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**Minutes of the meeting of the Regional Assistant Director, District Employment Officers , Employment Officers, Principals of Engineering Schools, Polytechnics and ITIs and Official of the DTE&T taken by the Commissioner-Cum-Secretary to Government, Department of Employment, Technical Education and Training, Odisha in the Conference Hall of Niyojan Bhawan, Kharvel Nagar, Unit-III, Bhubaneswar on 02.03.2012 at 11.00 AM.**

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The meeting of the Regional Assistant Director, District Employment Officers , Employment Officers, Principals of Engineering Schools, Polytechnics and ITIs was taken by Dr C.S.Kumar, IAS, Commissioner-Cum-Secretary to Government, Employment, Technical Education and Training Department, Government of Odisha on 2<sup>nd</sup> March, 2012 at 11.00AM in the Conference hall of Niyojan Bhawan, Odisha, Bhubaneswar. The list of Officers present is at **Annex-I**

At the outset, the Commissioner-Cum-Secretary observed that, the basic mandate of the newly created Department is to make an intensive drive to make more and more youths of the State employable through proper streamlining the District Employment Exchanges and the Technical Institutes. The Country has the target to train 500 Mn persons by 2022 and the State has the target to train 1 Mn persons during 12<sup>th</sup> Five Year Plan period. He observed that, the recommendations made in the Conference Committee of GoI/MoLE on Employability and Employment of youths during 12<sup>th</sup> Plan period should be implemented. He further observed that, the activities of the District Employment Exchanges and all district level technical institutes be properly converged to achieve the target.

After detailed deliberations the following decisions were taken:

**A. Matters relating to Directorate of Employment-Cum-Employment Mission.**

Col. K.D.S. Gill, Director Recruiting, Army Recruitment Office, Cuttack also addressed the officials on the occasion highlighting the opportunities available in the Armed Forces. He pointed out that in comparison to other States; the induction of youth of Odisha in Army is very low because of lack of awareness. There is a need to generate awareness among youth highlighting that the service in Army is as safe as the Police Service. Awareness campaign is to be done at Block and Panchayat level.

After elaborate discussions the following decisions were taken:

- Awareness drive is to be carried out at the Block & Panchayati level to opt for Defence service as a career.
- Hoardings carrying career in Defence Forces is to be displayed at the Block level.
- Central lectures/camps are to be arranged involving Students from nearby schools and colleges.
- Pre-recruitment training is to be arranged two months before recruitment rally.
- OSEMS will have a transaction based website. Apart from other information the database of the trained persons will be hosted in the website for public domain.
- OSEMS will have a job portal which will serve multiple services like vacancy Management for different sources, Helpline for Applicants, Online registration and renewal facilities.
- The District Employment Officers will draw annual action plan for delivering career talks in schools, colleges and especially in ST/SC schools to motivate youths for various skill based training programmes including admission into I.T.Is & ITCs.
- The District Employment Officers will also assess the needs and requirements of the local industries while drawing up the Action Plan for Skill Development for their district. They will also take the opinion of the different development departments for identifying the demand driven trades in various sectors. Area specific skill needs as per District specific requirements may be identified and included in the Action plan which is to be submitted within three months.
- District Employment Exchanges are to be designated as Resource-cum-Career Guidance Centre. The DEO will be designated as District Employment Officer-cum-Project Director of the Employment Mission. He will be the District level officer for the new Department.
- A District level committee will be set up under the chairmanship of the Collector for monitoring and convergence of all Skill Development Training Programmes. The Manger, DIC, Bankers, Principal of Govt. I.T.Is & Polytechnics, Chief Executive, DSMS-cum- Addl. Project Director Self Employment will be the member of the committee. The District Employment officer will be the member convener. Necessary Govt. orders will be taken in this regard.

