

**Principal, Government Polytechnic,
Maharashtra Polytechnic Teachers Service, Group-A
प्राचार्य, शासकीय तंत्रनिकेतन, महाराष्ट्र तंत्रनिकेतन शिक्षक सेवा, गट-अ**

परीक्षेचे टप्पे: १) लेखी परीक्षा - २०० गुण

२) मुलाखत - ५० गुण

-: परीक्षा योजना :-

विषय व सांकेतांक (१०३)	माध्यम	प्रश्नसंख्या	गुण	कालावधी	दर्जा	प्रश्नपत्रिकेचे स्वरूप
विषयाशी/विभागाशी संबंधित घटक	इंग्रजी	१००	२००	एक तास	पदव्युत्तर पदवी	वस्तुनिष्ठ बहुपर्यायी

अ) नकारात्मक गुणदान -

१) प्रत्येक चुकीच्या उत्तराकरीता २५% किंवा १/४ एवढे गुण एकूण गुणांमधून वजा/ कमी करण्यात येतील.
२) एखाद्या प्रश्नाची एकापेक्षा अधिक उत्तरे दिली असल्यास अथवा ज्या उमेदवाराने उत्तरपत्रिकेत पूर्ण वर्तुळ चिन्हांकित केले नसेल अशा प्रश्नाचे उत्तर चुकीचे समजण्यात येऊन त्या प्रश्नाच्या उत्तराकरीता २५% किंवा १/४ एवढे गुण एकूण गुणांमधून वजा/कमी करण्यात येतील.
३) वरीलप्रमाणे कार्यपध्दतीचा अवलंब करताना एकूण अंतिम गुणांची बेरीज अपूर्णाकात आली तरीही ती अपूर्णाकातच राहिल व पुढील कार्यवाही त्याच्या आधारे करण्यात येईल.
४) एखाद्या प्रश्नाचे उत्तर अनुत्तरित असेल तर, अशा प्रकरणी नकारात्मक गुणांची पध्दत लागू असणार नाही.

ब) अंतिम गुणवत्ता यादी ही वस्तुनिष्ठ परीक्षेतील व मुलाखतीतील एकत्रित गुणांवर आधारीत राहिल.

-: अभ्यासक्रम :-

विषयाशी/विभागाशी संबंधित घटक यामध्ये खालील घटक व उपघटकांचा समावेश असेल.

Sr. No.	Topics
1.	<p><u>Education System in India :</u></p> <p>Education System in India, National Policies on Education in India, Historical Background of Technical Education in India, Recommendations of various Committees on Technical Education, Need for Technical Education in India, Various Systems of Technical Education in India, Policies for Technical Education, Objective and scope of Polytechnic Education.</p> <p><u>Status of Technical Education in Maharashtra :</u></p> <p>Technical and Vocational Education System in the State, Three Tier System. World Bank assisted and externally aided projects in Technical Education :- Phases, purpose, outcomes, the projects taken up so far for polytechnic education. Various Policies and Programmes of the State Government for skill development, enhancement of employability, Employment and Self employment, Classification of polytechnics in the State, MSBTE Act.</p>
2.	<p><u>Manpower Planning relevant to Diploma Programs in Engineering :</u></p> <p>Human Resource Planning, Elements of manpower Planning, Techniques in human planning, Surveys and their objectives, Demand estimation of skilled manpower, Role of various organisations such as DTE; MSBTE; NCERT; AICTE; MHRD; BOAT; UGC; IIT's; NITTR; State/Central/Open/Deemed/ Private Universities, NEERI; NITIE, PCI and COA. Perspective plan of the authorities.</p>
3.	<p><u>Administration of polytechnics :</u></p> <p>(A) <u>Academic Management :</u> Organisation structure of Government Polytechnics, Reporting systems, Reporting authorities, SWOT analysis, Vision and mission, goals, Strategic Planning, Internal/external environment management, Resource mobilization, library management, maintenance of academic facilities, marketing strategies related to educational institute.</p>

	<p>(B) <u>Human Resource Management:</u> Leadership and decision-making, Personality development, human behavior, character and moral qualities of public relation, effective communication, Problem solving techniques, personal management, value analysis, faculty norms, Maharashtra Civil Service Rules (MCSR), procedure for approval of teaching and non teaching staff, faculty and staff development plans, training policies of faculty and staff, types of training, motivation, evaluation of performance of faculty and staff, team building, orientation training of new employees.</p>
	<p>(C) <u>Material, Infrastructure, Resource and Financial Management (With reference to State Government Institutions) :</u> Budget, Budget process, Budget Performance, PLAN and Non PLAN, budget heads, bill passing procedure, financial powers, finance rules, Audit, Cost Benefit Analysis, Cost reduction techniques, Revenue generation, source of funds, Treasure/Pay and Accounts Office Rules, assessment of finance, cash book and transaction, record and reports. Classification of inventory, Type of stores, purchase, Inventory Control, Stores Manual, stock register, Procurement plan, Economic Order quantity. Buffer stock, Reorder Level, CPM and PERT techniques, infrastructure norms, stores audit, records and reports, physical verification of goods and equipments, maintenance plan of equipments and machineries, write off rules and procedures.</p>
4.	<p><u>Admission :</u> Approval process (establishment of new polytechnic, addition of course, variation in intake) Admission regulation authority, Competent authority, CAP, Eligibility, Statutory reservations, Rounds of admission, Tuition fee waiver schemes. Authority deciding fees for Government/Aided/Unaided polytechnics, Fee exemptions and scholarships, reimbursement of fees. Affiliations of institutes, enrolment of students.</p>
5.	<p><u>Curriculum :</u> Definition, importance of curriculum development, components of curriculum, participation of industry, objectives, outcomes, programme educational objectives, program outcomes, course objectives, course outcomes, purpose of laboratory course, need of multi-disciplinary and inter-disciplinary courses, sandwich programmes, inplant training, self study, Course contents, Credit and grading systems, choice based credit system, different grades, relative and absolute grading system, lateral entry and lateral exit system.</p>
6.	<p><u>Teaching learning process :</u> Assessment of curriculum implementation, learning material development, laboratory manual, development of media for instructions, various Teaching aids, class room/laboratory monitoring, feedback systems, academic audit, Accreditation process (NBA), Academic monitoring.</p>
7.	<p><u>Examination :</u> Purpose of examination, types, Various evaluation techniques, effective evaluation, Criteria for measurement of skills and performance, methods of examination, Examination schemes of MSBTE and Autonomous institutions.</p>
8.	<p><u>Training and Placements :</u> Requirement of various Organisations (Registered/Non-registered, Local/Outside) and availability of candidates, Process of Placement. Role of training and placement office, Types of training, Training Methodologies, Apprenticeship Training, Linkage with Industries, Importance of Industry-Institution- interaction, Apprenticeship Act, 1961, Various criteria used for evaluating the Training Programme, Entrepreneurship Development Programme.</p>

9.	Schemes being implemented in the Department of Technical Education in the State such as :
a)	Second shift in polytechnics.
b)	Minority schemes
c)	Short term Government approved certificate courses under MSBTE.
d)	Various Schemes for Disabled (PWD) and Women.
e)	Continuing education programs.
f)	Community Colleges
g)	Teachers Training Programme.
h)	Finishing courses.
i)	Community polytechnics.
j)	National Skill Qualification Framework.
k)	Unnat Maharashtra Abhiyan

दिनांक - २९ नोव्हेंबर, २०२३

अवर सचिव
महाराष्ट्र लोकसेवा आयोग