

GOVERNMENT OF RAJASTHAN  
Directorate of Technical Education



## Manual of Norms, Duties

FOR

1. DIRECTORATE OF TECHNICAL EDUCATION (EDU. WING)
2. POLYTECHNIC
3. BOARD OF TECHNICAL EDUCATION



*Prepared by :*

Director of Technical  
Education Rajasthan  
Jodhpur

Year, 1991

GOVERNMENT OF RAJASTHAN

# **Manual of Norms and Duties**

FOR

DIRECTORATE OF TECHNICAL EDUCATION

(EDUCATION WING)

## PREFACE

The development of Technical Education in Rajasthan began after the independence of the Country and strength of the Technical Education has now increased to 6 Engineering College (Pre-independence-1), 16 Government and 4 Non-Government Polytechnics (pre-independence nil), 52 Government and 92 private Industrial Training Institutes (pre-independence-2), 18 mini I.T.I.s and 4 vocational training cum production centres.

Efforts had been made in the past to frame norms and duties of staff of Polytechnics and Directorate of Technical Education, Rajasthan. I am happy to say Directorate (Education Wing) in this manual and got the same approved by the Government vide letter No. 7 (59) 9/83 dated 20.12.90 and the Hindi version vide letter No.7 (59) AR-9/83 dated 11.7.91 (Department of Personnel & Administrative Reforms). Copies of which have been enclosed.

Needless to say that this compilation is a continuous process. I do hope these 'norms and duties' shall help in better conduct of activities and work, both in Polytechnics and Directorate.

Sd/-

(S. L. Talk)  
DIRECTOR  
Technical Education Rajasthan,  
Jodhpur.

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DIRECTORATE OF TECHNICAL EDUCATION RAJASTHAN,  
JODHPUR

*Manual of Norms and Duties*

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### **1.1 Historical Back - ground :**

The History of Technical Education in India dates back to 1845, when the Thomson Engineering College was started at Roorkee under the patronage of East India Company. With the lead given by the Roorkee College in Civil Engineering, Mechanical Engineering and Allied Crafts were started at Poona Engineering College in 1854. However, the credit of systematic development of Technical Education in the country goes to Hunder Commission of 1885, which recommended introduction of Technical Education at the secondary stage of Education.

With emergence of congress in 1885, and start of Swadeshi Movement many institutions of vocational training and Technical Education were started.

After Independence in 1947, the National Government opted for rapid industrialization to develop the country in the broadest sense of the term and to raise the economic standard of masses. Consequently, National plans were drawn to develop Technical Education along with other fields.

Before, independence, Technical Education in Rajasthan was in a rudimentary stage. It was during II World war, that an ITI was set at Ajmer in 1942 and another at Jaipur in 1943 to prepare Craftsmen for the requirements of Defence Department as also to train demobilized personnel for their rehabilitation.

The commencement of Technical Education in the actual sense took place in the state with the starting of Birla College of Engineering at Pilani in the year 1946. The College ran degree courses in Electrical and Mechanical Engineering. In the year 1951, M.B.M. Engineering College, Jodhpur was started as a Government institution with the help of a donation of Rs. 6.00 lacs from the Bangar family of Deedwana. The College conducted a 3 Year degree course in Civil Engineering and a two year Diploma course in Civil Engineering, Both these Engineering College were affiliated to University of Rajasthan, for their degree courses. However, the diploma in Civil Engineering was awarded by the state Government.

In pursuance of the recommendation of AICTE the state Government in August, 1956 set up the Directorate of Technical Education with the headquarters at Jodhpur to plan, organize and execute the programmes of Technical Education at diploma level and work as a link between the Engineering College and the state Government.

For formulating academic programmes prescribing and maintaining standards in Education and Examinations, Organizing Examinations and awarding Diploma in engineering education to Institutes (not affiliated to University), the State Government established the Board of Technical Education also with headquarters at Jodhpur.

Shri V.G. GARDE Principal, M.B.M. Engineering College, Jodhpur was given the additional charge of the post of Director of Technical Education, Rajasthan Jodhpur on the setting up of the Directorate.

With the formation of Directorate of Technical Education, the growth of Technical Education at Diploma level and Technical Training at Craftsmen level picked up during first seven Five Year Plans. During the period -

- (i) Degree colleges rose from 1 to 6
- (ii) Polytechnics rose from 0 to 20, out of which 16 are Government Polytechnics (4 for girls only) and remaining 4 are private ones.
- (iii) Food Craft Institutes rose from 0 to 2
- (iv) The number of ITIs rose from 2 to 169, out of which 66 are Government institutes (38 for boys, 5 for girls, 13 for under TADA scheme and 10 under MADA scheme). The remaining 104 are private ITIs.

Initially the I.T.I.s were under the overall control and administration of the State Department of Labour and Employment. But eventually, in January 1950, their administration and execution of training programmes was transferred to the Directorate of Technical Education, while the administration at Secretariat level still continued with the Labour Department. Finally in the year 1973-74, the State Government transferred the administration of ITI to Technical Education Department at Secretariat level also.

The Directorate as per the policy of Government is fully responsible for educational, financial and administrative management of all the Government Polytechnics and Non Government institutions under the Directorate under the specific guide line laid down by the State Government. Alongwith this function the Directorate is also responsible for the administration, execution and monitoring of certain special schemes sponsored by Government of India. These special schemes at present are -

**(i) Quality Improvement Centre at Jodhpur -**

To develop the mechanism in the Polytechnics to promote innovations in the Curriculum process at the class room level TTTI Chandigarh under the Ministry of HRD Government of India has identified Government Polytechnic College at Jodhpur as Focal Polytechnic in the State. A Quality Improvement Centre at this Polytechnic was established in the year 1986 to under take continuous problem solving at the institutions level and disseminate the innovations to associate Polytechnics in the neighbour hood.

**(ii) Community Polytechnics -**

With a view to transfer technology to rural backward and minority areas to develop and improve the quality of rural life and backward minority Community four Community Polytechnics have been working in polytechnics at Ajmer, Bikaner, Jodhpur and V.B.R.I., Udaipur two more Community Polytechnics Kota and Jaipur are in the process of opening.

**(iii) Direct Central Assistance -**

Govt. of India has launched certain special schemes to promote technology in the fields of Electronics and Computer develop equipments in laboratories, develop library facilities etc .D.C.A. grant has been given to various Polytechnics for these activities including Community Polytechnics.

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\* The Director of Technical Education is also state Apprenticeship Adviser (Government Order No. F.2 (3) Lab/58/2013 dated) 16.8.62 and Ex-officio Chairman of the Board of Technical Education (Government Order No. D. 3703/F.1 (558) Edu. - B-56 dated 20.9.1957.)

# DIRECTORATE OF TECHNICAL EDUCATION RAJASTHAN

## 2.1 Organization of the Directorate

The administrative set up of the Directorate is the simple line type organization suitably supported by the supporting staff.

The Director, Technical Education has distinctly the following independent wings under his administration control.

- 1- Technical Education with Board of Technical Education.
- 2- Technical Training with Apprenticeship Programme at Craftsmen level.

Each of the above wing, functions independently under different budget heads governed by separate Service Rules and non-transferable up to all the posts below the level of Director.

The Department Manual for each wing is prepared separately.

This Manual is meant for the "Technical Education wing" including the Board of Technical Education. Although the duties mentioned under the post of "Director" do mention his functions as head of "Technical Training wing" also.

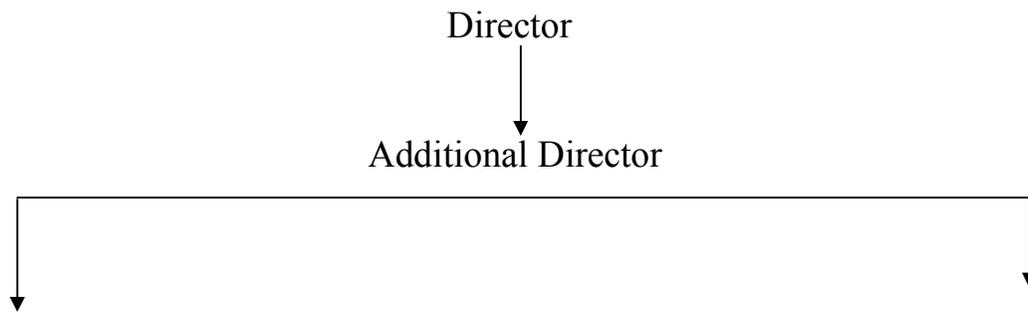
Director of Technical Education is the executive head of both the wings of the department assisted by an *Additional Director and Joint Directors*.

The activities of the Directorate shall be divided in different cells as under;

- i) Planning and Manpower information cell under Joint Director (Planning & Manpower information) - This cell shall have three sub cells.
  - a) Special schemes (World Bank cell) -  
To be head by Dy. Director (Special Schemes) and assisted by Asstt. Director (World Bank).
  - b) Planning & Monitoring Cell -  
To be headed by Dy. Director.
  - c) Student Matters Cell -  
To be assisted by Asstt. Director (Student matters)
- ii) Administration and Inspection Cell under Joint - Director (Administration & Inspection) - This cell shall be four sub cells.

- a) Staff Development Cell - To be headed by Dy. Director (Staff Development).
- b) Inspection Cell - To be headed by Dy. Director (Inspection)
- c) Industrial Liaison Cell - To be headed by Dy. Director (Industrial liaison) and assisted by A.T.P.O's.
- d) Establishment Cell - To be assisted by Asstt. Director (Establishment).

## 2.2 Structure of Directorate of Technical Education



## **Duties and Responsibilities of Director, Technical Education.**

### **(A) As Director of Technical Education (Education wing)**

- DIRECTOR
1. Shall advise the State Government on all matters related to policy planning for the development, management and review of Technical Education on the State.
  2. As head of the department he shall be responsible for educational, financial and administrative management of all the Polytechnics or institutions under the directorate under the overall policy guide lines laid down by the State Government.
  3. Shall represent the department in various States, regional and National level bodies, societies, councils and Board of Governors of various institutes as required.
  4. Shall be responsible for manpower planning for technically trained technicians in the State for long and short term requirements.
  5. Shall prepare five year plans and Annual plan proposals and Budgets for the Technical Education (Education Wing).
  6. Shall organize staff development activities for the department (Education Wing) for effective implementation of the function of the department and to advise State Government on all matters of staff welfare.
  7. Shall lay down norms for affiliation of new private institution and advise State Govt. on issue of Grant-in-Aid.
  8. Shall inspect each Polytechnic under his charge in the State, at least once in two years along with the ITI's in the area.
  9. Shall maintain liaison with professional bodies, engineering and allied department/industries etc.
  10. Shall coordinate the activities connected with different levels of Technical Education under State/Central Government schemes.
  11. Shall coordinate activities connected with Community Polytechnics and production centers.
  12. Shall work to develop the Government and Non Government Polytechnics as per norms laid down by the Apex bodies (like AICTE) and to seek/advise reorganization of the polytechnics from Apex bodies.

13. Shall monitor and evaluate the system for rectification, updating and modernization of technician education.

**(b) As Director of Technical Education  
(Training Wing)**

1. Shall advise the State Government on all matters related to policy planning for the development, management and review of Craftsmen training in the State.
2. As head of the department he shall be responsible for education/training, financial and administrative management of all ITIs or craftsmen training institutes under the directorate.
3. Shall represent the department in various State regional and national level bodies, societies, councils and Board of Governors of various bodies as required.
4. Shall be responsible for manpower planning for technically trained craftsmen in the State for long and short term requirements.
5. Shall prepare Five Year Plan and Annual Plan proposals and Budget for craftsmen training (Training Wing).
6. Shall organize staff development activities for the department (Training Wing) for effective implementation of the functions of the department and to advise State Government on all matters of staff welfare.
7. Shall lay down norms for affiliation of new private institutes and advise state Government on issues of grant-in aid.
8. Shall inspect various institutes under his charge in the State.
9. Shall maintain liaison with professional, engineering and allied departments/industries etc.
10. Shall coordinate activities connected with different levels of technical training of craftsman under various State/Central Government Scheme.
11. Shall coordinate activities connected with Production Centers.
12. Shall work to develop the Government and non-Government ITIs as per norms laid down by the Apex bodies (like NCVT & SCVT) and to seek/advice recognition of ITIs from Apex bodies.

13. Shall conduct NCVT and SCVT examinations and declare their results.
14. Shall monitor and evaluate the system for rectification, updating and modernization craftsmen training.

**(c) As State Apprenticeship Advisor -**

1. Shall act as State Apprenticeship Advisor of the Board of Apprenticeship training (BAT).
2. Shall coordinate the apprenticeship Advisor work with the Board of Apprenticeship training for craftsmen as well as technicians as provided under the Apprenticeship Act.
3. Shall coordinate the work of Training and placement as provided under the Act.
4. Shall maintain liaison with BAT/ Industries/polytechnics ITIs/ Government and other bodies related to apprenticeship training
5. Shall represent State Government in various meetings.
6. Shall maintain all relevant statistical data related to apprenticeship training.
7. Shall submit all periodic returns to BAT/ Govt.

**(D) As Chairman Board of Technical Education. -**

1. Shall act as Ex-officio Chairman of BTE Rajasthan.
2. Shall be responsible for all administrative and financial management of BTE.
3. Shall preside over as Chairman in courses Committee and Board's Committee meetings.
4. Shall be responsible for the conduct of examinations work for Diploma and Post Diploma courses and to declare results.
5. Shall advise the State Government on matters of recognition of technical qualifications.
6. Shall be responsible for affiliation and accreditation of the various polytechnics in the state as per norms laid down by AICTE.
7. Shall represent BTE in various State Government level meetings and shall represent in the Board of Governors of AICTE.

8. Shall coordinate the work of curriculum development for new need oriented Diploma and Post Diploma courses and periodic review of existing courses.
9. Shall conduct the inspection of examination at different centers.
10. Shall prepare five year plan and Annual plan proposals and budgets for BTE.
11. Shall maintain liaison with AICTE/ ISTE/ Govt./ Polytechnics/ TTTI for the activities of BTE.
12. Shall monitor and evaluate the system for rectification, updating and modernization.

2.3 Duties and Responsibilities of Additional Director Technical Education.

*ADDITIONAL DIRECTOR*

1. Shall share the duties and responsibilities of DTE
  2. Duties and other functions of Additional DTE shall be the same as for DTE.-
- 2.4 Duties and Responsibilities of Joint - Director Education (Administrative and Inspection Cell)

*JOINT DIRECTOR*

1. Administrative and Inspection Cell headed by Jt. DTE shall assist DTE in discharging the various responsibilities related to administration and Inspection of various Polytechnics.
2. Shall be responsible for the periodic inspection of Polytechnics/Institution and follow up action thereon.
3. Shall inspect each institution at least once in a year either by him or his Dy. DTE.
4. Shall be responsible for personnel department of the directorate Appointments, transfers service records etc.
5. Shall deputies for DTE at various meetings, committees, conference etc wherever required.
6. Shall assist DTE in handling staff problem and grievances.
7. Shall organise the deputation of polytechnic teaching staff for various long term/short-term-Summer & winter school programmes in or out side the country.
8. Shall plan and organise staff development activities for the department for effective implementation of the function of department.

9. Shall have liaison with organizations such as TTTI, AICTE, ISTE and similar central or other State Government organizations corresponding with the Directorate.
10. Shall analyse the policies and programmes of the Directorate to determine the roles and functions.
11. Shall also discharge all such duties and functions identical to his cell, but not specifically covered above.
12. Shall also discharge such other duties and functions as delegated to him from time to time by DTE.
13. He will be assisted in his function by Dy. DTEs-ADTEs and other staff.

#### 2.6 DUTIES and Responsibilities of Joint Director Technical Education (Planning and Manpower Information Cell).

1. Planning and Manpower Information Cell headed by Joint Director shall assist DTE in discharging the various responsibilities related to planning and manpower information work.
2. Shall maintain up to-date statistical returns related to planning of technical Education. Shall also maintain up to date data for student's intake, pass-outs, and various schemes of education.
3. Shall prepare Five Year Plan and Annual Plan proposals and budgets for technical education.
4. Shall prepare plans for development and opening of new polytechnics, reorganization of courses, replacement and modernization of equipments for existing polytechnics. Also be responsible to get the recognition from AICTE or other academic Board for the courses introduced.
5. Shall deputies of DTE at various meetings committees, conference etc. wherever required.
6. Shall prepare the admission circular, draw academic calendar and arrange for admission in polytechnics.
7. Shall plan interaction with industries/Dy. DTE (industrial liaison cell) for opening new diversified need based Diploma and Post Diploma courses. He will be one of the participant members in all such course curriculum meetings organized by BTE.
8. Shall coordinate assessment of technical manpower in the state.
9. Shall assist DTE in handling student's problems and grievances.
10. Shall monitor the working of community polytechnics and other centrally sponsored scheme.

11. Shall prepare and draw out the standards and norms for space, buildings and staff for the institutes.
  12. Shall discharge all such duties and functions identical to his cell, but not specifically covered above.
  13. Shall also discharge all such duties and functions as delegated to him from time to time by DTE.
  14. He will be assisted in his functions by Dy. /Asstt. Directors and other staff.
- 2.7 Duties and Responsibilities of Deputy Director Technical Education (Staff Development) -

### **DEPUTY DIRECTOR**

1. Dy. DTE shall assist DTE and Jt. DTE in the matters related to staff development.
2. Shall depute teaching staff for various staff development programmes such as long term-short-term course and summer/winter schools and maintain staff profiles.
3. Shall interact with industries for arranging staff development programmes.
4. Shall plan and organise staff development activities for the department for effective implementation of functions of department.
5. Shall maintain liaison with Northern Regional Office Kanpur for arranging practical industrial training under Q.I.P.
6. Shall coordinate the work of curriculum Development work of BTER.
7. Shall monitor the progress of Community polytechnics.
8. Shall monitor the progress of other centrally sponsored schemes.
9. Shall maintain liaison with State Government/Central Government/Staff Association/TTTI/Industries/other agencies related to staff development, community polytechnics and centrally sponsored schemes.
10. Shall discharge such duties and functions identical to his cell and not specifically covered above.
11. Shall also discharge such other duties and functions delegated to him from time to time by DTE/Jt. DTE.
12. He will be assisted in these functions by his staff.

## **2.8 Duties and responsibilities of Deputy Director Technical Education (Inspection Cell).-**

1. Dy. DTE (Inspection Cell) shall function under the directions of Jt. DTE (Administration and Inspection).
2. Shall be solely responsible to the functions of his cell.
3. Shall maintained up to date statistical information of all polytechnics/Institutions in the State.
4. Shall conduct periodic inspection of existing Polytechnics/Institutions every year.
5. Shall prepare inspection reports.
6. Shall monitor the progress of plans during inspection.
7. Shall discharge such duties and functions identical to his cell, but not specifically covered above.
8. Shall also discharge all such other duties and functions delegated to him from time to time by DTE/Jt. DTE.

## **2.9 Duties and responsibilities of Deputy Director Education (Industrial Liaison Cell).-**

1. Dy. DTE as head of Industrial Liaison cell shall be directly responsible and shall work under the directions of the Jt. DTE (Administration & Inspection).
2. Shall maintain liaison with different industries/BAT, Kanpur, North Regional Office, Kanpur and other related agencies.
3. Shall perform all functions related to training and placement of Diploma/Degree holders of the State under Apprenticeship Act.
4. Shall conduct industrial survey for the vacant posts for Diploma holders.
5. Shall conduct manpower survey for new diversified fields and supply information to Jt. DTE (Planning and manpower Information's).
6. Shall arrange Entrepreneurship programmes/awareness camps for emerging entrepreneurs.
7. shall maintain liaison with Department of Science and Technology and similar organizations.
8. Shall counsel students for further educational/Job opportunities.
9. Shall arrange interviews for jobs to Diploma holders at different centers.
10. Shall coordinate the works of Training and placement cells at various polytechnics and at DTE level.