- For Block level convergence of Skill Development Training programme, the Block Skill development co-coordinator under NRLM will be linked to the District Employment Officer-cum-Project Director of the Employment Mission. Co-ordination with CE, DSMS to be ensured by the DEOs. OSEMS will work in tandem with ORMAS to synchronize the efforts.
- Guidelines containing various features of MES training programme are to be developed by the DTE&T officials in consultation with the officials of OSEMS.
- The District Employment Officers will visit ITIs and ITCs of the district for quality checks of courses being imparted.
- The District Employment Officers will visit the VTPs located in their districts for assessing the quality of training being imparted under MES programme.
- Lodging & Boarding facilities to the youth belonging to SC, ST, Women and Physically Challenged Persons taking training under MES programme may be extended by OSEMS @ Rs.2,200/- per candidate per month in order to enable these sections living in remote areas to avail the benefit of this training as per the request of DTE&T. Funds will be released to the selected VTPs basing on the recommendations of the District Inspection Committee comprising of Principal ITI/ Polytechnics, District Employment officer and Representative of GM, DIC. VTPs will be required to impart at least five hours of training per day and the required amount is to be released through DTE&T subject to receipt of proposal on this score.
- State Employment Policy 2005 will be thoroughly studied by all the District Employment officers and suggestions will be submitted for drafting a new policy.
- Preparation of career counseling booklet at the district level containing training programmes and self-employment schemes of line Departments/ Agencies.
- Concerned DEOs will visit ITCs coming under their districts where 300 ST candidates of 10 LWE affected districts have been admitted under two years programme. They are required to submit their first report within 15 days.
- For strengthening of Student Information Bureaus and Model Career Corners and the type of intervention required, concrete proposals will be submitted by the District Employment Officers to the Department.
- For Sourcing of candidates for construction related training at CSTI, Gopalpur, Cuttack and its sub-centres, District Employment Officers will take adequate steps in this regard.

**B. Matters relating to DTE&T, Odisha****1. Academic****a. Admission schedule-vis-a-vis academic calendar**

The academic/training calendar and planner for the year 2011-12 should be strictly adhered to by all concerned and the same for the year 2012-13 should be prepared and submitted to Government by 31.03.2012 for approval.

**b. Academic inspection(coverage of syllabi, students attendance) by the Principals and other Officials**

i. The Principals should conduct academic inspection of all the branches / trades every month and record the findings in the sectional internal inspection registers to be maintained by the concerned faculty members for compliance before next inspection. The Directorate and other officials carrying out the inspections should also record the academic short comings, if any in the same register.

ii. All the faculty members shall maintain lesson plan and demonstration plan for every lecture/instructional classes.

iii. The Principals shall conduct weekly staff meetings on every Saturday (next working day) for discussion on various issues and drawl of action plan for the next week.

**2. Infrastructure Development****a. Utilisation of available built up areas, requirement of additional built up areas**

i. The Principals shall make proper assessment for the optimum utilization of available built up areas and come up with specific proposals for addition/alternation of infrastructure to accommodate the augmented training facilities as per AICTE/NCVT norms within 31.03.2012.

**b. Close monitoring of civil works in progress and utilization of machines already supplied**

i. The ongoing civil works should be closely monitored by the Principals / senior faculty members along with collection of UCs from the concerned executing agencies. The machines already supplied should be properly installed in the workshops/laboratories and put to use by the students.

**c. Disposal of obsolete machineries and installation of latest machineries in phased manner**

i. The displaced/obsolete abandoned machineries should be put to auction with due procedure and new machineries shall be procured in phased manner.

**d. Upgradation of libraries with computational facilities**

i. The Principals of Engineering Schools, Polytechnics and ITIs shall submit specific proposal for establishment/ upgradation of libraries. E-library system needs to be taken up in Engineering Schools and Polytechnics. The services of the Librarian may be outsourced wherever necessary.

**e. Internal Revenue Generation through use of machines**

The available training facilities shall be optimally utilized for generation of revenue and building skill & confidence among the students by undertaking various job works and technical services. If required the existing procedure for IRG may be revisited to make it more flexible.

