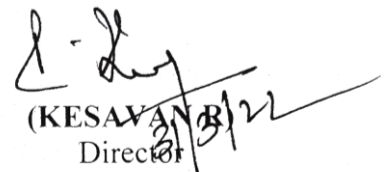


INFORMATION MANUAL

Under Sec. 4 (1) (b) of RIGHT TO INFORMATION ACT, 2005

DIRECTORATE OF HIGHER & TECHNICAL EDUCATION/
HIGHER & TECHNICAL EDUCATION DEPARTMENT

GOVERNMENT OF MIZORAM



(KESAVAN)
Director

Higher & Technical Education

1. ORGANISATION, FUNCTIONS AND DUTIES

(With reference to Section 4 (1)(b)(i) of the Right to Information Act, 2005)

Compliant to clause (b) of sub-section (1) of Section 4 of the Right to Information Act, 2005, Directorate of Higher & Technical Education Department, Government of Mizoram hereby published to Information Manual for the convenience of the general public as below:-

Name of Public Authority/DAA	:	Kesavan R, IAS
Address	:	Mc Donald Hill, Zarkawt, Aizawl
Head of Department	:	Director, Higher & Technical Education Department
Parent Government Department	:	Higher & Technical Education Department
Reporting to which office	:	Higher & Technical Education Department
Jurisdiction-Geographical	:	Entire Mizoram
Mission	:	<ul style="list-style-type: none">• Revamping of Higher & technical Education System and Introduction of Skill Development for all.• To enhance access to Higher Education, ensuring equity, and in particular to the vulnerable sections of the society.• To improve employability of students graduating from Higher Educational Institutions• To promote quality of Higher & Technical Education.• Dissemination of technical knowledge through Higher & Technical Education, Training and Skill Development.
Vision	:	<ul style="list-style-type: none">• To achieve and establish quality education and all-round development of citizens of Mizoram as a whole.• To realize the human resource potential of the State to its fullest in the Higher Education sector, with equity and inclusion.• Making Higher Education at state-level globally acceptable.• To encourage passed of Colleges and Polytechnics towards job oriented programmes in order to develop an aura of self-employment endeavour.

Introduction:

Directorate Higher & Technical Education was established as a separate Department as a result of the trifurcation of Education Department on 1st April 1989 with the Administrative Head of Department being headed by the Secretary to the Govt. of Mizoram, Education & Human Resource Development, Higher & Technical Education Department. There are three Joint Directors in the Directorates viz Joint Director(Administration), Joint Director (QAC) & Joint Director (Technical Wing) and one Deputy Director(Administration), one Finance and Account Officer and one Superintendent and other supporting staff.

Organizational set up and functions & duties of Directorate of Higher & Technical Education:**Directorate of Higher and Technical Education**

Commissioner & Directorate of Higher & Technical Education, headed by Head of Department (designated Director of Higher & Technical Education) with the Administrative Head of Department being headed by the Commissioner & Secretary to the Govt. of Mizoram, Higher & Technical Education Department. There are three Joint Directors in the Directorates viz Joint Director (Administration), Joint Director (QAC) & Joint Director (Technical Wing) and one Deputy Director(Administration), one Finance and Account Officer and one Office Superintendent and other supporting staff.

This Directorate deals with Higher Education from Collegiate level upwards including Science & Technical Education in the State with the approval of Administrative Head of Department. At present, under the jurisdiction of Higher & Technical Education, there are 21 (twenty one) Govt. Colleges and 5 (five) Professional Institutions viz. Govt. Mizoram Law College, Mizoram Hindi Training College, Institute of Advance Study in Education, Women's Polytechnic, Aizawl & Mizoram Polytechnic, Lunglei and 9 (nine) Private Colleges.

Again, as the name implies, this Department handles Technical Education in the State. There are 2 (two) Polytechnics Institutions viz Mizoram Polytechnic, Lunglei, which imparts a 3 (three) years Diploma Course in Civil, Mechanical and Electrical Engineering recognized by All India Council for Technical Education for such Courses, and Women Polytechnic, Durtlang, Aizawl, which is established with the approval of All India Council for Technical Education since 1998. This Institute has building of its own and imparts Courses like Electronics & Telecommunication Engineering, Modern Office Practice, BCC and Garment Technology etc.

