GOVERNMENT OF KARNATAKA

DEPARTMENT OF TECHNICAL EDUCATION

Citizen Charter

Quality Policy

To Administer, supervise, control and to plan programme for the development of Technical Education institutions in the State of Karnataka.

Objectives

- Planning, recruitment, administration of Human Resources.
- Conduction of examination, evaluation and awarding of certificates.
- Inspection of administrative and academic procedures, evaluation of infrastructure facilities of Technical institutions.
- Development of infrastructure. Coordinating with regulatory authorities for commencement of new technical institutions and programmes. Industry Institute Interaction and assistance in placement.
- Admission process, monitoring of academic activities, awarding of scholarship and conducting extracurricular activities.
- Curriculum development, staff development, learning resource development and co curricular activities.
- Planning, accounting, monitoring and auditing of budgets

Mission

The Directorate of Technical Education ensures a planned development of technical education in the State consistent with the policies of the State and the Nation. We are committed to provide need based, quality technical and professional human resources to the industry, business and community. We will achieve our mission by

- Developing and maintaining high quality institutions which will be responsive to the felt needs of the community.

- Encouraging development and delivery of flexible and state of the art programs in informal and non-formal modes, for the needs of youth and adults.
- Building a system that is efficient and responsive to the changing needs of industry and community.
- Adopting professional and participatory type of management.
- Implementing Management Information System for effective decision making.
- Assigning high priority to serve the educational needs of women, physically challenged persons, rural population and socially and economically backward persons.
- Strengthening student placement and career guidance services.
- Encouraging and supporting the implementation of environment development activities.
- Collaborating with national and international organizations interested in technical education our aim is to move towards total quality in all our endeavors.

Mandate

- Promote Planned, and sustainable development of Technical Education in the State consistent with National and State policies.
- Design need based programs for Diploma institutions and ensures adequate human resource and infrastructural facilities for effective delivery of the curriculum.
- Ensure objective evaluation and certification systems for students, programs and institutions.
- Collaborate with AICTE, MHRD, NITTTR, Universities, industries and other employer agencies and Directorates of other states.
- Plan long term and annual budget allocations for Technical Education sector of the State and ensure proper distribution and optimum utilisation of funds.
- Prescribe norms with proper focus on quality and social justice for (a) Admission of students to Technical Education and (b) Recruitment, Posting, Training and Development of Staff.
- Provide opportunities for all-round development of students and staff and also provide placement, grievance redressal and counseling services.
- Help all wings of the Directorate to maintain good relations with the public and all institutions by being responsive to the needs of its stake holders.

Our core values include:

Equity, Humanism, Transparent operations, Accessibility, Efficiency, Open communication and Concern for Environment Development.

CITIZEN CHARTER
LIST OF OFFICERS AND STAFF OF DIRECTORATE OF TECHNICAL EDUCATION

Sl.No.	Name	Designation
1.	H.U. Talawar	Director
2.	G Niranjandas Rajbhan	Joint Director (Admin)
3.	R Manjunath	Joint Director (Exam)
4.	A M Bhojedar	Joint Director (ATS)
5.	R Manjunath (Incharge)	Joint Director (CDC)
6.	G Niranjandas Rajbhan (Incharge)	Joint Director (Inspection)
7.	K A Sathyanarayana Shetty	Deputy Director (Plan)
8.	Sreekanth G	Deputy Director (INS)
9.	Smt Ragini	Deputy Director (LRDC)
10.	T Prabhakar	Deputy Director (Exam)
11.		Deputy Director (IIIC)
12.	Sulomani	Deputy Director (CDC)
13.	Jayaraj	Asst. Director (ACM)
14.	Md Ansar	Asst. Director (Exam)
15.	Renuka Prasad	Asst. Director (Planning)
16.	Machavacharya	Asst. Director (Exam)
17.	Harish	Asst. Director (CDC)
18.	Shekar	Asst. Director (CCTEK)
19.	Dr. D S Prakash	Asst. Director (LRDC)
20.	Manohar Naik	OSD (TEQIP)
21.	Manjunath CT	Research Officer
22.	Umapathy	NSS Co-ordinator
23.	TT Poojar (Incharge)	Administrative Officer
24.	TT Poojar	Asst. Administrative Officer
25.	Rangaswamy	Asst. Administrative Officer
26.		Asst. Administrative Officer
27.	Rathod B K	PRO
28.	Dharanendra	Subject Inspector
29.	Y K Sathyanarayana	Subject Inspector
30.	Srinath	Subject Inspector
31.	P. Raghavendra Prasad	Subject Inspector
32.	D V Srinivasa Murthy	Subject Inspector

