

GOVERNMENT OF ODISHA
SKILL DEVELOPMENT & TECHNICAL EDUCATION DEPARTMENT

No. SDTE-PDE-I-Poly-0168-2021 349 /SDTE, Bhubaneswar, Dated the 29/01/2022

OFFICE MEMORANDUM

Sub: Duties & responsibilities of Lecturers, Sr. Lecturers, Training Superintendents, Workshop Superintendents, Vice Principals & Principals of the Government Engineering Schools/ Polytechnics of the State.

Cases have been referred to this Department regarding duties & responsibilities of Lecturers, Senior Lecturers, Training Superintendents, Workshop Superintendents, Vice Principals & Principals of the Government Engineering Schools/ Polytechnics of the State.

Now, after careful consideration, Government have been pleased to fix the following duties & responsibilities governing the teaching faculty of the Government Engineering Schools/ Polytechnics of the State for strict adherence by all concerned:

A. LECTURERS

1. Teaching in Practical / Theory subjects of the discipline as assigned by Principal and remedial classes for poor-performing students.
2. Maintain Attendance Registers of the students, Lesson Plans, Assessment Registers and progress Register/Reports etc.
3. Duties connected with the conduct of Admission, Examination, Evaluation of Examination of the students.
4. Conducting Awareness Programmes on Career opportunities in Technical Education in the state.
5. Conducting Seminars/Workshops etc.
6. Develop Learning materials/Resource materials for Theory and Laboratory classes.
7. R&D work on Industrial problems and Projects and other work for the promotion of Industry Institute Partnership.



8. Perform Training and consultancy work for Internal Revenue Generation.
9. Publication of Technical Papers in Journals.
10. Preparation and submission of Project Proposal for funding to the Institute from External Sources and other resource mobilisation for the Institute.
11. Participating in refresher courses for up-dation of knowledge and skill.
12. Guiding students for Innovation, Entrepreneurship and Hackathon etc.
13. Dissemination of information for students development and community development.
14. Accompanying students in study visits /Industrial Visits/ Industrial Training of the students.
15. Remain in charge of stock and store of Laboratory/Department/Sections wherever assigned.
16. Remain in charge of additional responsibility of the institution such as Library/Hostel/Examination etc. and extracurricular activities such as Games and sports, Cultural Association, Eco Club, Idea Lab etc.
17. Conduct Employment generating/Skill development Training Programme for unemployed youth wherever assigned.
18. Perform students Counselling and act as proctor of students.
19. Perform different Placement related activities.
20. Perform such work related to maintenance and upkeep of Equipment, Laboratories, Buildings and other institution properties.
21. Perform duties connected to supervision/inspection of different works at other institution wherever assigned.
22. Perform different Consultancy work for IRG and works on different industrial and socially relevant projects as assigned.
23. Perform duties assigned by SCTE&VT, Odisha, Bhubaneswar/ DTE&T, Odisha, Cuttack and SD&TE Department.
24. Perform any other work in the interest of the institution/Public duty as assigned by the Principal/Head of the Department (HOD).

B. SENIOR LECTURERS

1. Administrative work of the Department / Division/Section entrusted by Principal as Head/ overall In charge.
2. Teaching in Practical /Theory subjects as assigned by the Principal and remedial classes for poor-performing students.
3. Maintain Attendance Registers of the students, Lesson Plans, Assessment Registers and progress Register/Reports etc.
4. Supervision/Verification of Attendance Registers of the students, Lesson Plans, Assessment Registers and progress Register/Reports etc. prepared by other Faculties of the Department/course as assigned by Principal.



5. Duties connected with the conduct of Admission, Examination, Evaluation of Examination of the students.
6. Conducting Awareness Programmes on Career opportunities in Technical Education in the state.
7. Conducting Seminars, webinars and various academic workshops etc. relating to the Department.
8. Develop Learning materials/Resource materials for Theory and Laboratory classes.
9. R&D work on Industrial problems and Projects and other work for the promotion of Industry Institute Partnership
10. Perform Training and consultancy work for Internal Revenue Generation.
11. Publication of Technical Papers in Journals.
12. Preparation and submission of Project Proposal for funding to the Institute from External Sources and other resource mobilisation for the Institute.
13. Participating in refresher courses for up-dation of knowledge and skill.
14. Guiding students for Innovation, Entrepreneurship and Hackathon etc.
15. Dissemination of information for students development and community development
16. Accompanying students in study visits /Industrial Visits/ Industrial Training of the students.
17. Remain in charge of additional responsibility of the institution such as Library/Hostel/Examination etc. and extracurricular activities such as Games and sports, Cultural Association, Eco Club, Idea Lab etc.
18. Conduct Employment generating/Skill development Training Programme for unemployed youth wherever assigned.
19. Perform students Counselling and act as proctor of students.
20. Perform different Placement related activities.
21. Prepare and maintain the different Reports and Returns and also MIS of various kinds in the Institution as assigned.
22. Perform such work related to maintenance and upkeep of Equipment, Laboratories, Buildings and other institution properties.
23. Perform duties connected to supervision/inspection of different works at other institution wherever assigned.
24. Public relation for Institutional development and community development.
25. Convening Parent-Teacher meetings and also interact with students for their well being.
26. Organising and Co-ordinating different Consultancy work for IRG and work on different industrial and socially relevant projects
27. Development and Management of Institutional Infrastructure/Facilities.
28. Perform duties assigned by SCTE&VT, Odisha, Bhubaneswar/ DTE&T, Odisha, Cuttack and SD&TE Department.