This Department also looks after the students of NERIST, Arunachal Pradesh and also about 100 engineering Students are admitted against the reserved seats for Mizoram State Quota. Students pursuing various Technical Courses are given assistance in the form of Stipend, Book Grants etc. In order to upgrade the standards and to facilitate the functioning of Higher & Technical Education

in Mizoram, the Directorate has to take up various schemes such as up gradation of Colleges as per UGC Norms in staffing pattern, upgrading of Private Colleges into Deficit Grants-in-aid and provincialisation. To maintain uniformity of standards among the Colleges, financial assistance in the form of re-curring and non-recurring grants are given to Colleges. Financial assistance is also available to the students for specific purposes, etc. It has also established and looked after Collegiate Hostels in various places in and outside the State. Higher & Technical Department is a Nodal Department for Mizoram University (Central University), Institute of Chartered Financial Analyst of India (ICFAI), NIELIT (formerly known as DOEACC), Regional Institute of Para Medical and Nursing Science (RIPANS) and Mizoram College of Nursing (MCON).

Beyond that, there are some other colleges and universities that are not governed by the Department of Higher & Technical Education in Mizoram. Some of them are Pachhunga University College (under Mizoram University), Aizawl Theological College (Study of theology and divinity under Presbyterian Church of India), Academy of Integrated Christian Studies (Study of theology and divinity under Baptist Church of Mizoram), Indira Gandhi National Open University (aka IGNOU under International University), MadhuraiKamaraj University and National Education Centre (under Himachal University).

2. POWERS & DUTIES OF OFFICERS AND EMPLOYEES

(With reference to Section 4(1)(b)(ii) of the Right to Information Act, 2005)

All matters of policy and administration within Ministry/State on all subjects allocated and works assigned to the Department.

To administer, Supervise and govern higher education.

To pursue Quality education and maintain quality of evaluation.

To implement and execute the programmes of the Government in Higher Education.

To prepare schemes and projects of financial assistance for promotion of higher education.

To generate employment capability and opportunities to the youth through higher education and ensure skill development.

To promote Technical education and Information and Communication technologies.

To collaborate with other educational stakeholders for expansion and promotion of higher education network.

To ensure and maintain students welfare in terms of higher studies and accommodation, etc.

To make all higher education institutions accredited and maintain the National standard of quality education.

Circulation of information and correspondence to all Colleges/Institutions under the Department.

Initiation of proposals to Administrative Department for approval of the Government.

Inspection and scrutiny of all proposals from Colleges/Institutions to be endorsed to Administrative Department.

For preparation NAAC Inspection Administrative Accounts Audit (AAA) is conducted at the level of Directorate.

Screening of Performance of Faculty for promotion to higher Grade.

Accountability at all levels.

3. DECISION MAKING PROCESS, CHANNEL OF SUPERVISION AND ACCOUNTABILITY

(With reference to Section 4(1)(b)(iii) of the Right to Information Act, 2005)

In dealing with the official duties, the concerned dealing hands who are assigned files on specific subjects examine and place the new dak with all connected papers to higher Authorities channel who cross examine and convey suggestions for appropriate action for decision of the Director, who is the final decision maker with each channel being accountable for the information and suggestions on the proposed line of action.

In addition, formal and informal meetings are also frequently conducted for arriving at the right decision.

4. NORMS SET BY THE DIRECTORATE FOR THE DISCHARGE OF ITS FUNCTIONS.

(With reference to Section 4(1)(b)(iv) of the Right to Information Act, 2005)

A separate norm is not set by this Directorate for the discharge of its functions, however the norms and guidelines as specified in the Manual on Office Procedures and issued by the Government from time to time applicable to all Offices of the Government of Mizoram is adhered to by this Office.

5. RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY THE DIRECTORATE OR USED BY THE EMPLOYEES FOR THE DISCHARGING ITS FUNCTIONS

(With reference to Section 4(1)(b)(V) of the Right to Information Act, 2005)

1. UGC Regulations, 2010
2. UGC Regulations, 2018 wef 1st March 2022
3. AICTE Regulations, 2010 & 2019
4. NCTE Regulations, 2009.
5. Guidelines for opening New College.
6. MZU Ordinance issued from time to time.
7. The Mizoram Hostel Management & Maintenance Consolidated Guidelines 2021.
8. Recruitment Rules & Service Rules of posts under H & TE.
9. The Mizoram Aided College Employees Rules, 1990 & Amendment Rules, 1998.
10. The Mizoram College (Recurring & Non-Recurring Grant in Aid) Rules, 1990.
11. Mizoram College Management Rules, 1988.
12. Mizoram Aided College Contributory Provident Fund Regulations, 1990.
13. The Mizoram Aided College Employees D.C.R.G Rules, 1990.
14. The Mizoram Colleges (Provincialisation) Rules, 1991 & Amendment 2019.

15. “The Mizoram (Selection of Candidates for Higher Technical Courses)” Rules, 2016 and its subsequent amendments.
16. “The Mizoram (Conduct of Diploma Examinations of Diploma Courses) Consolidated Guidelines”, 2020’.
17. “The Mizoram (State Council for Technical Education Affiliation for Diploma in Paramedical Courses)” By-Laws
18. The Mizoram State Council for Technical Education (MSCTE) Notifications, 1988, 2004 and 2009.
19. State Medical And Technical Entrance Examination (SMATEE) results.
20. Joint Entrance Examination (JEE) Results of Mizoram Candidates.
21. National Eligibility Cum Entrance Test (NEET) Results of Mizoram candidates.
22. Mizoram Diploma Entrance Examination (MDEE) results.
23. Results of all examinations conducted in the name of the MSCTE.
24. Soft Copies of all Mark Sheet and Certificates issued in the name of the MSCTE.
25. List of names of all institutions affiliated to MSCTE.
26. Allotment order copies of candidates under SMATEE, JEE and NEET.
27. Joining Reports of candidates allotted seats under SMATEE, JEE and NEET.
28. Meeting minutes of Selection Board Committee, MSCTE.

6. CATEGORIES OF DOCUMENTS HELD BY THE DIRECTORATE OR UNDER ITS CONTROL

(With reference to Section 4(1)(b)(vi) of the Right to Information Act, 2005)

The Directorate of H&TE maintains records of documents concerning to the directorate as shown below:

Sl No	Category of documents	Type of document	Controlled/ Held by
1	2	3	4
1.	Budget	Demands for Grants Book	Controlled by the Director, and held by the DDO/FAO, H&TE.
2.	Office Memorandum/Guidelines	Issued by Government of Mizoram from time to time.	Controlled by Director

7. PARTICULARS OF ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH REPRESENTED BY THE MEMBERS OF THE PUBLIC IN RELATION TO FORMULATION OF ITS POLICY OF IMPLEMENTATION OF ITS POLICY

(With reference to Section 4(1)(b)(vii) of the Right to Information Act, 2005)

There is no formal arrangement for consultation by members of public in relation to policy formulation or implementation thereof.

The Department takes note of the public view as reflected in the local media and takes effective steps to ensure that these are given due cognizance while formulating and implementing scheme/programmes that affect our client.

8. STATEMENT OF BOARD/Council CONSTITUTED FOR THE PURPOSE OF ADVICE

(With reference to Section 4(1)(b)(viii) of the Right to Information Act, 2005)

The Advisory Council: The Advisory Council shall consist of the following members, namely:-
(Notification No. B. 13017/12/2014 - HTE Dated : 28.08.2018)

