

GOVERNMENT POLYTECHNIC

Mayem, BICHOLIM – GOA



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Website : <http://www.gpb.nic.in>

Location: Near Mayem Lake, 1.5 Kms from Bicholim bus stand.

1. ABOUT THE INSTITUTE :

Government Polytechnic at Bicholim started functioning as an independent Institute from the year 1992, prior to which the Department of Mining Engineering was functioning as a branch of Government Polytechnic Panaji, at Bicholim. Now this is a pioneering Institute of technology with spacious and beautiful campus at Mayem, Bicholim with good infrastructural facilities.

2. BROAD GOAL :

To train the technicians for Diploma Certificate, to meet the needs of the state of Goa and in general to become responsible citizens of the country.

3. DIPLOMA PROGRAMMES :

The Institute offers four / five Diploma Programmes of three years duration each viz.,

- 1) Diploma in Civil Engineering (*Temporarily Suspended*)
- 2) Diploma in Mechanical Engineering
- 3) Diploma in Electronic and Communication Engineering
- 4) Diploma in Mining Engineering (*Temporarily Suspended*)
- 5) Diploma in Environmental Engineering (*proposed and approved by AICTE*)

4. MULTIPOINT ENTRY, EXIT & CREDIT SYSTEM (MPEECS):

The Institute follows the MPEECS system of education. MPEECS system permits entry and exit at various levels during the course of study. Though based on semester (term) pattern, the system does not insist on rigidity of subjects to be studied. A student can choose subjects to be studied in each term, subject to the conditions of prerequisites. Students of higher qualifications (vocational, XIIth std) can avail exemptions and complete the diploma programme in shorter span. Similarly, for students of lower intellectual capability, it allows lower pace of learning providing longer duration without adversely affecting his certificates.

In MPEECS each subject (course) is studied independently and carries specific *Credit Points*. ("Credit" is the number, equal to the contact hours per week for a given subject) Result is declared for each subject (course) separately and the credit for the course is earned on passing. Thus there is continuity in studies without application of ATKT rules. Thus the student does not face the stigma of failure, if courses are taken up for study as per his capacity and selected pace.

Generally, a Diploma programme consists of 180 credits. On an average, each term allows 30-35 contact hours per week for class room/ laboratory studies. Thus it is possible to complete the diploma programme with 30 credits per term in three years or with 35 credits and some entry credits in two and a half years or less.

Admission to higher terms/year is available for students who possess higher qualification / Vocational Certificate of recognized Institute. This is covered under **Multi Point Entry** for applicants who have obtained minimum 40% marks in theory in the subject/s against which exemption and entry credits are claimed. Details of equivalent credits can be obtained from any of the officials concerned with admissions or from the counsellor appointed by the Institute.

LEVELS OF COURSES:

The courses to be studied for Diploma Programme are divided into basically 5 levels and a 6th level of Implant training.

Level I - FOUNDATION COURSES: It consists of courses compulsory for all Diploma Programmes. They provide the basic foundation of applied sciences and communication skills.

Level II - BASIC TECHNOLOGY COURSES: It consists of courses like Engineering Drawing, Applied Mechanics, computer basics, workshop practice, etc. providing the basic skills and knowledge for engineers.

Level III - APPLIED COURSES: It consists of various management courses, allied engineering courses and higher science courses to be taken as electives. This provides the requisite 'flavor' to the diploma engineer as per his liking of future career.

Level IV - APPLIED ENGINEERING COURSES: It consists of courses, which are directly related to the particular Diploma Programme and which are compulsory. They are the core subjects of the diploma he has chosen.

Level V - SPECIALISATION COURSES: It consists of courses leading to job specialization. These are electives designed as per the current need of employment.

Level VI - INDUSTRIAL TRAINING: It consists of student working full time in the industry as deputed by Institution. Students undergo training under Apprenticeship Act as per availability and get to know about industrial work culture and acquire hands on practice.

5. MAJOR ACTIVITIES :

- 1) Admissions
- 2) Guidance and Counselling (Registration & Re-registration)
- 3) Academic Activities (Teaching, Progressive Assessment, Board Examinations)
- 4) Co-curricular
- 5) Extra curricular activities
- 6) Award of Scholarships and Freeships
- 7) Formation of Students Council (Sports and Cultural Activities)

5.1 ADMISSIONS:

The admission for various programmes for the first year Diploma is generally done at the Directorate of Technical Education (D.T.E), Porvorim in the Centralised Admission Center for all the Polytechnics to avoid multiplication of application forms and quick finalization of overall merit list on the spot admissions as per dates declared in the prospectus or announced in local newspapers from time to time. The whole process of admission starts generally 1 month before the declaration of results of Xth and XIIth standard Board Examination with sale of prospectus. The prospectus containing all the details such as information about the Institute with respect to availability of seats, diploma programmed offered, documents required, various reservation quotas, scholarships and awards, rules for cancellations, forms to be filled, exact dates for appearing for various rounds of admissions, etc is available at the Office of D.T.E. Admissions are done by direct counselling depending on the number of seats available at his turn, choice of the Institute and diploma programme by the candidate.