29. Perform any other work in the interest of the institution/public duty as assigned by the Principal

C. TRAINING SUPERINTENDENTS

1. Liaison with different Industries/Organisations/Recruiters for Placement of students and conduct the on-campus recruitment/off-campus recruitment in the Institution.
2. Keep Liaison with Central Placement Cell of Directorate for Placement activities.
3. Maintain a Database of the students for Placement purposes.
4. Manage the Apprentice activities in the Institution and maintain the Database of students for Apprentice purposes.
5. Prepare reports/returns pertaining to Placement and Apprentice activities.
6. Ensuring sanction of all Scholarship/ Welfare Schemes to the students.
7. To act as Library Officer for smooth management of the e-Library and procurement of textbooks, reference books & Journals etc.
8. To act as Co-ordinator for all Skill Development Programmes/Competitions prescribed by the Odisha Skill Development Authority (OSDA), Bhubaneswar.
9. To act as Co-ordinator in the matter of affiliation/approval/accreditation of SCTE&VT/AICTE/ NBA etc.
10. Taking Theory/Practical classes of respective branch/discipline as assigned by the Principal.
11. Perform duties assigned by SCTE&VT, Odisha, Bhubaneswar/ DTE&T, Odisha, Cuttack and SD&TE Department.
12. Perform any other work in the interest of the institution/public duty as assigned by the Principal.

D. WORKSHOP SUPERINTENDENTS

1. The Workshop Superintendent is the Head of all the workshops of the Institution and is responsible to the Principal in all matters concerned with the Workshop instruction, proper utilization of men, materials and machinery and maintenance in workshop and services to various departments.
2. Planning, scheduling, organizing, coordinating and monitoring workshop training, sessions and tasks of the institution.
3. Design, develop and test instructional materials and tasks for skill training.
4. Procurement, erection/installation and commissioning of plant and equipment in the workshops.
5. Procurement and storage of raw materials, tools instruments.
6. Guide students in the performance of practical tasks and skill exercises and evaluate their performance.
7. Advice and assist the students and faculty members in the fabrication of their



- project work and participate in professional development activities.
8. Manage the maintenance of equipment and tools in the workshops including preventive and breakdown maintenance, lay down safety procedures.
 9. In absence of Sr. Lecturer, perform all the duties & responsibilities of Sr. Lecturer of Mechanical Engineering.
 10. Taking Theory/Practical classes of Mechanical Engineering disciplines as assigned by the Principal.
 11. Perform duties assigned by SCTE&VT, Odisha, Bhubaneswar/ DTE&T, Odisha, Cuttack and SD&TE Department.
 12. Perform any other work in the interest of the institution/Public duty as assigned by the Principal.

E. VICE-PRINCIPALS

1. To act as Academic Co-ordinator to supervise regular day to day classes as per academic calendar prescribed by the SCTE&VT, Odisha, Bhubaneswar as well as all academic-related matters by the DTE&T, Odisha, Cuttack and SD&TE Department.
2. To act as Co-ordinator for Faculty Development Activities to be conducted in the house as well as outside.
3. To act as Co-ordinator in conducting Seminar, Webinar and various academic workshops.
4. To act as Co-ordinator for signing MOU with different Industries for Internship for sharing of technical expertise and industry-institute partnership programme.
5. Taking Theory/Practical classes of respective branch/discipline as assigned by the Principal.
6. Perform duties assigned by SCTE&VT, Odisha, Bhubaneswar/ DTE&T, Odisha, Cuttack and SD&TE Department.
7. Perform any other work in the interest of the institution/Public duty as assigned by the Principal.

F. PRINCIPALS

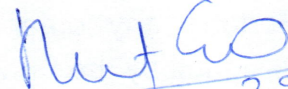
1. Promotion of academic excellence and creation of a vibrant eco-system of teaching, learning ,research and industrial collaboration as Academic and Administrative Head of the Institution.
2. Drawing & Disbursing Officer (DDO) in respect of all the schemes/accounts of the Institution.
3. Supervise regular day to day theory/ practical classes and Internal/semester examinations of the different disciplines as per academic calendar prescribed by the SCTE&VT, Odisha, Bhubaneswar as well as all academic-related matters by the DTE&T, Odisha, Cuttack and SD&TE Department.
4. The Principal is the appointing authority of Group-D employees of the



institution.

5. In absence of the Vice-Principal, all the duties and responsibilities assigned to Vice Principal shall be performed by the Principal.
6. Taking Theory/Practical classes of respective branch/discipline.
7. Perform duties assigned by SCTE&VT, Odisha, Bhubaneswar/ DTE&T, Odisha, Cuttack as well as SD&TE Department.

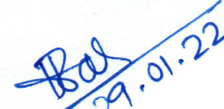
By Order of the Governor


(Hemant Sharma) 29.01.22

Principal Secretary to Government

Memo No. 350 /SDTE, Bhubaneswar, Dated 29/01/2022

Copy forwarded to the Accountant General (A&E), Odisha, Bhubaneswar/ Director, Technical Education and Training, Odisha, Cuttack/ Vice Chairman, SCTE&VT, Odisha, Bhubaneswar/ all Principal of Government Engineering Schools/Polytechnics and ITIs for information and necessary action.


Joint Secretary to Government