

# **INFORMATION MANUAL**

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

DIRECTORATE OF HIGHER & TECHNICAL EDUCATION/  
MIZORAM SCHOLARSHIP BOARD  
HIGHER & TECHNICAL EDUCATION DEPARTMENT

**GOVERNMENT OF MIZORAM**

  
(SANGCHHIN CHINZAH, IAS)  
Director  
Higher & Technical Education  
Mizoram: Aizawl

## 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/ Mizoram Scholarship Board, 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	:	Sangchhin Chinzah, IAS
Address	:	Mc Donald Hill, Zarkawt, Aizawl
Head of Department	:	Director, H&TE/Secy., MSB
Parent Government Department	:	Higher & Technical Education Department
Reporting to which office	:	Mizoram Information Commission
Jurisdiction-Geographical	:	Entire Mizoram
Mission	:	<ul style="list-style-type: none"><li>• Revamping of Higher &amp; Technical Education System and Introduction of Skill Development for all.</li><li>• To enhance access to Higher Education, ensuring equity, and in particular to the vulnerable sections of the society.</li><li>• To improve employability of students graduating from Higher Educational Institutions</li><li>• To promote quality of Higher &amp; Technical Education.</li><li>• Dissemination of technical knowledge through Higher &amp; Technical Education, Training and Skill Development.</li></ul>
Vision	:	<ul style="list-style-type: none"><li>• To achieve and establish quality education and all-round development of citizens of Mizoram as a whole.</li><li>• To realize the human resource potential of the State to its fullest in the Higher Education sector, with equity and inclusion.</li><li>• Making Higher Education at state-level globally acceptable.</li><li>• Accreditation of all higher Education Institutions to maintain quality of education .</li><li>• To educate and train students and to prepare them for successful employment in industry / business, self-enterprise and higher education by providing quality system based teaching and learning processes.</li></ul>

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## **Introduction :**

Directorate Higher & Technical Education was established as a separate Department as a result of the trifurcation of Education Department on 1<sup>st</sup> 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 Office Superintendent and other supporting staff.

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

### **Directorate of Higher and Technical Education**

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 Principal 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 and 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 1) Mizoram Polytechnic, Lunglei, which imparts 3 (three) years Diploma Course in Civil, Mechanical and Electrical Engineering recognized by All India Council for Technical Education for such Courses, and 2) Women Polytechnic, Durtlang, Aizawl, established with the approval of All India Council for Technical Education since 1998. The Institute imparts Courses like Electronics & Telecommunication Engineering, Modern Office Practice, BCC and Garment Technology etc.

This Department also looks after the students from Mizoram in 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).

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), 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). 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), Madhurai Kamaraj 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 of 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 norms and guidelines 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 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 1<sup>st</sup> March 2022
3. AICTE Regulations 2010 & 2019
4. NCTE Regulations 2009.
5. MZU Ordinance issued from time to time.
6. The Mizoram Hostel Management & Maintenance Consolidated Guidelines 2021.
7. Recruitment Rules & Service Rules of posts under H & TE.
8. The Mizoram College (Recurring & Non-Recurring Grant in Aid) Rules.1990.
9. The Mizoram Deficit College Management Rules,1988.
10. The Mizoram Deficit College Management (Amendment) Rules, 2002.
11. Mizoram Aided College Contributory Provident Fund Regulations, 1990.
12. The Mizoram Aided College Employees D.C.R.G Rules,1990.
13. The Mizoram Colleges (Provincialisation) Rules, 1991 & Amendment 2019.

## 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.	Budget	Demands for Grants Book	Controlled by the Director/Secy., and held by the DDO/FAO, H&TE.
2.	Office Memorandum/Guidelines	Issued by Government of Mizoram from time to time.	Controlled by Director
3.	Land Lease	Issued by Land Revenue & Settlement Department	Controlled by Secretary

## 7. PARTICULARS OF ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO FORMULATION OR 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 schemes/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<br>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 27<sup>th</sup> March, 2009 and until further orders :-**

1.	Minister-in-charge of Technical Education, Mizoram	-	Chairman
2.	Secretary, H&TE Department, Govt. of Mizoram	-	Vice Chairman
3.	Director, H&TE, Mizoram, Aizawl	-	Member Secretary
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	-	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)