11. Shall collect feed back from industries/departments regarding quality and deficiencies of the courses offered.
12. Shall prepare information brochure every year for educational/job facilities available for Diploma holders.
13. Shall make necessary arrangements for in plant training of staff and students.
14. Shall discharge such duties and functions identical to his cell, but not specifically covered above.
15. Shall discharge all such duties and functions delegated to him from time to time by DTE/Jt. DTE.
16. He will be assisted in his functions by ATPOs and his other staff.

**2.10 Duties and responsibilities of Deputy Director Technical Education (Planning and Monitoring Cell).-**

1. Dy. DTE as head of Planning and Monitoring cell shall be directly responsible to Jt. DTE (Planning and Manpower Information ) in the matters related to his cell and work shall under his over all guidance, but still fully responsible to his cell.
2. Shall maintain up to-date statistical returns/information's regarding planning of technical education.
3. Shall prepare Five Year Plan and Annual Plan proposals and budget for technical education.
4. Shall prepare detailed project reports for opening of new Polytechnic/courses.
5. Shall prepare plans for reorganization of courses, replacement and modernization of equipments for the existing Polytechnic.
6. Shall standardize Polytechnic buildings, furniture equipments and machines etc. to maintain uniformity.
7. Shall assist DTE/Jr. DTE for permission to open new polytechnic/Institutions and Courses.
8. Shall work relating affiliation of new Polytechnics and courses.
9. Shall maintain liaison with industries/Govt./ AICTE/ BTER/other bodies regarding opening of new need based diversified courses and affiliation of polytechnics/Institutions.
10. Shall follow up progress of implementation of plans.
11. Shall assess technical manpower in the state.
12. Shall discharge such duties and functions identical to his cell, but not specifically covered above.
13. Shall discharge all such other duties and functions delegated to him from time to time by DTE/Jt. DTE.

14. He will be assisted in his functions by his staff.

### **2.11 Duties and responsibilities of Deputy Director Technical Education (Special Schemes and World Bank Project Cell).-**

1. Dy. DTE (Special schemes and World Bank Project) shall be in charge of the cell under the directions of Jt. DTE (Planning and Manpower Information).
2. Shall be responsible for implementation of planning under World Bank Assistance.
3. Shall maintain records and returns for successful implementation and monitoring.
4. Shall identify suitable location and procure land for new institutions.
5. Shall prepare detailed estimates for new institutions and for alterations in existing institutions.
6. Shall supervise construction of buildings.
7. Shall conduct survey of all institutions and document it.
8. Shall prepare list of equipments/furniture's/books for individual Polytechnics and fix the priority for purchase.
9. Shall prepare schedule for purchase.
10. Shall send periodic reports about progress.
11. Shall collect Bio-data of all staff members under DTE.
12. Shall prepare schedule for training of staff under special scheme.
13. Shall monitor the progress and effectiveness of the project.
14. Shall maintain liaison with World Bank / State & Central/ Government/Department of architecture / Town Planning and P.W.D. DGS&D/OSPO/Polytechnics for successful implementation of project.
15. Shall discharge such duties and functions identical to his cell, but not specifically covered above.
16. Shall discharge all such other duties and functions delegated to him from time to time by DTE/Jt. DTE.
17. He will be assisted in his functions by ADTE (World Bank) and his other staff.

### **2.12 Duties and responsibilities of Assistant Director Technical Education (Establishment) -**

*Assistant Director* 1. ADTE (Estt.) shall work under the direct control of Jt. DTE (Administration and Inspection) for the matters related to

establishment section of the directorate.

2. Shall perform all service and administrative functions connected with staff-recruitment, promotion, transfer, fixation of pay, discipline, conduct, leave, retirement, pension, higher education, seniority list, confirmation, APAR's service rules, detention during vacations.
3. Shall maintain court cases of staff.
4. Shall compile relevant returns.
5. Shall maintain rosters for SC/ST.
6. Shall maintain records of posts, creations and conversion of posts.
7. Shall perform all duties regarding filling of vacant post, DPC, tours of officers.
8. Shall maintain services books/personal files of individual.
9. Shall maintain Govt. Orders/circulars/notifications.
10. Shall assist in dealing staff problems and grievances.
11. Shall correspond with Staff Associations.
12. Shall discharge all such other duties and functions identical to his cell or delegated to him from time to time by DTE-Jt. DTE.
13. He will be assisted by the staff under him in the cell.

### **2.13 Duties and responsibilities of Assistant Director Technical Education (Students Matters).-**

1. ADTE (student's matters) shall be under the direct control of Jt. DTE (planning and manpower Information) for matters related to students matters.
2. Shall prepare admission circular and seek approval from Govt.
3. Shall work regarding printing and dispatch of admission forms.
4. Shall coordinate the work of admission to Diploma and Post Diploma Courses.
5. Shall deal the matters regarding Inter Polytechnic and inter-branch transfers.
6. Shall maintain court cases for students.
7. Shall assist in dealing students problems and grievances
8. Shall coordinate the arrangements for Inter Polytechnic Game /Athletic meets.
9. Shall prepare Academic Calendar.
10. Shall assist in permitting for Educational tours of students.
11. Shall maintain records of scholarships.
12. Shall maintain Govt. orders-Circular -Notification related to section.

13. Shall discharge all such other duties and functions identical to his cell but not specifically covered above or delegated to him from time to time by DTE/Jt. DTE.
14. He will be assisted by the staff under him in the cell.

**2.14. Duties and responsibilities of Assistant Director Technical Education (World Bank Project)**

1. ADTE (World Bank Project) shall be under the direct control of Dy. DTE (Special Schemes and World Bank Project Cell.)
2. Shall assist Dy./ DTE in matters related to World Bank Project.
3. Shall coordinate work of all the four sub units of World Bank Cell.
4. Shall assist Dy. DTE for procurement of land preparation of layout of buildings, Construction and progress reporting.
5. Shall document in respect to Campus and building.
6. Shall perform survey of institutions and document it.
7. Shall prepare detailed estimates.
8. Shall workout detailed time schedules for each activity.
9. Shall prepare lists of equipment required on the basis of standard list for new institutions and fix priority and phasing.
10. Shall perform survey for equipments/furniture and purchase.
11. Shall prepare plans for purchase.
12. Shall report periodic progress about construction of buildings, equipments and furniture.
13. Shall plan for replacement/modernization of buildings/ equipment/ furniture in institutions.
14. Shall maintain bio-data of all staff.
15. Shall study layout of existing laboratories in institutions.
16. Shall plan phasing of staff training.
17. Shall assist Dy. DTE for inland/abroad training of staff under the project.
18. Shall monitor the World Bank project.
19. Shall discharge all such other duties and functions identical to his cell, but not specifically covered above or delegated to him from time to time by DTE/Jt. DTE.
20. He will be assisted in his functions by the staff under him in the cell.

**2.15. Duties and responsibilities of Assistant Training and Placement Officers.-**

1. ATPO's shall be under the direct control of Dy. DTE (Industrial liaison) for the matters related to training and placement of diploma holders.
- ATPO 2. Shall do registration of Diploma holders for Apprenticeship Training.
3. Shall arrange training and placement of Diploma holders under apprenticeship act.
4. Shall correspond with BAT Kanpur-polytechnic.
5. Shall arrange in plant training as required in curriculum of Diploma Courses (Sandwich type).
6. Shall perform industrial survey for locating job opportunities.
7. Shall conduct Entrepreneurship programmes/Awareness camps.
8. Shall assist in perusing degree institutions for admission of Diploma holders.
9. Shall perform manpower survey for new need based diversified courses.
10. Shall Counsel students for education/job opportunities.
11. Shall arrange campus interviews.
12. Shall maintain liaison with industries departments for finding vacant posts for Diploma holders.
13. Shall collect feed back from industries/departments regarding deficiencies in courses/contents offered.
14. Shall prepare information brochure every year.
15. Shall discharge all such other duties and functions identical to his cell but not specifically covered above or delegated to him from time to time by DTE/Jt. DTE.
16. He will be assisted by his staff in the cell.

#### **2.16 Duties and responsibilities of Accounts Officer/Asstt. Accounts Officer-**

*Account Officer* The Accounts Officer shall be under the direct control of DTE for all financial matters. He will be assisted by Assistant Accounts Officer, Accountants and Junior Accountants. The major duties and functions are-

1. Preparation of budget of Directorate of Technical Education.
2. Inspection of institutions.
3. Reconciliation of accounts with the Books in A.G., Office

4. Follow up action of inspection reports of A.G., C.A.O. and Internal Audit Party.
5. Submission of Final excess/ saving statements.
6. Disposal of pay fixation case.
7. Advice to DTE in all matters concerning finance and interpretation of service and finance rules.
8. Assigning duties to his staff as enumerated in G.F. & A.R.
9. He will be responsible for all the duties and functions defined for his post under Raj. Govt. G.F. & A. Rules as amended from time to time.
10. Any other such function and duty identical to accounts cell or delegated by DTE from time to time.

### **3. NORMS FOR POLYTECHNIC STAFF**

#### **3.1 Introduction :**

The State of Rajasthan has a big network of polytechnics for imparting diploma education to pass put from schools. The present is an industrial age and the society is an industrial society with ever changing norms and perceptions. Technical institutions are like the heart of the body for the industrial society. These institutions are expected to supply personnel with up-to-date technical knowledge to industry and also to reorient the personnel periodically to keep the industry abreast with the latest technology.

Rajasthan at present has 16 polytechnics in the Government Sector and 4 in the Private (Non-Govt.) Sector. Setting up of a polytechnic involves committing substantial funds from State and national exchequer for this purpose. The activity therefore, must be based upon well developed norms and standards so as to ensure optimum utilization of resources, facilities and infrastructure created for this purpose.

The Northern Regional Committee of All India Council for Technical Education of Government of India had published a model list of equipment for various laboratories and guidelines for the staff and space requirements for polytechnics in the early six ties. The institutions set up in late five ties and six ties were by and large set up under these guidelines. The period of twenty year between 62 to 82 however involved several changes in the contexts of curricula, diversification of courses, change in the contexts of curricula, diversification of courses, change of priorities and view points of institutions, staff and students; changes in teaching and learning processes. In view of these changes and experiences gained during the process, it became essential to review the planning, management and administrative system of polytechnic education. The Govt. of India therefore brought out a fresh document on norms and standards for Polytechnic Institutions in 1985. The document contain norms for space, equipment, furniture staff and recurring expenditure for an institution of a specific intake and gives guideline for arriving at needs for institutions of different intakes. These have been arrived at on the basis of past experience and future needs. As a general rule the guide lines provided for space, equipment and furniture are sufficient for practical purposes with some flexibility here and there provided to accommodate the state needs the norms for staff for both staffing pattern and job description (in order to fix up targets and responsibilities) need more

detailed look. It is for this specific purpose of getting the best out of faculty and creating a sense of accountability towards teaching and the institution that a set of uniform guidelines for staff norms are being developed at the state level for all the categories of staff in the institutions.

### **3.2 Staff Norms for Faculty :**

An analysis of the annual recurring budget of the institution reveals that on an average 85% of the expenditure is accounted for by the staff salaries. The optimization of this expenditure involves adequate, effective and efficient development of staff for various activities of the institution.

Various activities in an institute can be classified into following categories :-

1. Planning and Direction.
2. Management and Administration.
3. Instructional activities.
4. Curriculum Development activities.
5. Student services including training, placement, campus interviews, career counseling of students, professional aims and plans, extra curricular activities, warden ship.
6. Continuing Education.
7. Staff development (HRD),
8. Industrial Liaison.
9. Students examination and periodical assessment.
10. Library facilities.
11. Community Development Programmes.
12. Miscellaneous supporting and maintenance activities.

The staff required for the above activities is grouped as follows :-

1. Principal
2. Teaching Faculty.
3. Supporting staff (Technical and non-technical).
4. Administrative staff including ministerial and accounts staff.
5. Estate staff including security staff.

**Norms for staff shall include :-**

1. Norms for staff requirements.
2. Staff structure.

### **3. Norms for duties e.g. job description.**

Various considerations for staff requirements in an institution are as follows:-

1. Disciplines offered.
2. Intake for each Discipline.
3. Teaching scheme, curriculum including teaching methods.
4. Contact hours in class rooms teaching, laboratories.
5. Grouping of students for theory/practical tutorial class.
6. Development activities.
7. Extra curricular activities.
8. Staff Development Programmes.
9. Staff hierarchy desired as per need to avoid stagnation as approved by the Government.

Work load measurement is quite complex and one scale of measurement is not expected to be satisfactory for all purposes.

#### **3.3 NORMS FOR SEACHING FACULTY STAFF :**

Teachers are the most important category as polytechnics involves mainly in teaching work. The teaching work involves both the class room and laboratory teaching. However besides teaching i.e. actual contact hours in the class rooms and laboratories, the teaching faculty is involved in the following activities:

- (1) Development of teaching material, planning of lessons, setting up laboratories and experiment, unscheduled teaching activities such student counseling, setting and grading test papers, arranging and conducting tests, conduct of Local/Board examinations, implementation of project for students, setting and evaluation.
- (2) Curriculum Development due to the ever expanding demand of knowledge and changing needs of the industry.
- (3) Student's activities as an adviser to literary, games, student associations, warden ship etc.
- (4) Administration which may be departmental and or institutional as member/convener of some committee.
- (5) Professional activities i.e. involvement in professional and technical societies.
- (6) Continuing education activities both as on organizer instructor and as a participant.

- (7) Any other activities of relevance to the particular institution.
- (8) Industrial Liaison, training and visits.
- (9) Entrepreneurial development activity.
- (10) Expert lectures.
- (11) Repair and maintenance of laboratories / workshop equipment / instrument.
- (12) Technology transfer and community development.

The faculty staff structure, looking to the various activities the faculty is involved, management and administrative angle and the aspect of stagnation in service is as under, as approved by the State Government.

- 1. Head of Department.
- 2. Senior Lecturer.
- 3. Lecturer.

All the above three shall be engaged in some or all the above activities as listed above.

### **3.3.1 WEEKLY WORKING HOURS:**

For a new teacher say a probationer a minimum of one hour of preparation is required for each hour a faculty member spends in the class room. For a repeat course this may be a bit less, but a good teacher is expected to device new home work problems. He will also have to spend 2-4 hours/week on student counseling. 2 to 10 hours on administration depending upon his position in the overall structure of the Department, 2-4 hours in the library for consulting books and updating himself through journals. He may have to spend 2/6 hours on developmental activities including laboratories etc. and other student activities.

It is thus absolutely essential that a teacher is available for 36 Hrs. /week in the institution, if his employment is to be considered as gainful contribution for the institution.

A tentative work load distribution for 36 Hrs./week in the institution for the faculty activities is listed as under :-

<b>Faculty Activity</b>	<b>Hours /Week</b>		
	Head of Deptt.	Senior Lecturer	Lecturer

1	Instructional Activity	12	16	18
	(a) Actual Teaching.			
	(b) Allied such as preparation and Evaluation.	6	8	10
2	Administrative, planning and monitoring.	10	4	2
3	Developmental activities, community programmes and students counseling.	8	8	6
	<b>Total</b>	<b>36</b>	<b>36</b>	<b>36</b>

The role of a faculty member extends well beyond the 36 Hrs/week of the institution because due to various activities of the institution e.g. assessment, examination work, sufficient time may not be available for preparation of lessons in the institution working hours.

Moreover the above work load distribution cannot be based upon exact calculation. The head of institution under exigencies may have to make necessary changes. The above only provides a guideline for framing up teaching and activity schedule and for calculation of staff requirements.

It may be mentioned here that the polytechnic teaching normally extends to 30 weeks in a year. Leaving 10 weeks for vacations, it is expected that the staff is involved in various institutional activities such as development maintenance and preparation of teaching materials during all the working hours of the institution during the remaining working days.

The Head of Institution is expected to share a teaching load of 4 hours week.

### **3.3.2 NORMS FOR GROUPING OF STUDENTS :-**

1. A lecture (theory) class strength should be limited to about 60 students.
2. Where the intake for a faculty is 60, three groups for tutorial/workshop/Lab. practical/drawing classes may be formed with 20 students /group. However, where the intake for a faculty is 45, only two groups for purpose of tutorial/workshop/Lab. practical/drawing classes may be formed.

### **3.3.3 FACULTY WISE LOAD CALCULATION**

The calculation shall be based upon the following norms :-

1. The norms for group and class formation have already been given.
2. First year Engineering Mechanics shall be taken by Civil Engineering Department. Where there is no faculty of Civil Engineering, this subject shall be taken by Lecturer in Civil Engineering or as may be specified by Director, Technical Education under such conditions.
3. First year engineering drawing shall be dealt with jointly by Civil Engineering and Mechanical Engineering Departments.
4. Load of workshop shall be taken by Mechanical Engineering Department. It shall not include Electrical/Electronic shop which shall be dealt separately by respective department.
5. The load of Strength of Materials and Hydraulics shall be shared by Civil Engineering and Mechanical Engineering. SMTS laboratory shall be under the Civil Engineering Department. Hydraulics laboratory shall be under Mechanical Engineering Department.
6. The particular faculty shall be responsible for taking subjects related to that faculty for the other faculties of the institution. Some details have been specified above and further details have been provided in Appendix '3'.
7. Director Technical Education may change the distribution of subjects amounts the faculties under exceptional circumstances.

#### **TEACHING FACULTY STRUCTURES:**

A three tier structure has been approved as already described. This also includes the workshop.

Workshop instruction in the polytechnic shall be under the overall charge of a Senior Lecturer in Mechanical Engineering (Workshop), who will work under the overall supervision of Head of Mechanical Engineering. Where there is no branch of Mechanical Engineering the workshop shall be under the charge of lecturer Mechanical Engineering (Workshop).

Electrical and Electronic shops shall be under the charge of respective department.

The strength of teaching faculty shall be calculated on the basis of the following contact load distribution norms :-

Principal	-	4 Hrs. - week.
Head of Department	-	12-14 Hrs.- week.
Senior Lecturer	-	16-18 Hrs. - week.
Lecturer	-	18-20 Hrs.- week.

Head of Department and Senior Lecturer in any department shall be considered senior positions and the ratio of Senior Position to Junior Position shall be 1:3 or any other ratio to be amended by the Government.

Calculation for the strength of teaching staff in a Polytechnic for an intake of 135 students (Civil Engineering, 45 Mech. Engg.-30, Electrical Engineering - 30 and Electronic Engineering- 30) have been illustrated in Appendix.

The teaching faculty consisting of Heads of Departments, Senior Lecturers and lecturers have duties work functions which are similar with differences only in the level of participation in each. The main roles of a teacher are detailed below :-

### **3.4.1 INSTRUCTIONAL**

This is the main function of a teacher. For effective teaching, a teacher must plan, teach, evaluate and take remedial action. The various activities under each of the above are listed below for guidance of the teachers.

#### **3.4.2 Planning - Includes :**

- (i) Organizing and sequencing the contents.
- (ii) Selecting the teaching method e.g. class room lectures, tutorial, group discussions, projects, industrial visits etc.
- (iii) Preparation of teaching aids, assignments.
- (iv) Identifying resources and collection.
- (v) Contacting industries, identifying industrial learning situations and resources.
- (vi) Designing strategies for student's evaluation.
- (vii) If need be planning special learning situations for differential capabilities.