	Computer Section	
1.	D V Srinivasa Murthy	System Analyst
2.	K Prasanna	Programmer
3.		Junior Programmer
	Examination Section	

1.	T. Harish	Senior Technical Assistant
2.		Senior Technical Assistant
3.	Nageshachar	Senior Technical Assistant
4.		Senior Technical Assistant
	Building Section	
1.	Ramalingaiah	Technical Assistant (BLD)
2.		Technical Assistant
	ACM Section	
1.	Jairaj	Asst. Director (MPC)
2.		Registrar (ACM)
	EST Section	
1.	V Gopal	Registrar (Admn)
	Examination Section	
1.	BK Rathod	Registrar
	TEQIP Section	
1.	Srinath	Senior Technical Assistant
2.	Raghunath	Senior Technical Assistant
	Accounts Section	
1.	Sreesha	Accounts Officer
2.		Accounts Officer
3.		Accounts Officer
	Development Officers	
1.	Srinivasa V	Development Officer
2.	S. D. Gonsalves	Development Officer
3.	D H Jagadeesh	Development Officer

CONTACT NUMBERS OF OFFICERS IN DIRECTORATE

Name and Designation	Direct Numbers	Telephone
H. U. Talawar, Director of Technical Education	22200291	22140923
Personal Section		22140924
G. Niranjandas Rajaban, Joint Director (Admin)	22256810	22140952
R Manjunath, Secretary BTE, Joint Director (Exams)	22266985	22140983
A M Bhojedar, JD (Plan)	22204928	22140907
R Manjunath, Joint Director (CDC) Incharge	22256700	22140960
G Niranjandas Rajbhan, Joint Director (Inspection) (Incharge)		22140971
K A Sathyanaraya Shetty, DD (Plan)	22204928	22140906
DD (Inspection)		22140939
Sulomani, Deputy DTE (LRDC)		22140938
G Sreekanth, Deputy Director (CDC)		22140969
Deputy Director (IIIC)		22140970
Deputy Director (Exam)		
T T Poojar, A.D.O.	22250656	22140932
A/c.Officer		22140992
Renuka Prasad, Asst. Director, Plan		22140905
Jayaraj Asst. Director (ACM Section)	22206949	22140965
Asst. Director (Exam)		
Asst. Director (CCTEK)		
Asst. Director (Technical)		22140979
Raghunath, Asst. Director (LRDC)		
Asst. Director (Exam)		
Sr.Programmer	22266036	22140901
C.D.Ramalingaiah, Technical Asst. (Building Section)		22140918
TT Poojari, AADO		22140939
AADO		22140933
AADO		22140934
B K Rathod, P.R.O.		22140945
Umapathi, Co-ordinator, NSS		22140908

Services and duties of various Divisions and Sections

Exam Division

- Conduct of examination of all Polytechnics of the State (Annual & Semester scheme)
- Allotting staff for conduction and supervising the Exams
- Evaluation of answer booklets.
- Award certificates, marks card etc.
- Announcement of results as per academic calender.
- Admission approval and affiliation of polytechnic students.
- Introducing coding and de-coding system for evaluation to maintain confidentiality.
- Reddressal of grievances of students.
- Transparency in the evaluation system.
- Squad supervisions at the time of examination.

COMPUTER SECTION:

- Entering of marks (Annual Scheme / Semester Scheme) of Diploma .
- Preparation and updation of subject dictionary with equivalent subjects.
- Preparation of candidate list and mark list for Diploma students of all Govt., Aided and Private Polytechnics.

MPC /ACM Section

Admission Process in Polytechnics

- Admission to regular diploma courses, Constitution of diploma admission committee & conducting of meeting
- Printing of application form
- Preparation of calendar of events for polytechnics & JTS.
- Issue of admission notification
- Amendment of Admission rules.
- Issue of application to Nodal Centers
- Processing of application forms at Nodal Center
- Preparation of consolidated merit list/category list by nodal centers
- Conducting interview for selecting candidates through nodal center in respect of Govt., & Aided institution.
- Calendar of events of academic activities.
- Admission notification to government /Private/Aided polytechnics for III and V semester students.
- Transfer of students in respect of III & V semester
- Notification for repeaters admission's to I , III and V semester students
- Admissions to I year diploma for GOI & Kashmiri migrants sponsored candidates (Pondicherry, Lakshadweep, Andaman & Nicobar)
- Accord permission for long driving practice for III year automobile students.
- Accord permission for local academics and all India Education tour
- Permission to conduct survey camp to civil students
- Conducting interview under Horanadu Kannadiga, Gadinadu Kannadiga, Scouts & Guides quota
- Issue of notification for part-time diploma admission.
- Issue of calendar of events and guidelines for part-time diploma admission.
- Issue of notification for post diploma courses.