For details log on to the website www.goagovt.nic.in/dtegoa

After seeking admission at the centralized admission center, the student needs to report to the Institute along with admit card issued to him. He will report to the examination section where he will be provided necessary guidance for further activities.

The student needs to submit six passport size photographs (three for library cards, one for Identity card, one for students' record register, and one for the counselling). Students can avail the information regarding various scholarships available at this section.

5.2 GUIDANCE AND COUNSELLING:

The first week is devoted for counseling and registration. The counselor for every student admitted is notified before the start of the term. He/she guides the students throughout the student's career till he completes the Diploma or leaves the Institute in pursuit of other vocation. Various rules regarding registration and re-registration of courses, entry credits to be availed against exemptions, eligibility for admission to examinations, standard of passing and award of class could be obtained from the concerned counsellor or from the examination section.

It is desired that the student register/ re-register for various courses as per the advice of the counsellor. In such a case the student can adopt the correct critical path to complete the Diploma in the shortest duration of time. The counsellor may sometimes need the cooperation of parents to place the student in the best pace of learning.

5.3 ACADEMIC ACTIVITIES :

The Board of Technical Education declares the schedule of academic terms/year. This Schedule is put on the Notice board at the beginning of the year, which normally takes place in the month of July or within one week after the declaration of Board results after first round of admission.

After the counseling the teaching activities start, during which the student attends lectures/practicals in all subjects. Regular class tests and assignments (home, library, classroom) are given during the term for which marks are awarded and recorded in the final examinations results as internal Progressive Assessment (PA) Marks. The Progressive assessment scheme helps the students and teachers to understand the progress of the students throughout the semester. The parents can meet the subject teacher at least once during the term/ semester. ***If a student fails to secure minimum 40% marks in the Progressive Assessment &/or has less than 75% attendance &/or behavior and conduct in class is unsatisfactory his term is not granted in that particular course/courses and is not eligible to appear in the end of term Board Examination.*** This is a very important condition and reflects the students capacity, integrity, hard work as well a devotion to career he has chosen. Immediate corrective measures can help in motivation, changing to another career of liking, etc

The end of term theory/practical examination is Board Examination. When a student scores more than 40% marks in various courses he attains credits for these as per the scheme of examinations. Students securing more than 60% marks are awarded First Class and more than 75% qualifies for Distinction in that subject/course. If the student secures less than 40% marks in a course then he/she has to answer the theory exam again under re-registration. If a student is deficient in one and the same course for more than three attempts, he needs to re-study the subject. He has to attend regular classes and perform activities of progressive assessment. Facility of restudy is an important aspect of MPEECS which ensures quality in the passouts.

5.4 CO CURRICULAR ACTIVITIES :

Long Educational Tours and Short Tours to Industrial Establishments : Final year students are taken on long educational tours during the vacation period. The Institute issues Railway concession and also pays for the travel expenses for road journey during the industrial and sight seeing tours depending upon availability of funds. One staff member accompanies the students during the tour. Local visits to the nearby industries are arranged on weekend /holidays for additional academic support. All miscellaneous expenses are to be borne by the students.

Industrial Training : Industrial training is compulsory for Mining Engg. students for a period of one semester (either in 4th or 5th semester). This is not covered under apprenticeship training. The student shall undergo apprenticeship training after completion of Diploma, which is required for award of Forman's Competency Certificate by Directorate General of Mines Safety. The Institute arranges for the training places, gives railway concession and pays stipend of Rs.300/month for the students. Other expenses are to be borne by the students.

Students from other Diploma Programmes are also permitted to undergo industrial training as optional under the Board rules. Being optional the students are required to take the initiative. Such training can be of 2-4 weeks duration during vacation or 16 weeks during active term.

Expert Lectures : Expert lectures on latest topics are arranged for the benefit of students by inviting experts from outside. These lectures help the students to familiarize with the modern developments in science and technology. Activities related to personality development and development of communication skills are also conducted.