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Remarks</b>
1	Sangchhin Chinzah, IAS	Director	
2	Dr. Lalthansangi Fanai	Joint Director (Admn.)	
3	Laltanpuia	Joint Director (QAC)	
4	Dr. Zarzoliana	ASPD (RUSA)	
5	Prof. Benjamin Lalrinsanga	State Nodal Officer (NEP)	
6	Annie Lalnipuii Sailo	Deputy Director (Admn)	
7	Lalmalsawmi	FAO	Holds charge of FAO at H&TE and DDA at Transport Deptt.
8	R. Lalengmawii	Superintendent	
9	Nuhliri Ralte	Assistant	
10	Rita Vanlalsawmi	Assistant	
11	Rinsailovi	Assistant	
12	Jacinta Zirnunluangi	Assistant	
13	H. Lalthanmawii	Assistant	
14	T.H.C. Laldova	Inspector of Statistics	
15	R. Laldusaka	JE	
16	Lahlupuii Ralte	Steno-II	
17	R. Lalengmawii	UDC	
18	Sarah Lalhmunmawii Pachuau	UDC	
19	John Lalnunthara	UDC	
20	Lalrinawmi	UDC	
21	Lallianmawia	UDC	
22	Laltanpuui Royte	UDC	
23	Zomuanpuui	LDC	
24	Zomuanpuui Sailo	LDC	
25	C. Vanlalrova	LDC	
26	Lalsavunga	LDC	
27	Lalramliani Colney	LDC	Attached to Mizoram Polytechnic, Lunglei
28	Reuben Lalrinzawna	LDC	
29	Vanlalchhuana	Driver	
30	Zarzoliana	Driver	
31	Albert Lalrosanga	Driver	
32	Vanlalzela	Driver	



<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Remarks</b>
33	Lalmangaihzuala	Driver	
34	Rosangzuala	Driver	
35	K. Lalmuanpuia	IV Grade	
36	T. Lalrammawia	IV Grade	
37	Lalrinmawii	IV Grade	
38	Lalthanhranga	IV Grade	
39	Rothuami	IV Grade	
40	K. Sapchhungi	IV Grade	
41	Lalruatpuii	IV Grade	
42	Lalbiaknungi	IV Grade	
43	Lalthangkhumii	IV Grade	
44	Zosangluaii	IV Grade	
45	Lalhunruata Fanai	LDC (P.E)	
46	K. Zodinsanga	IV Grade (P.E)	
47	H. Lalnunthara	IV Grade (P.E)	

#### **Technical Wing**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Remarks</b>
1	Er. K. Zodingliana	Joint Director (Technical)	
2	Er. C. Lalbiakchawni	Examination Officer (E.O)	
3	C. Lalduhkima	Training & Placement Officer (T.P.O)	
4	Er. S. Zorinliana	Academic Officer (A.O)	
5	Er. F. Lalfakzela	Computer Programmer (C.P)	
6	Er. Lalenpuia	Technical Officer (T.O)	
7	Lalmuanpuui Sailo	Laboratory Technician	
8	R. Lalhruaitluangi	Assistant	
9	B. Dawngtuangi	Computer Operator	
10	V.R. Hmachhuana	Computer Operator	
11	Zorinsangi	Computer Operator	
12	Lalramliani Colney	L.D.C	
13	Hmingthanzuala	L.D.C	
14	Sanglianmawii	L.D.C	
15	Lalnunmawia	Driver	Attached to Women Polytechnic, Aizawl
16	Ramnghinglova Royte	Driver	
17	Lalrotluanga	Driver	

Sl. No.	Name	Designation	Remarks
18	Lalramnghaka	Driver	
19	Vanlalvuana	IV Grade	
20	Malsawmtluanga Khiangte	IV Grade	
21	C. Vanlalruata	IV Grade	
22	Lalchhuanmawii	IV Grade	
23	Lalramdini	Provisional Employee	
24	F. Liantluanga	Provisional Employee	
25	R. Lalthangmawia	Provisional Employee	
26	Biakchungnunga	Provisional Employee	
27	Lalmuankima Sailo	OSC	Attached to MSB

**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 (in Level)	Gross emoluments for one month as on (in Rupees)
1	Sangchhin Chinzah, IAS	Director	12	3,39,290
2	Dr. Lalthansangi Fanai	Joint Director (Admn.)	13A	3,18,676
3	Laltanpuia	Joint Director (QAC)	13A	3,00,215
4	Dr. Zarzoliana	ASPD (RUSA)	13A	2,31,368
5	Prof. Benjamin Lalrinsanga	State Nodal Officer (NEP)	14	2,84,386
6	Annie Lalnipuii Sailo	Deputy Director (Admn)	11	1,27,810
7	Lalmalsawmi	FAO	11	1,52,025
8	R. Lalengmawii	Superintendent	10	1,09,540
9	Nuhliri Ralte	Assistant	8	1,07,665
10	Rita Vanlalsawmi	Assistant	9	1,23,920
11	Rinsailovi	Assistant	8	1,04,200
12	Jacinta Zirnuntluangi	Assistant	7	74,475
13	H. Lalthanmawii	Assistant	7	96,370
14	T.H.C. Laldova	Inspector of Statistics	9	1,10,835
15	R. Lalduhsaka	JE	8	85,205
16	Lahlupuii Ralte	Steno-II	7	70,415
17	R. Lalengmawii	UDC	7	1,05,820