#### **3.4.3 Teaching - Includes :**

- (i) Assessing student's achievements on a progressive as well as periodical basis as per plans (instructions) thought tests,

assignments, interviews, observations, etc. appropriate to learning situations and learning outcomes.

- (ii) Diagnosing remedial needs for students.
- (iii) Maintenance, compilation and submission of student's performance records in prescribed proforma required for academic-administrative purposes.
- (iv) Participation and conduct of Boards examination work as assigned to him.

#### **REMEDIAL ACTION - includes**

- (i) Counseling and guiding students.
- (ii) Encouraging slow learners to accelerate their pace.
- (iii) Arranging special classes based upon evaluation.

#### **3.4.4 Developmental :**

This includes activities for improved instructions, faculty development and future growth (self and Institutional).

#### **ACTIVITIES FOR IMPROVED INSTRUCTIONS - Includes:**

- (i) Preparation of learning package, work books for students.
- (ii) Designing and fabricating models having high learning outcomes.
- (iii) Experimenting with alternate methods of teaching and learning.
- (iv) Updating teaching/learning materials.
- (v) Involvement in curriculum Development activities.
- (vi) Innovative and suggestive approach in fields of instructional strategies, evaluation techniques, resources planning, allocation and utilization.
- (vii) Keeping abreast with latest technological development and trends in technician education.

#### ***Activities Regarding Faculty Development :***

- (i) Developing self capability by participating in need based career development programmes organized by various agencies.
- (ii) Contributing to professional growth by writing articles and participation in seminars.
- (iii) Providing and seeking professional guidance, support and criticism to and from colleagues.

- (iv) Development of liaison with the industry through contact and job studies.
- (v) Interaction with professional bodies like Institution of Engineers, ISTE and brother educational institutes.

#### **Future Growth Activities - Includes :**

- (i) Self appraisal leading to identification of need for self development.
- (ii) Participation in planning for institutional growth and development.
- (iii) Participation in. formation of teams and working in future growth projects.

#### **3.4.5 Service Activities :**

This includes supervision/guidance/conduct of co-curricular and extra-curricular activities such as :-

- (i) Out door and Indoor games and sports.
- (ii) Students' Associations.
- (iii) Institution Magazine, Bulletins, News letters etc.
- (iv) N.C.C. and N.S.S.
- (v) Hostel Management.
- (vi) Hobby Centers/Exhibition activities.
- (vii) Student's Canteen /Mess.
- (viii) Literary and cultural activities.
- (ix) Annual Day Celebrations.
- (x) Educational tours.
- (xi) Guidance and Counselling (tutors).
- (xii) Alumni Association

#### **3.4.6. Administrative Activities - Includes :**

- (i) Works related with efficient functioning and up keep of laboratories, workshops, library and stores.
- (ii) Maintenance of
  - Plant and equipment.
  - Buildings.
  - Services.
- (iii) Work related to estate.
- (iv) Procurement of equipments and stores as per needs.
- (v) Admission and Transfer work of students.
- (vi) Supervision and Invigilation of tests and examinations.

- (vii) Maintenance of students records, attendance, progress, correspondence with guardians.
- (viii) Placement of students, supervision of Training.
- (ix) Entrepreneurship Development.
- (x) Attending group, departmental and faculty meetings.
- (xi) Annual Physical Verification.

### **3.5 DUTFIES AND TARGETS**

#### **3.5.1. PRINCIPAL**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>(i) He will be the head of the institute and shall</li> <li>(ii) Provide academic and administrative guidance and leadership to the staff and students</li> <li>(iii) Administrative management of the institution as per rules and directives of the State Government and the Directorate of Technical Education.</li> </ul> | <ul style="list-style-type: none"> <li>(i) Enforcing punctuality as per norms laid down from time to time.</li> <li>(ii) Planning, obtaining, allocating and supervising the utilization of institutional resources.</li> <li>(iii) Designing and perusing with higher authorities proposals for assistance to wards institutional growth.</li> <li>(iv) To exercise administrative and financial powers as delegated to him.</li> <li>(v) To keep watch on budgetary provisions and inspection of accounts.</li> <li>(vi) To consolidate list of requirements of Department and Section and plan timely procurement.</li> <li>(vii) To distribution budget amongst the Departments as soon as received and to monitor the progress of utilization.</li> <li>(viii) To maintain close liaison with Directorate/Board/TTTI/AICTE/Industry, employers of students and other concerned Departments.</li> <li>(ix) Half yearly inspection of the offices.</li> <li>(x) Arranging timely despatch of all concerned returns to be sent to Government.</li> <li>(xi) To organize library and resource centre for maximum use by staff and students. To appoint president library</li> </ul> |
|--|--|

- and committee consisting of staff member from each Department/Faculty to assist and guide procurement to books, periodicals and technical magazines.
- (2) He will be responsible for the conduct, monitoring of progress and evaluation of academic courses/ programmes as per the directives and guidelines provided by the affiliating academic body and would be responsible for proper conduct of the Board's examination/ teaching scheme
- (i) Should share the academic load, do his assessment work as per instructions laid down.
  - (ii) Plan, Schedule and Coordinate the implementation of education and training programmes. A calendar of important activities-curricular, co-curricular, and extra curricular and those connected with the examination fee collection etc. be prepared and put up on notice Board at the commencement of the academic session.
  - (iii) To monitor at least twice during a semester or thrice in yearly session the progress of teaching work in the Department.
  - (iv) To make arrangement so that irregular student's cases are communicated to the guardians/students themselves.
  - (v) To evolve and execute plan so that set targets are achieved.
  - (vi) To make overall supervision of evaluation work by test checks.
- To make all arrangements to send sessional marks and marks of practical examination to the Board in time.
- (3) He shall be responsible for organization of student activities/services, Co-Curricular, extra-curricular and other.
- (i) To delegate the various functions/activities of the institute to staff who shall work as Officer incharge.
  - (ii) To arrange and organize institutional level student activities e.g. games sports, cultural and literary activities, N.C.C. scouting, rove ring etc.

- (4) He shall have overall responsibilities for maintenance of discipline in the institute.
- (iii) Promote entrepreneurship awareness amongst students.
  - (iv) To promote entrepreneurship awareness amongst students.
  - (v) Managing student services.
  - (i) Maintaining punctuality as per norms.
  - (ii) Maintenance of attendance records in a proper way.
  - (iii) To have brochure for the institute reflecting the status of the institute, containing rules and regulations regarding attendance, award of sessional and practical marks, rules regarding use of library facility, extra curricular activities, penalties for indiscipline and ragging, codes and ethics for staff, students, hostellers.
  - (iv) To constitute a discipline Committee with senior most staff member as Chairman and senior members from each Department as members to consider cases of gross indiscipline and to advise the Principal in such matters regarding penalties punishments. Minor cases may be dealt with by the Proctor (appointed from amongst the HOD's) himself.
- (5) He shall be responsible for :
- 1. Detailed academic and administrative appraisal of at least one department in an year.
  - (a) Monitoring a staff profile for implementation of staff development programmes.
    - 2. Monitoring staff profile and to identify training needs of the staff.
    - 3. Planning and Organising staff development programmes.
    - 4. To create academic environment through Seminars Group

discussion paper meetings.

5. To fill up staff appraisal reports and arrange timely submission to higher authorities.

## 6. General

1. Managing student's admissions.
2. Promoting and Coordinating Continuing Education activities.
3. Plan training and placement activities and campus interviews.
4. Plan interaction activities with industry and to arrange for feed back from students and industry. Also to take follow up action.
5. Yearly review of the curriculum be obtained from concerned staff and follow up suggestions be sent to Directorate.
6. Hostel and its management.
7. Maintenance of campus, building, estate work and staff residences etc.

### 3.5.2 Heads of Departments:

(1) Coordinating and managing departmental activities academic administrative and developmental.

(2) Providing academic leadership to the department.

- 1) Analyzing and planning for the implementation of curriculum offered by the Department.
- 2) Planning, delivery and evaluation of instructions as per norms.
- 3) Planning and conducting assessment of student's performance as per norms laid down.
- 4) Development of necessary resource material for theoretical and Lab. Shop instructions.
- 5) Monitor the academic work and progress of the teachers in the Department at least once a month and prepare and submit to the principal a formal appraisal of the work done. Plan and implement remedial measures.
- 6) Cross check and ensure personal evaluation of at least 5% of the

evaluation work of teachers of the departments.

- 7) Keep a constant watch over attendance and progress of students and to put up on notice board, twice in a semester the names of students who are short of attendance. Chronic cases may be reported to parents.
- 8) To compile and review critical suggestion regarding syllabus at the end of semester session concerned teacher of the Department and to forward the same to the principal with his comment.
- 9) Planning and implementation of continuing education activities.

### 3. Departmental Administration

- 1) Enforcing punctuality as per norms.
- 2) Planning set up, efficient functioning and upkeep of labs, workshop, stores.
- 3) Maintenance of furniture plant and building.
- 4) To get list of equipments/inventories prepared by April every year.
- 5) To assist the Principal in timely procurement of equipment and stores, preparation of comparative statement and submission of recommendations thereon.
- 6) Annual Physical Verification of the departmental Labs/stores /shops. Get lists prepared for write off, obsolescence removal.
- 7) Placement of students, identification of training places, supervision of training, sending feed back information to Principal. Preparation of training schedule.
- 8) Promotions and encouraging appropriate innovative activities in the department.

- 9) Maintenance of students record, attendance progress, correspondence with guardians.
  - 10) Submission of returns in time as may be specified from time to time.
  - 11) Plan the conduct of local/Board practical examinations both internal as well as external.
4. Staff faculty development Appraisal.
- 1) Developing self capability by participating in need based career development programmes.
  - 2) Planning and implementation of staff development and training programme Supervision of training.
  - 3) Providing professional guidance, support and criticism to and from colleagues.
  - 4) Interaction with industries and professional bodies.
  - 5) Providing staff appraisal information to Principal.
5. Assisting the Principal in administration, personnel and student matters as and when needed.
- 1) Conduct of examinations as a Supervisor or invigilator.
  - 2) Extra curricular and Co-curricular activities by acting as Officer Incharge.
  - 3) Role as a proctor.
  - 4) Chairman Member of discipline Committee.
  - 5) Guidance and counselling to students.
  - 6) Maintenance of staff profiles.
  - 7) Any other assignments given by the Principal or administration.
- 3.5.3 SENIOR LECTURERS
- 1) Functions as a teacher.
  - 2) Teaching Diploma, Post Diploma any other courses conducted by the institute.
  - 3) Design and development of Lab. Instruments under
  - 1) As enumerated under the functions of teachers.

- his overall supervision.
- 4) Compile student records with in the discipline and plan for remedial action there of.
  - 5) Promote the conception and introduction of improvement in methods and aids to instruction in Subjects/Disciplines.
  - 6) Supervise implementation of institutional developments plans in related Subjects/Disciplines.
  - 7) Propose additions and modification of resources to Head of Department.
  - 8) Build up establish or supervise-general operation and maintenance of Labs./Shops.
  - 9) Cross check of evaluation work of lecturer and suggestion of remedial steps to HOD's
  - 10) Any other administrative, academic or extra curricular duties assigned to him by the authorities and or administration.
  - 11) Assisting the HOD/Principal in academic, administration, personel and sudents matter as and when needed.

#### 3.5.4 LECTURERS

The norms shall include the details already provided under main roles of a teacher towards

These are summed up as -

- 1) Teaching of Post Diploma, Diploma and other courses conducted by the institute including planning and

institutional, developmental, student services and administration.

- delivery of instruction as per norms laid down and course curricular.
- 2) Planning and implementation of Lab shop instructions.
  - 3) Student assessment and evaluation as per norms laid down.
  - 4) Developing resource material.
  - 5) Participating in staff development activities.
  - 6) Assisting Principal Head of the Department in various activities Curricular, co-curricular and institutional activities when necessary.
  - 7) Assisting in continuing education programme.
  - 8) Students controlling.
  - 9) Training and placement activities students, Supervision and evaluation of training.
  - 10) Assisting the Principal in conduct of tests examinations by acting as invigilator examiner evaluator.
  - 11) Setting up and maintaining of Lab. equipment and keeping record.
  - 12) Initiate action and assisting in procurement of necessary equipments and materials.
  - 13) Any other administrative, academic or extra curricular duties assigned to him by the authorities and or the administration.

### 3.6 Workshop and Technical Supporting Staff

This is categorized as follows:

1. Work shop staff.
2. Laboratory staff

### WORKSHOP STAFF

This is categorised in the

following categories:

1. Workshop Superintendent.
2. Lecturer Mechanical.
3. Senior Technician and technicians.

### 3.6.1 Workshop Superintendent

One of the Sr. Lecturer (Mech.) shall work as workshop Superintendent. He shall be incharge of the workshop and control the central store of the Polytechnic and shall be responsible in all matters concerted with the workshop instruction, proper utilisation of men, material and machines and maintenance in workshop, central stores and services to various departments.

#### DUTIES & TARGETS

1. Planning scheduling, organizing, coordinating and monitoring workshop training.
2. Planning, delivering and evaluating theoretical and workshop instructions.
3. Designing, developing instructional material and tasks for skill training.
4. Identifying and organising staff development programmes for workshop staff.
5. To work as officer incharge stores.
6. Procurement, erection/installation and commissioning of plant and equipment in the workshop.
7. Procurement and storage of raw material, tools and instruments for workshop and for other departments on requisition.
8. Guide students in the performance of practical tasks and skill exercises in workshop and to evaluate their performance. He will be available for the whole duration of the class assigned to him in practical/theoretical class period.
9. Manage the maintenance of equipment and tools in the shops including preventive and breakdown maintenance, layout safety procedures.
10. Participating in professional development activities.
11. Managing special assignments/tasks as entrusted by the Principal.

Workshop Superintendent shall work under the overall supervision of the Head of Mechanical Engineering Department or as specified by the Principal.

### **3.6.2 Lecturer Mechanical (Workshop)**

A lecturer in Mechanical Engineering who has been assigned specific load of workshop instructions shall be responsible to workshop in all matter connected with workshop instructions, maintenance of shops allocated to him.

#### **NORMS & TARGETS:**

1. Planning scheduling, organising, coordinating and monitoring workshop training.
2. Planning, delivering and evaluating theoretical and workshop instructions.
3. Designing, developing instructional material and tasks for skill training.
4. Procurement, erection/installation and commissioning of plant and/equipment in the workshop.
5. Guide students in the performance of practical tasks and skill exercises in workshop and to evaluate their performance. He will be available for the whole duration of the class assigned to him in practical/theoretical class period.
6. Procurement/storage and accounting of raw materials, tools and instruments.
7. Arranging for issue of raw materials, tools, equipment for workshop jobs.
8. Arrange for preventive and breakdown maintenance.
9. Assist students and faculty members in the fabrication of their projects work.
10. Assist the Sr. Lecturer workshop (Superintendent) in certain functions as and when necessary.
11. Any other assignment/function in the interest of the institute.

### **3.6.3 Sr. Technician and Technician**

A workshop where there is Mechanical Engineering faculty shall have following technicians.

1. Carpentry
2. Fitting Shop
3. Welding Shop
4. Black smithy
5. Mechanist
6. Turner

A technician in addition to his specialization may be asked to deal with and work for any of allied trades assigned to him. Two technicians may be provided for the machine shops in case of total load in the shop is 30 Hrs. or more. The ratio of Sr. Technicians to Technician shall be 1:1 However their norms for duties shall be the same.

### **Duties**

1. He would be responsible to concerned lecturer incharge/workshop Superintendent in all matters connecting with workshop, training and shall/work according to their guidance and instructions.
2. Hold physical charge and maintain records of all equipment, machines, tools, instruments fixtures, furniture's, raw materials etc. of the shops for which he may be made responsible under the over all supervision of the teacher incharge of the shop. One technician may hold charge of more than one shop/laboratory as assigned to him.
3. He shall be responsible for procurement/storage/accounting of raw materials, tools and instruments and keep necessary records for the same.
4. He will be responsible for issue of material/tools and equipments for the shopshops.
5. He will be responsible for installation, erection, upkeep, repairs and maintenance of all/such items of the shops in charge including preventive and breakdown maintenance.
6. He will be physically present at the time of practical class including examinations and project works as per time table or instructions issued to him by his superior and shall be responsible for issue and receipt of all such instruments, tools, raw materials issued to the students during the conduct of above.

7. He shall demonstrate operation, functioning and working of any equipment/machine under the direction of the teacher conducting the practical classes
8. He will assist the teacher incharge in maintaining shops jobs/records and assessment of work done in the shop.
9. Prepare the demonstration jobs/models as directed by the teacher incharge or the Department administration for class or institutional work including exhibitions and celebrations.
10. He will be required to undertake any job concerning his skill/trades for general utility, interest or benefit of the institution functioning under the direction of the administration.

### **3.7 Estate staff**

For managing security and maintenance work of the campus buildings, furniture and light & water facilities available, a separate wing known as ESTATE WING shall be established in Polytechnic, which should be headed by a responsible officer designated as Estate Officer. A senior Gazetted Officer should be specified as the Estate Officer by the Principal of the Polytechnic. This Estate Officer will look after all the works which may be divided in two categories as under.

1. Security work which include the security of buildings, furniture's and other fittings in the buildings. These works may be assigned to the security cell of the estate.
2. Maintenance cell shall be directed responsible for the maintenance and repair of buildings, furniture's and other fittings and fixtures in the buildings and premises campus. This cell may also be called to assist faculty Department for any maintenance work requiring assistance for the equipment in their laboratory.

The estate staff is categorized as follows:-

1. Estate Officer - To be specified by the Principal
2. Master/Supervisor Technician.
3. Care/taker - Physical Training Instructor will also act as caretaker.

#### **3.7.1. Physical Training Instructor**

There shall be one post of physical training instructor (ITI) in every Polytechnic. He will also work simultaneously as caretaker for the Estate.

## **DUTIES AND TARGETS**

### **1. As Physical Training Instructor (PTI)**

- I. As physical Training Instructor he will work under the overall supervision of Principal and or Officer Incharge Games and Sports specified by the Principal.
- II. To maintain properly the articles and various records of the games store.
- III. To organize the games and sports activities of the students.
- IV. To arrange for the purchase of materials for games and sports.
- V. To search talent for games and sports amongst the students.
- VI. To maintain the grounds, courts and other equipments required for games and sports.
- VII. To organize the Games/athletic Meet if allotted to the Polytechnic.
- VIII. Any other related work assigned by Principal and or the officer incharge Games and Sports.

### **2. As caretaker :**

- I. To be present in the institute even when the institution is not normally functioning.
- II. As caretaker he will work under the overall supervision of Estate Officer specified by the Principal for the purpose.
- III. To maintain the records of all servants and chowkidars under his direct control.
- IV. To assign duties to chowkidars and class IVth the servants.
- V. To maintain punctuality and discipline of his staff.
- VI. To keep close watch on chowkidars during their duty periods.
- VII. Any other work assigned him as caretaker by the Principal and the Estate Officer.
- VIII. To watch that laboratories, class room etc. are opened and closed at proper time and in the absence of any class IVth servant necessary arrangements are made for this purpose.
- IX. To arrange seating arrangement during special occasion/ functions e.g. examinations, Annual, Functions etc.

### **3.7.2. Master supervisor Technician:**

There shall be one post of Master Technician in every Polytechnic. He will be the senior most technicians and shall be incharge of the maintenance cell.