**f. Hostel facilities both for boys and girls**

i. The hostels shall be hygienic & students friendly condition so that the boarders feel those as 'home out of home'. The hostels shall be regularly maintained out of 'hostel fees' chargeable from the boarders and specific requirement of repair /renovation if any should be proposed by the concerned Principals by 31.03.2012 for consideration. The services of Hostel Superintend/warden, watch & ward, Sweeping may be outsourced wherever necessary

**3. Man Power**

**a. Faculty position vis-à-vis engagement of guest faculties and other support services**

i. The Principals shall engage part time guest faculties/instructors as per AICTE/NCVT requirements based on approved rate of hourly remuneration keeping in view that, the services of all the regular/ contractual faculties are optimally utilized.

ii. Specific proposal shall be submitted for creation of regular faculty position in ITIs in the places of Contractual ATOs / TOs with justification for consideration of Government

iii. Due care and diligence shall be given for early vacation of stay orders enabling OPSC to publish the result of 87 posts of Lecturers and action should also be taken for promotion of eligible Class-III technical employees to Class-II under OTE&T Service cadre

iv. OPSC needs to be expeditiously moved for selection of candidates against newly created 330 posts of lecturers for the 22 new Polytechnics being established under Central Plan scheme and other posts for the existing Engineering Schools and Polytechnics

v. The Collector, Malkangiri will be requested for deployment of one ministerial staff at ITI, Malkangiri for the temporary period.

vi. Amendment of OTE&T Service cadre Rule'1985 should be expedited

**b. Grievance handling, websites, citizen centric services**

i. All the Engineering Schools/Polytechnics and ITIs must have websites in proper format with linkages to the DTE&T website. The websites for the ITIs may be developed centrally at the Directorate in the NCVT format. The cost of development of websites for the ITIs may be met out of GoI scheme of the respective it is/PL development fund as in the cases.

**4. Implementation of GoI schemes**

i. SDI based on MES needs be implemented in large scale with more numbers of Government/Private Institutes registered as VTPs in different skill sectors. There will be a Joint Guideline with provisions for multi skill training (one basic module + 3 - 4 advance modules) so that, the trainees are employable in different sectors. The prospects of such multi skill training may be assessed from the employers. Provisions for lodging and boarding may be embedded in the training scheme for the identified candidates under State Employment Mission. Officers from DTE&T and Directorate of Employment-cum-Employment Mission will jointly formulate the draft guidelines for the purpose.

ii. It was observed that, the 2<sup>nd</sup> installment for establishment of **Ladies Hostel** has been received from MHRD in respect of UGIE, Rourkela, GP, Bhubaneswar, IGIT, Sarang and OSME, Keonjhar. Other 09 Polytechnics should expedite submission of UC for release of 2<sup>nd</sup> installment during March, 2012.

iii. It was observed that, the 2<sup>nd</sup> installment has not been received in respect of none of the 13 Polytechnics during 2011-12 due to non submission of UC against 1<sup>st</sup> installment under **Infrastructure Upgradation** scheme. All the Principals were advised to submit UC and Physical Progress Report to MHRD for release of 2<sup>nd</sup> installment during March'2012.

iv. Funds have been received in respect of 09 Polytechnics under **CDTP scheme** from MHRD during 2011-12. The amount needs be utilized as per GoI guidelines

timely and rest of the Principals should take immediate action for receipt of funds under the scheme.

**v.** Infrastructure development of all the **22 new Polytechnics** and functionalisation of 08 Polytechnics during 2012-13 should be closely monitored & expedited by all concerned.

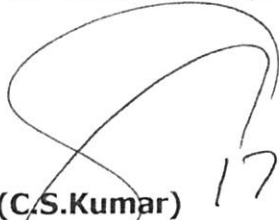
**vi.** The CSP scheme '**Upgradation of ITIs into CoE**' closes on 31.12.2012. The Principals concerned should submit detailed action plan for utilization of funds under Other Charges to the Directorate by 31.03.2012. All the trades/modules should get NCVT affiliation by March'2012.

**vii.** All the Principals of 14 ITIs implementing "**Upgradation of ITIs through PPP**" scheme should expedite utilization of funds stipulated for infrastructure development on priority basis.

**viii.** The Principals implementing **LWE schemes** should pay personal attention for successful implementation of the schemes of Planning Commission and DGE&T.

**ix.** Principals of 14 ITIs implementing "Upgradation of ITIs through PPP" Scheme shall take steps for timely completion of construction work, purchase of equipments and other expenditure in consultation with IMC Society.

The meeting ended with vote of thanks to the Chair and the participants.



17.3.12

**(C.S.Kumar)**  
**Commissioner-Cum-Secretary to Government**  
**Employment and Technical Education & Training Department**