(i) The Chief Minister of the State	Chairman
(ii) The Minister, Higher & Technical Education.	Vice-Chairman
(iii) *The Member Secretary	Member-Secretary, SHEC
(iv) The M.P. Lok Sabha	Member
(v) The M.P. Rajya Sabha	Member
(vi) *Three MLAs, one of whom is the Leader of Opposition	Member or Leader of Group
(vii) The Vice-Chairman, State Planning Board.	Member
(viii) *The Vice-Chancellors of the State and Central University	Member
(ix) The Chief Secretary	Member
(x) The Commissioner & Secretary, Higher & Technical Education	Member
(xi) The Secretary, Finance Department	Member
(xii) The Secretary, Planning & Implementation Department	Member
(xiii) The Secretary to Government, Law Department	Member
(xiv) The Principal Secretary, Health & Family Welfare	Member
(xv) *The Vice Chairman, Executive Council	Member
(xvi) The Secretary to Government, School Education	Member
(xvii) The Secretary to Government, Social Welfare	Member
(xviii) The Secretary to Government, Horticulture Department	Member
(xix) The Chairman, MBSE	Member
(xx) The Director of Higher & Technical Education.	Member

Mizoram State Council for Technical Education with the following members with effect from the date of issue of this Notification No. B. 21015/1/2007 – EDN(TE) Dated 27th March, 2009 and until further orders :-

1. Minister-in-charge of Technical Education, Mizoram.	- Chairman
2. Secretary, H&TE Department, Govt. of Mizoram. Chairman	- Vice
3. Director, H&TE, Mizoram, Aizawl.	- Member Secy.
4. Secretary, Finance Department, Govt. of Mizoram or his nominee not below the rank of Joint Secretary to the Govt. of Mizoram.	- Member
5. Secretary, Planning and Programme Implementation Department, Govt. of Mizoram or his nominee not below the rank of Joint Secretary to the Govt. of Mizoram.	- Member
6. Joint Secretary, H&TE Department, Govt. of Mizoram.	- Member
7. Director of School Education, Mizoram or his nominee not below the rank of Joint Director.	- Member
8. Director of Industries, Mizoram or his nominee not below the rank of Joint Director.	- Member
9. Engineer-in-Chief, PWD, Govt. of Mizoram or his nominee not below the rank of Superintending Engineer.	- Member

10. Engineer-in-Chief, PHE, Govt. of Mizoram or his nominee not below the rank of Superintending Engineer. - Member
11. Chief Engineer, Power & Electricity, Govt. of Mizoram or his nominee not below the rank of Superintending Engineer. - Member
12. Deputy Secretary, Department of Information Technology, Govt. of Mizoram - Member
13. Director, National Institute of Technical Teachers' Training & Research, Kolkata, Block – FC, Sector – III, Salt Lake City, Kolkata (Established by the MHRD, Govt. of India) - Member
14. Regional Director, AICTE, Eastern Regional Office, Govt. College of Engineer & Leather Technology Campus, LB Block, Sector – III, Salt Lake City, Kolkata – 700 098 (A statutory Body of the Govt. of India) - Member
15. Director, RIPANS, Zemabawk, Aizawl – 796017 - Member
16. Director, DOEACC Society Aizawl, Industrial Estate, Zuangtui, Aizawl – 796017- Member
17. Joint Director (Tech), H&TE, Govt. of Mizoram - Member
18. Principal, Mizoram Polytechnic, Lunglei, Govt. of Mizoram - Member
19. Principal, Women Polytechnic, Aizawl, Govt. of Mizoram - Member

9. DIRECTORY OF OFFICERS AND EMPLOYEES OF DIRECTORATE OF HIGHER & TECHNICAL EDUCATION

(With reference to Section 4(1)(b)(ix) of the Right to Information Act, 2005)

Sl. No	Designation	Name	Remarks
1	Director	Kesavan R., IAS	Head of Department
2	Joint Director (Admn.)	Dr. Lalthansangi Fanai	
3	Joint Director (QAC)	Laltanpuia	
4	Deputy Director (Admn)	Annie Lalnipuii Sailo	
5	Superintendent		
6	FAO	Lalmalsawmi	
7	Assistant	R. Lalnunmawia	
8	Assistant	Nuhliri Ralte	
9	Assistant	Rita Vanlalsawmi	
10	Assistant	R. Lalthanfeli	
11	Assistant	VL. Hruaia	
12	Assistant	PC. Zothankhumi	
13	Assistant	Rinsailovi	
14	Steno-II	Lahlupuii Ralte	
15	Inspector of Statistics	T.H.C. Laldova	
16	JE	R. Lalduhsaka Lelhchhun	
17	UDC	H. Lalthanmawii	
18	UDC	R. Lalengmawii	
19	UDC	Sarah Lalhmunmawii Pachuau	