**Duties:**

1. He will be responsible for over all upkeep and maintenance of the campus, fixtures and other properties of the institution.
2. He will be responsible for maintenance of general utility services like water supply, electricity etc. under the officer incharge fo the estate as appointed by the Principal.
3. He will maintain the inventories of all furniture fixtures, vehicles and other items as may be assigned to him. Such fixtures etc. shall be maintained and got repaired by him. Fixture and furniture etc. in class room, drawing halls or outside laboratory, Shops, library etc. shall be under his direct control.
4. He will maintain close liaison with workshops electrical and mechanical and other technician in caring out repair and maintenance works.
5. He will be resent in the premises during the period of work by classes IVth staff when the institution is not functioning in order to ensure safety and vigilance of the fixture and property in and one side institutions building.
6. He will work under over all charge of estate officer as appointed by the Principal.
7. He will main close liaison with Public works Department, Electricity Board and PHED for related maintenance repair works of campus buildings.

**3.7.3 Technicians and Sr. Technicians for Labs:**

Every Department shall have at least two technicians out of which one shall be a Sr. Technician. Duties for both the Technicians and Sr. Technician shall have the same Non-Engineering Department shall also have two L.D.C.-Lab. Assistant one each for Physics and Chemistry Lab.

**DUTIES :**

1. He shall be responsible to Incharge Lab./HOD where he is deputed and shall work under his guidance and instructions.
2. He will hold physical charge and maintain all relevant record/registers for the equipments, machines, tools instruments, fixtures, furniture's,

raw materials etc. for the Lab./Labs. for which he shall be made responsible under the teacher Incharge of the Laboratory.

3. He shall be physically present at the time of the practical including examinations, project work and shall be responsible for issue and receipt of all such instruments, tools and materials issued to students during the conduct of the class.
4. He shall demonstrate the operation, functioning and working of any equipment/machine under the direction of the teacher during the practical classes.
5. He shall demonstrate the operation, functioning and working of any equipment/machine under the direction of the teacher during the practical classes.
6. He shall assist the teacher in the Lab.-shop to check equipments, connections etc. before students operate them.
7. He shall prepare samples/specimen/circuits etc. for testing. He shall prepare demonstration jobs/ models as directed by the teacher incharge or the HOD for class work or institutional work including exhibitions, celebration.
8. He will be required to do any job concerning his expertise/trade for general utility-interest or beneficial to the institution functioning under the direction of administration.

#### **3.7.4 duties and norms for class IV Staff :**

##### **FARASH :**

1. He will be present in the institution for working hours as may be specified by controlling authority.
2. He will be responsible for dusting, cleaning and sweeping the premises with in labs. Workshop, class rooms, office-rooms, library and other premises except corridor, lavatories, roads etc.
3. He will also clean-dust the machines and equipments etc. of the shop-lab etc. along with and under the guidance of the technician incharge under the directions of Officer Incharge.
4. He will assist the incharge in performance of his duties as per his instructions.
5. He will assist the technician incharge in routine maintenance of machines, work benches and carry out repair operations.
6. He will be responsible for cleaning and arranging in order the equipments/furniture's in the assigned class/hall/Lab./shop during examinations and instructional work.

## **LIBRARY ATTENDANTS BOOK LIFTER CUM BINDERS**

1. Checking at entrance.
2. Control at the counter.
3. Maintaining and upkeep of library, collecting and placing the book at the proper place.
4. Labeling and pasting.
5. Repair/binding of books.
6. He will be present in the institute for working hours as may be specified by controlling authority.
7. He will work under the overall direction of the Librarian.

## **HELPERS (for Departments) :**

1. He will be present in the institute for working hours/days as may be specified by controlling authority.
2. He will be responsible for dusting and cleaning of staff office rooms, labs. Shops as may be assigned.
3. He will be responsible for distribution and circulation of Department dak, notices, office orders etc.
4. He may be asked to assist the technicians in carrying out his routine duties maintenance and repair jobs.
5. He will work under the over all direction of his departmental Head.

## **CHOWKIDARS, SWEEPERS, OFFICE PEONS, GARDENER (MALI), WATERMAN :**

1. He will be present in the institute for working hours/day as may be specified by controlling authority.
2. He will work under the overall direction of his incharge.
3. In case of exigencies the controlling authority can assign any other work or inter change the duties.
4. He will be responsible for upkeep and cleanliness of the section assigned to him.

## **CYCLE SAWARES :**

1. He will be available for working hours/day as may be specified by the controlling authority.

2. In addition to dak movement external to the institute. He may be assigned any duty in the institution by controlling authority.

The entries work load of an institute for t he upkeep and supporting at the various level has been identified and designated as given above. This work has been carried out by the staff know presently as Lab. Attendants and Class IVth etc.

The Principals of the institution are now authorized to re-distribute the work of the institute as per bifurcation given above amongst the existing staff, but the designation and nomenclature of such staff would however, continue to be the same as was given in their initial appointment made in the department.

However, the new appointment would be made as per classified nomenclatures on vacant/or newly sanctioned posts as and when the occasion arises.



### 3.7.5 Minimum Requirement of Class IV Staff - Function wise for a 4

S.No.	Name of Section	Farash	Helper in Deptt	Book lifter/ Binder	Cycle Sawar	Peon	Chowkidar	Sweeper	Part time Sweeper	Water man	Guardner	Cyclo style	In or class IV as available
1.	Faculty (Department)	1x4=4	1x4=4-	-	-	-	-	-	-	-	-	-	-
2.	Non Engineering Section	1	-	-	-	-	-	-	-	-	-	-	-
3.	Work shop	3	1	-	-	-	-	-	-	-	-	-	-
4.	Store	1	-	-	-	-	-	-	-	-	-	-	-
5.	Library	1	-	2	-	-	-	-	-	-	-	-	-
6.	Estate/Campus	1	-	-	-	-	4	1	-	1	1	-	-
7.	General:												
	I) Office	1	-	-	1	4 1 for Pri. 1 for Dak 2 for Office	-	-	-	-	-	1	-
	II) Class rooms, drawing halls etc.	3	-	-	-	-	-	-	-	-	-	-	-
	III) P.T.I. (Games Section)	1	-	-	-	-	-	-	-	-	-	-	-
Total		16	5	2	1	4	4	1 As per need say 3 or 4	-	1	1	1	-

Total strength - 36 excluding part time Sweepers.



### **3.8 LIBRARY STAFF**

The Library staff is categorized as follows on the basis of students strength in the institutions :-

S. No.	Title of post	Student strength	Student strength
		below 350	above 350
1	Librarian/Sr. Librarian	1	1
2	Assistant Librarian	-	1
3	Library Clerk/Typist	1	1
4	Book Lifters cum Binders	1	2
5	Frash	1	1

#### **3.8.1 Librarian / Sr. Librarian :**

The Librarian is responsible for planning and developing the library of the polytechnic and provides the necessary library service to the staff and students of the Polytechnic. He/She is responsible to the Officer Incharge/Principal in all matters related to library activities and personnel.

#### **DUTIES AND TRAGETS**

- (1) to work under the overall Supervision of Principal and / or Officer Incharge of the Library as specified by the Principal.
- (2) General Administration and Supervision of Library.
- (3) Library budgeting.
- (4) Book selection and acquisition.
- (5) Planning and developing the library.
- (6) Supervising of cataloguing and indexing of books and periodicals.
- (7) Orienting the users towards effective utilization of Library services
- (8) Managing the maintenance of books, periodicals and related equipments in the library.

- (9) Managing special assignment/tasks as entrusted by Principal and / or Officer Incharge Library.
- (10) Issuing and receiving of books

### **3.8.2 Assistant Librarian**

The Assistant Librarian is responsible to the Librarian/Officer Incharge Library.

#### **DUTIES AND TARGETS:**

- (1) To work under overall supervision of the Librarian.
- (2) Cataloguing and indexing of books and periodicals.
- (3) Assist the Librarian in supervision and administration of Library.
- (4) Orienting the users towards effective utilisation of Library services.
- (5) Arrangements for the maintenance and repair of books, periodicals and other related equipments in the Library.
- (6) Arrangement of non-book materials.
- (7) Assisting the Librarian in book selection and acquisition.
- (8) Managing special assignments/tasks as entrusted by the Librarian.
- (9) Issuing and receiving of books.
- (10) Maintenance of the library records and registers.

### **3.8.3 Library clerk:**

The Library Clerk is responsible to the Librarian.

#### **Duties and Targets:**

- 1) To work under the overall supervision of the Librarian and/or the Assistant Librarian.
- 2) Assist the librarian and Assistant Librarian in cataloguing and indexing.
- 3) Issuing and receiving of books.

- 4) Restoring of books and periodicals.
- 5) Completing special assignments/tasks as entrusted by the Librarian/Assistant Librarian.
- 6) Typing work /office routine work.

### **3.8.4 Books Lifters Gum Binders :**

Book lifters are responsible to the Librarian.

Duties and Targets :

- 1) To work under the overall supervision of the Librarian / Assistant Librarian / Library clerk.
- 2) To check at the entrance.
- 3) To control at the property counter.
- 4) To maintain and upkeep of library.
- 5) Labeling and pasting.
- 6) Repair and binding of books.
- 7) To maintain the books and periodicals properly.
- 8) Any other work assigned by his superiors.
- 9) To be present in the library for the specified working hours.

### **3.8.5 DRAUGHTSMAN :**

There shall be at least one draughtsman in each Polytechnic.

#### **DUTIES AND NORMS**

- 1) The Draughtsman is responsible to the concerned Head of Department under which he may be placed.
- 2) He will prepare charts, drawings as per standards and specifications.
- 3) He will make tracing from drawing and sketches.
- 4) He will prepare sketches.
- 5) He should operate and maintain Ammonia printing machine, Electronic scanner and Xerox.
- 6) To complete any related work assigned by his officer.

### 3.8.6 Audio Visual Technician :

There shall be atleast one A.V. Technician in each polytechnic.

#### DUTIES AND NORMS

- 1) Operating and maintaining all the slide projectors filmstrip projectors. film projectors, over head projectors, Tape recorders and record players installed in the institute.
- 2) Reviewing and testing slides, film, strips, film, OPH transparencies, cassettes and records.
- 3) Fabricating models in wood, Perspex, plastic, aluminum and thermo Cole etc.
- 4) Any other related work assigned by the Officer Incharge.

### 3.9 Norms for Calculating strength of Ministerial Staff

S. No.	Title of post	Annual Intake-120 or more For institution with 350 or more students		Annual Intake up to 120 For institution less than 350 students	
		UDC	LDC	UDC	LDC
1	Office Superintendent	1		-	
2	Office Assistant	1		1	
3	Stenographer Gr. II	1		1	
4	Accountant	1		1	
5	Upper Division Clerk/Lower Division Clerk	UDC	LDC	UDC	LDC
	(i) Establishment	1	1	1	-
	(ii) Students Section	1	1	1	-
	(iii) Academic (Examination)1	1	-	-	1
	(iv) Cashier	1	1	1	-
	(v) Purchase	1	-	1	-
	(vi) Store Keeper	1	-	-	1
	(vii) Accounts Clerk	1	1	1	-

	(viii) UDC/LDC-cum-Steno Typist				
	(a) Office	1	1	1	-
	(b) Department	2	-	2	-
		(One for 2 deptt.)		(One for 2 deptt.)	
	(ix) Receipt and Despatch	-	1	-	1
	(x) Reprographic/photo copying /cyclostyle machine operator	-	1	-	1
	(xi) Library	-	1	-	1
	Total Number of UDC/LDC	10	8	8	5

### 3.10 Norms for staff strength in polytechnic for four faculties:

Intake	
Civil	20
Mechanical Engineering	30
Electrical Engineering	30
Electronics Engineering	30
Total	135 Students
Total students	135x3=405
Teaching staff to students ratio	1:10
Teaching staff	41
Principal	1
Head of Department	4
Sr. lecturers	6
Lecturer 27+3 (non-Tech.)	30
Master Technician	1
Senior Technician	7
Technician	7
LDC/Lab.asstt. (non-Engg.)	2
Draughtsman	2 (one for 2 department)
Audio Visual Technician	1
Librarian	1
Asstt. Librarian	1
Physical Training Instructor	1

Farash	16
Helpers	5
Cycle Sawar	1
Peons	4
Chowkidar	4
Sweeper	1
Part time Sweepers	3 or 4 (as per need)
Waterman	1
Gardener	1
Cyclostyle joperator	1
Book Lifter/Sinder	2
Norms for ministerial staff have been given earlier.	

### **3.11 Vocational and non-vocational staff in the Polytechnics:**

The teaching staff including the Principal with the exception of Senior Lecturer (Mech. workshop) shall be vocational staff and shall be entitled for vacations, the total duration of which shall not be more than 10 weeks in one calendar year. Senior Lecturer (Mech. Workshop) posted at all the institutions shall be treated non-vocational as long as he holds the charge of that post.

Physical Training Instructor shall be amongst the vocational staff.

All other staff shall be non-vocational. The Principal however shall have the discretion to detain for part or full vacation any of such staff categorized as vocational as he may deem fit, in order to carry out maintenance or other institutional activities during vacation. All such detained staff shall be eligible for benefits as per rules for the period of detention. In case of detention of teaching staff Lecturer and above, during vacation the Principal shall have to obtain approval from the Director, Technical Education by sending a list of such persons at least 21 days before the commencement of the vacation to the Directorate of Technical Education.

If staff member, who has been detained by the Principal by issue of such orders, does not present himself on duty, he shall be treated as willful absentee from duty and shall be liable for disciplinary action under Government Rules.

### **3.12 Co-curricular and extra curricular Activities.**

Co-curricular and extra curricular activities in the Polytechnics are important for all round development of students. The teaching in the class and the practical work in the laboratories and workshop has to be supplemented by Extra Curricular and co-curricular activities. In addition to these activities there are many other activities related with the administration, day to day running of the institution and implementation of the policies and objectives for which the institute exists. As a board guideline the staff of the institution is expected to assist the Principal in the following important activities in addition to the teaching work in the classes, shops and laboratories :-

#### (1) Administrative Activities :

- (i) Head of Office work.
- (ii) Proctoral activities, Discipline matters, punishment and awards to the students.
- (iii) Conduct of Board's Examination.
- (iv) Admission and Transfer of students.
- (v) Stores purchase.
- (vi) Students section, Scholarships, Railway concession, Bus concession etc.
- (vii) Estate work, Care taking.
- (viii) Library.
- (ix) Hostel Warden,
- (x) Training and Placement.

#### (2) Extra Curricular Activities :

- (i) Student's Associations.
- (ii) Games and Sports.

- (iii) Cultural and Literary activities.
- (iv) Magazine, News bulletin etc.
- (v) Hobby promotion, Exhibition etc.
- (vi) NCC
- (vii) Tours and Excursions.
- (viii) Extension lecturers.
- (ix) Guidance, Counseling of students, placements.

The Principal in consultation with HODs/Senior Lecturers shall assign the above mentioned activities connected with the institute at the beginning of the session amongst the various staff members of the institute.

Staff members who have been assigned such duties are expected to perform them in addition to the teaching work, assigned to them. If for some un-avoidable conditions/circumstances he is unable to perform an duties assigned to him it should be brought to the notice of the Principal. If the Principal is convinced of the genuineness of the circumstances, the particular staff member may be exempted from that activity for that particular year and the assignment will be transferred to some other staff member. The names of such staff members who habitually or intentionally avoid taking up such responsibilities should be noted and heir unwillingness to perform such duties should be recorded while sending the Annual Performance Appraisal Report.

Hostel Warden in an institute is one of the very responsible positions. It should generally be offered to senior staff members up to the rank of Senior Lecturer. Normally such an assignment should be for a minimum of 2 years and up to a maximum of 4 years at a time.

Similarly important activities are those of Head of Office, Proctoral work and Examinations. These activities should also be entrusted to senior staff members up to the rank of Senior lecturers as far as possible.

## **SECOND SATUDARY**

Only the non-vocational subordinate/ministerial and Class IVth staff is eligible for second Saturday holiday. However, because the Polytechnic shall function normally on second Saturday, they shall not be allowed to avail this facility, Instead this category of staff shall be given compensatory holidays during summer vacations. During summer vacations if morning hours are observed no compensatory holidays in lieu of second Saturday shall be given.

## **APPENDIX - I**

### **INFORMATION AND RULES FOR ADMISSION TO DIPLOMA COURSES**

The main information regarding the admission to various Diploma courses are as under :-

1. Admission to first year of all Diploma courses at various Polytechnic Colleges are organized centrally by convener, Centralized Admission C/o the Principal, Govt. Polytechnic College, Ajmer - 305001.
2. The duration of Regular Diploma Courses is three years, whereas it is three and a half year for the Sandwich Diploma Courses.
3. Separates admissions are made for women's Polytechnic Colleges and for Post Diploma courses in Polytechnics.
4. Name of Polytechnic Colleges and the courses offered there in and seats available for each course are given in Admission Brochure.
5. Reservation for admission for various categories :-

(a) Scheduled Castes	-	16%
(b) Scheduled Tribes	-	12%
(c) Children of Service/Ex servicemen	-	5%
(d) Women candidates	-	10%

(e) One seat up to intake capacity of 60 and 2 seats for capacity more than 60 are reserved for disabled candidates.
6. Preference in admission is given to candidates who pass Senior Higher Secondary Examination (10+2) of Board of

Secondary Education, Rajasthan (For other detailed see Para-3 of Admission Brochure).

7. The minimum admission qualification for a Diploma Course is a pass in Senior Higher Secondary Examination or an equivalent qualification or higher with minimum 45% marks in Physics, Chemistry and Mathematics as optional subjects (40% for SC/ST candidates).
8. Age on 1st August (of concerned year) should be 22 years or less (Relaxation of 5 years of SC/ST candidates and 10 years for widows in the upper age limit).
9. Admission are strictly made on the basis of merit list prepared according to marks obtained in Physics, Chemistry and Mathematics at Senior Higher Secondary Examination conducted by Board of Secondary Education, Rajasthan, Ajmer.
10. The Admission Brochure containing complete rules, regulations and other information is reviewed every year and approval is sought from the Govt. Admission Brochure for the sessional 1990-91 is attached for detailed information.

## APPENDIX -2

### **RULES FOR TRANSFER OF STUDENTS FROM ONE INSTITUTION TO OTHER INSTITUTIONS**

1. Transfer from one institution to other Institutions shall not be done in first year i.e. in the year in which he (she is admitted, except for the following categories subject to availability of vacancies :-
  - (a) Handicapped candidates.
  - (b) Girl candidates.
  - (c) Wards of Polytechnic staff
  
2. Transfer from one Institution to the other Institution in second year shall be possible only if -
  - (a) In the institution in which admission by transfer is sought, seats are available (vacant) after adjusting all the students of that institution for the year out of the sanctioned strength.
  - (b) Local Principals before calculating the vacant seats of branch shall take action on the applications of the students of his institution for transfer from one branch to other. Local students will be given preference for obtained in first year (combined marks of two semesters).
  - (c) Admissions by transfer shall be limited only to such vacant seats.
  
3. Students at one time shall give his-her applications for transfer to only one other institution to the Principal of their Present institution in prescribed from and within prescribed time. Principal shall forward all such application forms with his recommendation to concerned institution.

4. The Performa of prescribed form of such an application is attached. Students shall submit this form duly completed to the Principal of his-her institution within institution with in the prescribed date. This date should be fixed at least thirty days before the commencement of session for next year. Collected forms should reach the Principal of other institutions at least fifteen days before the commencement of next session.
5. The Principals of new institutions shall make transfer in the following orders of priority :-
  - (a) Students whose mother-father or husband-wife are posted or employed at that new place on the date of application. A certificate of this fact from the head of office for state Govt. servants and for others certified by a Notary or a Non-Judicial Stamp paper of Rs. 5/- only shall be treated as valid. If mother, father of student are not alive the certificate, of his/her supporting guardian shall be treated as valid which is to be certified on a Non judicial Stamp paper of Rupees Five only.
  - (b) If the seats are still vacant after 5 (a), then the students shall be admitted according to merit based on the combined marks obtained in both the semester of first year.
  - (c) If in any category there is a same claim for boy/girl candidates, then the preference shall be given to girl candidates.
6. These rules shall be valid from the year 1990-1991.