- Issue of guidelines and calendar of events for Post diploma courses
- Preparation of notification to Junior Technical Schools(JTS) admission
- Issue of notification & calendar of events to JTS
- Approval of JTS Admission
- Preparation of Admission Statistics
- LA and LC questions
- Other matter related to Diploma Admissions

Admission Activity in Degree Colleges

- BE Admissions(lateral Entry) (Day & Evening)
- Constitution of Admission
- Committee & Conducting of meeting
- Issue of BE admission notification (Day & Evening)
- Amend of admission rules and regulations
- Printing of application forms
- Receipt of filled application forms
- Conduct of CET Exam
- Preparation of seat matrix
- Verification of documents and preparation of candidate list
- Monitoring the valuation of CET answer sheets at CET
- Preparation and announcement of tentative rank list
- Calling grievances from candidates
- Announcement of final rank list
- Counseling, verification of records, issue of admission orders
- Casual Round Counseling, admission orders through CET
- Approval of Management seats
- Allotment of seats under GOI quota
- Issue of circulars to colleges regarding transfers
- Approval of change of Branch & college(II year onwards)
- Approval for mutual transfers(I year BE & II year BE under lateral entry)
- Preparation of statistical information
- Attending to LA/LC questions
- Court matters related to admission
- Maintenance of account & distribution of remuneration to staff for BE admission work.

Scholarship in polytechnics

- Fee concession issue of circular to polytechnics regarding fee concession/scholarships.
- Receipt of applications from institutions.
- Verification of applications (SC/ST/Defense/Annual income 11,000& bellow p/a)
- Receipt of bills from institutions for counter signature

- Passing of bills.
- Countersigned bills for Encashment.
- Inviting list of admitted candidates in JTS
- Verification & sanction of stipend of JTS students.

CDC Division

Curriculm Development Cell

- To develop syllabus for new courses based on requisitions from different polytechnics.
- To modify & update existing syllabus.
- To design & develop syllabus for one year post diploma courses.
- To inspect and register the private tutorials.
- To sponsor teaching staff of polytechnics to higher studies.
- To sponsor teaching staff of Aided Engg. Colleges to higher studies.

LRDC(Learning Resource Development Cell)

- Preparation of Lab Manuals
- Preparation of Question Banks
- 3 Up gradation & maintenance of Video Library.
- Preparation of transparencies, studies, charts, models, projects.
- Arranging STTP for teaching, supporting & non teaching staff of Polytechnics.
- Monitoring of CCTEK Programs
- SC/ST Coaching Classes:
- Curbing of ragging and sexual harassment in Technical Institutions

Inspection Division Objectives:

- To carry out Academic & administrative inspection as per regulation in all Government, Aided and Private Polytechnics in Karnataka.
- To Collect feed back from polytechnics and analyse and to give suitable inputs to different sections of the Directorate.
- Monitoring the polytechnics to achieve required the standards and grading of the polytechnic as per the available infrastructure and facilities.
- During the inspection process lapses found will be discussed in the review meeting and instructed to the polytechnic authority to notify the lapses and the same will be brought to the notice of the Director for needful action.

ATS Division Objectives and Services

Development Section

- Starting of new Engineering Colleges / Polytechnics.
- Starting of new courses and variation of intake in existing Engineering Colleges / Polytechnics.
- Preparation of Budget under Plan scheme.
- Monitoring of MODROBS schemes.
- Conduct of inspection for Polytechnics and Engineering Colleges to maintain the standards as per

AICTE norms.

- Other development related activities.

ATS

- Conduct of Centralized Apprenticeship Selection programme and payment of stipend.
- Industry interaction of ensuring of participation of various industries in the ATS programme
- Community Polytechnic schemes.
- Career Guidance Programme.
- Supervisory Development Programme
- Entrepreneurship Awareness Programme
- Industry Institution Interaction Cell.
- Placement Cell.

SPS

- Purchase and approvals for lab equipments, computer, furnitures, books and other academic items.
- Rate Contract approvals
- Maintenance & repairs of computer & peripherals and lab equipments.

