher Officers.

*PRINCIPAL: -*

*HE / SHE*

*1. Is in-charge of General Administration, academic matters and discipline of the institution and is responsible to the higher authorities for smooth and over all functioning of the institution.*

2. Will run the administration with the assistance of Heads of section, Administrative officer, Hostel Superintendent, Hotel Manager and Deputy Warden(s) of the Hostel and with the support of administrative staff.

3. Is the appointing authority for the posts of junior Assistants, Typists on receipt of clearance from DTE/RJD (TE), Class-IV posts, and contingent staff, and makes appointments to the posts by observing the rule of reservation.

4. Is empowered to award punishments such as censure, withholding of Increments, postponement of probation, up to the cadre of Junior Assistant duly following the procedure laid down in Andhra Pradesh Civil Service (CCA) Rules, 1991.

5. Will watch whether the staff members are attending to their teaching duties as per the timetable and inspect the classrooms often and initiate suitable action against the staff members who let off classes without any valid reasons.

6. Will conduct periodical meetings with Heads of sections to review the progress of the academic work / administration of various departments and issue suitable instructions from time to time. He will also hold meetings with the Ministerial staff once in a month to review the

- i) Progress of the expenditure
- ii) Maintenance of the expenditure.
- iii) Reconciliation of Personal Deposit Account registers.
- iv) Pending audit objections.
- v) Pending Legislative Assembly Questions (LAQs).
- vi) Physical verification of stores and submission of proposals for condemning and auctioning of condemned articles.
- vii) Recovery of Andhra Pradesh Educational Loan, etc.
- viii) Other issues of important nature.

7. Will inspect all the laboratories and workshops along with the Heads of Section periodically to know whether any of the equipment and machines is out of order. He/She will address the concerned suppliers to replace the parts wherever necessary or put their service Engineer to rectify the defects and to commission the machine.

8. Is empowered to sanction EL / HPL / EOL / Surrender of Earned leave / L.T.C. up to the category of Senior Lecturers, administrative Officers, and Hostel superintendent.

9. Will release and sign Increment Certificates in respect of all staff where the post of A.O does not exist or Vacant.

10. Is empowered to sanction G.P.F. Advance, G.P.F. Part-final withdrawal up to the level of Heads of Sections.

11. Will visit the hostel periodically along with Deputy Warden and arrange meetings with the Hostel Committee to know the problems faced by the inmates of the Hostel and redress them early with the assistance of the Deputy Warden / Hostel manager / Hostel Superintendent. The frequent visits of the Principal to the classes / labs / workshops etc., will solve many problems and also improve the discipline of the students.

12. Will periodically check the cashbook of the Office and also of the hostel once in a month.

13. Will operate the P.D. Account including scholarship accounts and issue cheques with his signature.

14. Will be the Drawing and Disbursing Officer in the absence of Administrative officer.

15. He/She will issue sanction orders for all purchases, advances, pay fixations, leave sanctions, etc.

16. He/She will counter sign the T.A. and L.T.C. bills of members of staff up to the level of Sr. Lecturers.

17. Will take classes for 6 hours in a week for the students as per the norms prescribed.

18. Will communicate the seniority list of all cadres for which he is the appointing authority.

19. Will regularise the services of personnel to whom he is appointing authority and also declare their satisfactory completion of probation immediately after the prescribed period is over unless there is anything adverse on records against him.

20. Is in charge of planning and development of the Institution in an officiating capacity or permanent capacity.

21. Shall verify the registers of accounts pertaining to Examinations maintained by the Examination Clerk at the end of every examination.

**HEAD OF SECTION: -**

**He/She**

1. Will assist the Principal in all spheres for smooth functioning of the institution.
2. Is responsible for the maintenance of discipline in respect of students and staff, in general and of their section in particular.
3. Will bestow attention on the socio-economic problems of the students so as to help in achieving the academic brilliance.
4. Will distribute the academic work among the teaching staff of their branches.
5. Will see that no class let off for want of a teacher.
6. Will arrange meetings with his staff more often, to know the progress of the academic work and to ensure completion of syllabus as per the schedule.
7. Will go through the daily logbook on academic work of each teaching staff member working in his section.
8. Will fix the number of theory classes for each category of staff per week as per the norms communicated by the Commissioner / Director from time to time.
9. Will process the applications of eligible candidates who appear for the Board examinations. (Regular / Private)
10. Will display the names of ineligible candidates who appear for the board examinations for want of required percentage of attendance well in advance on the notice board.
11. Is responsible for the maintenance of attendance of the students.
12. Will take classes for **14** hours per week.
13. Will coordinate the academic, administrative and developmental activities of the section.

14. Promote and encourage appropriate innovative activities initiated either individually or collectively by the staff of their section.
15. Should work for the general development of the section with optimum utilization of resources available.
16. Will conduct assessment of student performance.
17. Will provides staff performance appraisal information to the Principal.
18. Will promote interaction amongst the staff of his section; arrange mock interviews, lectures by alumni, etc to improve marketability of the students.
19. Will attend to any other works assigned / required from time to time for the healthy growth of the institution.

**SENIOR LECTURERS: -**

**HE/SHE**

1. Will take classes for 16 hours per week.
2. Will maintain logbook indicating the coverage of syllabus each day.
3. Will assist the Head of Section in carrying out successfully the academic schedule and other development works in the section.
4. Will assist the Head of section in the scrutiny of applications of eligible candidates to appear for the board examinations.
5. Will maintain consolidated register of attendance for the students.
6. Will review the progress of each student periodically and intimate the parents of the students who are lagging behind in studies, and irregular in attendance. The communication shall bear the signature of Head of Section on behalf of Principal.
7. Will prepare monthly progress reports of the students to be sent to their parents.

8. Will establish and supervise general operation and maintenance of laboratories and propose additions and modifications to Heads of Section and will attend to any other work assigned to them from time to time.

**LECTURERS: -**

**HE/SHE**

1. Will take classes for 18 hours per week.
2. Will assist the Senior lecturers and Heads of section on the issues relating to academic and development works of the section.
3. Will be kept as lab in charge for the conduct of practical classes to the students at the discretion of the Head of Section.
4. Will attend to any other work assigned from time to time.

**WORKSHOP SUPERINTENDENTS: -**

**HE/SHE**

1. Will work under the immediate supervision of Head of Mechanical Engineering section.
2. Will be available at workshops to supervise the works of all sections in workshops.
3. Will arrange workshop practical classes as per the timetable and assess the works.
4. Will assess the raw materials required for the practical classes and draw the material from stores producing approved indents to the storekeeper, well in advance, so that no practical classes shall be let off for want of raw materials.
5. Will attend to all classes' correspondence and paper indents and routed through the head of mechanical engineering section.
6. Will supervise the work of all Senior Instructors / Junior Instructors / Lab Attenders/ Workshop Attenders / Skilled and unskilled workmen working in the workshop.
7. Will ensure that all the workshops are closed and sealed in tact after the institution hours and the keys are deposited with the Principal.

8. Will attend to theory classes as allotted by the Head of Mechanical Engineering section.
9. Will attend to all developmental works in the institution with the assistance of workshop staff.
10. Will induce safety measures and practice among the students.
11. Will supervise the maintenance of Tools, and Equipment including preventive and breakdown maintenance.
12. Will assist students and faculty in the fabrication of their projects.

**SENIOR INSTRUCTORS:**

**HE/SHE**

1. Will maintain consumable and non-consumable stock registers.
2. Will draw the materials and tools on indents duly approved by the Principal.
3. Will make entries of the stock received, on indents from the General stores in the concerned sectional stock registers and obtain the signatures of workshop-superintendent.
4. Will plan, deliver and evaluate the workshop instructions.
5. The raw material used in a day shall be deducted from the stock and the balances be shown.
6. Will work under the immediate supervision of the workshop superintendent.
7. Will be solely responsible for the proper conduct of practical classes with the assistance of Junior Instructors / Lab and Workshop Attenders.
8. Will attend to the preventive and breakdown maintenance of the section.

**INSTRUMENT MECHANIC: -**

### **HE/SHE**

1. Will work under the immediate supervision of Head of Civil Engineering section or any other officer nominated by the Principal.
2. Will undertake repair to the instruments of various sections in the institutions.
3. Will give acknowledgement for the instruments received for repairs to the concerned laboratory in charge.
4. Will submit monthly reports to the Principal on the equipment repaired by him and also the equipment not repaired with reasons thereof.
5. Will maintain "Register of reports" in the following proforma:
  - i) Date of receipt of defective equipment
  - ii) Description of the equipment
  - iii) Nature of the defects.
  - iv) Date of return after repairs.
  - v) If not repaired, the reasons.
  - vi) Acknowledgement of lab in charge.
  - vii) Initials of his superior.
  - viii) Remarks.
6. Any other duties assigned to him from time to time.

