

Assistant Director (Technical) of Technical Education/Deputy Secretary,(Technical)
Maharashtra State Board of Technical Education,
Maharashtra Engineering Administrative Service, Gr.-A
सहायक संचालक (तांत्रिक), तंत्रशिक्षण / उपसचिव,(तांत्रिक) महाराष्ट्र राज्य तंत्रशिक्षण मंडळ,
महाराष्ट्र अभियांत्रिकी प्रशासकीय सेवा, गट-अ.

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

-: परीक्षा योजना :-

विषय व सांकेतांक	माध्यम	प्रश्नसंख्या	गुण	कालावधी	दर्जा	प्रश्नपत्रिकेचे स्वरूप
विषयाशी/विभागाशी संबंधित घटक (१०४)	इंग्रजी	१००	२००	एक तास	पदव्युत्तर पदवी	वस्तुनिष्ठ बहुपर्यायी

अंतिम गुणवत्ता यादी ही वस्तुनिष्ठ परीक्षेतील व मुलाखतीतील एकत्रित गुणांवर आधारित राहिल.

-: अभ्यासक्रम :-

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

Sr. No.	Topics
[1]	<p><u>Education System in India:</u> 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 Technical Education System.</p> <p><u>Status of Technical Education in Maharashtra :</u> Technical and Vocational Education System in the State, Three-tier System. <i>World Bank assisted and externally aided projects in Technical Education:</i> -Phases, purpose, outcomes, the projects taken up so far for under Directorate of Technical Education. Various Policies and programmes of the State Government for skill development, enhancement of employability, Employment and Self-employment, University Act,2016, Anti-ragging Act, MSBTE Act.</p>
[2]	<p><u>Manpower Planning relevant to Various Programs in Technical Education:</u> Human Resource Planning, Elements of manpower planning, Techniques in human planning, Surveys and their objectives, Demand estimation of skilled manpower, Role of various organizations such as DTE; MSBTE; NCERT; AICTE; MHRD; BOAT; UGC; IIT's; NITTR; State/ Central/ Open/ Deemed/ Private Universities, NEERI; NITIE, PCI and COA, NITI Ayog, RUSA; Perspective plan of the authorities.</p>
[3]	<p>Administration of Government Institution:</p>
(A)	<p><u>Academic Management:</u> Organization structure of Government Institutions at Degree & Diploma levels, Reporting systems, Reporting authorities, SWOT analysis, Vision and mission, Goals, Strategic Planning, Internal/external environment management, Resource mobilisation, 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 & non teaching staff, faculty and staff development plans, training policies of faculty and staff, types of training, motivation, evaluation of performance of faculty & 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 & Non-plan budget heads, bill passing procedure, financial powers, finance rules, Audit, Cost Benefit Analysis, Cost reduction techniques, Revenue generation, sources of funds, Treasure/ Pay & Accounts Office rules, assessment of finance, cash book and transaction, record and reports. Purchase through GEM. Classification of inventory, Type of stores, purchase, Inventory Control, Stores Manual, stock register, Procurement plan, Economic Order quantity. Buffer stock, Reorder Level, CPM & PERT techniques, infrastructure norms, stores audit, records & reports, physical verification of goods and equipments, maintenance plan of equipments & machineries, write off rules and procedures.</p>
[4]	<p><u>Admission :</u> Approval process (establishment of new institutions, addition of courses, variation in intake, closure of institution), Admission regulation authority, Competent authority, CAP, Eligibility, Statutory reservations, Rounds of admission, Tuition fee waiver schemes, NRI/PIO Quota. Fee regulating authority, Fee exemptions and various scholarship schemes, reimbursement of fees. Affiliation of institutes, enrolment of students. Autonomous Institution Structure.</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 courses, need of multi-disciplinary and inter-disciplinary courses, sandwich programmes, implant 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, Research policies.</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 and Universities.</p>
[8]	<p><u>Training & 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 : ३१/०५/२०१८

सचिव
महाराष्ट्र लोकसेवा आयोग.