Buiding

- Construction of new building, compound, extension and repairs of buildings for Govt. Polytechnics.
- Countersigning of estimates of all Govt. Polytechnics and 6 Govt. Junior Technical Schools under Plan and non-plan scheme.
- Providing telephone facilities to the offices working in the Directorate (Joint Director & above).
- Maintenance and payment of electricity and water bill of Directorate.

Technical Education Quality Improvement Programme (TEQIP)

ACADEMIC

- Monitoring project progress in the state.
- Facilitate the Project Institutions for Faculty Development Programmes..
- Accord approvals for conduct of Workshops/State level/ National Level Seminor in Project Institutions.
- Conduct Workshops/Training Programmes/Conferences for TEQIP Institutions.
- Facilitate Networking of Institutions
- Facilitate Mentoring of Institutions through Mentors.
- Conduct of Performance Audit for the Project Institutions through Performance Auditors
- Liason between NPIU and project Institutions.

CIVIL WORKS/PROCUREMENT

- Guiding Institutions for preparation of NCBs and all further procedure till completion of work
- Scrutinizing NCBs of Institutions and submitting to NPIU for approval.
- Accord approval to the Project Institutions for National Shopping/Procurement of goods/Books and LR's/Vehicles etc.,
- Accord approval for NCBs in procurement.

FINANCE

- Seek Budget allocation from the Government.
- Release of funds to the Institutions.

- Receive statement of Expenditure from each project Institution.
- Submit Re-emburseement claim to NPIU
- Submit F.M.R. every quarter to World Bank
- Submit Project Progress Report to Finance Department every month.
- Audit of Institutions and SPFU half yearly through Chartered Accountant

Services to Public

A C M Section

Calender of Events

Sl. No.	Events	Probable Time Admissions – Odd Sem only
1	Issue of admission notification.	May 1st Week
2	Issue of application to Nodal Centers.	May 2nd Week
3	Preparation of consolidated merit list/category list by nodal centers.	May Last Week
4	Conducting interview for selecting candidates through nodal center in respect of Govt., & Aided institutions.	June First Week To Last Week
5	Transfer of students in respect of III & V semester.	July 1st Week To 3rd Week
6	Issue of notification for part-time diploma admission.	May 1st Week
7	Schedule for approval of Admission for Polytechnics.	August 3rd Week
8	B E Admission & Schedule for Approval for Engineering Colleges.	
	• K E A (Govt., Quota) Seats	June 2nd Week To Aug 4th Week
	• Approval for mutual transfers (1st year BE & 2nd Year BE under Lateral Entry).	Sept. 1st Week
	• Approval of K E A Seats.	Sept., 2nd Week
	• Allotment of seats under GOI quota.	Aug., 1st Week To 3rd Week
	• Approval of COMED-K & Management Seats	Sept., Last Week
	• Issue of Circular to colleges regarding Transfer to Even semesters.	Aug., 2nd Week To Aug., Last Week
	• Approval of change of Branch & College (2nd year onwards).	Aug., 2nd Week To Aug., Last Week

- **Scholarships**

RE-IMBURSEMENT OF TUITION FEE IN RESPECT OF VARIOUS CATEGORY STUDENTS STUDYING IN ENGINEERING COLLEGES AND POLYTECHINCS IN THE STATE:-

SL. NO.	CATEGORY OF STUDENTS	CRITERIA FOR SANCTION OF FEE RE-IMBURSEMENT
1	SCHEDULE CASTE / SCHEDULE TRIBE (Their Annual Income is More Than ` 1.00 Lakh)	Students who are selected through kea/nodal centres and whose parents annual income of rupees above one lakh and who are studying in engg. colleges and polytechnics. the tution fee and others fees will be reimbursed as per the fee structure fixed by the govt. from time to time (budget will be allocated from Department of Technical Education).

FOLLOWING FEES WILL BE REIMBURSING:					
TUTION FEE	UNIVERSITY FEE	EXAM FEE	ADM FEE		MISC FEE

2	DEFENCE STUDENTS {FULL FEE}	Students who are selected through kea/nodal centres and those parents who are serving as defence personnel. studying in engg. colleges and polytechnics, the tution fee and others fees will be reimbursed as per the fee structure fixed by the government from time to time (budget will be allocated from department of technical education).