### **ELECTRICIAN:**

1. Will work under the immediate supervision of Head of Electrical and Electronics Engineering Section or in the absence of Electrical and Electronics Engineering Section, any other Officer nominated by the Principal.

2. Will conduct wiring practical classes to the students as per the timetable.
3. Will be solely responsible for all the Electrical installations in the campus and their proper maintenance.
4. Shall maintain the register of repairs of the Electrical installations in the following Proforma, given below.
5. Any other work assigned to him from time to time.

**REGISTER OF REPAIRS OF ELECTRICAL INSTALLATIONS ATTENDED BY THE ELECTRICIAN.**

Date	S. No	Description & Defect Of the Installation	Time of Report Of the Defect	From whom The report was received	Date & hour at which the repair is attended	Details of the material if any used
1	2	3	4	5	6	7
Initials of the officer			Initials of the Electrician	Initials of the Officer in charge		Remarks
8			9	10		11

He has to put up the above register to the Principal through the Officer concerned at the end of every week.

**TYPE WRITER MECHANIC:**

1. Will be under the immediate control of the Head of Commercial and Computer Practice section.
2. Shall be available at the Typewriting hall and attend to the repairs of Typewriter and also attend to the repairs of the machines even during the exam.
3. Will attend to the repairs of Machine in the office also.
4. Will maintain the register of repairs to the typewriters in the following Proforma.

**REGISTER OF REPAIRS OF TYPEWRITERS ATTENDED BY THE TYPEWRITER MECHANIC.**

Date	Sl. No.	Make of the Type writer with machine number	Nature of the repair	Whether any parts are replaced or repaired	If parts are replaced, name of spare parts replaced	Initial of typewriter Mechanic	Remarks of H.C.C.P
1	2	3	4	5	6	7	8

Will put up the above register to the Principal through the Head of section once in a fortnight.

5. Any other works assigned to him from time to time.

**PHYSICAL DIRECTOR: -**

**HE/SHE**

1. Is responsible for giving proper training to the students in games and sports
2. Will conduct physical training classes regularly every day in the first hour of the morning session in the premises of the institution.

3. Will arrange for the constitution of games committee soon after the admissions are over. The games committee generally consist of the following members:

- |                                |       |                      |
|--------------------------------|-------|----------------------|
| i. Principal                   | ----- | Chairman             |
| ii. One Head of Section        | ----- | Member               |
| iii. Games Secretary (Student) | ----- | Member               |
| iv. Games Captain (Student)    | ----- | Member               |
| v. Physical Director           | ----- | Secretary & Convener |

4. Will take all possible steps to ensure that proper play fields / courts, Tracks, etc., are developed by mobilizing support and cooperation from concerned agencies Government Departments and with the active involvement of the staff and students.

5. Will maintain minutes book in which the resolutions passed by the games committee on the matters relating to budget, conduct of Annual games and sports, participation in inter-polytechnic games, approval and allocation of funds to various activities, etc., are recorded.

6. Procurement of games articles to the extent of the amount approved by games committee, on comparative rates.

7. Maintenance of courts.

8. He will maintain two separate stock registers i.e., one for the articles purchased from the games fund and the other from Government and also the register of Unserviceable articles.

9. Will dispose of the unserviceable articles in public auction with the approval of games committee and with the permission of the Government in respect of articles purchased from Government funds.

10. Will maintain perfect cleanliness in the institution and premises with the assistance of students and contingent staff allotted to him by the Principal.

11. His working hours are generally from 7.00 A.m. to 10.00 A.M. and 3.00 P.M. to 6 P.M on all working days.

### **LAB ATTENDERS AND WORKSHOP ATTENDERS:**

#### **HE/SHE**

1. Will assist the section in charge during the conduct of practical classes to the students.
2. Will clean everyday the machinery, equipment, etc., available in the laboratory and workshop to which he is posted.
3. Will maintain perfect cleanliness in the Laboratory and workshop.
4. Will be available in the section during working hours and safeguard the Government property.
5. Will attend to the work entrusted to him for proper maintenance of Laboratory by the section in charge.
6. Will open and close the section punctually in the presence of laboratory/workshop in charge.
7. Will attend to any other works entrusted to him from time to time.

### **CADRE POSTS**

#### **I. ADMINSTRATIVE OFFICER:**

The posts of Administrative Officers, have been created in some of the selected polytechnics with a view to relieve the Principals from some of his routine administrative and

financial responsibilities and to enable him to concentrate more on academic matters and developmental activities of the institution. The Administrative officer

1. Will be complete in charge of the office administration including class IV and contingent staff and will be responsible for the smooth functioning of the office.
2. Will be solely responsible for the maintenance of all accounts relating to cash transactions such as cash book, U.D. Pay Register, Contingent Register, P.D. register, etc.
3. Will act as the Drawing and Disbursing Officer of the institution.
4. Will arrange for the prompt collection of fees and other dues from staff, students and others.
5. Will cancel vouchers, which are passed and paid.
6. Will supervise the preparation of admission register, daily fee collection register, D.C bill statements, periodical returns etc.
7. Will attest the entries in the service register after issue of necessary orders by the Principal or other higher authorities.
8. Will supervise the preparation of Budget Estimates (B.E) and Revised Estimates (R.E), number statements and other matters connected to budgeting.
9. Will arrange reconciliation of expenditure and receipts of all Government accounts, reconciliation of P.D. Accounts and also the relevant connected passbooks.
10. Will take prompt action for the supply of materials / stationary, printed forms, etc., and the maintenance of the connected records.
11. Shall attend routine correspondence, not involving policy decisions.
12. Will Sign increment certificates in respect of all staff in terms of Government Memo.No.066/677/L, Finance (Fin.& Plg) department, dated: 13.02.1987.
13. Will attend to any other duties assigned by the Principal like initiating proposals for condemnation of unserviceable articles, etc.
14. Will conduct meetings with their staff once in a fortnight.

15. Will ensure preparation of budget estimates, revised estimates, number statements, statements of surrenders and savings, allocation of funds for different branches etc.,

16. Will advise the Head of the institution and the District purchase committee on the availability of funds and admissibility of the purchases under the rules in force.

17. Will be responsible for timely recoveries of Government dues like loans, Advances, Scholarships, pay and allowances, etc.

## **II. OFFICE SUPERINTENDENTS: -**

### **HE / SHE**

1. Has to distribute the work among all the ministerial assistants fairly with the approval of the Administrative Officer (A.O.) and Principal.

2. All the ministerial assistants will work under his/her supervision and all the files will be routed through him to the Principal.

3. Will verify the personal registers of the subject clerks once in a fortnight and bring to the notice of A.O., delays, and irregularities if any through a Run-on-note.

4. Tottenham system has to be strictly followed. The personal registers and periodical registers, etc., are to be maintained as laid down in the District Office Manual.

5. Has to distribute the currents to various sections on the same day, received through inward section after making entries in the distribution register.

6. Should ensure that monthly, quarterly, half-yearly and annual periodical returns are maintained and put up by the assistants in time and dispatched.

7. Will enforce strict decorum and discipline in the office.

8. The cash book and other relevant records closed by the accountant every day will be verified thoroughly and in token of verification of the correctness of the transaction he will append his initials in the cash book and other records and pass on to A.O. for his signature.
9. Shall make alternate arrangements whenever any subject assistant goes on leave.
10. Will attend to Accountant General (A.G.) and Departmental Audit objections and prepare final replies to drop the objections.
11. Will supervise the duties allotted to class IV and contingent employees and make alternative arrangements, if any one goes on leave.
12. Shall attend to any other duties assigned to him from time to time.

**III.SENOIR ASSISTANT AND JUNIOR ASSISTANT:** NORM: 10 FILES A DAY,  
AVERAGE: 8 FILES A DAY

1. Shall maintain P.R., periodical registers, etc., as defined in the D.O.M
2. Shall maintain files neatly, with a note file for the orders of the superiors.
3. Shall enter the currents in the P.R. on the same day and take prompt action.
4. The procedure laid down in the DOM for the maintenance and disposal of files etc., will be followed
5. All the files shall be routed through the office superintendent.

**IV- SENIOR ASSISTANT (ACCOUNTS)**

1. Encashment of all bills and prompt disbursements.
2. Will be solely responsible for the maintenance of all accounts relating to cash transactions such as cashbook, U.D. Pay register, P.A. Register, Contingent registers and other relevant records.
3. Preparation of contingent bills, T.A. Bills, L.T.C. Bills.