## FORM OF APPLICATION FOR TRANSFER

Principal,  
Govt. Polytechnic College,

---

Sub: Change of branch/Transfer.

Sir,

I want to change my branch/transfer after passing the first year examination held in may, 19 ----- For this necessary information are as under :-

1. Name -----
2. Father's Name -----
3. Address : -----  
-----
5. Name of Present Institution in which studying. -----  
-----  
-----
6. Branch allotted in First Year -----  
-----

7. Enrollment No. ----- Board's Roll No. -----  
-----

8. Branch in second year requested -----  
-----

9. Particulars of First year Examination :

	First Semester	II Semester	Total
Marks obtained			

I have read the rules for change of branch / Transfer and are acceptable to me. I have taken permission for change of branch/transfer from my father/guardian.

Signature of guardian

Signature of Student

Forwarded

PRINCIPAL  
(Signature with seal and date)

### APPENDIX - 3

#### SUBJECTS OF A FACULTY RELATED TO OTHER FACULTIES

S. No.	Subject	Related Faculty	Faculty Responsible for taking subjects
1	Engineering Machines	All faculties	Civil Engg. Deptt.
2	Engineering Drawing of I year.	All faculties	This load will be jointly shared by Civil and Mech. Engg. Departments.
3	i) Workshop of I year ii) Workshop (Elect.) iii) -do- (Electronics)	All faculties Electrical & Electronics - do -	Mech. Engg. Deptt. Electrical Engg. Deptt. Electronics Engg. Deptt.
4	Strength of materials	Civil Engg. Electrical Engg.	Civil Engg. Deptt. Civil Engg. Deptt.

		Mech Engg.	Mech. Engg. Deptt.
5	SMFM	Electronics Engg.	Civil Engg. Deptt.
6	Hydraulics	Civil Engg. Mech Engg.	Civil Engg. Deptt. Mech. Engg. Deptt.
7	Hyd. & Hyd. m/c.	Electrical Engg.	Mech. Engg. Deptt.
8	Mech Engg.	Civil Engg. Electrical Engg.	Mech. Engg. Deptt. Mech. Engg. Deptt.
9	Electrical Tech. & Electrical Engg.	Civil Engg. Mech Engg. Electronics Engg.	Electrical Engg. Deptt. Electrical Engg. Deptt. Electrical Engg. Deptt.
10	Electrical Engg. Materials	Electrical Engg. Electronics Engg.	Electrical Engg. Deptt. Electrical Engg. Deptt.
11	Fundamental of Alternating current & Network Analysis	Electrical Engg. Electronics Engg.	Electrical Engg. Deptt. Electrical Engg. Deptt.
12	Basic Electronics	Electrical Engg. Electronics Engg.	Electronics Engg. Deptt Electronics Engg. Deptt
13	Electrical Instruments and Measurements	Electrical Engg. Electronics Engg.	Electrical Engg. Deptt. Electrical Engg. Deptt.
14	Surveying	Electrical Engg.	Civil Engg. Deptt.
15	Electrical Machines	Electronics Engg.	Electrical Engg. Deptt.
16	Industrial Management	Mech Engg. Electrical Engg. Electronics Engg.	Mech. Engg. Deptt. Mech. Engg. Deptt. Mech. Engg. Deptt.
17	Industrial Electronics	Electrical Engg.	Electronics Engg. Deptt.
18	Industrial Engg.	Mech Engg. Electrical Engg. Electronics Engg.	Mech. Engg. Deptt. Mech. Engg. Deptt. Mech. Engg. Deptt.
19	Radio & Television	Electrical Engg.	Electronics Engg. Deptt.
20	Electronics	Electrical Engg.	Electronics Engg. Deptt.

***Under New Scheme for I year :***

S. No.	Subject	Related Faculty	Faculty Responsible for Taking subjects
21	Electrical & Mechanical Engineering	Civil Engg.	Electrical Engg. Deptt. Mech. Engg. Deptt.
22	Electrical Engineering	Mech. & Allied	Electrical Engg. Deptt.
23	General Civil Engg.	Mech. & Allied	Civil Engg. Deptt.
24	General Civil Engg. & Surveying	Electrical Engg.	Civil Engg. Deptt.
25	Electrical Engg.	Electronics and	Electrical Engg. Deptt.

		Instrumentation Engg.	
26	Electrical Engineering	Chemical Engg.	Electrical Engg. Deptt.
27	Electrical Engineering	Mining and Mine Surveying	Electrical Engineering
28	Mechanical Engineering	Mining and Mine Surveying	Mech. Engg. Deptt.

Note : -

1. Where there is no faculty of Civil Engineering the subject to be taken by this faculty will be taken by Lecturer in Civil Engineering or as may be specified by DTE under such conditions.
2. Where there is no faculty of Mech. Engineering the subject to be taken by this faculty will be taken by Sr. Lecturer in Mech. Engineering.
3. Where there is no faculty of Electrical Engineering all the subjects of Electronics Engineering to be taken by Electrical Engineering Department will be taken by Electronics Engineering Department, it self or by the lecturer in Electrical Engineering Appointed for the purpose.
4. Where there is no faculty of Electronics Engineering all the subjects of Electrical Engineering to be taken by Electronics Engineering Department will be taken by Electrical Engineering Department itself or by the lecturer in Electronics Engineering appointed for the purpose.

#### **APPENDIX - 4**

### **BUILDING NORMS FOR A POLYTECHNIC FOR AN ANNUAL INTAKE OF 90 STUDENTS THREE FACULTY INSTITUTE (30 EACH)**

Total strength of students - 270  
 Total land area - approximately 35 acres as per AICTE.

### AICTE NORMS FOR SPACE

Class room size - Area required 1.m2 per student  
 Drawing Hall size - Area required 4m2 per student.  
 Laboratories - Area required 4 to 8 m2 (average 5 m2)  
 Workshop - Area required 5 m2 per student.

### 1- Essential Building Area -

#### (A) Common Block (First Floor over Adm. Block)

		Size	Approx. area	Nos.	Approx. Total area
(a)	Class rooms	31.5x14'	75.0 m2	3	225m2
(b)	Drawing Halls				
	(i) Big	50'x24'	120 m2	1	120 m2
	(ii) Small	40'x24'	96 m2	2	192 m2
	(iii) Model Room	43'x24'	103 m1	1	103 m2
	(iv) Examination and staff	20'x24'	48 m2	1	48 m2
(c)	Store	16'x14'	22 m2	1	22 m2
		8'x15'	12 m2	1	12 m2
(d)	Facilities				
	(i) Girls Toilet	15.5x10'	15 m2	1	15 m2
	(ii) Boys Toilet	15'x10'	15 m2	1	15 m2
(e)	Others				
	(i) Stair Case	25'x10'	25 m2	1	25 m2
	-do-	20x12'	24 m2	1	24 m2
	(ii) Launge	20'x24'	48 m2	1	48 m2
Total					849 m2
<b>(B) Ground Floor</b>					
(a)	Administrative Space				

	(i) Principal's Room with Toilet	20'x24' 6'x10'	48m2 6m2	1 1	48m2 6 m2
	(ii) Steno Room	14x10'	14 m2	1	14 m2
	(iii) Reception	10'x24'	24 m2	1	24 m2
	(iv) Entrance Hall	20'x33.5'	67 m2	1	67 m2
	(v) Office	40'x24'	96 m2	1	96 m2
	(vi) Extra room	20'x17'	34 m2	1	12 m2
	(vii) Store	8'x15'	12 m2	1	12 m2
	(viii) Toile (Ladies) (Gents)	10'x15' 10'x15'	15 m2 15 m2	1 1	15 m2 15 m2
Total 'a'					336 m2
(b)	Library	50'x24'	120	1	120
	Reading room	40'x24'	96	1	96
	Staff	14'x16'	22	1	22
Total 'b'					238 m2
(c)	Welfare facility				
	(i) Student common room	20'x24'	48	1	48
	(ii) Staff common room	20'x24'	48	1	48
	(iii) Girls common room (with toilet)	20'x24' 10'x24	48 24	1 1	48 24
	(iv) PTI Room	24'x10'	24	1	24
	(v) Drinking water space	10'x24	24	1	24
	(iv) Stair case	10'x24	24	1	24
Total 'c'					240 m2
Total 'B'					814 m2
(a+b+c)					
<b>(C) Departmental Block</b>					
	(a) Laboratory Big	40'x24'	96	2	192
	Size	12'x10	12	2	24
	Store	12'x10'	12	2	24
	Staff room				
	(b) Laboratory small	30'x24'	72	2	144

	size	12'x10	12	2	24
	Store	12'x10'	12	2	24
	Staff room				
	(c) Drawing Hall	30'x24'	72	1	72
	(d) Class Room	30'x24'	72	1	72
	(e) Facilities				
	(i) Boys Toilet	10'x24'	24	1	24
	(ii) Girls Toilet	10'x18'	18	1	18
	(iii) Drinking water space	15.5'x10'	15	1	15
	(f) Administration space	18.5'x10'	18	1	18
	(i) HOD Room with Toilet				
	(ii) Staff Room	12'x10'	12	1	12
	(iii) Clerk Room	12'x10'	12	1	12
	(g) Others				
	(i) Stair case	25'x10'	25	1	25
Total 'c'					700 m2
(D)	Workshop Block				
	(a) Big Shop	30'x30'	90	3	270
	Store (attached)	15'x10'	15	3	45
	(b) Small Shop	30'x30'	60	6	360
	Store (attached)	15'x10'	15	6	90
	(c) Extra Store	15'x15'	22	1	22
	(d) Facilities				
	(i) Boys Toilet	20'x10'	20	1	20
	(ii) Girls Toilet	15'x10'	15	1	15
	(iii) Staff Toilet	7.5'x6'	5	1	5
	(e) Administrative				
	(i) W/s office	20'x10'	20	1	20
	(ii) Asstt. W/s office	20'x10'	20	1	20
	(iii) Store	10'x7.5'	7	1	7
	(f) Others				
	(i) Auto Garage	20'x9'	18	3	54
	(ii) Stair case	10'x25'	25	2	50
Total 'D'					978 m2

	Total Area (Total 'A') x1	849 m2	=	849 m2
	(Total 'B') x1	841 m2	=	814 m2
	(Total 'C') x3	700 m2x3	=	2100 m2
	(Total 'D') x1	978 m2	=	978 m2
				4741 m2

Add. 45% for Plinth area

i.e. Plinth Area  $1.45 \times 4741 \text{ m}^2 = 6875 \text{ m}^2$

(g) Cycle stand scooter stand/garage = 500 m<sup>2</sup>

## 2. Optional Building Area

### (i) Hostels

For 40% of student strength i.e. for about 100 students

(12 m<sup>2</sup> per student)

Space including amenities =  $12 \times 100 = 1200 \text{ m}^2$

Add. 45% for Plinth Area

i.e. Plinth Area =  $1.45 \times 1200 = 1740 \text{ m}^2$

### (ii) Staff Residence

Principal	(1)	@	150 M2	=	150 M2
Warden	(2)	@	80 m2	=	160 m2
Care taker	(2)	@	50 m2	=	100 m2
PTI	(1)	@	50 m2	=	050 m2
Class IV	(10)	@	30 m2	=	300 m2

Total area	=	760 m <sup>2</sup>
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Add. 45% for plinth area

i.e- plinth area -  $1.45 \times 760 = 1102 \text{ m}^2$

## 3. For Future Expansion -

When a new faculty is added in an existing Polytechnic then for additional Building requirement a new departmental block mentioned under 'C' shall required.

3. Cost of the building to be constructed shall be evaluated on the basis of prevailing rates of PWD schedule of Rate at that time.

4. An example of total cost calculations for a three faculty institute is attached.



**SALIENT DETAILS OF COST FOR THREE  
FACULTY/INSTITUTE WITH AN INTAKE OF 30 STUDENTS  
FOR EACH FACULTY.**

(A) Initial Investment

(i) Building Cost	Rs. 292 lacs	(about 65% of total capital cost)
(ii) Equipments	Rs. 135 lacs	(about 30% of total capital cost)
(iii) Furniture	Rs 13.5 lacs	(about 3% of total capital cost)
(iv) Library Books	Rs. 9.01 lacs	(about 2% of total capital cost)

Rs. 449.5 lac say 450 lacs

Recurring Expenditure - Rs 20 lacs/year (This does not include cost of land)

(B) Capital Investment (Approximate phasing during three years)

	I Year	II Year	III Year
(i) Building Cost	100 lacs	150 lacs	42 lacs
(ii) Equipment	50 lacs	50 lacs	35 lacs
(iii) Furniture	05 lacs	05 lacs	03.5 lacs
(iv) Library Books	3 lacs	3 lacs	3 lacs

(C) Staff Phasing During Three Years

		I Year	II Year	III Year
(i)	Principal	1	-	-
(ii)	HOD	-	3	-
(iii)	Sr. Lecturer (Tech.)	1	-	3
(iv)	Sr. Lecturer (Non Tech.)	1	-	-
(v)	Lecturer (Non Tech.)	2	-	-
(vi)	- do- (Tech.)			
	(a) For Mech	2	4	2
	(b) For Civil	3	2	2
	(c) For Elect.	1	3	2
(vii)	Technicians	5	7	1

(viii)	Draftsman	1	-	-
(ix)	Librarian	1	-	-

In addition to this there shall be office staff, PTI Cum Care taker, and Class IV servants

(D) Cycle stand/scooter stand/Garage - 500 m<sup>2</sup>

@ Rs. 1500 per sqm. = 7,50,000

Rs. 7.5lacs

Details of Approximate cost

		Essential building	Optional building
(i)	Institution building 2500x6875	Rs. 172 lacs	
(ii)	Cycle stand etc. 1500x500	Rs. 7.5 lacs	
(iii)	Staff Residence 2500x1102		Rs. 27.5 lacs
(iv)	Hostel 2500x1740		Rs. 44.5 lacs
(v)	Development cost @ 16% (Including boundary walls inter roads, electricity lines, Public health, land scarping)	Rs. 28.72 lacs	Rs. 11.52 lacs
(a)	Total cost of Civil works (This is about 65% of the total cost of Project)	Rs. 208.22 lacs	Rs. 83.52 lacs
(b)	Cost of equipments (30% of total cost)	Rs. 135.00 lacs	-
(c)	Furniture (3% of total cost)	Rs. 9.00 lacs	Rs. 4.50 lacs
(d)	Library Books (2% of total cost)	Rs. 9.00 lacs	-
Total		Rs. 361.22 lacs	Rs. 88.02 lacs

TOTAL COST OF PROJECT = 361.22 +88.02 = 449.24 SAY Rs. 450 lacs

## APPENDIX - 5

### STAFF NORMS IN A POLYTECHNIC FOR AN ANNUAL INTAKE OF 90 STUDENTS

#### THREE FACULTY INSTITUTE (30 EACH)

S. No.	Post	Number requirement during		
		I Year	II Year	III Year
1	Principal	1	-	-
2	Head of Departments	-	3	-
3	Sr. Lecturer Non. Tech.	1	-	-
	- do- Tech.	1	-	3
4	Lecturer (Non. Tech.)	2+1P.T.	-	-
5	Lecturer (Tech.) Mech	2	4	2
	Civil	2	3	2
	Elect.	1	3	2
6	Technicians	5	7	-
7	Lab. Assistant/LDC (Non. Engg.)	2	-	-
8	Draftsman	1	-	-
9	Librarian	1	-	-

In additions to the above staff, there shall be office staff, classes IV staff, PTI and care taker etc.

## **APPENDIX - 6**

### **NORMS FOR EQUIPMENTS AND FURNITURES**

Norms laid down by AICTE shall be followed for the institution as well as for equipping the various laboratories in different faculties. To maintain uniformity a separate list based on the norms laid down by AICTE has been prepared alongwith detailed specifications by the Directorate of Technical Education, Rajasthan.

## APPENDIX - 7

### **GUIDANCE/INSTRUCTION FOR SOCIETY/TRUST SEEKING PERMISSION FOR OPENING POLYTECHNIC OR INTRODUCING A NEW COURSE IN EXISTING POLYTECHNIC IN RAJASTHAN**

1. A Registered Society/Trust can apply for permission to establish a new polytechnic/introduce a new course in existing polytechnic.
2. The registered Society/Trust in tend to start, a new Polytechnic/introducing a new course in the month of July, should send the request neatly typed on plain paper in the format enclosed so as to reach the Director, Technical Education, Rajasthan, Jodhpur latest by 31st January of that year, otherwise the request will not be entertained after this date in that year in any case.
3. A new polytechnic can only be started after obtaining the permission from All India Council for Technical Education, a statutory body authorized by Central Government for such purpose. For this prescribed from completely filled in all respect is to be submitted as per above mentioned date to the Director of Technical Education, Rajasthan. Jodhpur Final decision for opening polytechnic/introducing a new course will be informed in the month of May of t hat year.
4. After grant of permission from Director, Technical Education, Rajasthan, Jodhpur/AICTE the registered Society/Trust has to apply in prescribed from to the Chairman, Board of Technical Education, for affiliation of new polytechnic with Board for examination of course opened.
5. Committee appointed by Director, Technical Education, Rajasthan, Jodhpur/AICTE/Board may visit and inspect the institution at any time.

6. The provisional permission given may be withdrawn if there is any adverse report recommended by the committee visiting the institution.
7. All India Council for Technical Education has laid down some norms and standard for buildings, equipments, staff, furniture etc. for a Polytechnic. A copy of these norms and standards alongwith conventional branch-wise lists of equipment required is enclosed and for other details could be obtained from Directorate on request and could be seen by interested Society/Trust.
8. The registered Society/Trust has to submit a detailed progress report showing need of the polytechnic/proposed courses in the area, resources available and how the polytechnic is proposed to run.
9. Mere sending a request for opening a Polytechnic/Course along with project report should not be treated that permission has been granted. Only after getting the permission for starting the polytechnic/the course (s) from the Director, Technical Education, Rajasthan, Jodhpur/AICTE, the registered Society/ Trust shall proceed with the work of establishing the polytechnic.
10. A new Polytechnic with one faculty only may be initially started by the Registered Society/Trust after obtained necessary permission, but the institute must introduce minimum of 3 faculties within a period of 5 years, of the date of inspection of the date of inspection of the institute.
11. The criteria for admission and the fee etc. to be charged from the students will be as per the directions laid down by Directorate of Technical Education, Rajasthan, Jodhpur from time to time.
12. In case it is found that the Institute fails to maintain the prescribed standard or any way fails to adopt the standard prescribed by the AICTE or charges fee other than prescribed by Directorate the affiliation will be withdrawn following due procedure.

13. Management will give reasonable assurance for arranging employment or self employment for atleast 50% of the pass out Diploma holder after completion of course.

UNDERKATING (ON NON JUDICIAL SRAMP PAPER OF Rs. 5/-)

I \_\_\_\_\_ hereby on behalf of the \_\_\_\_\_ (Authorize person) (Society/Trust) certify that above information provided in the enclosed prescribed form are correct and we shall abide by all instructions, rules and regulations framed by authorities for Polytechnic. The Society/Trust shall equip the institute as per norms and standard laid down by the Director/Board of Technical Education/All India Council for Technical Education, from time to time. I have also read the norms as given above and agree to abide by these.

