



STATE COUNCIL FOR TECHNICAL EDUCATION & VOCATIONAL TRAINING, ODISHA  
UNIT VIII, NEAR RAJ BHAWAN, BHUBANESWAR-12

No. 13/4 /dt. 19/4/18

From  
Sri Balwant Singh, I.A.S  
Vice Chairman

To  
Principals of All Polytechnics (Both Govt. & Private)

Sub: Implementation of Standard Operating Procedure (SOP) to maintain minimum standards of Academics in the Polytechnics of the state.

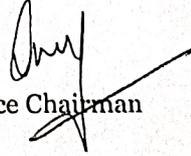
Madam/Sir,

During the visit of Expert Team to some of the Polytechnics of the state, it is observed that, minimum standards in Academics are not being followed in some of them. There are Institutions where No Admission register is maintained, Class Timings in Time Table are not as per the prescribed syllabus, No students Attendance registers are maintained or are maintained very casually, No Registers are maintained for Internal Marks and Sessional Marks awarded to the students, No Practical records are not maintained by the students etc. This speaks of serious devaluation of standards in academic activities going on in the Polytechnics.

In order to maintain Quality of Academics and maintain its standards, a Standard Operating Procedure(SOP) is annexed herewith, which must be followed hereafter meticulously without any deviation. SCTE&VT has the authority to inspect the institutions to verify the success of implementation of the SOP.

You are hereby requested to take immediate steps to strictly implement the SOP without fail.

Yours Faithfully

  
Vice Chairman

Memo No. 13/5 Dtd. 19/4/18

Copy to the DTE&T Odisha for kind information and necessary action

  
Vice Chairman

Memo No. 13/6 Dtd. 19/4/18

Copy to Joint Secretary, SD&TE Deptt., Govt. of Odisha, Bhubaneswar for information and necessary action.

  
Vice Chairman

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## Standard Operating Procedures(SOP) to be Implemented in Polytechnics

### 1. Academic Calendar:

- (i) The Academic Calendar is Non Negotiable.
- (ii) The Internal Examinations are to be conducted as per the schedule in the Calendar.
- (iii) Total number of Holidays shall not exceed 72 days.
- (iv) Total Number of Reserve Holidays shall be maximum 2 days in a calendar year. The Principal can declare these reserve holidays with due intimation to SCTE&VT and also District Administration. In no case, the Principal can declare any day to be holiday beyond the scheduled Govt. holiday or holidays mentioned in Academic Calendar or Reserve holidays, without specific permission from SCTE&VT or District Administration.

### 2. Time Table:

- (i) For 1<sup>st</sup> and 2<sup>nd</sup> shift Diploma programme, there shall be 39 periods per week (6 days per week) and each period must not be less than 55 minutes duration
- (ii) No. of students in each section of Theory class shall be 60 as per AICTE Norms with additional students from Supernumerary category.
- (iii) No. of students in a Practical group shall be 30 with additional students from supernumerary group proportionate to subdivision of 30
- (iv) A Lecturer should be allotted 20 periods per week. Practical classes shall be treated as half load of theory class. A Sr. Lecturer/HOD shall be allotted 14 classes per week.
- (v) All teachers shall be assigned classes on every working day of a week.
- (vi) Names of the Teachers should be reflected in the Time Table against respective classes allotted.

### 3. Students Attendance Register:

- (i) Students Attendance shall be taken for each subject in the Time Table. The Teacher shall count and mention the number of students Present in the class out of the Total Numbers in each class and put his/her signature below it.
- (ii) The Presence in the Attendance Register shall be progressively made in numeric figure as depicted below and absence shall be marked as 'X'. In no case the attendance of any student shall be marked as '.' Or left blank.

Roll No.	Name	19.3.18	20.3.18	21.3.18	22.3.18
1	X. Das	1	2	3	4
2	Y. Mishra	1	X	2	3
3	Z. Mohapatra	X	1	2	X
No. Present		2/3	2/3	3/3	2/3
Signature of Teacher					

- (iii) Parents of Students having less than 75% attendance both in BioMetric Device and Class attendance Register in a month shall be intimated by Letter/SMS/any other written mode.
- (iv) Biometric Attendance of all students shall be taken twice a day : one at the beginning of the classes of the day and the other at the end of the classes of the day.
- (v) Sufficient number of Biometric attendance devices shall be installed to avoid rush of the students at any such Device.
- (vi) All the Biometric devices shall be linked to SCTE&VT server so that there shall be syncing of data from the devices to the SCTE&VT server daily.

**4. Lesson Plan and Progress Register:**

- (i) At the beginning of any semester, each Teacher shall prepare Lesson Plan to be covered on week basis for the entire duration of a semester of each Theory and Practical subject he/she is allotted.
- (ii) The Lesson Plan shall have the following Format

Discipline:	Semester:	Name of the Teaching Faculty:	
Subject:	No. of Days/per week class allotted:	Semester From date:	To Date:
		No. of Weeks:	
Week	Class Day	Theory/Practical Topics	
1st	1st		
	2nd		
	3rd		
	4th		
2nd	1st		
	2nd		

- (iii) Lesson Plans must be uploaded in the Institution Website at the beginning of the semester for information of students, parents and other stake holders.
- (iv) Progress Registers shall be maintained for each semester of any Department/Branch which shall cover all subjects(both Theory & Practical).
- (v) Each Teacher at the end of the day has to enter the contents/topics he/she has covered in a subject in the Progress register.
- (vi) The Progress register shall have the following Format for each subject.