4. Reconciliation of expenditure and receipts with the Treasury.
5. Reconciliation of P.D. Accounts pertaining to Non-Government funds.
6. Maintenance of Treasury bill register.
7. Recovery of court attachments, L.I.C. recoveries, and welfare funds recovery, etc., on the payday and shall remit the same to relevant authorities.
8. Verification of duplicate keys of the Iron-safe in the treasury once in year.
9. P.A Acknowledgement to be sent to the A.G., before 15<sup>th</sup> April of every year.
10. Number statements are to be prepared with the assistance of Establishment Section.
11. Any other duties assigned to him/her from time to time.

#### **JUNIOR ASSISTANT (ACCOUNTS)**

1. Preparation of bills, supplementary bills and arrear bills.
2. Sanction and preparation of all advance Bills such as Festival Advance, Educational Advance, G.P.F. Advance, G.P.F. Part Final withdrawal, pay and tour advance, etc.
3. All the bills and correspondence will be routed through the senior assistant (Accounts).
4. Presentation of pay bills in the treasury five days in advance of the pay day:
5. Preparation of acquittance register for salaries.
6. Proper maintenance of acquittance Register for salaries.
7. Correspondence pertaining to sanction of marriage advance, house building advance, G.P.F. part-final withdrawal, other advance, etc.

#### **SENIOR ASSISTANTS (ESTABLISHMENT)**

1. Maintenance of Service Register (SR) for all members of the Establishment
2. Prompt submission of proposals for regularisation of services and declaration of period of satisfactory completion of probation to the appointing authority.

3. Proposals for sanction of annual increments of staff as and when they become due.
4. Fixation of pay.
5. Preparation of pension papers for those who retire on Superannuation, on medical invalidation, voluntary basis, etc. and also for those who expire while in service.
6. Maintenance of Casual Leave (C.L.) Account.
7. Maintenance of watch Register for sanction of annual increments.
8. Maintenance of register of probationers.
9. Maintenance of individual personal files to each staff member on rolls.
10. Preparation of Annual Administrative report.
11. Any other work entrusted to him from time to time.

**SENIOR ASSISTANT/JUNIOR ASSISTANTS (STORES SECTION)**

**HE/SHE**

1. Will be the custodian of the stores received from time to time and will be solely responsible for the shortage of stores under his custody.
2. Will maintain central stock register and enter therein all the items of stores (Consumable and Non-Consumable) purchased for the institution and obtain the signature of the stores officer and Principal in the registers. The signatures of the concerned Heads of Section on the stock entries made on the invoice / bills will be obtained.
3. Will maintain the register of bills handed over to accounts section after obtaining necessary acknowledgement in the register and watch their payments.
4. Will maintain the personal register with appropriate columns.
5. Will maintain consumable and non-consumable stock registers with index. He / She will transfer all the stocks entered in the central stock register to the consumable and non-consumable stock register under his / her control and obtain the signature of the stores officer.

6. Will promptly transfer the machinery purchased to the concerned department as approved by the Principal.
7. Will issue consumable and non-consumable items from stores against the indents approved by the Principals and deduct the quantities issued from the stock.
8. Placing supply orders after the approval of comparative statements for items recommended by the concerned Head of Section.
9. Will receive parcels promptly from the lorry parcel office / railway parcel office and arrange for their transportation to the institution.
10. Will submit departmental indents and stock registers to the stores officer promptly for verification of the correctness of the entries and initial each entry in the stock register.
11. Will maintain unserviceable articles stock register and dispose unserviceable articles in public auction after receipt of orders from Government delete them quoting G.O.Ms.No. and date in the concerned stock register.
12. Will maintain furniture stock register and is responsible for the institution furniture.
13. Will distribute under the orders of Principal, the required items of the furniture to the classroom, lab, office, etc., and obtain acknowledgements from the staff concerned. Acknowledgement will be obtained for the classroom furniture from the day/night watchman.
14. Will collect broken furniture, if any, and submit necessary note through stores officer to the Principal for orders.
15. Will work under the supervision of stores officer and all correspondence will be routed through him only.
16. Will get all items of furniture numbered.

**SENIOR ASSISTANT/JUNIOR ASSISTANT (ADMISSION AND EXAMS)**

HE/SHE

1. Will assist the admission officer at the time of admissions.

2. Will write the admission register in the form designed, soon after the admissions are over and put up to the Head of the Institution along with the application for admission through proper channel for scrutiny and attestation of each entry in the admission register.
3. Maintenance of cashbook for the advances received from the S.B.T.E.T. by means of Demand Drafts for various types of examinations.
4. Will prepare promptly the D.C. Bills soon after the examinations are over.
5. Will prepare Transfer certificates, and railway concessions to students.
6. Will account for the demand drafts received along with the application of the students appearing for various examinations and forward them to the board with the list of candidates.
7. Will maintain all correspondence pertaining to examinations and admissions.
8. Will attend to other works assigned to him from time to time.
9. Will maintain "Term Fee Register".
10. Will maintain a separate Register for the stationary (Main Answer booklets, Barcode sheets, Stickers, Additional Answer books etc) issued by the Board for examinations.
11. Will maintain a register for all the other stationery items issued by the Board, viz, cloth lined covers, attendance formats etc.
12. Shall produce above records, to the Principal for verification at the end of every examination.

**SENIOR ASSISTANT / JUNIOR ASSISTANT (LOANS & SCHOLARSHIP)**

**HE/SHE**

1. Will prepare proposals for all types of scholarships, fresh and renewals to be sent to various sanctioning authorities before the due date.
2. Will maintain cashbook for the scholarship's amounts and be responsible for the transactions.

3. Will prepare cheques for sanction of amounts received to be issued to students towards scholarships, pocket money, book grant etc., incase, separate Bank Account is opened in the name of the Principal.
4. Will prepare two acquittances that is one for the office record and the other to be sent to the sanctioning authority along with un-disbursed amount if any, by means of a crossed D.D. or copy of challan if remitted to relevant Govt account.
5. Will reconcile the P.D. Account maintained for the merit scholarship sanctioned by D.T.E., every monthwith the Treasury.
6. Is solely responsible for the lapse of any amount under merit scholarship on the last working day of the financial year.
7. Shall make payments to students, hostel etc only through account payee Cheque.

*JUNIOR ASSISTANT (INWARD AND OUTWARD SECTION)*

HE / SHE

1. Will maintain Inward and outward register in the Proforma as prescribed in the D.O.M.
2. Will solely be responsible for the maintenance of stamp account.
3. Will maintain local delivery register.
4. Will maintain register for tappals received by registered post together with the particulars of enclosures, etc.

## **HOSTEL MANAGER**

HE / SHE

1. Shall be responsible for the resolutions passed and acting on directions issued by the hostel council under the guidance of Warden and Dy. warden.
2. Shall be the custodian of the property of the hostel.
3. Collect all fees by giving bonafide receipts and take proper vouchers and pay for the purchases made.
4. Maintain cash book-ledger, student ledger up to date and present for scrutiny by Dy.Warden.
5. Maintain stock register of furniture and fixtures, vessels and utensils, Provisions and other consumable with the help of Assistants.
6. Maintain Issue registers of Furniture &Fixtures and Vessels &Utensils.
7. Accompany for purchases by fixing in advance the convenient time and days once or twice a week.
8. Shall have an imprest amount not exceeding Rs.1000/- on hand and keep the balance in the hostel account in the bank.
9. Operate the bank account jointly with Dy. Warden usually and with the warden when Dy. Warden is not in station or on leave.
10. Shall maintain the register of staff of mess, office and other establishment, recommends for the sanction of leave after taking care to see that the regular work is not hampered, to the Dy. Warden, keep account of leave sanctioned.
11. Shall maintain minutes book of students committee and council.
12. Shall distribute the work among the staff of the hostel office and keep skeletal staff even on public holidays by means of turn duties, to carry on the essential work.

13. Shall help student committee, assist Dy. Warden, seek all necessary co-operations from one and all, coordinate the work and see that the hostel mess is run smoothly and stay of students in the hostel is congenial for pursuing their studies well.

14. Shall divide his work judiciously among supervision of mess and premises, writing of cashbook, ledgers, etc, Collection of fees, work with the Dy. Warden, issue of provisions, making purchases and any other work.