5.5 EXTRA CURRICULAR ACTIVITIES :

Sports, cultural programme, debate competitions and other such activities are arranged through out the year, which are organised and managed by the students. Seminars, Workshops, Personality Development Programmes, etc. are organised from time to time. Visits to orphanages and old age home are also conducted. Students are encouraged to participate in community services through Community Polytechnic Schemes.

Gymkhana activities are conducted with the assistance of teaching faculty. Inter class and inter Institute sports are organised to impart the qualities of discipline and physical fitness. Gymkhana hall is available for various indoor activities like chess, carom, table tennis, etc.

5.6 AWARD OF SCHOLARSHIP AND FREESHIPS :

Merited students and students from reserved categories are awarded freeships and scholarships based on merit as well as economical condition. The Head Clerk in the administrative section can be approached for application forms and other information in this regard. Students Section will give further guidance if required.

Scholarships are finalized within one month of the starting of the first term i.e. before August and February respectively in odd and even terms.

This amount of scholarship is likely to be changed from time to time by the government Citizens Charter for G.P.B

Details of the Scholarships and freeships are as follows:

A) Merit Scholarship

- 1) Merit Scholarship is payable @ 50/- per month subject to 10% of the students in each class (Rs. 500/-) purely on merit.
- 2) To be eligible for a Scholarship the student has to secure a minimum of 45% of marks in all Examinations conducted by the Board of Technical Education.
- 3) Students who are repeater in the class, also who have failed in the lower examinations and is allowed to keep term for higher session will not be eligible for a scholarship.

B) Scholarship to Disabled students

Under this scheme Scholarships are awarded to students studying in diploma. A student will be awarded Rs300/- per month (for day scholar), Rs. 360/- per month (for hostellers), Rs. 150/- per month (Readers allowances per month for blind only).

Criteria for eligibility under this scheme are as follows:

- 1) Student should possess a minimum disability of 40%.
- 2) Student should have secured a minimum of 45% marks in the previous annual examination.
- 3) The annual income of the parents of the student should not exceed Rs. 25,000/-p.a.from all the sources.

C) Rajiv Gandhi Shiksha Sahay Scholarship to E.B.C.Students

- 1) Income of his/her parents/guardian from all sources should not exceed Rs.18,000/- per annum.
- 2) He/She has to secure a minimum of 45% marks at the previous qualifying examination.
- 3) He/She should be resident of the State of Goa.
- 4) Only one student on E.B.C. family can avail of the Scholarship.

D) Post Matric Scholarship to SC, ST and OBC Students

Directorate of Social Welfare, Panaji grants scholarships to deserving SC, ST and OBC students. The amount of this scholarship changes from time to time. Student has to produce caste certificate and income certificate to avail this scholarship.

E) Freeship

- 1) Freeship will be granted to all the students whose parent's or guardians total income from all the sources does not exceed 18,000/- per annum.
- 2) All students of SC/ST, notified as such by Govt will be awarded Freeship, provided they do not apply for Scholarship awarded by Department of Social Welfare.
- 3) Freeship will include tuition fees and examination fee subject to the availability of funds.

F) Scholarship for Mining Welfare Association

The tuition fees of the children of Mine Workers who work in Goan Mines could be reimbursed from the Mining Welfare Association.

H) Reimbursement of Tuition Fees

The tuition fees of the children of Government servants (State/Central) could be reimbursed from their respective Departments.

5.7 FORMATION OF STUDENTS COUNCIL:

The Students Council is formed by electing Class Representatives from each class. The Class Representatives in turn elect the Executive Committee (Office Bearers) consisting of General Secretary (GS), Cultural Secretary (CS), Magazine Secretary (MS), and Sports Secretary (SS). One Ladies Representative (LR) is also elected from among the girl students.

The Principal appoints an *Election Officer* for conducting the elections for CR's and Office Bearers of the Students Council. It is always desired to have unanimous choice for CR's and Office Bearers of Students Council

The student willing to contest for the elections should not have more than 6 back papers and should have registered for a minimum of 3 courses. Regular students are only eligible to vote. All elections are conducted through secret ballot.

The *Class Representatives* (CR's) are elected directly by the students each year. In case of a tie, the CR is nominated by the HOD.

The GS, CS, SS and MS are elected by the CR's. If there is a tie of votes between two or more candidates then the Principal will nominate the Office Bearer amongst the contesting candidates.

The LR is elected by the regular girl students of all the departments. The LR has same status as the CR.

Students Council is a non political body, formed with the aim of developing managerial skills. The students council is responsible for organizing and coordinating all *academic development activities* like quiz competition, debates, elocution competition, speech competition, essay competition, etc. The committee is also responsible for organizing and coordinating cultural activities, Fun week, Sports Competitions, Annual Social Gathering, Bazar Day, etc. The financial requirements for various purposes such as purchase of sports goods, prizes, refreshments, shamiyana, etc. is met from the Gymkhana fees paid by the students in each term.

