

Abstract.

Education - Technical - Duties and responsibilities of Workshop and Laboratory staff of various Institutions - fixed orders issued.

HIGHER EDUCATION (G) DEPARTMENT

G.O.Rt.No.769/82/H.Edn. Dated, Trivandrum 4.5.1982.

Read: Correspondence resting with Director of Technical Education's letter No.E5.4926/81/DTE dt: 2-1-1982.

ORDER

As recommended by the Director of Technical Education in his letter read above Government are pleased to fix the duties and responsibilities of the Workshop Staff of various Institutions under Technical Education Department as in the statement appended.

By order of the Governor,
U.Peermohammed Rawther,
Under Secretary.

To

The Director of Technical Education.
The S.F.

Forwarded / By order,
Sd/-
Section Officer.

Endt.on E5/4929/81/DTE,

Copy communicated to heads of all Institutions (Govt.only) for information and necessary action.

Copy to: General Section, Audit Section, AIW Section, Academic/ All Controlling Officers in the Directorate, Stock file.

Sd/-
N.E.SKARIAH,
Administrative Assistant,
for Director of Technical Education.

Forwarded / By Order,
Sd/-
Senior Superintendent.

(P.T.O)

26/9/82

I. Workshop Superintendent/Foreman

1. Overall charges of all the activities in the Workshops shall be responsible to assign duties to various workshop staff as per rules.
2. Ensuring the most effective utilisation of equipment, men, materials and time in the shops.
3. Keeping watch of the progress of students by periodical checks.
4. To arrange for the fabrication of special item as required for Project work, thesis work of students and faculty members.
5. Test-Check of evaluation done by Instructors.
6. Periodical checking up of equipment and arranging timely maintenance.
7. Finalisation and Consolidation of Sessional marks in respect of Workshop Classes.
8. Watching the Consumption of Consumables.
9. Consolidation of the annual requirements of Consumables tools etc. in the various sections.
10. Planning the modernisation of shops in tune with changing trends in technology.
11. Making alternate arrangement of work in the absence of subordinate staff.
12. Arranging practical tests periodically.
13. Arranging the display of standard models.
14. Maintenance of log books in respect of machines.
15. Tabulation and other connected work in respect of Purchase of Stores.
16. Any other Departmental work, as directed by the Superiors.

II. WORKSHOP INSTRUCTOR GRADE I / GRADE II

1. Charge of the concerned Section.
2. Charge of Plant, Machinery, and Furniture.
3. Charge of Consumables.
4. Maintenance and upkeep of plant and equipment, with the assistance of supporting staff.
5. Instructing the Students.
6. Valuation of models and maintenance of mark-registers.

7. Marking of Students attendance.
8. Maintenance of Stock registers and indent books in respect of items in the section.
9. Watching the consumption of consumable items in the section.
10. Preparation of the list of consumables and other items to be purchased for the Section.
11. Any other Departmental/Work, as directed by the Workshop Superintendent/ Foreman.

III. SKILLED ASSISTANT GRADE I & GRADE II.

1. Charge of hand tools. If the number of Skilled Assistants in a Section is more than one, tools commonly used will be kept in a separate locker under the joint responsibility of all the Skilled Assts. The remaining items will be kept by the senior most hand (The Workshop Superintendent/Foreman with the help of the concerned Workshop Instructor shall give the change of hand tools to the Skilled Assistants)
2. Maintenance of subsidiary registers in respect of items under his charge.
3. Demonstration of various operations, proper methods of handling tools etc. to the students, as directed by the Instructor.
4. Preparation of inadvertent operations by students, which may damage equipment.
5. Help the students in the correct handling of tools and operational sequences.
6. Preparation of work-pieces.
7. Medding and sharpening of Special tools.
8. Numbering of models.
9. Servicing and ~~xxxx~~ repairs of machines in the Section, as directed by the Instructor.
10. Any other Departmental work, as per directions from the Superiors.

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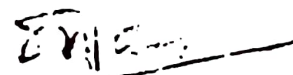
IV. WORKSHOP / LABORATORY ATTENDER

1. Assisting the Skilled Assistant in the Distribution and Collection of tools, work pieces etc.
2. Mending and sharpening of tools in time so as to ensure full utilisation of shop hours by the Students.
3. Distributing cleaning materials, chalk etc. to the Students.
4. Cutting of work-pieces and related work.
5. Taking delivery, Conveyance, loading, unloading, etc of materials required for use of Lab/Workshop between Store and/ or other Departments in the Institution.
6. Cleaning and Iubrication of tools and machines. Assisting in the maintenance and repairs of equipments, tools and accessories in the Institution.
7. Opening and closing of the shops/Laboratories ensuring Security. Setting the Shops/Laboratories for work, as directed.
8. Co-operating with other attenders in heavy work requiring group effort.
9. Attending any departmental work of a sundry nature in the Institution, as per directions from the superiors.

Endt, on B3-5258/82,, dated 5-8-1982.

- Copy to:
1. Heads of Civil, Mech, Ele, Electronics for information.
 2. Workshop Superintendent.
 3. S.F.

(Copies enclosed may be circulated among staff).



Principal.