**HOSTEL SUPERINTENDENT (GAZETTED):**

**(MODEL RESIDENTIAL POLYTECHNICS)**

HE/SHE

1. Will be in complete charge of hostel administration including class IV and contingent staff working in the hostel and he will be responsible for the smooth functioning of the hostel.
2. Will be responsible for maintenance of hostel accounts relating to cash transactions such as hostel cashbook and subsidiary registers and their annual audit.
3. The hostel cash will be under the joint custody and double lock and key system of the hostel manager and hostel superintendent.
4. Will act as drawing officer of hostel accounts maintained at banks.
5. Will arrange for prompt collection of amount from the hostel students and for their remittances in bank account promptly.
6. The hostel bank account is to be operated jointly by the warden and hostel superintendent.
7. Will pass all the vouchers relating to the hostel and cancel them after their payment.
8. Will supervise the individual hostel accounts of boarders and preparation of monthly mess bill.
9. Will make arrangements for prompt display of details of hostel dues by 5<sup>th</sup> of every month on the hostel notice board.

10. Will allot the rooms to the hostellers in consultation with the Dy. Warden (Administration).
11. The hostel cashbook will be duly verified by the Dy. Warden first and finally signed by hostel superintendent.
12. The hostel cashbook will be verified by the Warden periodically and at least once in a month.
13. Will convene meetings of the hostel students committee for smooth running of the hostel.
14. Will also assist the Warden in development of hostel and in conducting meetings of the hostel council.
15. Will attend to any other duty assigned by the Principal and Warden.

### **QUANTIFICATION OF WORK**

#### **COMMISSIONER:**

The Commissioner is the Head of the Technical Education Department. He exercises the general control and superintendence over the officers of the department **in performance budget** every year to the Government.

He /She is answerable to the Government in Finance and Education departments and also Public Accounts Committee in regard to the matters related to conduct of audit, settlement of objections. He looks after the academic matters and administrative matters of the department.

He /She is the appointing authority for the posts of Senior Lecturer, Lecturer, Workshop Shop Superintendent, Administrative Officer, Superintendents, Senior Assistant, Senior Instructor, Physical Director, and Librarians etc. He initiates disciplinary action in case of all Gazetted and Non-Gazetted Officers (excluding class IV staff).

He / She exercises the powers delegated under F.R; A.P. Financial code; A.P. Treasury code; A.P. Budget Manual, A.P. Civil Servants (conduct) Rules, A.P. Civil Services (CCA) Rules; A.P. Pension Rules etc. Some of the powers are delegated to the Regional Joint Directors for effective and expeditious disposal of the academic and administrative matters pertaining to the institutions.

He / She is the Chairman of the State Board of Technical Education and Training which is established under A.P. Education Act of 1982 vide G.O.Ms.No.140 L.E.N.&. T.E. Department, Dated 24-04-84. He ensures that, the Secretary, S.B.T.E.T., A.P, Hyderabad implement the resolutions passed by different committees.

He / She issues orders for the recognition of Type Writing institutions, Computer Institutions spread all over the state.

The Government and Southern Regional Office of A.I.C.T.E at Chennai and A.I.C.T.E at Delhi watch the progress of the Department by conducting periodical meetings and reviews from time to time.

### **JOINT DIRECTOR:**

He / She assists the Commissioner in Implementing the Schemes and administration of the department. Apart from this, he is delegated with the powers to sign the pension proposals of the staff up to the level of Principals; to exempt staff from passing second-class language test in Telugu; to countersign TA bills of staff of the Directorate. He also assists the DTE in recommending the institutions for starting new Polytechnics / Engineering Colleges / MBA-MCA colleges, to the Government /AICTE.

### **DEPUTY DIRECTOR (TECH.):**

He / She assists the Commissioner & Joint Director in the Implementation of various schemes such as Internal Revenue Generation (IRG), Industry Institute Interaction Cell (III cell), Community Polytechnic Scheme (CPS), Infrastructural facilities and providing/procuring equipment to the institutions under plan, non-plan or under any other scheme apart from Planning of the Department including Budgeting.

### **TRAINING & PLACEMENT OFFICER:**

He / She assists the Commissioner in conducting walk in interview camps in the State, with the assistance of Board of Apprenticeship Training, Chennai for Engineering graduates and Diploma holders in securing apprentice training in industries under Apprenticeship act 1961. He also looks

after statistics of the Department and monitors the legislature affairs, sponsors the officers for training to M.C.R.H.R.D. institute etc. He is in charge of CITIZEN CHARTER.

**DEVELOPMENT OFFICER:**

He / She assists the Joint Director and Director in Academic matters, sanctioning of Pratibha Scholarships, Best Teacher awards, and Sports meets of students, student transfers from one Polytechnic / Engineering College to another Polytechnic / Engineering College etc.

**DEPUTY DIRECTORS (NON-TECH.):**

They are in charge of establishment matters pertaining to Ministerial and Last grade services of the Directorate and the Institutions and also in audit matters, as the case may be. They are also in charge of planning section and assist the Director in initiating proposals for the sanction of the various schemes of the Departments to Government for consideration and in preparation of Budget estimates.

**DEPUTY DIRECTOR (CTI):**

(D.D. - COMMERCIAL AND TECHNICAL INSTITUTIONS)

He / She is in charge of matters pertaining to inspection of various Commercial and Technical Institutions and recommends to the Director for according recognition to the Institutions also in charge of preparation of Administrative Report, collection of statistics on matters relating to admissions, Pass outs, consolidation of the income and expenditure. He/She is also in charge of LAQs and matters relating to A.P. Legislature. He/She is also in charge of obtaining vacancy position from all the Institutions and presents the same to the Commissioner / Director as and when required, so as to enable the Commissioner / Director to review the staff position and make necessary arrangements for improving the same.

**ASSISTANT DIRECTOR (TECH.):**

They Assist the Deputy Director / Joint Director in the matters as per the allocation, relating to admissions, transfer of students, placements of pass outs of the diploma courses and also degree courses, procurement of Machinery and Equipment, Furniture etc. required for the Institutions, implementation of schemes like I.R.G., III, C.P.S. etc and in starting of private engineering colleges.

**ASSISTANT DIRECTORS (NON-TECH.):**

They assist the Deputy Director/ Joint Director and Director, in the matters of administration for the effective functioning of the Polytechnics / institutions.

**ASSISTANT DIRECTOR (C & TIS):**

They Inspect the Commercial and Technical Institutions in the state and put up proposals for their recognition, for renewal of recognition and withdrawal of recognition also in charge of preparation of Administrative Report, collection of statistics on matters relating to admissions, Pass outs, consolidation of the income and expenditure. He/She is also in charge of LAQs and matters relating to A.P. Legislature. He/She is also in charge of obtaining vacancy position from all the Institutions and presents the same to the Commissioner / Director as and when required, so as to enable the Commissioner / Director to review the staff position and make necessary arrangements for improving the same.

**ACCOUNTS OFFICER:**

He/ She is in charge of submitting the Budget Estimates and Revised Estimates to Government for Approval, Distribution of Budget among the Polytechnics under various heads of account and in charge of matters relating to Public Accounts Committee, Pensions etc.

**STATISTICAL OFFICER:**

The Statistical Officer is in charge of preparation of Administrative Report, collection of statistics on matters relating to admissions, Pass outs, consolidation of the income and expenditure. He / She is also in charge of LAQs and matters relating to A.P. Legislature. He / She is also in charge of obtaining vacancy position from all the Institutions and presents the same to the Commissioner as and when required, so as to enable the Commissioner to review the staff position and make necessary arrangements for improving the same.

### **REGIONAL JOINT DIRECTOR:**

The primary and utmost duty of the Regional Joint Director is to insist on quality Education in Polytechnics falling under his jurisdiction. To achieve this, the R.J.D conducts academic inspection of all the polytechnics in his region. He insists on the Principals of the Polytechnics to stick to the academic schedule by getting the syllabus completed by the teaching staff well in advance of the commencement of the exams.

The R.J.D.s are responsible for the maintenance of discipline in the polytechnics under their jurisdiction. To achieve this, they make surprise visits to the institutions and watch the activities going on in the institutions. Whenever any student agitation arises at any of the polytechnics, the R.J.Ds are required to rush there and pacify the students by holding discussions with the students as well as the staff.

The R.J.D.s are delegated with powers to sanction departmental scholarships to the students of the polytechnics in their region.

They are the leave sanctioning authorities for the staff in their office. They are also vested with the powers of writing confidential reports of Principals of Polytechnics in their respective region and sanction of loans and advances to the staff of the institution under their region. In addition to the above the following powers were also delegated to the RJDs.

1. Permission to the Principals for the Sanction of Regular leave i.e. Earned Leave, Half-pay leave, Commuted Leave on Medical Certificate up to the level of Head of Sections. Surrender of Earned Leave Encashment of EL/HPL to the Principals of Polytechnics in his/her Region.