Signature \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

Seal of the Society/Trust.  
\_\_\_\_\_

\_\_\_\_\_

## FORMAT FOR APPLICATION

### **PARTICULARS TO BE FURNISHED TO THE DIRECTOR TECHNICAL EDUCATION RAJASTHAN JODHPUR BY THE TRUST/REGISTERED SOCIETY SEEKING PERMISSION TO ESTABLISH A NEW POLYTECHNIC/INTRODUCE A NEW COURSE ESISTING POLYTECHNIC IN RAJASTHAN**

<ol style="list-style-type: none"><li>1. Name of the proposed Institutions :</li><li>2. Proposed location and postal address:</li><li>3. Particular of course/courses proposed to be started/giving the date/year from which course is proposed to be introduced:</li><li>4. Number of candidates proposed to be admitted in one year in each course.</li><li>5. Justification of course (s) to be introduced (attach Manpower need Survey or other evidence showing employment opportunities of the out comes in the area).</li><li>6. If already an established polytechnic mention the courses already running and year of starting and year of the courses.</li><li>7. Any other names of the institutions attached with the registered Society/Trust.</li><li>8. Resources available /proposed to be obtained.</li><li>9. FINANCIAL; Closing balance of the trust/society upto previous financial year i.e. 31st March, attach copy of Balance sheet duly audited by Chartered auditor. Present source of Income.</li></ol>	
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<p>10. PHYSICAL: Enclosed a detail report showing land and Building (with blue print) with line diagram.</p>	
<p>Nature of Room/workshop/Laboratory proposed to be provided with area.</p> <p>Institution building is owned/or hired. Attach list of :-</p> <ul style="list-style-type: none"> <li>a) Equipment</li> <li>b) Staff to be appointed</li> <li>c) other facilities available :-</li> </ul> <p>11. How the Registered Society/Trust is proposed to provide funds to meet the following :</p> <ul style="list-style-type: none"> <li>a) Land and Building for Institution</li> <li>b) Equipments</li> </ul> <p>12. Name and address of the registered Society/Trust proposed to control the Institution.</p> <p>13. Registration number and date :</p> <ul style="list-style-type: none"> <li>a) Certified copy of the Registration to be enclosed.</li> <li>b) List of names of trustees with full addresses.</li> </ul> <p>14. Aims and objectives of the Registered Society/Trust (Enclose copy of the same).</p> <p>15. A resolution passed by the Managing Committee of the Registered Society/Trust to open and meet the expenditure for a new</p>	

<p>polytechnic/Introduction of a new course is required. (A certified copy of that resolution is to be enclosed)</p> <p>16. Name and address of the authorized person with whom correspondence can be made for the purpose. Give Telephone No. If any.</p> <p>17. Quantum of yearly fee to be collected from the students.</p> <p>Staff proposed to appoint.</p>	
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Designation	No. proposed to be appointed	Proposed date of appointing

<p>An undertaking required is also enclosed.</p> <p>Date</p>	<p>1. Signature _____ (Person authorized by Society/Trust)</p> <p>2. Name and status in Society/Trust.</p> <p>3. Postal Address</p>
<p><b>SEAL OF THE SOCIETY/TRUST</b></p>	

## APPENDIX - 8

### **RULES & PROCEDURE OF THE NON-GOVERNMENT FUND ACCOUNT OF POLYTECHNIC, RAJASTHAN**

I. Short Title : These shall be called "The Polytechnic Non-Government Fund Rules".

II. Extent and Interpretation:-

- (1) For interpretation of these rules or any other matter pertaining to Non-Govt. fund account, not covered by rules here under, the decision of the Director of Technical Education, Rajasthan shall be final and conclusive in all respects.
- (2) Director here in after will mean Director of Technical Education Rajasthan.
- (3) "Principal" means the money realized from the students under Non. Govt. Head for a particular session/year.
- (4) "Budget" means the money realized from the students under Non. Govt. Head for a particular session/year.

III. (4) SCOPE:

The Non-Govt. Fund dues shall include the following items of fees and such other items as may be approved hereinafter from time to time at the rates fixed by the Competent Authority :-

- (a) Non- Refundable dues :
  - (i) Periodical Examination fees.
  - (ii) Magazine fees
  - (iii) Athletic club or games fees.
  - (v) Identity Card Fee.
  - (vi) Library Fee.
  - (vii) Drawing Fee.
  - (viii) Any other Non-Govt. Fees prescribed hereafter.

(b) Refundable dues :

- i) Institution Caution money
- ii) Hostel Caution money
- iii) Hostel Charges.

(c) Any other dues realized from students or received from other sources, which cannot be deposited into Govt. Account directly, may be credited under "Non-Govt. Dues" till its final disposal in accordance with the instructions on the subject.

(d) The director may approve any other item of fee to be governed by these rules.

IV (5) Fiscal Year :

For purposes of maintenance and closing of annual accounts, the fiscal year will be observed from 1st July to 30 June each year.

V. (6) Maintenance of Accounts:

The accounts of Non/Govt. fund shall be kept in accordance with the instructions, incorporated in the Rajasthan Govt. GF & AR and rules vide Appendix "A" annexed for these framed hereinafter in connection with the operation and maintenance of such funds.

(7) The Non Govt. Fund Account in respect of each Polytechnic shall be operated by its Principal or any other officer on his behalf whom the powers may be so delegated.

(8) Money received shall be deposited in P.D. Account with the settlement in Treasury concerned.

(9) For dealing with the Transactions relating to the Non Govt Fund there shall be separated Govt. Cashier who shall furnish security for Rs. 7500/- in any of the forms prescribed under Article 419 of the GF & AR.

(10) The Cashier shall maintain Cash Book, Ledgers and such other set of account books or record relating to the Non- Govt. Fund as may be considered necessary by the Principal.

(11) All cash collected shall be credited into Bank on the day of collection as far as possible or latest the following working day. The

Cashier shall not keep in his custody amount (including cheques, drafts, postal orders etc.) more than Rs. two thousand or an amount for which security has been furnished.

#### VI (12) Realisation of Dues :

Every student admitted to the institution shall be required to pay the following Non-Govt. dues and any other dues ordered to be collected herein after on a date notified by the Principal :-

- i) Periodical Examination fee.
- ii) Magazine fee.
- iii) Athletic Club or Games fee.
- iv) Identity Card fee.
- v) Student's Club fee
- vi) Library fee.
- vii) Drawing fee.
- viii) Institution Caution Money.
- ix) Hostel Caution Money.
- x) Hostel charges.

The date of collection for various items of dues shall be notified by the Principal.

Free listed at (i) to (vii) should be deposited at the beginning of every session while those at (viii) to (x) only once at the time of admission in the Institution.

(13) The dues payable by the student shall be accepted in legal tender coins, currency notes, or drafts on local Bank in accordance with Article 78, 79, 80 of the GF&AR.

(14) A printed prescribed receipt will be issued to remitters. No manuscript receipt will be treated as authentic.

(15) Collection of Penalty and fine :-

If any student fails to deposit his dues on the specific date a fine of Rs. 1/- will be imposed for every day of delay, subject to Maximum of Rs. 15/- if the payment is not made within 15 days

from the dues date, the name of the defaulter shall be struck off from the Institution and Hostel Rolls. He will not be re-admitted until he has paid all the arrears with fine and re-admissions fees.

(16) The Principal reserves the right for remission of any fine or penalty.

#### VIII. Refund of Dues :

(17) The following are the details of refundable amounts :-

- 1) Institution Caution Money.
- 2) Hostel Caution Money
- 3) Hostel Charges

(18) (a) Institution Caution Money :-

The institution Caution money shall be refunded to a student on his written request before his leaving the institution at the end of the final year or earliest, if he leaves the institution finally for any reasons, on production of No Dues Certificate from all Head of Deptts. and other authorities as prescribed for the purpose.

(b) Hostel Caution Money :-

The Hostel Caution Money and the Hostel charges shall be refunded to a student on his written request on finally leaving the Hostel and on production of a 'No Dues Certificate from the warden of the Hostel concerned duly counter-signed by the Chief Warden.

(c) General :

(19) Non refundable dues once credited to the Non-Govt. Fund Account shall in no case be refunded.

- (20) The refund to the students shall be made after making all necessary deductions of outstanding dues as reported by the concerning authorities on the No Dues Certificates.
- (21) It shall be the responsibility of the student to collect refundable dues before he leaves the Institution either in case of final year student or in case of leaving the Institution in the middle of session under special circumstance, if a student is unable to collect the refundable dues, prior to his leaving the Institution, he shall be required to submit an application in writing, under A/D cover for such refund within three years of the date of leaving the institution, failing which his claim for refund shall be forfeited and the amount shall be credited to Govt. Account under Receipt Head Miscellaneous Receipts.
- (22) The amount due, shall be refunded either in person or on production of an authority from the student concerned duly attested by a gazetted officer known to the Principal or by a Magistrate.
- (23) In case of death of a student and other circumstances under which it is not possible for the student to receive the money in person, the amount due to him, shall be refunded to his guardian whose name appears in the record of the Institution or to the legal heir on production of necessary certificates.
- (24) The payee, in token of having received the sum, shall be required to submit a stamped receipt for sums exceeding Rs. 20/-

IX. Collection and payment of dues other than the above and Imposition of Penalty :-

- (25) (a) Fees, other than the above, ordered by the Principal to be collected, will be received by the Cashier in the same manner prescribed for receipt of Non. Govt. Fund and a proper receipt granted.
- (b) The penalty for depositing such fees late will be charged as fixed by the competent authority.
- (c) Fees so collected on behalf of any other Non. Govt. body shall be remitted as per written instructions received from it.

X. Budget Control and Power of incurring expenditure :-

(26) (i) The Principal shall appoint officer-in-charge for controlling the expenditure under the various activities of Non Govt. Fund (Non-refundable amounts) in the beginning of each session.

(ii) Each officer-in-charge shall frame the Budget estimates in respect of the activity under his control for the session latest by the 15th August each year and submit to the Principal on the prescribed proforma for his approval.

(III) Some of the purposes for which non-Govt. Funds can be utilized for various activities are listed in Appendix 'B' annexed to these Rules, for the guidance of the officers-in-charge.

If in the larger interest of the student's community it is considered necessary to utilize some funds for purposes other than those given in the said appendix, it can be done so, after obtaining prior sanction of the principal.

(IV) The Budget shall be sanctioned by the Principal after due scrutiny of the Budget estimates the Budget for the year is sanctioned.

(v) Non Expenditure shall be allowed to be incurred from the Non Government fund unless the Budget for the year is sanctioned.

(vi) The financial powers of the Principal and Officer-in-charge to incur expenditure under various heads of the Non. Govt Fund Account after observance of all due formalities, shall be as under :-

	<b>Officer</b>	<b>Recurring</b>	<b>Non Recurring</b>	<b>Extent of condition</b>
(a)	Principal	Full power	Full power	(i) According to Budget provision for the particular year. (ii) For expenditure on item or items by appropriation of savings of the past years as approved by Advisory Committee.
(b)	Officer I/c p. a	250/-	-	-

- (27) All Officer-in-charge of the fund shall see that proper accounts are maintained of the expenditure incurred and they will be personally responsible for maintenance of stock Registers, checking the quantity and quality of the articles purchased and the correctness and verifications of the bills submitted by the various firms.
- (28) Officer-in-charge of various items shall be responsible for exercising strict economy and enforcement of financial rules at every stage. They shall also see that the expenditure is kept within the limit of authorized appropriation.
- (29) Physical verification of entire stock shall be carried out before 30th June each year by a gazetted officer appointed by the Principal.
- (30) The accounts of the non-Govt. fund shall be subjected to the audit.
- (XI) Purchase and physical custody and accounting of such stores:-
- (31) (1) An advisory Committee shall be appointed for approval of the various purchases made from Non-Govt. Fund Account. The members will be as follows :-
- i) Staff Advisor Students Club Chairman.
  - ii) Student's representatives nominated by the Principal-Member.
  - iii) O.C. of the student's activity-Member-Secretary.
- (2) A schedule showing the dates by which Tenders or quotations for common items required in each year shall be prepared and made available.
- (3) The quotation or tender shall be prepared by the due date by the Officer-in-charge of the item. He shall obtain the approval of the Principal.
- (4) After due dates the quotations along with Comparative Statement will be sent to the Purchase Committee through Accountant for recommendation and for obtaining approval of the Principal.
- (5) After approval of the rates, the Officer-in-charge shall submit a draft purchase order to the Principal through Accountant for approval, after approval the necessary order for supply shall be placed to the firm



(35) The Director shall have full powers in allowing re-appropriation from one fund to another on the recommendations of the principal, if he is satisfied with the grounds of savings and requirements. He may delegate powers to a limited extent to the Principal of Polytechnic also.

XVI The past fund, excluding the realizations of any running year in the Non-Govt. Fund shall be treated as Reserve Fund.

XVII. 20% this reserve fund may be utilized in any running year on recommendation of the Advisory Committee and approval of the Principal. However; this amount can only be used for non-recurring purposes such as \_)

- (i) Procuring assets that may be useful for the institute.
  - (ii) Celebration of special occasions such as silver jubilee, decade or any other special non-recurring purpose.
-

## APPENDIX 'A'

### MAINTENANCE AND UP-KEEP OF ACCOUNTS RECORDS OF NON GOVERNMENT FUND

1. All rules framed in connection with the operation and maintenance of accounts on Non-Govt. Accounts shall be strictly adhered to.
2. Business Hours -
  - a - During morning office hours: From 8.30 to 11 A.M.
  - b - During day hours: 11 A.M. to 2 P.M.

No money shall be received or disbursed by the Cashier after the appointed hours except under special circumstances and under order of the Principal.

3. Receipts  
Custody of Bank Receipt Books and Cheque Books -  
The bank receipt books and cheque books shall be under the custody of the Principal or Authorized Gazetted Officer by the Principal and the same will be issued on requisition of the Cashier after verification of the completion of previous books by the Accountant.

The Cashier shall maintain register of receipt of such books.

The Counter foils of the Receipt books shall be submitted through the Accountant to the Principal or the Gazetted Officer appointed by the Principal for such duty for countersignatures either on the same day or latest on the following working days.

#### 4. *Records to be maintained by the Cashier -*

The Cashier shall maintain the following records -

1. Cash Book.

2. Register of Money Orders, cheques, Drafts etc. received.
3. Register of M-OS Cheques, Drafts etc. issued.
4. Students Ledgers
5. Fees Register of refundable dues classwise.
6. Fees Register of non-refundable dues class wise.
7. Bill register to record all bill received and paid. (to be maintained separately for each Head of Account).
8. Printed Receipt Books for issuing receipt to the payer.
9. Cheque Books.
10. Pay-in-slip of bank.
11. Register of Re-conciliation of bank figures.
12. Register of control over expenditure showing monthly balance under each Head of Account.
13. Register of Records and files.
14. Register of Budget sanctioned.

#### **5. Budget and Control -**

1. The distribution of extra curriculum duties amongst the staff members with regard to the control operation of various Non-Govt. fund accounts will be notified by 15th July each year.

The General Section will be responsible to see that order in this respect are obtained and issued by the due date, under intimation to all concerned.

2. The General Section shall also furnish the lists to students for all classes to all Heads of Department, Officer In charge of various activities and the Account Section within 10 days of the start of the session.
3. The Account Section shall send by 1st August. each year the from for preparation of the Budget in respect of Non. Govt, Fund items to all the officers concerned with detailed instructions. It shall also furnish the actual expenditure incurred during the proceeding fiscal year.
4. Various officer-in-charge Non. Govt. Fund Account shall prepare and send by 10th August each year to the

Accountant the budget estimates in accordance with the instructions issued in the connection.

5. The Accounts Section shall scrutinize the Budget Estimates and submit it to the Principal within one week of its receipt.
6. On approval of the Budget by the principal the same will be communicated to all concerned by the Accounts Section within a week of its sanction.

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## APPENDIX - 'B'

The Non-Government Funds shall be admissible for the purposes as mentioned below :-

### 4. *Atheletic Club or Games Fee -*

1. Games Materials of all types.
2. Sports materials of all types.
3. Uniforms and sports kits.
4. Refreshments.
  - (i) Local tournaments (final only ----Rs. 2.00 per layer.
  - (ii) District tournaments ----Rs. 2.00 per layer.
  - (iii) State level tournaments ----Rs. 2.00 per layer.
  - (iv)

### 5. Traveling and Daily allowances for journey to participants in tournament only.

- (a) Actual concessional railway or bus fares.
- (b) D.A. at the rate of Rs. 10/- or 13/- per head, for ordinary and expensive localities.

The teachers, peons and other Government servants accompanying teams in tournaments etc. shall be paid T.A. and D.A. from Government funds

6. Affiliation to local Sports Association and payment of remuneration for honorarium to Coaches.
7. Prizes for games and sports, As far as possible utility prizes may be arranged.
8. Photographs-expenditure on these should be subject to availability of funds:

9. Annual Sports Celebration. The expenses under this head shall include :-

- (i) Simple at-home to guests and participants.
- (ii) Prizes for guests.
- (iii) Miscellaneous expenses towards various arrangements connected with the conducting of the celebrations.

10. Scouting :-

If it is available, the expenses on this should be limited to 10% of the fees realized under Games and Sports.

11. Student's Club Fees :-

1. Expenditure connected with -
  - (a) Cultural activities and prizes.
  - (b) Hobby promotion.
  - (c) Stationery for use in club.
2. Inauguration & Annual Function.
3. Purchasing of Assets: like Musical Instruments, Curtains, storage Cup-boards and Boxes and simple Crockery etc.
4. Photographs on various occasions.
5. Expenses on Inter Polytechnic or Inter College representation.
6. Expenditures on Social Gathering.
7. Refreshment on special occasion: like Inauguration, final and Social Gathering or Gathering on a visit of a dignitary and also on the occasion of Extension lecturers.
8. T.A. and D.A. to students participants in outside competitions in cultural activities only -
  - a) Actual concessional railway or bus fares.
  - b) D.A. at the rate of Rs. 10/- or Rs. 13/- per head, for ordinary and expensive localities.

The teachers, peons and other Government servants accompanying the participants in outside competition in Cultural activities etc. shall be paid T.A. and D.A. from Government Funds.

### III Library Fee:-

1. Binding of books and periodicals.
2. Cards and Card Cabins.
3. Purchases of text Books and other books (which are useful solely for the students or polytechnic (these books shall not be counted for the purposes of limits of prescribed by the N.R.C.)

IV. Purchase of non-Technical Magazines or Periodicals and daily news papers.

V. Upto 30% of the grant can be utilized for purchase of library furniture and furnishing etc.

### **DRAWING FEE**

1. Purchase of Drawing materials such as drawing sheets, pencils, ferro papers and all other materials that will be required for teaching purposes.
2. Stencil papers and duplicating papers and ink for use in tutorials.
3. Duplicating machine for use in teaching only such as cyclostyling of tutorials papers.
4. Purchase of cup boards and boxes for storing materials.

### **MAGAZINE FEE**

1. Printing of Magazines and Bulletins.
2. Purchase of materials viz. stencils, ink, pencils and other similar items needed for magazine.
3. Making of blocks of photographs and drawings etc.
4. Special photographs not covered under any other activities.
5. Payment of remuneration or honorarium for designing covers and special pictures for use in Magazine.

### **IDENTITY CARD FEE**

1. Purchase of papers for preparation of Identity Cards.
2. Printing of Identity Cards.
3. Purchase of equipments and Materials required for taking photos including photographs.

