

GOVERNMENT OF TELANAGANA

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

Cir. Memo No: SDC/Trainings/2015

Dated: -27-08-2015

Sub:-Technical Education - SDC Coordinators meeting on 01-09-2015 at 7th Floor, SBTET Conference hall from 10 A.M. to 5.P.M- Reg.

With reference to subject cited, SDC Chairman / Principals are informed that a meeting is convened with SDC Coordinators on 01-09-2015 at 7th Floor, SBTET Conference hall from 10 A.M. to 5.P.M to discuss about functioning of SDCs. In this connection they are informed to relieve SDC Coordinators so as to report by 9.30 A.M.

SDC Coordinators shall attend the meeting with required data as per agenda given below

1. Details of Coordinator : Name, Designation, Duration of working as Coordinator
2. Details of Mentor : available or not
If not available- since how long, alternate arrangements made there to
If available ---since how long, his specialization, works attending, remuneration being paid etc
Is there any new proposal
3. Details on enrollment of Students : Programme wise , Branch wise, No. of Batches, Timings, Subject Teacher Details etc
4. Maintenance of Hardware maintenance ----Server, Systems, Projector, Printer, UPS, ACs etc, AMC Agreement details if any i.e commencing date and closing date, charges, service rating etc
5. Software Maintenance ----- Soft Ware Application Name, License provider, expiry date, warranty period expiry, up gradation of application required etc
6. Availability of Teaching Faculty for SDC: Name, Designation, Relevant Training acquired, Courses now Training in SDC.
7. Time table followed for SDC trainings. And proposed date of completion of the training
8. SDC strength from inception of SDCs. Reasons for shortfall of strength if any. Steps to improve.
9. Faculty trainings required, if any.
10. New courses to be proposed for SDC.
11. Cash book verification.
12. Details on Amounts collected from students, matching grant from SBTET, share amount to be remitted to SDC Chief Coordinator, outstanding dues, balances available with SDC etc
13. Feedback & Suggestions for improvements of SDCs
14. Each Coordinator shall prepare and present PPT on the developments / activities conducted at SDC
15. Any other point with the permission of the Chairman.

They are eligible for TA and DA as per rules in vogue.

Sd/- A.Vani Prasad
COMMISSIONER

To
The SDC Chairman / Principals of Polytechnics.
Copy to Secretary SBTE&T.
Copy to RJD, Hyderabad.
Copy to the Stock File/ Spare.

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M. Sharada Devi
SUPERINTENDENT