2. Sanction of G.P.F. Temporary Advance and Part Final and Final withdrawals to the Principals of Polytechnic of his/her Region.
3. Re-imbursement of Medical expenditure above Rs.50,000/- and up to Rs.2.00 lakhs after scrutiny by the DME or other Medical authorities concerned to the staff up to the level of Principals of his/her Region.
4. Release of annual increments to the Principals of the Polytechnics of his/her Region.
5. Issue of NOCs for pursuing Higher Education in respect of the staff excluding Principals of Government Polytechnics in his/her Region.
6. Issue of NOC/Identity certificate to obtain Passport to the staff of Government Polytechnics in the Region.
7. Sanction/placement under Automatic advance Scheme (AAS) of 6/12/18/24 years to his staff and staff of Government Polytechnics in the Region (for Non-teaching staff).
8. Sanction of EL to the Principals of Government Polytechnics in the region.
9. Release OF Non Compound increment to the teaching staff in the Region.
10. Pay fixation of AICTE 1986-1996-2006 Scales (counter signature).
11. Permission to the Managements for appointments (Regular and Contact), promotions of staff in Aided Polytechnics in his/her Region up to the level of Office Superintendents and Senir Lecturers.
12. Pay fixation of AICTE 1986, 1996 Pay Scales (counter signature) to the teaching staff of Aided Polytechnics in his/her Region.
13. Pay fixation of APRPS 1986-1993-1999-2003-2010 Pay Scales(counter signature) to the Non-Teaching, APLGS, APMS, APTCESS, APTES staff of Aided Polytechnics in his/her Region.
14. Sanction /Placement under Automatic Advance Scheme (AAS) of 06/12/18/24 years to the staff of Govt. Polytechnics in the Region (for Nonteaching staff).
15. Issue NOC/Identity Certify Certificate to obtain Passport to the staff of Government Polytechnics in the Region.

16. Issue of NOCs for pursuing Higher Education in respect of the staff excluding Principals of Government Polytechnics in his/her Region.

17. Permission to retention of the staff during the summer vacation in Aided Polytechnics in her/his Region.

The number of polytechnics in each region are as indicated below to assess their work:

The performance of the Regional Joint Director is assessed by the C.T.E based on the inspection reports, enquiry reports and periodical reports received from them time to time. The following indicators are identified to assess the performance of the Regional Joint Director.

a) Tours / Inspection of the Institutions in the Region:

Target: 4 per month (1 institution per week X 4 = 4 per month)

Percentage:  $\frac{\text{Tours / Inspections made}}{\text{Target}} \times 100$

Target

b) Attending the Governing Body meetings of Local Private Institutions: (Month)

Target: Minimum 8 per month

Percentage:  $\frac{\text{Meetings Attended}}{\text{Target}} \times 100$

Target

c) Review Meetings with the Principals: (Quarterly)

Target: Minimum 2 per Quarter

Percentage:  $\frac{\text{Meetings conducted}}{\text{Target}} \times 100$

Target

d) Utilization of Budget (Quarterly):

Target: 90% in each quarter budget allocations made to the RJD's Office.

Percentage:  $\frac{\text{Percentage of utilization of Budget}}{\text{Target}} \times 100$

Target

e) Disposal of files:

Target:

No. of files to be disposed for every week: 90 Nos.( 15 files X 6 Assistants)

No. of files to be disposed for every Month: 360 Nos.(90 per week X 4 weeks)

Percentage:  $\frac{\text{No. of files disposed}}{\text{No. of files to be disposed as per the Target}} \times 100$

No. of files to be disposed as per the Target

f) Regularity:  $\frac{\text{No. of days attended the Office}}{\text{No. of working days}} \times 100$

No. of working days

g) Implementation of Citizen Charter:

h) Furnishing of Information to the Head Office:

i) Assessment of the performance of the Institutions.

The performance of the Institutions located in the Area is to be assessed and graded by the Regional Joint Director based on the following activities:

1. Academic Results of the Institution
1. Covering of the Syllabus.
2. Extra-Curricular activities i.e. Seminars, Workshops and other Govt. programmes.
3. Punctuality of the Staff members
4. Utilization of Budget / Non-Government Funds.
5. Involvement in student welfare
6. Developmental activities
7. Academic Planning and Maintenance of records
8. File Disposals

### **ADMINISTRATIVE STAFF**

The performance of the Staff members working in the Office is to be assessed and graded by the Regional Joint Director based on the following activities:

1. Punctuality

2. Disposal of Files
3. Commitment to the work
4. Maintenance of Citizen Charter
5. Maintenance of neatness

Each activity carries 20 Marks.

Points: Excellent: 90 to 100                      Good: 75 to 89

Satisfactory: 60 to 74 Not Satisfactory: Below 60

<u>GRADING:</u>	A	90 to 100
	B	75 to 89
	C	60 to 74
	D	60

Calculation of Composite Grade:

Total of scores of all indicators obtained by Institution

No. of indicators

**PRINCIPALS OF POLYTECHNICS: -**

Each polytechnic has its own office and it has a separate entity. There are no subordinate offices for it. A Principal heads each Polytechnic.

The Principal is in charge of the general administration of the polytechnic and he is responsible to the R.J.D (TE) concerned and the C.T.E / D.T.E. for the smooth and overall functioning of the institution.

He is the appointing authority for the posts of Junior Assistants, Typists, Record Assistants, Roneo Operator, Attenders, Scavengers, Watchman, etc sanctioned for the institution and he is competent to initiate disciplinary action against any of the employees holding the above posts for the dereliction of duties.

He conducts meetings with the Heads of Sections to review the progress of academic work at regular periodical intervals. Similarly, he conducts meetings with the A.O and ministerial staff

once in a month to review the progress of expenditure, recoveries of Government dues, etc and issues such instructions as deemed necessary to tone up the administration.

He is delegated with the power to sanction GPF loans, GPF part final withdrawal up to the level of Heads of Sections and festival advance, Educational advance, tuition-fee Re-imbursments to the Non-Gazetted staff working in his institution.

He is the competent authority to sanction casual leave, special causal leave, etc and any of the privileged leave not exceeding 30 days continuously to any of the staff members working in the institution.

He acts as warden of the attached hostel and is responsible for its smooth functioning.

He has to arrange for the preparation of number statements, budget estimates, revised estimates, Reconciliation of the accounts, both expenditure and receipts with the figures in the records of the DTO/STO concerned.

Recently the Principal is delegated with the power to sanction pension, gratuity, family pension for all the non-Gazette staff working in the institution under G.O. Ms. NO. 262, Finance and Planning (FW) PSCs Department, dated: 23.11.1998.

He has to maintain liaison with the District Collector, Mandal Revenue Officer, etc to seek their help in certain matters like filling up the posts of Junior Assistant, Typist, etc, implementation of Government programmes, like clean and green programmes, Harita Andhra Pradesh etc.

On an average, not less than 3 diploma courses with a sanctioned intake of 30/40 seats are offered at all the polytechnics. Teaching staff for each of the courses offered is sanctioned with the following norms.

1. Head of Section	-	1
2.Senior Lecturer	-	1
3. Lecturers	-	5

The supporting workshop and administrative staff are sanctioned at the following norms for each polytechnic.

1. W/S superintendent-	1
2.Senior Instructor	- 9

3.Lab attender	-	5
4.W/S attender	-	5
5.Librarain	-	1
6.Physical Director	-	1
7.Administrative officer	-	1
8.Office Superintendent	-	1
9.Hostel manager	-	1
10.Senior assistants	-	3
11.Junior assistants	-	5
12.Typists'	-	2
13.Record assistants	-	2
14.Roneo operators	-	1
15.Attenders/Watchmen/Sweeper-		10

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48  
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Thus the number of staff and the number of students who are under the control of the Principal of polytechnics are as under.

NO. OF COURSES	TEACHING STAFF	SUPPORTING STAFF	NO. OF STUDENTS
3	21	48	360

The performance of the Principal is studied and assessed by the RJD and Commissioner, based on his timely relations with the District Collector, Joint Collector, MRO, etc. The following indicators were identified to assess the performance of a Principal of the Institution.

a) Classes engaged:

Target: 24 per month (6 hours per week X 4 = 24 per monthly ) as per curriculum

Percentage:  $\frac{\text{Classes actually engaged}}{\text{Target}} \times 100$

b) Academic results of the institutions: (Annually)

Target: 60%

Percentage:  $\frac{\text{Percentage achieved}}{\text{Target}} \times 100$

c) No. of Unit Tests held: (Half-yearly)

Target: As per Curriculum

Percentage:  $\frac{\text{No. of Unit Tests conducted}}{\text{Target}} \times 100$

d) Utilization of Budget (Quarterly):

Target: 90% in each quarter budget allocations made to the Institution.