### **EXAMINATION FEE**

1. Purchase of Answer Books, Drawing sheets, graphs and other examination materials needed for conducting examination.
2. Stencil paper and duplicating paper and ink etc. for use in class tests and examinations.
3. Duplicating machine for cyclostyling the test papers.
4. Purchase of storage cup-boards, Almirahs and boxes for storing examination materials and question papers, and tables.
5. Purchases of reference books for use in examination halls.

#### ***Work related with Institution activities -***

Where the work is voluminous or cannot be carried on with the office staff in Institution one or more full time or part-time staff may be appointed as fund may permit and paid out the fund by the Principal. The Principal may employ temporary labour on daily wages for maintenance of play grounds and gardens or for all purposes as required for their Institution activities.

The daily wages staff of temporary labour will be paid as per P.W.D. rates

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## APPENDIX - 'C'

The following Games and Sports kit can be issued to the Students (selected for Polytechnic teams) at half rates :-  
(Subject to availability of funds)

1. Shirts.
2. Football shoes.
3. Woolen Stockings.
4. Bata/B.S.C. canvas shoes.
5. Baniyans.
6. Cricket shoes.
7. Cricket Caps.
8. Shorts (Quarter Pents).

If students do not wish to purchase them, these can be disposed off like other old and unserviceable materials.

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## **APPENDIX - 9**

### **RULES FOR THE AWARD OF PRIZES IN GOVT. POLYTECHNICS ACADEMIC PRIZES**

1. For standing first and second in order of merit among the successful regular candidates of an institution at the first year Diploma Examinations of the Board of Technical Education, Rajasthan.
2. For standing first and second in order of merit among the successful regular candidates of an institution at the IInd year Diploma examinations in the particular branch.
3. For Standing first and second in order of merit among the regular candidates of an institution at the final examination.
4. Only students who pass the respective examinations in the first attempt will be eligible for the prizes listed at 1 to 3 above.
5. In the semester system, if the Board of Technical Education holds two examinations in session for each class or course the standing in the class for the award of the above prizes will be determined on the aggregate score in the two examinations conducted by the Board.
6. Candidates who are declared successful at an examination under regulation VI (A&B) of the Board of Technical Education will not be eligible for the award of the above prizes.
7. The value of each of the first prizes listed above will be not more than Rs. 50/- and of the second prizes not more than Rs. 30/-

### **PRIZES FOR GAMES AND SPORTS**

1. In the case of team events like Hockey, Cricket, Football etc. only winner team of the final match shall be awarded prizes. The prizes shall be of not more than Rs. 10/- for each member of the team.

No prizes shall be awarded to runner up team. However, certificates shall be awarded to them.

2. The open tournaments for individuals events like: Tennis, Badminton, Table Tennis, Tenni koit etc. prizes shall be awarded as follows :-

- (i) For singles - Prizes not exceeding Rs. 20/- to the winners and prize not exceeding to Rs. 10/- to the runners up.
- (ii) For doubles- Prizes no exceeding Rs. 15/- to each member of the team and not exceeding Rs. 8/- to each member of the runner up team.

For such open tournaments suitable entry fee may be charged so that atleast 50% of the cost of prizes is recovered from the entry fee.

3. For Athletics items -

- (i) Individual events winner may be awarded prizes not exceeding Rs. 20- and runner up not exceeding Rs. 12-
- (ii) For group events (Relay races etc.) each member of winning team may be awarded prizes of a maximum of Rs. 10/- and the members of the runner up team a maximum of Rs. 6/- each

## **PRIZES FOR CO CURRICULAR ACTIVITIES**

- (iii) First and second prizes for proficiency in classical vocal, classical instrument, light vocal and light instrumental music respectively.
- (iv) First and second prizes for proficiency in English and Hindi elocution respectively.
- (v) Prizes for the best actor in the institution.
- (vi) Prizes for the best performance in fancy dress show.
- (vii) Prizes for the best performance in competition in any three hobbies to be chosen by an institution.
- (viii) First and second prizes for outstanding performance in the construction of engineering models.
- (ix) All prizes under this category will be awarded in the form of books or utility articles.
- (x) The value of the first prizes mentioned in paras i, ii, and (v) will not be more than Rs. 20- each and second prizes not more than Rs. 12- each.
- (xi) The value of the prizes mentioned at (iii) and (iv) will not be more than Rs. 25/- each.
- (xii) The value of the first prizes for model making under para (vi) will be limited to Rs. 25- and of the second prizes to Rs. 15/-.
- (xiii) The hobby competitions mentioned at (v) will also be open to members of the staff of the institutions. For the rest of the prizes only regular students of the institution will be eligible.

## **OTHER PRIZES**

The following is a list of other prizes that may be awarded by the institution:-

- (i) Prize for most regular student of the institute.
- (ii) Prize for best Hosteller.
- (iii) Prize for best all round final year student of the institution.
- (iv) Prize for best N.C.C. Cadet.

The Principal in consultation with Proctor, Hostel Warden, Heads of Departments, may institute any other prize also for motivation of the students.

All prizes may be of maximum of Rs. 50/- each for category of (i) to (iii).

For category No. (iv) the prize money may not exceeding Rs. 30/-

Expenditure on prizes shall be met out of the budget provision under head "Prizes". However, where this allotment is not available or the allotment is insufficient, the prizes may be awarded out of Non-Govt. funds under the appropriate head.

# **BOARD OF TECHNICAL EDUCATION RAJASTHAN**

## **CONTENTS**

1. Introduction.
  2. Definition.
  3. Composition of the Board.
  4. Organization of the Board of Technical Education.
  5. Duties and Responsibilities of Officers of Board.
    - 5.1 Joint Director of Board of Technical Education (Administration and Curriculum).
    - 5.2 Dy. Director of Board of Technical Education (Administration and Curriculum).
    - 5.3 Dy. Director of Board of Technical Education (Confidential work).
    - 5.4 Controller of Examinations (Dy. DBTE).
    - 5.5 Assistant Director Board of Technical Education (Head of Curriculum Development).
  6. Functions of the Board.
  7. Committees of the Board.
  8. Conduct of Examination.
  9. Evaluation.
  10. Rules and Regulations-Miscellaneous
-

## **1. INTRODUCTION :**

With a view to organize, develop and put on a firm footing, the Technical Education in the country, the Government of India in 1945 constituted the All India Council for Technical Education (AICTE) to advise it on all aspects of Technical Education.

Soon after independence, the AICTE made a recommendation that each state should set up its own BOARD OF TECHNICAL EDUCATION.

Accordingly, the State Government set up the Board of Technical Education, Rajasthan vide its Order No. F. (1) (558) Edu/B/57 of May, 1957 with jurisdiction over the State of Rajasthan, It was also decided that the office of Board of Technical Education, Rajasthan shall be located at Jodhpur which shall be headquarter of the Director of Technical Education, Rajasthan.

The Board of Technical Education, Rajasthan started functioning with effect from May 1957 for the purpose of formulating academic programmes; prescribing and maintaining certain standards in imparting instruction in such branches of learning as the Board may decide; hold examinations and to confer diplomas and other academic distinctions on persons who have successfully pursued a course of study in the colleges or institutions affiliated to the Board.

## **2. DEFINITIONS :**

Unless there be something repugnant in the subject or context, the terms defined Definitions here under are used herein the sense explained below;

Board	:	means Board of Technical Education, Rajasthan, Jodhpur.
Chairman	:	means the Chairman of the Board of Technical Education, Rajasthan, Jodhpur.
Affiliated Institution	:	means an institution affiliated to the Board.

Principal	:	means the head of a college and includes, when there is no Principal, the person for the time being appointed to act as Principal.
Student	:	means a student who pursues a regular course of study in a college or institution affiliated to the Board.
Ex-students	:	means a student who having completed a regular course of study during a terms fails in the theory or Practical examinations conducted by the Board and re-appears in the theory and or practical examination of the Board in one or more subjects.
Year	:	mean an academic session of the course duration.
Examination	:	means the examination conducted by or on behalf of the Board and for which results are declared by the Board.

### **3. COMPOSITION OF THE BOARD :**

Board shall consist of the following members :--

#### ***(A) Ex-officio Members :***

1. Director of Technical Education, (Chairman) Rajasthan, Jodhpur.
2. Deputy Secretary to Government, Education (Cell-I) Department, Rajasthan, Jaipur.
3. Deputy Secretary to Government, Finance (Exp.1) Department, Rajasthan, Jaipur.
4. Dean of Faculty for MBM Engineering College, University of Jodhpur.
5. Director, Birla Institute of Technology & Science, Pilani (Raj.)
6. Director of Mines and Geology, Rajasthan, Udaipur.
7. State Labour Commissioner, Rajasthan, Jaipur.
8. Chairman, Board of Secondary Education, Rajasthan, Ajmer.

9. Principal, Malviya Regional Engineering College, Jaipur or his nominee.
10. Dy. Director & Secretary, Board of Technical Education, Rajasthan, Jodhpur.
11. Any one in order of priority:
  - (i) Joint Director, Technical Education, Rajasthan.
  - (ii) Deputy Director, Technical Education, Rajasthan.
  - (iii) Senior most Principal of Government Polytechnic College in Rajasthan.

(B) *Other members :*

1. A representative of the Department of Industries and Commerce nominated by the Government of Rajasthan.
2. A representative of the Rajasthan Public Works Department (Building and Road branch) nominated by the Government of Rajasthan.
3. A representative of Department of Irrigation nominated by the Government of Rajasthan.
4. A representative of the Rajasthan State Electricity Board nominated by the Government of Rajasthan.
5. A representative of the Railway, nominated by the Government of Rajasthan in consultation with the Railway Board.
6. A representative of the Defence Services nominated by the Government of Rajasthan in consultation with the Ministry of Defence, Government of India, New Delhi.
7. A representative of the Institution of Engineers (India), nominated by the Government of Rajasthan.
8. A representative of the Industrialists in Rajasthan nominated by the Government of Rajasthan.
9. Senior most Principal of a Government Polytechnic in Rajasthan nominated by the Government of Rajasthan.
10. A representative of the University of Rajasthan nominated by the Government of Rajasthan in consultation with the University.
11. A representative of the Central Government nominated by the Government of India, Ministry of Human Resources, (Department of Education).

12. A representative of Northern Regional Committee of All India Council of Technical Education to be nominated by the Ministry of Human Resources Development (Department of Education), New Delhi.
13. A representative of the University of Jodhpur nominated by the Government of Rajasthan in consultation with the University.
14. Principal of the Technical Teachers Training Institute, Chandigarh or his nominee nominated by the Government of Rajasthan in consultation with the Institute.
15. A representative of the Rajasthan Polytechnic Teachers Association, nominated by the Government in consultation with the Association which will send a panel off three names out of which one will be nominated.
16. A representative of the University of Udaipur nominated by the Government of Rajasthan in consultation will that University.

Government orders for Appointment of members :-

- (A) 1,5,6,7,8,4) ED Rajasthan (B) Order No. D 16917/G-I (558) Edu/B/56 of dt. 18.4.1957
- (A) 2,3 ED Rajasthan (C) Order No. F-1 (2-3) Edu/C/60 Gr. I of 2.8.1961
- (A) 9. ED Cell-III Order No. F.I (23) Edu/C.III/60 Dated 26.6.1965
- (A) 10. Amended vide order No. F.14 (49)/Edu/C-I/68 dt. 19-8-1969 of E.D. Cell-I.
- (B) 1,2,3) ED Rajasthan (C) Order No. D 4427/F-(558) 5,6,7) Edu/B/56 of 30.10.1957 8,9,10)
- (B) 4, ED (C Order No.1 (585) Edu/B/58 D. 13658/C/59 dt.13.1.1960
- (B) 11, ED (C) order No. F.1 (585) Edu/B/58 D. 13658/C/59 dt. 18.5.1959.

- (B) 12, ED (C) order No.D. 15307/F.1(1)Edu (C/59 dt. 13.1.1960.
- (B) 13, ED (C.III) order No. F.1 (23) Edu./C.III/60 dated 4.4.1963
- (B) 14, ED (C.I order No. F.14 (49) Edu/Cell-I/69) dt. 20-3-1970
- (B) 15, ED (C.I) order No. F.14 (49) Edu/Cell-I/68 dt. 1-10-1971
- (B) 16, ED (Gr. V order No. F 14 (39) Edu/Gr.V/69 Pv.II dt. 15-9-1975

#### 4. ORGANISATION OF BOARD OF TECHNICAL EDUCATION

Chairman (DTE)

Secretary (Jt. DTE)

----- Chart -----

- 4.1 The functions bearing on academic organisation and administration, particularly in relation to diploma course performed by the Board and the Directorate are complementary and inter-related. Directorate being the authority administering and controlling the state technical institutions, initiating new programmes of education and training and for modifying the existing programmes in accordance with changing needs of technical man power; Board has a major role in formulating and developing curriculum and examination schemes. Schemes of education and training can be implemented efficiently with the Directorate working together in a spirit of co-operative endeavour and enterprise The Director and Joint Director are therefore associated with the Board as ex-officio Chairman and ex-officio Secretary respectively.

The organisational set-up of the Board is a simple line type organisation suitably supported by the various advisory and recommendatory committees and sub-committees appointed by the Board. The Board is a single office organisation. The Board has also no direct administrative and/ or academic control or jurisdiction over the institutions for which it functions in accordance with the power delegated to the Board by the Government.

- 4.2 Director of Technical Education, Rajasthan is the ex-officio Chairman of the Board. The Chairman is the administrative head of the Board of Technical Education, Rajasthan. Accordingly, he performs functions and discharges duties consistent with the objectives and requirements underlying the formation of the Board and in accordance with the policies, procedure and Regulations laid by the Government of Rajasthan from time to time.

Administratively the powers of the Chairman are the same as those ordinarily delegated to the Head of Departments except in the matter of budget formulations which remains under the administration of Director of Technical Education, Rajasthan.

- 4.3 Joint Director-cum-secretary shall be the executive head of Board of Technical Education Rajasthan. He will also be the Secretary

to various committees of the Board. He shall have to give effect to the recommendations and decisions of the Board and its various committees. He shall exercise such other powers and discharge such other duties and functions as assigned to him by the Chairman from time to time.

4.4 The activities of the Board shall be divided into three different cells-

1. Administration and curriculum Development Cell-To be headed by Dy. Director BTE (Administration and curriculum).
2. Confidential Cell- To be headed by Dy. Director B.T.E. (Confidential work).
3. Examination Cell - To be headed by Controller of Examination of the rank of Dy. Director.

4.5 : The work of Administration and Curriculum Development Cell shall be shared by :

- (i) Head of Curriculum Development /Assistant Director B.T.E.. He shall assist Dy. Director in all the matters connected with establishment works of B.T.E.
- (ii) Head of Curriculum Development with the help of Academic Officer shall assist Dy. Director. He will be responsible for designing curricula for new courses and revision of curriculum of existing courses alongwith other works of his cell related with curriculum development.
- (iii) Assistant Accounts Officer shall be responsible for all accounts matters. Assisted by his staff, He shall manage the payment, general accounting, audit, budgets, supervision of stores and such other matters.

4.6 Dy. Director (Confidential work) shall be the head of his cell and shall be assisted by Assistant Director (Confidential). He shall be responsible for enrolment of students for examination, all confidential works up paper printing and inspection of the conduct of examinations at different centers.

- 4.7 Controller of Examination assisted by Assistant Director (Exam.) shall be the head of Examination Cell and shall be entrusted the work of holding examinations (after paper printing) alongwith inspection of the conduct of examinations at different centers.
- 4.8 The officers posted against the various sanctioned posts in the Board of Technical Education, Rajasthan are all borne on Directorate of Technical Education Rajasthan and are transferable against equivalent ranks in the Directorate. The subordinate and ministerial staff and below have a separate cadre and are not transferable. The officers working against these posts in B.T.E. are governed by the Rajasthan Technical Education Service Rules, 1973. The subordinate staff (Technical) if any in the B.T.E. is governed by Rajasthan Technical Education (Subordinate) Rules where as the ministerial and below staff is governed by the prevalent Rajasthan Government Rules.

**5. DUTIES AND RESPONSIBILITIES OF OFFICERS OF BOARD OF TECHNICAL EDUCATION.**

**5.1 Duties and Responsibilities of Joint Director of Board of Technical Education (Jt. DBTE)**

1. Shall assist the DTE (Ex-officio Chairman of BTE) in discharging his various responsibilities.
2. Shall act as Ex-Officio Secretary of BTE and shall arrange Board Meetings and maintain records of such proceedings
3. Shall act as member/secretary to various committees of BTE.
4. Shall inspect various Polytechnics/Institutions with Affiliation and Accreditation team.
5. Shall maintain up to date statistical records regarding enrollment of students for examinations and pass outs.
6. Shall prepare Five Year Plan and Annual Plan proposals and Budgets for development of BTE.
7. Shall be responsible for handling staff student's problems and grievances related to matters of examinations.
8. Shall make necessary arrangements for peaceful and orderly holding of examinations.

9. Shall be responsible for development of curriculum for new courses and revision of existing courses.
10. Shall grant recognition equivalence to Diplomas and Certificates awarded by other Boards or Examining bodies.
11. Shall maintain liaison with DTE/AICTE /Polytechnics and other similar academic bodies in the counter for related matter.
12. Shall discharge such duties and functions related to BTE but not specifically covered above.
13. Shall inspect the holding of examination at various centers of BTE at any time.
14. Shall also discharge all such other duties and functions delegated to him from time to time by the Chairman of BTE.
15. He will be assisted in his work by officers and other staff under him in BTE.

## **5.2 Duties and Responsibilities of Deputy Director Board of Technical Education (Administration of Curriculum)**

1. Shall assist Jt. DBTE (Ex-Office Secretary) in discharging his various responsibilities.
2. Shall perform all administrative functions of BTE;
3. Shall prescribe norms and standards and define conditions for recognition of technical institutions or courses under the BTE.
4. Shall work and inspect with committees for affiliation and accreditation of the institutions.
5. Shall assist Jr. DBTE in preparing Five Year Plan and Annual Plan proposals and Budgets, for development of BTE.
6. Shall assist Jt. DBTE in handling staff and student's problems and grievance related to the matters of Board.
7. Shall develop curriculum for new courses and review existing courses by organizing curriculum development workshops.
8. Shall arrange courses committee and Board's Committee meetings as and when required.
9. Shall maintain liaison with DTE/AICTE/TTTI/Polytechnics and other similar bodies for related matters.

10. Shall develop standards/guide lines for implementation, of curriculum.
11. Shall prepare examination schemes of BTE examinations.
12. Shall discharge such duties and functions identical to his cell, but not specifically covered above.
13. Shall also discharge all such other duties and functions delegated to him from time to time by Chairman and Secretary (Jt. DBTE) of BTE.
14. He will be assisted in his works by ADBTE (Esstt). Head Curriculum Development and other staff under him.

### 5.3 Duties and Responsibilities of Deputy Director Board of Technical Education (Confidential work)

1. Shall assist Jt. DBTE as head of Examination Cell including confidential work.
2. Shall enroll and register students of all affiliated institutions for examinations.
3. Shall maintain upto-date statistical records regarding enrollment of students and pass-out from BTE.
4. Shall maintain penal of paper setters/moderators/examiners/in various subjects.
5. Shall allot examination work for paper setting/ moderation/ assessment/ practical examination by issue of appointment to them.
6. Shall assess number of paper to be printed in each subject.
7. Shall make contacts with printing presses for printing of papers and confidential correspondence there-in.
8. Shall arrange moderation of papers.
9. Shall keep liaison with all cells of BTE and DTE related to work of his cell.
10. Shall sign and award marks sheet and Diplomas to pass out candidates.
11. Shall hand over printed examination papers in required quantity to Controller of Examinations cell of BTE of conduct of examinations.

