सहायक सचिव (तांत्रिक), महाराष्ट्र राज्य तंत्रशिक्षण मंडळ, महाराष्ट्र अभियांत्रिकी प्रशासकीय सेवा, गट-अ उच्च व तंत्र शिक्षण विभाग

Assistant Secretary (Technical) of Maharashtra State Board of Technical Education, Maharashtra Engineering Administrative Services, Gr.-A Higher and Technical Education Department

परीक्षेचे टप्पे:- १) लेखी परीक्षा- २०० गुण २) मुलाखत - ५० गुण

-: परीक्षा योजना :-

विषय व सांकेतांक (९९४)	माध्यम	प्रश्नसंख्या	गुण	कालावधी	दर्जा	प्रश्नपत्रिकेचे स्वरुप
विषयाशी / विभागाशी संबंधित घटक	इंग्रजी	१००	२००	एक तास	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 अपूर्णांकात आली तरीही ती अपूर्णांकातच राहील 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 राहील.

-: अभ्यासक्रम :-

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

Sr. No.	Topics
1.	**EDUCATION SYSTEMS:**
	A) In India
	National Policy on Education – NEP 2020
	Present Education Systems.
	Technical Education System.
	Recommendations of various committees regarding technical education.
	Concept of technical education.
	Objective and scope of polytechnic education.
	AICTE norms.
	National Credit Framework (NCrF)
	B) In Maharashtra
	Technical and Vocational Education System.
	3-Tier System.
	Classification of Polytechnics.
	AICTE, PCI, CoA and State Govt. approved short term diploma programs.
	Policies – Initiatives and program of Government of Maharashtra for skill development, quality enhancement and promoting entrepreneurship.

2.	**ORGANISATIONAL MANAGEMENT**	
	Organisational structures of Technical education of Government of Maharashtra, Directorate of Technical Education (DTE), Maharashtra State Board of Technical Education (MSBTE), Autonomous and Non-Autonomous Polytechnic.	
	MSBTE Act & Functions of various Committies, Various departments and services offered at MSBTE, Vision, Mission and challenges in context of globalisation.	
	General managerial functions – Planning, Organising, Leading and controlling	
	Managerial Competencies – Communication, Planning and Administration, Team work, Strategic Action, Global Awareness and Self –Management.	
	RTI Act/RTS Act.	
3.	**CURRICULUM DESIGN AND MANAGEMENT**	
	Need of Assessment	
	Concept of curriculum design – OBE Philososphy	
	Components of curriculum design	
	Sources of curriculum design	
	Design dimension considerations	
	Conceptual frame work for a program (Horizontal and Vertical Organisation)	
	Program educational objectives, program outcomes, course outcomes.	
	Purpose of laboratory courses, need for multi-disciplinary and inter-disciplinary courses, importance of sandwich programmes, role of in-plant training, Importance of courses like – generic skills, self study techniques, environmental awareness and entrepreneurship development. Systems approach in curriculum design, various diploma schemes of MSBTE (scientific based, out come based curriculum, etc), Process of granting Equivalence, NEP 2020 guidelines for curriculum development, credit system.	
4.	**CURRICULUM IMPLEMENTATION**	
	Staff orientation with objectives	
	Design and develop print and non-print learning resource (study material, work sheets, laboratory manuals, model answers, laboratory models, educational videos, etc) based on events of instructions	
	Staff training in methodology, content updating, industrial experience and managerial effectiveness enhancement	
	Monitoring and gathering feedback with emphasis on instructional process- EIMC, Curriculum evaluation	
	Counselling and guidance	
	Training and placement- Role of BOAT, Apprentice Act and provisions	
	Effective utilisation of resources	
	Industry institute cooperation	
	SWAYAM, MOOCS Courses	
	Learning Management System	
	Remedial Coaching	
5.	**STUDENTS ASSESSMENT**	
	Purpose	
	Types	
	Stakeholders in assessment	
	Characteristics of good assessment system	
	Domains of learning	
	Knowledge dimensions, levels of learning and principles of learning.	
	Taxonomy of questions based on Blooms Taxonomy of questions	
	Importance of specification table and question paper profile	
	Criteria for assessment of skills and performance	
	Methods of examinations	
	Examination schemes of MSBTE and Autonomous Institutions.	
	On-line examinations	
	CIAAN document	

6.	**EXAMINATION SYSTEM**
	Registration of students
	Pre examination process
	Examination time table
	Post examination process
	Result declaration
	Analysis of result and reporting
	Grievances and malpractice related rules and regulations
	Award of Diploma
	Revaluation Process
7.	**Schemes of Government of India, World Bank and State Government in the Department of Technical Education in the State such as:**
	World Bank Assisted Technical Education Quality Improvement Programs (TEQIP), MERITE etc.
	Minority schemes of Government of India and Government of Maharashtra
	Government approved short term diploma courses under MSBTE.
	Various Schemes for Persons with Disability and Women.
	Continuing education programs.
	Community Colleges and Distance Education.
	Community Development through Polytechnic Scheme.
	Teachers Training Programmes.
	Finishing courses / Skill Courses
	National Skill Qualification Framework.
	Unnat Maharashtra Abhiyan.
	Learn & Earn Scheme.
	NSS
8.	**ACCOUNTS, BUDGET AND STORE MANAGEMENT**
	Budget process, Budget performance, PLAN & Non PLAN, budget heads, bill passing procedure, financial powers, finance rules, Audit, Cost Benefit Analysis, Cost reduction techniques, Revenue generation, Treasury/Pay & Accounts Office rules, assessment of finance, cash book and transaction, record and reports, Sevarth Pranali.
	Classification of inventory, purchase procedure, Quotation and tendering process, Inventory Control, Stores Manual, Stock register, Procurement plan, Economic Order Quantity, Buffer stock, Stores audit, records & reports, physical verification of stock, maintenance plan, write-off rules and procedures, purchases through GeM.
9.	**MANPOWER PLANNING RELEVANT TO DIPLOMA PROGRAMS IN ENGINEERING :**
	Human Resource Planning, Skill Gap Analysis, Elements of manpower planning, Surveys and their objectives, Demand estimation of skilled manpower.
	Role of various organisations such as DTE; ARA; FRA; CET CELL; AICTE; MoE; BOAT; UGC; IIT's; NITTTR; NBA; NAAC; RUSA; MSFDA; NSDC; State/ Central/ Open/ Deemed/ Private Universities, PCI and COA, Perspective plan of the authorities.

दिनांक - २६ एप्रिल, २०२४

अवर सचिव
महाराष्ट्र लोकसेवा आयोग