Percentage:  $\frac{\text{Percentage of utilization of Budget}}{\text{Target}} \times 100$

e) Disposal of files:

Target:

No. of files to be disposed every week: 24 Nos.( 6 files X 4 Assistants)

No. of files to be disposed every Month: 96 Nos.(24 per week X 4 weeks)

Percentage:  $\frac{\text{No. of files disposed}}{\text{Target}} \times 100$

No. of files to be disposed as per the Target

f) Regularity: (Monthly)

No. of days attended the Institution X 100

No. of working days

g) Implementation of Citizen Charter:

h) Furnishing of Information to the R.J.D.s/Head Office:

i) Assessment of the performance of the Staff Members:

The performance of the Lecturers/ Head of Sections is assessed and graded by the Principal based on the following activities:

1. Punctuality
2. Commitment to Class work
3. Involvement in student welfare
4. Developmental activities
5. Academic Planning and Maintenance of records

Points: Excellent: 90 to 100 Good: 75 to 89                      Each activity  
Satisfactory: 60 to 74 Not Satisfactory: Below 60           carries 20 Marks                      }

GRADING:    A            90 to 100  
                      B            75 to 89  
                      C            60 to 74  
                      D                                  60

Calculation of Composite Grade:

Total of scores of all indicators obtained by staff member

No. of indicators

**HEAD OF SECTION: -**

He is the liaison officer for the conduct of industry-institution interaction programmes in his branch. He takes classes for 12 hours in a week. He is responsible for equal distribution of work among the staff working in his section, duly following the norms prescribed.

He is responsible for the maintenance of Attendance of students. He has to go through the logbooks maintained by his staff. He processes the applications of students appearing for the Board exams and signs the applications.

He acts as Project Officer of the Community Polytechnic centers and responsible for the proper conduct of various training programmes under Community Polytechnics Scheme.

The performance of the head of section is assessed by the Principal based on the arrangements made by him for the coverage of the syllabus as per the academic schedule and the number of programmes arranged under I.I.I. Scheme and Community Polytechnic Scheme etc.

The following indicators are identified to assess the performance of a Head of Section.

a) Class engaged:

Target: 56 per month (14 hours per week X 4=56 per monthly )as per curriculum

Percentage:  $\frac{\text{Classes actually engaged}}{\text{Target}} \times 100$

b) No. of Unit Tests held: (Half-yearly)

Target: As per Curriculum

Percentage:  $\frac{\text{No. of Unit Tests conducted}}{\text{Target}} \times 100$

c) Co-Curricular Activities: (Quarterly)

(i) Seminars, Workshops, Symposiums, Exhibitions Tutorials, Remedial Classes, Coaching, Debates, Syllabus revision.

(ii) Extra Curricular Activities:  
(NCC, Government Programmes, Cultural Activities etc.)

For each activity 10 Marks are awarded.

Target: Maximum 80 Marks

Performance Percentage:  $\frac{\text{No. of activities conducted}}{\text{Target}} \times 100$

Target

80

d) Regularity:

$\frac{\text{No. of days attended the Institution}}{\text{No. of working days}} \times 100$

No. of working days

e) Training & Placement of candidates: (annual)

Target:30 candidates (where not less than (3) diploma courses are offered)

Percentage:  $\frac{\text{No. of placements located}}{\text{Target}} \times 100$

Target

f) Implementation of Citizen Charter:

g) Assessment of the Overall Performance of Lecturers:

The performance of the Lecturers in the Department is assessed and graded by the Head of Section based on the following activities

1. Punctuality
2. Commitment to Class work
3. Involvement in student welfare
4. Developmental activities
5. Academic Planning and Maintenance of records



S.No.	Name of the Indicator	Target	Achieved	Percent	Grade	Remarks
1	2	3	4	5	6	7
1	Classes Engaged					
2	No. of Unit Tests held (Half- Yearly)					
3	Co-curricular activities					
4	Overall assessment by the Principal					
5	Composite Grade					

**SENIOR LECTURERS/LECTURERS: -**

A Sr. Lecturer/ Lecturer takes classes for 20/24 hours in a week and maintains logbooks. He is responsible for the review of the progress of each students and informing the parents of the students who are lagging behind in their students.

The Head of Section assess the performance of lecturers based on the logbooks maintained by them and also the results of the students at the board examination.

The following indicators are identified to assess the performance of a Senior Lecturer / Lecturer.

a) Class engaged:

Target: 72 per month (18 hours per week X 4 = 72 per monthly) as per curriculum

Percentage:  $\frac{\text{Classes actually engaged}}{\text{Target}} \times 100$

Target

Target

b) No. of Unit Tests held: (Half-yearly)

Target: As per Curriculum

Percentage:  $\frac{\text{No. of Unit Tests conducted}}{\text{Target}} \times 100$

Target

Target

c) Co-Curricular Activities: (Quarterly)

(i) Seminars, Workshops, Symposium, Exhibitions, Tutorials, Remedial Classes, Coaching, Debates.

Extra Curricular Activities:

(ii) NCC, Government Programmes etc. For each activity 10 Marks are awarded depending on his performance.

Target: Maximum 80 Marks

Performance Percentage: Marks awarded for maximum activities conducted X 100

80

d). Regularity:

No. of days attended the Institution X 100

No. of working days

Proforma for the Lecturer for submission of information.

Name:

Subject:

Month:

S.No.	Name of the Indicator	Target	Achieved	Percent	Grade	Remarks
1	2	3	4	5	6	7
1	Classes Engaged					

2	No. of Unit Tests held (Half-Yearly)					
3	Co-curricular activities					
4	Overall assessment by the Principal					
5	Composite Grade					

**WORKSHOP SUPERINTENDENT: -**

He arranges workshop practicals for the students. He is responsible for the closure of the workshop with seals after the closing hour of the institution and deposits the keys in the room of

the Principal. He assists the students and faculty in the fabrication of their projects. He also takes theory classes for the students as allocated by the Head of Mechanical Engineering section.

The performance of a Workshop Superintendent is assessed by the Head of Mechanical Engineering section or by the Principal himself / herself in the event of non-availability of Head of Mechanical Engineering section based on the upkeep of the machinery, tools, etc. in workshop and the proper conduct of practicals for the students.

**SENIOR INSTRUCTOR: -**

He is responsible for the proper conduct of practicals for the students. He maintains consumables and non-consumables stock registers. He takes up jobs works of the institution under IRG and earn while you learn scheme. He is responsible for the proper planning, delivery and evaluation of the work shop instructions.

His performance is assessed by the Workshop Superintendent by looking in to the maintenance of stock registers and based on the proper evaluation of the shop instructions.

**INSTRUMENT MECHANIC: -**

He is responsible for the repairs of the instruments available in the institution. He maintains a “Register of Repairs”.

The Head of Civil Engineering section assesses the performance of the instrument Mechanic used on the number of Instruments repaired from out of the instruments received from him for repairs by looking into register of repairs maintained by him.

**ELECTRICIAN: -**

He conducts wiring classes for the students. He is responsible for the up keep of all the electrical installations in the premises of the institution. He maintains a register of repairs of electrical installations.

His performance is assessed by the Head of Electrical and Electronic Engineering section by seeing the maintenance of the electrical installations and observing the conduct of wiring classes for the students by him.

**TYPEWRITER MECHANIC: -**

He attends on the repairs of typewriters in the typewriting hall of the DCCP section and also in the office. He maintains a register of repairs.

The number of type machines required will give raise for assessment of his work by the Head of CCP section.

**PHYSICAL DIRECTOR: -**

He conducts physical training classes for the students. He is responsible for the proper maintenance of courts and for the maintenance of cleanliness in the institution.

The number of trophies the students lifted at Inter-Collegiate Tournaments competition conducted at the State level, National level will give raise to assess his performance.

P.D. is the convener of the Games Committee of the Polytechnic and organise the meetings of the Games Committee.

P.D. is responsible for inculcating general discipline among players in particular and students of the Polytechnic in general.

P.D. is responsible for the maintenance of the Stocks and accounts of the games funds.

P.D. should conduct annual games and sports of the Polytechnic during the second half of the academic year and is accountable to Principal.

**LIBRARIAN: -**

The Librarian of the Polytechnic is responsible for the proper maintenance of the Library. The Librarian shall maintain an Accession register.

The Librarian is also responsible for

- Book Selection and Acquisition
- Planning & developing the library
- orienting the users towards effective utilization of library services.
- Cataloguing and indexing and classification of Books & Periodicals
- issuing and Receiving of books, restoring of books and periodicals.
- Computerization of library books and to maintain the books faculty wise.