12. Shall arrange payments for printing of papers and remuneration of staff engaged in confidential work.
13. Shall discharge such duties and functions related to his cell but not specifically covered above.
14. Shall also discharge all such other duties and functions delegated to him by Chairman and Secretary of BTE from time to time.
15. He will be assisted in his work by other officers and staff of his cell.

#### **5.4 Duties and Responsibilities of Controller of Examinations (Dy. DBTE)**

1. Shall assist Jt. DBTE as head of Controller of Examinations cell for all confidential work.
2. Shall maintain upto-date statistical data regarding the candidates appearing at various examinations at various centers.
3. Shall arrange purchase and store of all stationery and materials for conduct of examinations at various centers.
4. Shall maintain upto-date information of paper setters/examiners as received from Dy. DBTE (Confidential).
5. Shall arrange for despatch of examination papers to centre and all examination stationery and materials required.
6. Shall maintain liaison with different cells of BTE/Polytechnics/examiners etc.
7. Shall receive answer book from centers.
8. Shall arrange despatch of answer books and stationery required for examiners.
9. Shall follow up examiners for assessment of answer book.
10. Shall receive back assessed answer books from examiners.
11. Shall arrange for checking of answer books and tabulation of results.
12. Shall finalize results.
13. Shall arrange Results Committee Meeting in consultation with Chairman and Secretary of BTE and declare results.
14. Shall inspect some of the centers at the time of examination.
15. Shall arrange for preparation and despatch of marks sheet to students.

16. Shall arrange payments for assessment, tabulation and certificate writing etc.
17. Shall arrange writing Diploma Certificates to pass out students and despatch them to students.
18. Shall deal with cases of unfair means and rechecking.
19. Shall discharge such duties and functions related to his cell but not specifically covered above.
20. Shall also discharge all such other duties and functions delegated to him from time to time by Chairman and Secretary of BTE.
21. He will be assisted by other officers and staff of his cell.

### **5.5 Duties and Responsibilities of Assistant Director Board of Technical Education (Head of Curriculum Development)**

1. Shall assist Dy. DBTE in the matters of Curriculum Development cell of BTE.
2. Shall prepare long term operational plan for revision of Curriculum of various disciplines and preparation of calendar of activities of revision of curriculum.
3. Shall collect information of manpower needs for the related branch and analyze information on job situations where the technicians are to be employed and the work they are called upon to do.
4. Shall carry out the survey to assess the shortcoming in the manpower already being produced and the function they are deficient in.
5. Shall obtain views of various Engineering Colleges / Research Organizations, chamber of commerce and Association of Engineering industries on the revision/modifications envisaged.
6. Shall work out the allocation for the board fields of curriculum so envisaged.
7. Shall arranged meeting of experts for their views on translation of competencies into accounts of curriculum required.
8. Shall arrange meetings of experts to decide and details the board topics and separate dependent, inter-dependent and independent topics.

9. Shall design and develop need based curricula in cooperation with TTTI.
10. Shall develop standards/guidelines for implementation of curricula.
11. Shall collaborate with national/regional/state/institutions and agencies having similar objectives.
12. Shall monitor progress of implementation of curricula.
13. Shall put up draft syllabus of various courses for approval and further implementation in course committee and Boards Committee Meetings.
14. Shall arrange printing of approved syllabus for further implementation.
15. Shall discharge such functions and duties related to the cell, but not specifically covered above.
16. Shall also discharge all such other functions and duties delegated to him by Chairman and Secretary & Dy. BTE from time to time.
17. He will be assisted in his work by Academic Officers and other staff of his cell.

#### **5.6 Duties and Responsibilities of Assistant Director Board of Technical Education (Establishment)**

1. Shall assist Dy. DBTE (Administration and Curriculum) relate to all service and administrative functions of BTE.
2. Shall maintain court cases related to BTE.
3. Shall compile relevant returns.
4. Shall maintain rosters of SC/ST.
5. Shall maintain records of posts, creation and conversion of posts.
6. Shall assist in filing of vacant posts.
7. Shall assist for holding DPC.
8. Shall deal with the cases of tours of officers.
9. Shall maintain service books/personal files of Individual staff of BTE.
10. Shall maintain Govt. orders/circulars/notifications.
11. Shall maintain APARS of BTE staff.
12. Shall correspond with Polytechnics/Govt./Other agencies.

13. Shall arrange courses committee and Boards Committee meetings.
14. Shall assist the affiliation and accreditation cases.
15. Shall discharge such duties and functions related to is section but not specifically covered above.
16. Shall also discharge all such other duties and functions delegated to him by the Chairman and Secretary & Dy. DBTE from time to time.

### **5.7 Duties and Responsibilities of Academic Officer (Curriculum Development)**

1. Shall assist ADBTE (Head of Curriculum Development) for all the activities of the cell.
2. Shall maintain relevant statistical data required for curriculum development.
3. Shall correspond other BTEs and TTT is for information's regarding various courses.
4. Shall collect feed back from students/teachers/industries/other agencies for courses developed so far.
5. Shall be incharge of library of books/audiovisual Aids etc. maintained by the Board. Shall arrange periodical exhibition, seminars of book fair or other academic interest activities.
6. Shall prepare list of useful books for different subjects.
7. Shall prepare useful teaching and learning materials if needed.
8. Shall discharge such duties and functions related to his cell but not specifically covered above.
9. Shall also discharge all such other duties and functions as delegated to him from time to time by Chairman/Secretary/Dy. DBTE and ADBTE.
10. He will be assisted in his work by the staff of his cell under him.

## **6. FUNCTIONS OF THE BOARD**

1. To advice the Government on the general requirement in building, equipment and courses of study in Technical Education when new technical institutions are started.

2. To prescribe course of study and lay down syllabi for various braches of engineering and technology as and when constituted by the Government.
3. To grant recognition to such Technical Institution in Rajasthan in Rajasthan (with the exception of Engineering Degree Colleges) as are started by the Government or by private endeavor on terms and conditions prescribed by the Board.
4. To prescribe and define conditions for recognition of technical institution.
5. To make arrangement for the periodical inspection of these technical institutions in Rajasthan.
6. To conduct examinations upto diploma courses in accordance with the rules lay down by the board.
7. To award Diploma and certificate successful candidates.
8. The syllabi of Examination and the courses run by the Technical Wing, Higher secondary School shall be concern of the Rajasthan Board of Secondary Education.
9. The Headquarters of the Board of Technical Education Rajasthan shall be at Jodhpur for the time being.
10. The Board shall have the power to frame its rules and regulations for the efficient discharge of its normal duties with the approval of the Government of Rajasthan.
11. The board shall frame other rules and regulation relating to matters regarding staff, officers etc, their duties their powers and the procedure of the Board.
12. The Board shall have the power to constitute various committees of courses for different technical subjects as deemed necessary.
- @13. The tenure of office in respect of 'Other member' of the Board if fixed for three years.
- \*14. To publish and shell or to authorize publication and sale on behalf of the Board of such publications, as the Board may consider necessary to meet the needs of student's community in the field of Technology.

@ Government Order o. D. 16917/F-1(558)Edu/B/56 dated 187-4-1957.

- Added vide Govt. Order No. F 14(5) Edu/C.169 dated 9-7-1971

## 7. COMMITTEES OF THE BOARD :

Various committees are appointed by the Board under powers delegated to it by the Government to assist it in discharging its functions effectively. The powers and functions of each committee are decided by the Board, composition, powers, functions, rules of business etc. of each committee are given herein as under :-

The various committees appointed by the Board are as under :-

1. Committee for courses of study.
2. Examination result committee.
3. Evaluation and accreditation committee.

### 7.1 Constitution of the Committee for courses of study :-

1. The Constitution of the Committee will be as follows :-

- 7.1.1. (a) Six teachers from affiliated institution representing different branches as detailed below to be nominated by the Board.
  - (a) Two Principals of the Polytechnics,
  - (b) Two Heads of the Department,
  - (c) Two Lecturers,
- (d) Four teachers from Engineering Colleges affiliated to the Universities in Rajasthan, nominated by the Board.
- (e) Six other members' viz., experts from different fields industry and professional institutions, nominated by the Board.
- (f) Secretary of the Board shall be Convener of the Committee and the Registrar of the Board shall be the member Secretary.
- (g) The Convener shall have right to co-opt members or to invite experts associated with Curriculum Development to the meeting of the Committee for courses of study.

## **2. The quorum for the meetings of the Committee shall be five.**

- 7.1.2 (a) If the meeting of the Committee has to be adjourned for want of quorum, there will be no quorum prescribed for such adjourned meeting.
- (b) Notice of meeting: - A clear notice of 10 days to all members should be given to hold a meeting. An emergency meeting could be convened by the Board on five days notice to all members.
- (c) Tenure of the members shall be three years unless specified otherwise or terminated earlier.
- (d) Functions :-

- (i) To review the ordinances, rules, regulations, syllabus and scheme of Examination for different courses and to make suitable recommendations to the Board.
- (ii) To recommend scales of remuneration, rates of T.A. and D.A. etc, to be paid for examination work of the Board.
- (iii) To recommend scale of fees to be collected from examinees.
- (iv) To make recommendations about the award of prizes.
- (v) To recommend books for use as text books or to make suggestions for preparation of special text books.
- (vi) To recommend minimum qualifications for admission to diploma courses.
- (vii) To approve the qualifications of paper setters, examiners, moderators etc. for confidential work of the Board.
- (viii) To tender advise on such other matter as are referred to it.

XXIII meeting of the Board held on 9/4/1983.

- 7.2 Examination results committee :-

### 7.2.1 (A) : Constitution :

1	Chairman, Board of Technical Education, Rajasthan, Jodhpur.	Chairman
2	One of the Principal Dean Director of the Engineering College in Rajasthan or his nominee (to be appointed by Chairman)	Member
3	One Chief Engineer from Rajasthan (To be appointed by the Chairman Board of Technical Education, Rajasthan)	Member
4	The Senior Most Principal of the Polytechnics (affiliated to this Board)	Member
5	Secretary, Board of Technical Education, Rajasthan.	Member Secretary

The committee has the power to co-opt upto three members as experts.

### 7.2.2 (B) Functions :

1. To review the results of all the examinations conducted by the Board before they are declared.
2. To tender advice on all matters connected with the examinations referred to it by the Chairman of the Board.

### (C) Notice of meetings and quorum :

Committee can be called at short notice and the quorum for the meeting shall be three.

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1. Approved b the Board in its 8th meeting held on 18-4-64.
2. \*'Examination' was added in 10th meeting held on 18.3.66.
3. \* Approved in Board's 23rd meeting held on 9-4-83.

### 7.3 : Evaluation and Accreditation Committee :

#### 7.3.1 (A) Constitution :

The Evaluation and Accreditation Committee of this Board will consist of maximum of FIVE members as under :-

1	Two members to be nominated by the Chairman, Board of Technical Education, Rajasthan out of the panel Suggested by the Secretary, Northern Regional Committee, Kanpur	Member
2	Secretary, Northern Regional Committee	Member
3	Nominee of the Institution of Engineering, (India) Rajasthan Circle	Member
5	Secretary Board of Technical Education, Rajasthan	Member Secretary

#### 7.3.2 (B) Functions :

- a) To review whether the existing Polytechnics are maintaining proper standards prescribed by the Northern Regional Committee/All India Council for Technical Education especially with respect to the Physical, Instructional facilities like building, equipments, staff, workshops, laboratories and students amenities etc.
- b) To suggest improvements in the standards of teaching, curriculum etc.
- c) One the basis of the above review (after physical inspection of a polytechnic) to recommend provisional/permanent affiliation/dis-affiliation to the State Board of Technical Education.

#### 7.4 : Rules regarding meeting of the Board of Technical Education Rajasthan, Jodhpur and its Committee:

1. At all meetings of the Board, at least five members present shall from a quorum.
2. At all meetings of the Committees of the Board, one third of the total number of members of the Committees shall from a quorum.
3. If a quorum is not present within thirty minutes after the time fixed for the meetings, there shall be no meeting.

3. (a) If a meeting of the Board or its committees/sub committees has to be adjourned for want of quorum, there will be no quorum prescribed for such adjourned meetings if held on a later date with a clear notice of 10 days to all the members concerned.
4. Meetings of the Board and of its Committee shall, unless for special reasons the Chairman otherwise directs, be held at Jodhpur.
5. The Chairman shall preside over the meetings of the Board and the conveners nominated by the Board for its Committees shall preside over the meeting of the respective Committees. If the Chairman/Convener is absent from any meetings, the members present shall elect a Chairman/convener for that meeting.
6. Notice of meeting shall be despatched to all members of the Board not less than a fortnight before the meeting. The agenda papers for the meeting shall be despatched not less than 10 days before the meetings.
7. No business than that contained in the agenda papers shall be transacted at meeting except with the consent of the Chairman,
8. If no member rises to speak to the motion after it has been stated from the Chair, the motion may be treated as carried.
9. Not more than one motion and one amendment there to shall be put before the meeting at the same time.
10. A motion once disposed of shall not be again brought forward at the same meeting at any adjourned sitting thereof.
11. Every amendment must be relevant to the motion upon which it is moved.
12. No amendment shall be proposed which substantially raises a question already disposed of by the meeting or which is inconsistent with any resolution already passed by it.
13. Proposals relating to vote of thanks, message, congratulation or condolence addresses and other matters of a like nature, may be moved from the Chairman without previous notice.
14. The Chairman may at any stage in the proceedings at the request of a member explain the scope effect of the item under discussion which is before the meeting. He may also at the conclusion of a debate, sum up the debate if he so desires.

15. Any member may with the permission of the Chairman rise even while another is speaking to explain any expression used by himself which may have been misunderstood by the speaker, but he shall confine himself strictly to such explanation.
16. Any member may call the Chairman's attention to a point of order even while another member is addressing the meeting but no speech shall be made on such a point of order.
17. The Chairman shall be the sole judge on a point of order and may order a member to order, and may, if necessary dissolve the meeting or adjourn it to some hours on the same or the following day.
18. The Secretary of the Board will be ex-officio-Secretary of all Committees constituted by the Board.
19. The proceeding of a Committee appointed by the Board shall be presented to the Board on its next meeting subject to due notice.
20. No quorum shall be necessary at an adjourned meeting of a committee.
21. The Chairman may at his discretion direct that the business of a Committee shall be transacted wholly or partly by correspondence.
22. At all meetings of the Board or its Committee every question shall be decided by a majority of vote of the members present. In the case of the votes being equally divided, the Chairman or the Convener, as the case may be, shall have a second or a casting vote.
23. Only decision, and not the speeches, shall be recorded.
24. As soon as practicable after a meeting of a Board/Committee a draft for the minutes of such meeting shall be submitted by the Secretary to the Chairman/Convener and attested by him. The Minutes shall then be circulated to all members, and such of them as were present shall within a fortnight of the issue of the minutes communicate to the Secretary any exception they may take to the correctness thereof.

The minutes and the exception taken if any shall be laid before the next meeting of the Board/Committee and the minutes, in their final form shall then be confirmed.

25. In any case not provide for by these Regulations, the Chairman shall be entitled to give this own ruling as to the procedure.

\* Approved vide item No. 3 of the minutes of the III meeting of the Board of Technical Education.

## **8. CONDUCT OF EXAMINATION :**

The Board of Technical Education issues examination dates and detailed time table on the basis of academic calendar issued by the Directorate of Technical Education. The Board on the recommendations of various Committees takes the policy decisions regarding the examination in the following possible areas -

- i) System of examination whether yearly or semester wise.
  - ii) Conditions and qualification for appointment of paper setters, moderators, examiners, Examination Superintendents Invigilators etc.
  - iii) Evaluations System.
  - iv) Moderation of examination results.
  - v) Rules regarding student's promotions and condonations.
  - vi) Punitive measures against unfair means.
  - vii) Penalties for lapses committed by the examiners in the examination work.
  - viii) Fixing of examinations fee and other fees.
  - ix) Rates of remuneration for different categories of work.
- Important Policy Decisions ---  
---- Specially those involving additional financial commitment may require approval of the Government.

The Board in order to conduct the examination in a fair way as per norms has prepared rules/instructions on the following-

- i) Rules for appointment of papers setter including examiners.
- ii) Qualification for the appointment of internal/external practical examiners for practical examination.

- iii) General rules for examination and enrolment of students.
- iv) Rules for internal assessment.
- v) Instructions to papers setter.
- vi) Instructions to examiners o\for paper setting.
- vii) Instructions regarding conduct of project work.
- viii) Instructions to Center Superintendent for examination and invigilators.
- ix) Procedure to deal with case of unfair means.
- x) Schedule for penalties for unfair means.
- xi) Schedule of rates of remunerations payable to examiners and other agencies in connection with various examinations conduct by the Board of Technical Education.
- xii) Instructions for practical training.
- xiii) Instructions to examiners for conduct of practical examinations.

## **9. EVALUATION :**

The Board of Technical Education Rajasthan has two stage evaluations for determining the academic standards/level of institution affiliated the Board and for providing a feed back to the institutions for taking appropriate action in order to improve the academic standard:

### **9.1 Evaluation of Institutions :**

The Board of Technical Education has constituted an Evaluation and Accreditation Committee, the composition and function of which have already been described. This Committee visits the institution at least once in three year in order to assess whether the institutions have:

- i) Adequate and qualified staff as per norms laid down.
- ii) Adequate laboratory and workshop facilities as per norms laid down.
- iii) Adequate physical facilities and library facilities.
- iv) Instructions are being arranged according to norms laid down.

- v) Internal Evaluation is being done as per the norms laid down from time to time.

## **9.2 Evaluation on the Basis of Examinations :**

A two tier system of evaluation on the basis of Examination exists:

- i) Qualitative Assessment
- ii) Statistical Assessment.

### **(I) Qualitative assessment :**

This is done on the basis of Theory and Practical Examination for which detailed instructions are prepared by the Board and are sent to examiners. All the examiners have to submit a report on the performance of the students and the institutions are given a feed back on important points related to these performance reports.

### **(II) Qualitative Assessment :**

The examiners both for theory and practical examinations provide statistical details regarding performance of the students, subject-wise and institution wise, Statistics regarding performance of students are prepared both regarding theory and practical examinations and the sessional marks obtained by the institution. The institutions are provided with the statistical details which in turn are communicated to the teachers of the concerned subjects.

## **10. RULES AND REGULATION - MISCELANEOUS :**

For the smooth conduct of their Board's work, various rules and regulations are existing. There are ---

1. Rules for enrolment for second Trade Diploma Courses.
2. Rules for the change of name/surname/Father's name etc., in the Diploma awarded by Board of Technical Education, Rajasthan, Jodhpur.

3. Rules for transfer from one full time Diploma in engineering course of study to a other full time Diploma in engineering course of study.
4. Rules for migration of candidates to regular course in the polytechnics affiliated to B.T.E.R. Jodhpur.
5. Rules for transfer from Regular Diploma Course to Part Time Diploma Course.
6. Rules for award of Medals to the students.
7. Rues for enrolment to Second Diploma Course.
8. Rules regarding preservation of old records pertaining to examination.
9. Ordinances and regulations for Diploma Course in engineering.
10. Ordinances and regulations for Diploma course in engineering (for employed.)
11. Ordinances and regulations for Diploma Course in Women's Polytechnics.
12. Ordinances and regulations for one year Trade Diploma Course in Food Crafts Trades.
13. Ordinances and regulations for two years Diploma Course in Secretarial practice.
14. Ordinances and regulations for Post Diploma Course in Computer Applications.
15. Ordinance and regulations for Advance Course in Rural Technology Development and Management.
16. Proforma for the purpose of affiliation to B.T.E.R., Jodhpur.

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