20	UDC	John Lalnunthara	
21	UDC	Lalrinawmi	
22	LDC	B. Lalmawizuala	
23	LDC	S.N. Thanga	
24	LDC	LaltanpuiiRoyte	
25	LDC	Zomuanpuii	
26	LDC	Zomuanpuii Sailo	
27	LDC	Lalmuankima Chongthu	
28	LDC	C. Vanlalrova	
29	LDC	Lalsavunga	
30	LDC	Lalramliani Colney	
31	Driver	Vanlalchhuana	
32	Driver	Vanlalzela	
33	Driver	Albert Lalrosanga	
34	IV Grade	K. Lalmuanpuia	
35	IV Grade	Vanlaltluanga	
36	IV Grade	T. Lalrammawia	
37	IV Grade	Lalrinmawii	
38	IV Grade	Lalthanhranga	
39	IV Grade	Rothuami	
40	IV Grade	K. Sapchhungi	
41	IV Grade	Lalruatpuii	
42	IV Grade	Lalbiaknungi	
43	IV Grade	Lalthangkhumi	
44	IV Grade (P.E)	K. Zodinsanga	
45	Driver (P.E)	Rosangzuala	

Technical Wing

Sl. No.	Designation	Name	Remarks
1.	Joint Director (Technical)	Er. K. Zodingliana	
2.	Examination Officer (E.O)	Er. C. Lalbiakchhawni	
3.	Training & Placement Officer (T.P.O)	C. Lalduhkima	
4.	Academic Officer (A.O)	Er. S. Zorinliana	
5.	Computer Programmer (C.P)	Er. F.Lalfakzela	
6.	Technical Officer (T.O)	Er. Lalenpuia	

7.	Laboratory Technician	Lalmuanpuii Sailo	
8.	Computer Operator	B. Dawngtluangi	
9.	Computer Operator	V.R. Hmachhuana	
10.	Computer Operator	Zorinsangi	
11.	L.D.C	Lalramliani Colney	
12.	L.D.C	Hmingthanzuala	
13.	L.D.C	Sanglianmawii	
14.	Driver	Lalnunmawia	Deployed as Dak runner
15.	Driver	Lalramnghaka	
16.	Driver	Ramnghinglova Royte	Attach to Women's Polytechnic, Aizawl
17.	Driver	Lalrotluanga	Attach to Mizoram Polytechnic Lunglei
18.	IV Grade	Vanlalvuana	
19.	IV Grade	Malsawmtluanga Khiangte	
20.	IV Grade	C.Vanlalruata	
21.	Provisional Employee	Ngurpuilura	Attach to Lunglei Polytechnic
22.	Provisional Employee	Zothansanga Khiangte	Attach to Gov't J. Thankima College
23.	Provisional Employee	Lalramdini	Attach to Directorate
24.	Provisional Employee	F.Liantluanga	Watchman at Champhai Polytechnic
25.	Provisional Employee	R.Lalthangmawia	Watchman at Kolasib Polytechnic
26.	Provisional Employee	Biakchungnunga	Watchman at Mamit Polytechnic

10. MONTHLY REMUNERATION RECEIVED BY OFFICERS & EMPLOYEES OF DIRECTORATE OF HIGHER & TECHNICAL EDUCATION DEPARTMENT/MSB

(With reference to Section 4(1)(b)(ix) of the Right to Information Act, 2005)

Sl No	Name	Designation	Pay Matrix (Central Pay)	Gross emoluments for one month as on <hr/> (figure in Rupees)
1	Kesavan R., IAS	Director	Level 12	151341
2	Dr. Lalthansangi Fanai	Jt. Director (Admn.)	Level 13A	274775
3	Laltanpuia	Joint Director (QAC)	Level 13 A	251775
4	Annie LalnipuiiSailo	Dy. Director (Admn)	Level 11	104525
5		Superintendent		
6	Lalmalsawmi	FAO	10A	118775
7	R. Lalnunmawia	Assistant	9	101620