- the library fee collected under special fee funds can be utilised for the purchase of books, with the prior approval of Commissioner / Director of Technical Education.
- The Librarian should fully cooperate with the annual stock verification committee appointed by the Principal.
- The Librarian is accountable to the Principal of the Polytechnic.

**ADMINISTRATIVE OFFICER: -**

He acts as Drawing and Disbursing Officer of the institution. He is complete in charge of office administration. He is responsible for the proper maintenance of all accounts relating to cash transactions and he is custodian of the government cash. He ensures preparation of Budget Estimates, Revised Estimates etc.

The Principal assess the performance of the Administrative Officer by observing the suggestion given by him in the administration of the office, looking into the timely submission of Budget Estimates, Revised Estimates, and replies to the higher authorities Viz. RJD, CTE, District Collector, etc.

The following **indicators** are identified to assess the performance of Administrative Officer.

a) Disposal of files:

Target:

No. of files to be disposed for every week: 24 Nos.( 6 files X 4 Assistants)

No. of files to be disposed for every Month: 96 Nos.(24 per week X 4 weeks)

Percentage:  $\frac{\text{No. of files disposed}}{\text{No. of files to be disposed as per the Target}} \times 100$

No. of files to be disposed as per the Target

b) Utilization of Budget (Quarterly):

Target: 90% in each quarter budget allocations

Percentage:  $\frac{\text{Percentage of utilization of Budget}}{\text{Target}} \times 100$

Target

c) Utilization of Non-Government Funds, i.e. Special Fees :

Target: 100% annual



Service Matters																
Others																
Total																

A: Pendency below 3 months.

B. Pendency between 3 and 12 months.

C. Pendency more than 12 months.

**SUPERINTENDENT of CTE / RJD / POLYTECHNIC: -**

He is responsible for the proper functioning of the work of Senior Assistants / Junior Assistants in the sections. He is responsible for supplementing the required information to the officers to facilitate them to discharge their duties efficiently. His / Her performance is assessed, by observing the initiative taken by him / her in the maintenance of the section / office as the case may be, assesses his/her performance. (Dealing with service matters, Stores, Scholarships and Academic matters)

**SENIOR ASSISTANT / JUNIOR ASSISTANT: -**

Senior Assistants / Junior assistants in the Commissionerate, Regional offices and Polytechnics attend to the correspondence. Each Ministerial Assistant has to put-up six files a day. The performance of the above staff is assessed based on the number of files they put up, the way they put up proposals, etc.

The following indicators are identified to assess the performance of Senior Assistant/Junior Assistant:

a) Disposal of files:

Target:

No. of files to be disposed for every week: 24 Nos.( 6 files X 4 Assistants)

No. of files to be disposed for every Month: 96 Nos.(24 per week X 4 weeks)

Percentage:  $\frac{\text{No. of files disposed}}{\text{Targeted files}} \times 100$

Targeted files

b) No. of audit paras replied :

Target: 60% annually

Percentage:  $\frac{\text{No. of paras replied}}{\text{No. of paras pending}} \times 100$

No. of paras pending

c) Regularity:

$\frac{\text{No. of days attended the Institution}}{\text{No. of working days}} \times 100$

No. of working days

d) Assessment of the Performance of the Assistants:

The performance of the Assistants working in the Office is assessed and graded by the Superintendent based on in the following activities

1. Punctuality
2. Disposal of Files
3. Commitment to the work
4. Maintenance of Citizen Charter
5. Maintenance of neatness

Points: Excellent: 90 to 100

Good: 75 to 89

Satisfactory: 60 to 74

Not Satisfactory: Below 60

} Each activity carries  
20 Marks

GRADING:

A- 90 to 100

B- 75 to 89

C- 60 to 74

D- 60

Calculation of Composite Grade:

Total of scores of all indicators obtained by staff member

No. of indicators

Proforma for submission of information to the Principal on the performance of the Assistants

Name of the Assistant	Punctuality		File Disposal			Grade
	Working Days	Days presented	Files pending	Files Disposed	Balance	

**HOSTEL SUPERINTENDENT: -**

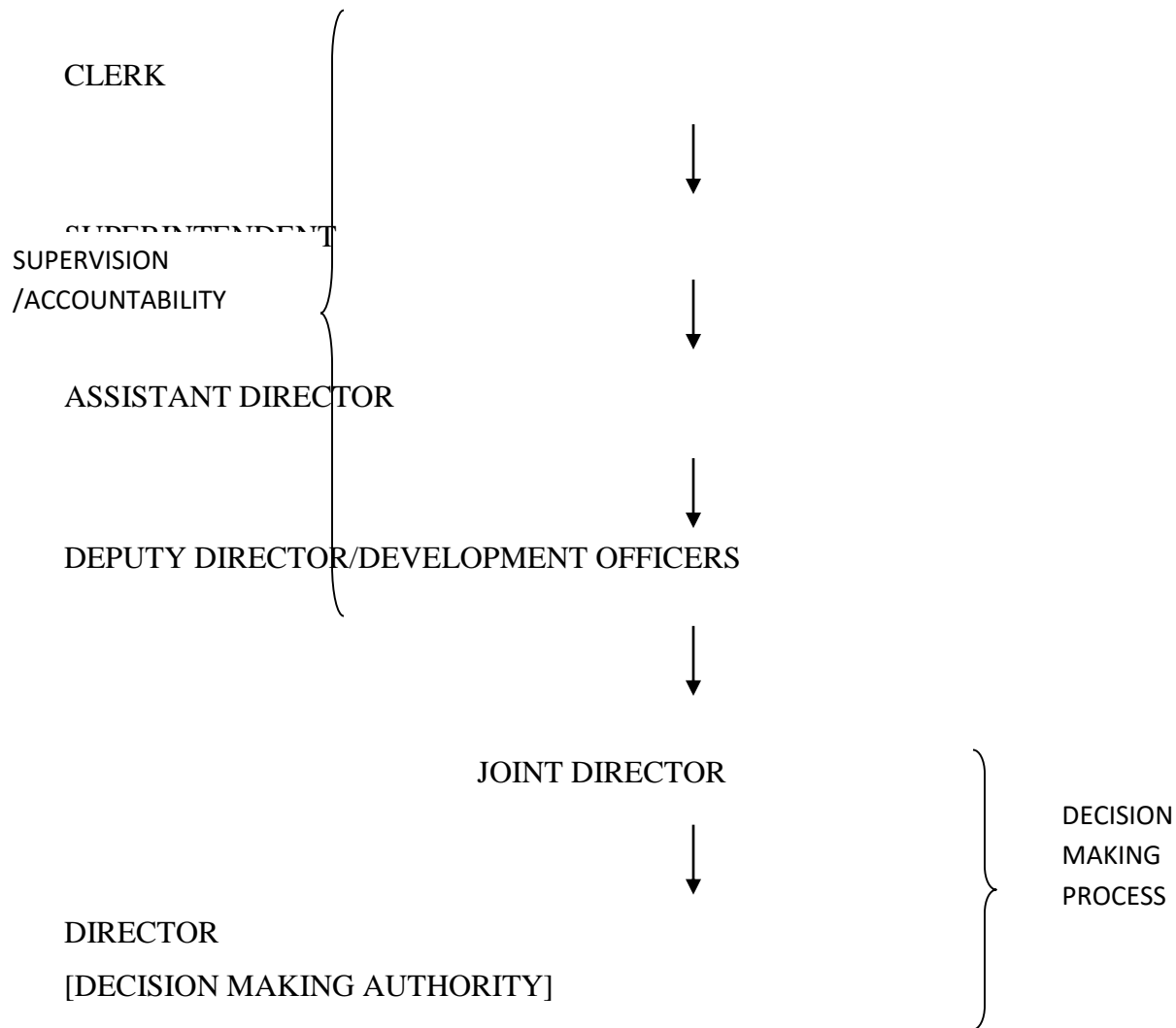
He is the complete charge of hostel administration and responsible for the maintenance of hostel accounts relating to cash transactions. He assists the warden in the development of the hostel.

His managing the affairs of the hostel speaks about his work and based on it, the Principal assesses his performance.

**HOSTEL MANAGER: -**

He is custodian of the hostel property. He is for the maintenance of store register, collection of dues from the students, proper distribution of work among the Hostel Staff. His performance is assessed by the Hostel Superintendent / warden based on the records maintained by him and recovery of dues from the hostellers, etc.