FOLLOWING FEES WILL BE REIMBURSING:						
TUTION FEE	MED FEE	EXAM FEE	ADM FEE	SPORTS FEE	UNIFORM FEE	LIB FEE

FOR THE ABOVE MENTIONED STUDENTS CATEGORY (SC & ST) & DEFENCE

THE FOLLOWING STEPS SHOULD BE ABSORBED :-

1. We forward the circulars to various colleges, also mentioned the last date for submitting the application.

2. After we receive all applications, we accord administrative approval after detailed verficiation, the admission approval along with list of students will be sent to the respective institutions.

The institutions authorithy then prepares the bill form & once again sent directly to directorate of techincal education office for encashment, which will be done through state huzurh treasury.

3.	CAT-1		Students those who have selected through kea/nodal centres, in this category there is no income limits to the parents whose students who are studying in engg. Colleges and polytechnics. The tution fee and others fees will be reimbursed as per the fee structure fixed by the govt. From time to time.		
FOLLOWING FEES WILL BE REIMBURSING:					
TUTION FEE	UNIVERSITY FEE	EXAM FEE	ADM FEE		MISC FEE
4.	STUDENTS WHOSE PARENTS INCOME OF ` 11,000/- BELOW. (BCM)		Students those who have selected through kea/nodal centres where students whose parents annual income of `11,000/- and below & who are studying in engg. Colleges and polytechnics. The tution fee and exam fee will be reimbursed as per the fee structure fixed by the govt. From time to time.		
NOTE:- For the above mentioned two categories (cat-1 & below ` 11,000/-) the fee reimbursement will be sanctioned to the eligible students. only administrative approval will be done by the department of technical education. the sanctioned memo and approved students list will be sent to concerned institutions, the concerned institution principal will prepare the bill form & sent directly to the concerned district bcm office (sanctioned amount will be re-imbursed from department of backward class and minorities).					
5.	JUNIOR TECHINICAL SCHOOL (8TH , 9TH AND 10TH STANDARD STUDENTS)		Stipend will be given to those students who are studying in 8th , 9th and 10th standard in the government junior technical schools. We receive the students list from the respective junior techinical schools and staipend of ` 500/- per year per student will be sanctioned. And administrative approval will be sent directly to the concerned institutions (budget will be allocated from department of technical education).		

Exam Section

- Calendar of Events – for all the events related to exams

Sl.No.	Event	Probable Time Odd Sem – July – Dec Even Sem – Jan – June
1	Beginning of Sem	1st Week
2	Test 1 – Theory	6th Week
3	Test 2 – Theory	10th Week
4	Test 3 – Theory	14th Week
5	End of Sem	16th Week
6	Theory Exam Date	18th Week
7	Practical Exam Date	20th Week
8	Results	24th Week
9	Revaluation	28th Week
10	Next Sem Beginning	26th Week

Time Frame for the following Services

• Issue of Marks Card	1 Week after the main Result
• Revaluation Result after main Results	6 Weeks after the main Result
• Issue of Diploma Certificate	3 months after the completion of Diploma
• Issue of Eligibility Certificate	2 Days after application
• Contact person name, designation, phone for grievances	Secretary, Board of Technical Examinations 222**66985**
• Adoption of single window approach for the above services	Already in operation

DVP Section

- Calendar of Events for Starting of New Polytechnics, Starting of new courses
- From the academic year 2011-12 the ACITE's approval process is being taken up by AICTE, New Delhi. For obtaining State Govt's approval for existing and new polytechnics and new courses the proposals will be processed accordingly.

• Contact person name, designation, phone for grievances	Joint Director, 22140**905, 906**
• Adoption of single window approach for the above services	Already in operation

ATS Section

- Calendar of Events of Apprentice Training – Central counselling for apprenticeship selection will be held biannually with the co-ordination Apprenticeship Board, Chennai.
- Contact person name, designation, phone for grievances - Joint Director, 22140905, 906
- CDC Section
- Granting Permission to start tutorials

Grievances

ACM Section

- Delay in Admission Approval process
- Transfer of students from one institute to another institute (Engineering & Polytechnic)
- Issue of Drawing materials for SC/ST student based on budget allotment by Government.
- The tution fee and others fees will be reimbursed as per the fee structure fixed by the government from time to time

Exam Section

- Issue of Diploma Certificate on time
- Issue of Marks Cards on time
- Issue of Duplicate Marks Card
- Correction of mistakes in Marks Card
- Contact person name, designation, phone, e-mail for grievances
- Delay in Announcement of Results
- Delay in Revaluation Results