

सहायक सचिव (तांत्रिक), महाराष्ट्र राज्य तंत्रशिक्षण मंडळ, महाराष्ट्र अभियांत्रिकी
प्रशासकीय सेवा, गट-अ.

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

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 (१०६)	इंग्रजी	१००	२००	एक तास	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.	EDUCATION SYSTEMS: A) In India National Policy on Education 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. B) In Maharashtra Technical and Vocational Education System. 3-Tier System. Classification of Polytechnics. AICTE and Non AICTE diploma programs. Policies – Initiatives and program of Government of Maharashtra for skill development, quality enhancement and promoting entrepreneurship. World Bank and other externally aided projects in technical education.
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 Committees, Various departments and services offered at MSBTE, Vision, Mission and challenges in context of globalisation. <i>General managerial functions</i> – Planning, Organising, Leading and controlling <i>Managerial Competencies</i> – Communication, Planning and Administration, Team work, Strategic Action, Global Awareness and Self –Management.

3.	CURRICULUM DESIGN AND MANAGEMENT
	Need of Assessment
	Concept of curriculum design
	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 objectives, course out comes.
	Purpose of laboratory courses, need for multi-disciplinary and inter-disciplinary courses, importance of sandwich programmes, role of inplant 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.
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-EAMC, Curriculum evaluation
	Counselling and guidance
	Training and placement- Role of BOAT, Apprentice Act and provisions
	Effective utilisation of resources
	Industry institute cooperation
	Patents and copy-rights, MOUs, Contracts and legal aspects.
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
	CIAN 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
	Online examination, MS-CIT

7.	VARIOUS SCHEMES IMPLEMENTED IN TECHNICAL EDUCATION DEPARTMENT IN STATE
	Second Shift in polytechnics.
	Minority schemes.
	Short term Government approved certificate courses under MSBTE.
	Various Schemes for Persons with Disability and Women.
	Continuing education programs.
	Community Colleges.
	Community Polytechnics
	Teachers Training Programmes.
	Finishing courses.
	National Skill Qualification Framework.
	Unnat Maharashtra Abhiyan.
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. 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.
9.	MANPOWER PLANNING RELEVANT TO DIPLOMA PROGRAMS IN ENGINEERING :
	Human Resource Planning, Elements of manpower planning, Surveys and their objectives, Demand estimation of skilled manpower.
	Role of various organisations such as DTE; ARA; FRA; CET CELL; NCERT; AICTE; NTMIS; MHRD; BOAT; UGC; IIT's; NITTTR; NBA; NAAC; NPIU; RUSA; State/ Central/ Open/ Deemed/ Private Universities, NEERI; NITTIE, PCI and COA, Perspective plan of the authorities.

दिनांक : २३/०८/२०१८

सचिव
महाराष्ट्र लोकसेवा आयोग.