**Procedure followed in the decision making process including channels of supervision and accountability**



Norms set for the Discharge of Functions:

**SERVICES DELIVERED AND THE RESPONSE TIME FOR DELIVERY OF SERVICES**

**SCHEDULE - I**

Sl. No	Nature of service	Service delivery Standard Time limit	Remarks
1.	Submit Recommendations to State Government for issue of NOC for Establishment of New Engg. / Pharmacy / Architecture / MBA /MCA Institutions.	90 days from last date of submission of application to AICTE with a copy to DTE.	

2.	Submit recommendations of State Level Committee to Government for starting Diploma courses in Engg. / Pharmacy	90 days	
3.	Submit Recommendations to State Government for issue of NOC to start P.G. courses in Engg. / Tech. In the existing Engineering Colleges.	45 days	
4.	Submit Recommendations to State Government for issue of NOC for variation of intake in existing Engg. / Pharmacy / Architecture / MBA / MCA institutions	90 days	
5.	Submit Recommendations of State Level Committee to State Government for variation of intake in existing Polytechnics.	90 days	
6.	Communication of permission accorded by State Government to various institutions.	3 days	
7.	Submit Recommendations to State Government for provisional conferment of Minority status to the eligible newly established Engg. / Pharmacy / Architecture / MBA / MCA institutions.	20 days	
8.	Arranging inspections to all existing (Engg. / Pharmacy / Architecture / MBA /MCA) minority institution's admissions made by the management as per rules in vogue and submit a compliance report to Government to take necessary action.	75 days	

9.	Submit Recommendations to State Government for issue of NOC for change in the AICTE approved permanent location of existing Engg. / Pharmacy / Architecture / MBA /MCA institutions to new locations as requested by the college.	20 days	
10.	Nomination of Governing Body members to various institutions.	15 days	
11.	Redressal of Grievances of staff working in private Engg. / Pharmacy / Architecture / MBA / MCA institutions and Private aided / unaided polytechnics.	15 days	

## SCHEDULE-II

Sl.No.	Nature of Service	Service Delivery Standard Time limit (days/hours/Minutes)	Remarks
1.	EAMCET admissions online counseling	45 days	

2.	ECET admissions online counseling	15 days	
3.	Admissions into diploma courses i. CEEP on line admissions ii. D. Pharmacy iii. IVC pass outs iv. Post Diploma Courses	2 weeks  One week	
4.	Sanctioning Pratibha awards to the students excelled in different CETs {IIT-JEE, EAMCET (Engg. and Medicine), CEEP, ICET, ECET, All India Medical Entrance Exam} i. Selection of awardees and dispatch of applications ii. Sanction of scholarship	2 weeks after admissions  2 weeks after receipt of filled in applications	Subject to the availability of budget.
5.	Transfer of Engineering students at II year stage	4 to 6 days	After I year exams proposals will be sent to the Govt. and after
6.	Grievances of Polytechnic students	Immediate depending on the severity 1 to 6 days.	In case of enquiries it may take more time
7.	Miscellaneous representations (like fee refund, allotments, extension of last date)	2 to 5 days	

### SCHEDULE – III

Sl.No.	Nature of Service	Service Delivery Standard Time limit (days/hours/Minutes)	Remarks
1.	Registration of applications of all Diploma candidates	1hour	
2.	Sponsoring the students of all polytechnics in the state for one year Apprenticeship Training programmes	2 days from receipt from organization	
3.	Sponsoring the staff (Teaching and Ministerial) to the Training Programmes offered by Dr. MCR HRD. IAP and State Government	2 days.	
4.	Payment of Stipend to the Trainees.	3days (available of Budget)	
5.	Attestation of Apprentice Training Certificates	1 day	
6.	Inspection of each State Government and Private Companies identified by Board of Apprenticeship Training, Chennai.	Once in a year	

7.	Conducting of Industrial Institution Interface Meeting with Coordination of Board of Apprenticeship Training, Chennai	Six times through walk in interviews at 5 centers in the state.	
8.	Organizing career Guidance Programme.	3 days subject to availability of funds	

**SECHEDULE – IV**

<b>Sl.No.</b>	<b>Nature of Service</b>	<b>Service delivery Standard Time limit</b>	<b>Remarks</b>
1.	Inspection and grant of recognition to the Typewriting and Shorthand Institutes in the State.	1 months after inspection of the Institute	Subject to the fulfilling of Guidelines prescribed
2.	Permission to shift the Institute from one place to another.	15 days after calling required information from the Institute.	
3.	Permission in case of change of management of the Institute.	One week	

(v) Rules, Regulations, Instructions, Manuals and Records, held by the department or used by its employees for discharging the function:

### **Major Enactments, Rules and Regulations, which govern each of the functions:**

The Department of Technical Education performs certain statutory functions as laid down in the codes and manuals of the state Government as well as the Government of India. Basically the Department functions for the expansion of the Technician Education both at Degree and Diploma level with the coordination of other Agencies like A.P. State Council for Higher Education, Universities etc. The Departmental functioning has assumed grater significance with the rapid developments in the field of Engineering and Technology.

The functions of the Department can be broadly categorized into two parts namely (1) Mandatory functions (2) Executive functions.

The department mainly relies on the norms prescribed by the AICTE, the A.P. Education Act in performing its Mandatory functions. The department scrutinizes the applications received from various private agencies for starting Engineering colleges, polytechnics, etc., keeping in view the standards stipulated by the AICTE and forward proposal to AICTE for their approval in consultation with Government of Andhra Pradesh so as to meet the growing needs of various industries in the field of Technology and Engineering.

To arrest the large scale migration of students of A.P. to neighboring States like Maharashtra, Karnataka etc., to study B.E. or B.Tech. by paying huge capitation fee and having realized the need to have more number of Engineering Colleges as in the neighboring States, the Department recommended to the AICTE for the sanction of more number of Engineering Colleges in the recent past.

Now the total number of Engineering Colleges available in the state is **254** and the State is no more lagging behind, when compared to the neighboring States.

The department relies on the following statutory Rules in performing its executive functions.

- 1) A.P. State and Sub-ordinate Service Rules.
- 2) A.P. Ministerial Service Rules.
- 3) A.P. Last Grade Service Rules.
- 4) A.P. General Sub-ordinate Service Rules.

- 5) A.P. Technical Education Service Rules.
- 6) A.P. Technical Education Sub-ordinate Service rules.
- 7) A.P. Civil Services (conduct rules).
- 8) A.P. Civil Services (C.C.A) rules 1991.

The Government has implemented AICTE scales of Pay to the faculty of the Department vide G.O. Ms. No.4, Edn. (T.E.2) Dept., dt: 1-1-98 read with G.O. Ms. No.580, Edn (T.E.2) Dept. Dt: 3-12-98. The implementation of AICTE scales may result in attracting better faculty to the Department.

In the year 1995-96 the Commissioner of Technical Education was made the CONVENOR of EAMCET admissions in to Engineering Colleges. The ONLINE and transparent admissions procedure adopted for the first time in the country can be rated as the Best in the country. At present the admissions are being done simultaneously at SIX centres. This also reduced the number of counseling days required for the purpose. This procedure is implemented for B.Ed., M.C.A., M.B.A. and Polytechnic admissions also.

First time in the country decentralized on-line counseling for engineering and polytechnic admissions started at Visakhapatnam, Guntur, Tirupathi, Warangal and Hyderabad. Recently Kadapa has been added.

With the formation of the State Board of Technical Education and Training, A.P., the procedure of making admissions in to polytechnics based on the marks secured in S.S.C. was dispensed with. A competitive Examination, namely CEEP (Common Entrance Examination for admission in to Polytechnics) is being conducted for the candidates desirous of taking admission in to polytechnics. Admissions are based on the ranks secured by them in the CEEP Examination, as a result of which quality-based candidates are coming up for selection. Polytechnic admissions are also conducted ONLINE basis at five centres, covering all the three regions.

The Commissioner is a member of the finance committee of National Institute of Technology (Formerly Regional Engineering College), Warangal, J.N.T.U., Hyderabad and he attends all the meetings of the finance Committees as and when convened and plays a major role, as the department releases Grants-in-aid for the Colleges / Universities.

He is the inspecting authority for all private Engineering Colleges / Polytechnics and recommending body for the closure of any private College, if the circumstances warrant. He is the Member of the Southern Regional Office (S.R.O.) of the All India Council for Technical Education.

He is the nodal officer for considering the proposals for starting of Engineering, Pharmacy, M.B.A. and M.C.A. courses in Universities as well as Private Colleges. He is member of the Academic Councils of Andhra, Sri Venkateswara and Osmania Universities in the State.

The Commissioner of Technical Education is a member of all staff Selection Committees constituted for selection of candidates for appointments to various posts in Private Polytechnics