8	Nuhliri Ralte	Assistant	8	88120
9	Rita Vanlalsawmi	Assistant	9	101200
10	VL. Hruaia	Assistant	8	92825
11	PC. Zothankhumi	Assistant	8	93575
12	Rinsailovi	Assistant	7	87700
13	Lahlupuii Ralte	Steno-II	7	57700
14	T.H.C. Laldova	Inspector of Statistics	8	88100
15	R. Lalduhsaka	JE	8	69700
16	H. Lalthanmawii	UDC	7	78825
17	R. Lalengmawii	UDC	7	85825
18	Sarah Lalhmunmawii Pachuau	UDC	6	48325
19	John Lalnunthara	UDC	6	57200
20	Lalrinawmi	UDC	6	81075
21	B. Lalmawizuala	LDC	5	61200
22	S.N. Thanga	LDC	6	75950
23	Laltanpuii Royte	LDC	5	68450
24	Zomuanpuii	LDC	5	57825
25	Zomuanpuii Sailo	LDC	5	57825
26	Lalmuankima Chongthu	LDC	5	57825
27	C. Vanlalrova	LDC	5	52776
28	Lalsavunga	LDC	5	54700
29	Lalramliani Colney	LDC	5	54700
30	Vanlalchhuana	Driver	7	81165
31	Vanlalzela	Driver	6	64040
32	Albert Lalrosanga	Driver	6	65915
33	K. Lalmuanpuia	IV Grade	4	53895
34	Vanlaltluanga	IV Grade	4	57165
35	T. Lalrammawia	IV Grade	3	50665
36	Lalrinmawii	IV Grade	1A	41040
37	Lalthanhranga	IV Grade	1A	37790
38	Rothuami	IV Grade	1A	42165
39	K. Sapchhungi	IV Grade	1	32787
40	Lalruatpuii	IV Grade	1	32787
41	Lalbiaknungi	IV Grade	1	30330
42	Lalthangkhumi	IV Grade	1	28926
43	K. Zodinsanga	IV Grade (P.E)	1	12970
44	Rosangzuala	Driver (P.E)	3	17100

Technical Wing

Sl. No.	Name	Designation	Pay Matrix	Gross emoluments for one month as on dt.21.02.2022 (Figure in Rupees)
1	Er. K. Zodingliana	Joint Director (Technical)	13A	251775
2	Er.C. Lalbiakchawni	Examination Officer (E.O)	13A	224025
3	C. Lalduhkima	Training & Placement Officer (T.P.O)	13A	199525
4	Er.S. Zorinliana	Academic Officer (A.O)	13A	182900
5	Er.F.Lalfakzela	Computer Programmer (C.P)	9A	83681
6	Er. Lalenpuia	Technical Officer (T.O)	9A	81925
7	Lalmuanpuii Sailo	Laboratory Technician	9	69700
8	B. Dawngtluangi	Computer Operator	8	66575
9	V.R. Hmachhuana	Computer Operator	7	56075
10	Zorinsangi	Computer Operator	7	59276
11	Lalramliani Colney	L.D.C	5	54700
12	Hmingthanzuala	L.D.C	5	59276
13	Sanglianmawii	L.D.C	5	56200
14	Lalnunmawia	Driver	2	31665
15	Ramnghinglova Royte	Driver	2	31665
16	Lalrotluanga	Driver	2	29277
17	Lalramnghaka	Driver	2	28877
18	Vanlalvuana	IV Grade	4	57165
19	Malsawmtluanga Khiangte	IV Grade	1A	29745
20	C.Vanlalruata	IV Grade	1	26820
21	Ngurpuilura	Provisional Employee	4	18300
22	Zothansanga Khiangte	Provisional Employee	4	18300
23	Lalramdini	Provisional Employee	1	12970
24	F. Liantluanga	Provisional Employee	1	12970
25	R. Lalthangmawia	Provisional Employee	1	12970
26	Biakchungnunga	Provisional Employee	1	12970

Note: The pays are as per the Seventh central Revision of Pay (as modified & extended to the employees under the Government of Mizoram) Rules, 2018 & Revised Allowances to the employees of Government of Mizoram.