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay Matrix (in Level)</b>	<b>Gross emoluments for one month as on (in Rupees)</b>
18	Sarah Lalmunmawii Pachuau	UDC	6	58,815
19	John Lalnunthara	UDC	6	69,690
20	Lalrinawmi	UDC	7	99,125
21	Lallianmawia	UDC	6	92,890
22	Laltanpuii Royte	UDC	6	87,670
23	Zomuanpuii	LDC	6	73,750
24	Zomuanpuii Sailo	LDC	5	70,560
25	C. Vanlalrova	LDC	5	64,444
26	Lalsavunga	LDC	5	66,645
27	Lalramliani Colney	LDC	5	66,645
28	Reuben Lalrinzawna	LDC	4	45,620
29	Vanlalchhuana	Driver	7	99,215
30	Zarzoliana	Driver	7	99,615
31	Albert Lalrosanga	Driver	6	80,510
32	Vanlalzela	Driver	6	78,190
33	Lalmangaihzuala	Driver	4	52,525
34	Rosangzuala	Driver	2	32,515
35	K. Lalmuanpuia	IV Grade	4	65,696
36	T. Lalrammawia	IV Grade	4	63,980
37	Lalrinmawii	IV Grade	1A	49,770
38	Lalthanhranga	IV Grade	1A	45,855
39	Rothuami	IV Grade	1A	51,220
40	K. Sapchhungi	IV Grade	1A	41,070
41	Lalruatpuii	IV Grade	1A	41,070
42	Lalbiaknungi	IV Grade	1	37,880
43	Lalthangkhumi	IV Grade	1	34,690
44	Zosangluaii	IV Grade	1	32,080
45	Lalhunruata Fanai	LDC (P.E)	4	16,920
46	K. Zodinsanga	IV Grade (P.E)	1	13,490
47	H. Lalnunthara	IV Grade (P.E)	1	11,990

**Technical Wing**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay Matrix (in Level)</b>	<b>Gross emoluments for one month as on (in Rupees)</b>
1	Er. K. Zodingliana	Joint Director (Technical)	13A	3,09,060
2	Er. C. Lalbiakchawni	Examination Officer (E.O)	13A	2,83,105
3	C. Lalduhkima	Training & Placement Officer (T.P.O)	13A	2,74,985
4	Er. S. Zorinliana	Academic Officer (A.O)	13A	2,24,985
5	Er. F. Lalfakzela	Computer Programmer (C.P)	13A	2,12,051
6	Er. Lalenpuia	Technical Officer (T.O)	11	1,17,471
7	Lalmuanpuui Sailo	Laboratory Technician	11	1,17,463
8	R. Lalhruaitluangi	Assistant	9	1,23,920
9	B. Dawngtluangi	Computer Operator	10	87,210
10	V.R. Hmachhuana	Computer Operator	8	81,170
11	Zorinsangi	Computer Operator	7	98,385
12	Lalramliani Colney	L.D.C	7	69,785
13	Hmingthanzuala	L.D.C	5	63,058
14	Sanglianmawii	L.D.C	5	63,058
15	Lalnunmawia	Driver	5	56,200
16	Ramnghinglova Royte	Driver	2	43,246
17	Lalrotluanga	Driver	2	43,245
18	Lalramnghaka	Driver	2	29,277
19	Vanlalvuana	IV Grade	2	43,245
20	Malsawmtluanga Khiangte	IV Grade	4	69,635
21	C. Vanlalruata	IV Grade	1A	35,850
22	Lalchhuanmawii	IV Grade	1	12,970
23	Lalramdini	Provisional Employee	4	18,300
24	F. Liantluanga	Provisional Employee	4	18,300
25	R. Lalthangmawia	Provisional Employee	1	12,970
26	Biakchungnunga	Provisional Employee	1	12,970
27	Lalmuankima Sailo	OSC	1	12,970

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.

To impart high quality skill oriented technical education to the rural students so as to produce competent engineering professionals with ethical values to meet the growing technological and socioeconomic needs of society.