Date	Topics to be covered as per Lesson Plan	Topics actually covered	Points/contents Discussed (in brief)	Signature of Teacher
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**5. Internal Examination and Registers for IA and Sessional Marks:**

- (i) Internal Examinations shall be conducted as per the Academic Calendar. Separate Attendance, subject wise, shall be taken for students who appear the Internal Test and preserved for verification by SCTE&VT.
- (ii) Registers for I.A Marks and Sessional Marks shall be maintained branch wise chronologically year after year in same register till it is exhausted. The registers shall be retained in Examination section for easy access for verification by the Council.
- (iii) The IA Register should have columns for entry of marks of 1<sup>st</sup> IA, 2<sup>nd</sup> IA , Average of both the IAs , Assignment, if any and Total IA Mark of each subject for each student as per the following format. The student Names are to be arranged in order of their Registration number.

Sl. No	Reg n.No	Name	Theory 1					Theory 2	Theory 3	Theory 4....
			IA1	IA2	Avg.	Assignment	Total	Same format as in Th1	Same format as in Th1	

- (iv) Internal Marks shall be entered in the IA Register within 10 days of conduct of corresponding Internal Exams.
- (v) At the bottom of each page, under each mark column of each subject, the concerned teacher shall put the signature.
- (vi) The sessional Register shall be maintained as per the following format.

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#### 4. Lesson Plan and Progress Register:

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Week	Class Day	Theory/Practical Topics	
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	2nd		
	3rd		
	4th		
2nd	1st		
	2nd		

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- (iii) The IA Register should have columns for entry of marks of 1<sup>st</sup> IA, 2<sup>nd</sup> IA, Average of both the IAs, Assignment, if any and Total IA Mark of each subject for each student as per the following format. The student Names are to be arranged in order of their Registration number.

Sl. No	Reg n.No	Name	Theory 1					Theory 2	Theory 3	Theory 4....
			IA1	IA2	Avg.	Assignment	Total	Same format as in Th1	Same format as in Th1	

- (iv) Internal Marks shall be entered in the IA Register within 10 days of conduct of corresponding Internal Exams.
- (v) At the bottom of each page, under each mark column of each subject, the concerned teacher shall put the signature.
- (vi) The sessional Register shall be maintained as per the following format.

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Sl.No.	Regn. No.	Name	Practical 1	Practical 2	Practical 3	...	Total
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- (vii) At the bottom of each page under each subject, the concerned teacher shall put the signature and the HOD concerned shall total the marks and put the signature under Total Column in each page.
- (viii) The student Names in the Sessional Register are to be arranged in order of their Registration number.

#### 6. Library & Laboratories:

- (i) Students are to be issued Library Books with proper entries in Issue register.
- (ii) Library studies period shall be exclusively used for reading Library books in the reading room.
- (iii) There must be Registers maintained in the library to record entry and exits of students and teachers coming to library for taking library service on daily basis.
- (iv) Students shall be encouraged to read the journals available in the Library.
- (v) There must be proper accession Register with entry of all books in the Accession Register.
- (vi) Laboratories shall be maintained with cleanliness.
- (vii) Safety aspects must be covered sufficiently to avoid any eventuality and adequate First Aid provision shall be made in the Laboratories. Sufficient provisions for Fire Extinguishers and Fire Buckets etc. must be made in Laboratories.
- (viii) Practical Records shall be maintained by the students in proper manner. The same are to be preserved for verification of SCTE&VT after evaluation.
- (ix) Old practical Jobs done by the students shall be retained for at least 3 years.
- (x) Proper Lighting and ventilation shall be maintained in Laboratories.
- (xi) Log Book for each major equipment in Laboratories shall be maintained.
- (xii) Stock Registers of Equipments and also Raw materials shall be maintained in each Department/Branch

#### 7. General:

- (i) Admission register must be maintained with all details of students admitted such as Name, Father's Name, Mother's Name, Address, Mobile Number of parents, Date of Birth, Category, religion, SCTE&VT Registration Number, Adhar number, Photograph and student's Signature.
- (ii) Students Result sheets must be maintained year wise in Guard File in Exams section.
- (iii) Admission Register shall also be maintained in the Hostel for Boarders.
- (iv) Records of scholarships & Stipends to the students from Govt. sources must be maintained properly.
- (v) Every Institution shall have boundary wall.
- (vi) The Institution building shall be verified by structural engineer every year to check the safety of the Buildings and unsafe building shall be repaired or demolished as appropriate for safety of students and staff.
- (vii) Pay acquittance must be maintained in proper manner with disbursement of salary to staff in Digital mode through their Bank account, every month as per the instruction from Govt. /AICTE.
- (viii) All details of the institute such as courses offered with approved intake capacity, copy of AICTE approval letter, Teaching Faculty Details with Educational Qualification, his/her discipline and Photograph must be uploaded in the institute Website for information of students, parents and general public.
- (ix) Adequate safe Drinking water provision shall be made at strategic locations for convenience of the students.
- (x) Every student must be provided with ID Card issued by the Institution.

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- (xi) Sufficient precautionary measures are to be taken towards security and safety of Students of the Institute. Adequate Security Personnel may be deployed at the Entrance Gate as well as strategic/vulnerable places inside the campus.
  - (xii) Adequate CC Camera coverage of all Class Rooms and Laboratories, Common Places, Entrance to Buildings etc must be provided.
  - (xiii) For faster mode of communication to students and staff, modern communication Tools such as Whatsapp may be used and appropriate Groups may be created.
  - (xiv) Anti ragging Cell, Sexual harassment redressal cell, Discipline committee etc. must be constituted as per norms of Govt./AICTE.
  - (xv) Institution Campus, Buildings, class rooms, Laboratories, Library, Toilets , Hostels etc. must be maintained with proper cleanliness.
  - (xvi) Adequate provision for Co-curricular and Extra curricular Development of students shall be made for all around development of the students
  - (xvii) All Norms of AICTE must be implemented without any deviation

  
Vice Chairman  
SCTE&VT, Odisha

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