

**APJ Abdul Kalam Technological University
Thiruvananthapuram**

Abstract

APJAKTU-Approval of the document regarding the qualification duties and responsibilities for technical staff in aided engineering colleges-Resolution of the 50th meeting of the Syndicate-implemented-orders issued.

ADMINISTRATION

U.O.No. 1273/2024/KTU

Thiruvananthapuram, Dated: 29.04.2024

- Read:-*1. Ordinances regarding Teaching and Technical and Non Teaching staff of Aided Colleges published in Kerala Gazette dated 30.05.2023.
2.UO No.1066/2024/KTU dated 04.04.2024
3.Resolution of Item No S-050-024 in the 50th Syndicate Meeting held on 18.10.2023

ORDER

Ordinance regarding Teaching and Technical, Non-Teaching staff of Aided Engineering colleges were published in the Kerala Gazette vide paper read 1 above. University Orders were issued vide paper read 2 implementing the resolution of the Board of Governors which noted the approval of the above ordinances and resolved that the ordinances published by the University need not be placed again for approval of the Government as every application granted approval by the University as per the provisions of the Ordinances would be considered by the Government prior to issuance of sanctioning order.

As per the Ordinance, the powers, duties and functions of teaching staff and technical staff in various categories of posts shall be such as may be determined by the University.

The 50th meeting of the Syndicate considered the document regarding the qualification duties and responsibilities for technical staff in aided engineering colleges. The Syndicate vide paper read 3 resolved **to approve the document regarding the qualification duties and responsibilities for technical staff in aided engineering colleges, as recommended by the Syndicate Standing Committee on Approval of Appointment of Teaching and Non-Teaching Staff of the University and Aided College.**

Sanction is therefore accorded by the Vice Chancellor to implement the resolution of the Syndicate approving the document as appended regarding the qualification duties and responsibilities for technical staff in aided engineering colleges attached to Item No.S-050-024 of 50th meeting of the Syndicate vide paper read 3rd above.

Orders are issued accordingly.

Sd/-

Dr.A. Praveen *
Registrar



* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.



Duties and responsibilities of Workshop Superintendent, Instructor Grade I / Instructor Grade II /Draftsman and Trade Instructor Senior Grade/ Trade Instructor Grade I/ Trade Instructor Grade II/ Tradesman

I. WORKSHOP SUPERINTENDENT

1. The overall charge of activities in the workshops shall be vested with the Workshop Superintendent. The Workshop Superintendent shall be responsible for assigning duties to various workshop staff as per rules.
2. Ensuring the most effective utilization of equipment, human resources, materials and time in the shops.
3. Ensuring the progress of students through periodical evaluation/inspection.
4. Arranging the works for fabricating special items as required for Project work/Thesis work of students and faculty members.
5. Testing and inspecting the evaluation done by Instructors.
6. Conducting timely verification and certification of students' Lab Records related to Workshop classes as directed by the HoD.
7. Conducting periodical inspection/testing of equipment, and ensuring timely maintenance.
8. Finalizing and consolidating sessional marks at the end of each semester in respect of workshop classes.
9. Periodical monitoring of the consumption of consumables.
10. Planning/consolidating the annual requirements of consumables, tools etc. in various sections in the Workshop.
11. Planning the modernization of shops along with changing trends in technology.
12. Making alternate arrangements of work in the absence of subordinate staff.
13. Arranging practical tests periodically.
14. Arranging the display of standard models.
15. Maintaining stock registers and logbooks in respect of machines/equipment.
16. Tabulation and other related work for the purchase of equipment, materials, tools and consumables in respect of the Workshop store.
17. Participating in various types of activities at department level and college level, as per instructions from the lab in charge/staff in charge/HoD and the Principal in connection with the functioning of the institution.



II. INSTRUCTOR GRADE I/ INSTRUCTOR GRADE II/DRAFTSMAN

1. In charge of the concerned section.
2. In charge of Plant, Machinery and Furniture.
3. In charge of consumables.
4. Maintenance and upkeep of the plant and equipment with the assistance of Technical staff.
5. Instructing students.
6. Valuation of models and maintaining mark registers.
7. Marking of students' attendance.
8. Participating in the timely verification of Lab Records related to the Lab/ Workshop classes as directed by the Lab-in-charge or the Workshop Superintendent.
9. Maintaining stock register and indent book in respect of items in the section.
10. Monitoring the consumption of consumable items in the section.
11. Preparing the list of consumables and other items to be purchased for the section.
12. Participating in various types of activities at department level and college level, as per instructions from the superior officer in connection with the inspections by Accreditation bodies like NBA, NAAC, etc.
13. Actively participating in various types of staff training programs conducted at department level and college level, and being prepared to serve in any Lab/Library within the department and institution as directed by the HoD/Lab-in-charge/staff-in-charge/Principal.

III. Trade Instructor Senior Grade/ Trade Instructor Grade I/ Trade Instructor Grade II/ Tradesman

1. In charge of hand tools. If the number of Technical staff in a section is more than one, tools commonly used will be kept in a separate locker under the joint responsibility of all the Technical staff. The remaining items will be kept by the senior most Technical staff in the section. (The Workshop Superintendent, with the help of the concerned Instructor Grade I/ Grade II/ Draftsman, shall give the charge of hand tools to the Technical staff.)



2. Maintaining subsidiary registers in respect of items under his charge.
3. Demonstrating various operations, proper method of handling tools, etc. to the students, as directed by the Instructor.
4. Ensuring that necessary precautions are taken to avoid inadvertent operation of equipment by students so as to prevent possibilities of harm to the user/damage to equipment.
5. Helping students in the proper handling of tools and operational sequences.
6. Preparing work-pieces.
7. Mending and sharpening of special tools.
8. Numbering of models.
9. Servicing and repair of equipment or machines in the section as directed by the Instructor.
10. Opening and closing of the workshops/Labs ensuring security, setting the shops/Labs for work, as directed (if the number of Technical staff in a section is more than one, the junior most technical staff shall perform this duty).
11. Participating in various types of activities at department level and college level, as per the instructions from the superior officer in connection with the inspections by Accreditation bodies like NBA, NAAC, etc.
12. Actively participating in various types of staff training programs conducted at department level and college level and being prepared to serve in any department and lab as directed by the HoD and Principal.
13. Any other departmental and college-level works, as directed by the Head of the department /Lab-in-charge/staff-in-charge/Principal.