6. MAJOR DEPARTMENTS / SECTIONS :

- 1) Department of Mechanical Engineering
- 2) Department of Electronic and Communication Engineering
- 3) Department of Civil Engineering
- 4) Department of Mining Engineering
- 5) Department of Science and Humanities
- 6) Workshop
- 7) Computer Section
- 8) Library
- 9) Hostel
- 10) Examination Section
- 11) Training and Placement Cell
- 12) Staff Development Cell
- 13) Administrative Section
- 14) Accounts Section
- 15) Stores and Purchases Section
- 16) Building Repair and Maintenance Cell
- 17) House keeping.
- 18) Community Polytechnic

6.1 DEPARTMENT OF MECHANICAL ENGINEERING

H.O.D: Mr. Mahesh H. Dani

Other Faculty: 1) Mr. Ramakrishna Parsekar, 2) Mr. Balkrishna Chodankar, 3) Mr. Sujitkumar V. Naik, 4) Mr. Gajesh Usgaonkar

Lab. Assistant: Mr. Venkatesh Parwar

Total Intake: 40 students per year additional 10% of the total seats (4nos) reserved for vocational students.

Duration of Diploma Programme: 3 years.

Specialization Courses:

- Refrigeration and Air Condition Engineering
- Automobile Engineering

Laboratory:

1) Refrigeration and Air Conditioning, 2) Heat Power, 3) Hydraulics and Hydraulic Machinery, 4) General Mechanical, 5) Automobile, 6) Material and Metallurgy, 7) Metrology and Quality Control, 8)CAD/CAM, 9) Industrial Engineering, 10) Maintenance Laboratory.

Job Opportunities:

- Supervisor in Industries
- Private Business/entrepreneurship/workshops
- Lab. Assistant/ technicians/ Junior Faculty in Educational Institutes.
- Production Department
- Maintenance Department.
- Mining Industry.
- Marketing and Sales

6.2 DEPARTMENT OF ELECTRONIC AND COMMUNICATION ENGINEERING :

H.O.D- Mr. Rajendra Phadate

Other Faculty: 1) Mr. Atmaram Gaonkar (Lecturer in Electrical Engineering), 2) Mrs. Shweta Chanekar and four lecturers on contract basis.

Lab Assistant: 1)Mrs. Julieta Ferrao 2) Mr. Navinchandra Kerkar

Total Intake: 40 students per year. Additional 10% of the total seats (4 nos) reserved for vocational students.

Duration of Diploma Programme: 3 years.

Specialization Courses:

- Telecommunications

Laboratory:

1) Digital/ Microprocessor, 2) Basic/ Applied Electronics, 3)Electrical/Communication

Job Opportunities:

- Design, Manufacture & Assembly of Electronic equipment
- Site preparation, testing & maintenance, repair and quality control of electronic equipments
- User training
- Marketing and Sales
- Laboratory Assistants / Junior Faculty in training institutes
- Purchase Assistants in Store Inventory Management.
- Hardware & Software Maintenance.
- Software Development at basic level

6.3 DEPARTMENT OF CIVIL ENGINEERING :

Diploma in Civil Engineering has been temporarily suspended until further notice. Hence no admission for this programme will take place. Restarting of the diploma programme will be notified by the DTE in all local newspapers at the time of centralized admissions.

H.O.D: Mr. Purnanand Savoikar

Other Faculty: 1)Mrs. Vanda Karpe, 2) Mrs. Suvidha S. Kulkarni, 3)Mrs. Sumitra S. Kandolkar, 4)Mrs. Nancy Dias e Sequeira

Lab. Assistant: Mr. Anand Govekar

Total Intake: 30 students per year

Duration of Diploma Programme: 3 years.

Specialization Courses:

- Construction Technology
- Environmental Engineering
- Transportation Engineering
- Advanced Civil Engineering.
- Design Office
- Site Engineering
- Airport Engineering

Laboratory:

- 1) Concrete Technology, 2) Materials Testing, 3) Soil Mechanics, 4) Survey, 5) Environmental

Internal Revenue generation : The Department has well equipped laboratories for conducting various tests on cement, concrete, aggregates, sand, soil and steel. Also, the department has facilities to undertake surveying, consultancy and structural design projects; computer aided analysis and design as well as training in computer software.

The rates for testing and consultancy may be obtained from the HOD.

Job Opportunities:

- Site Supervisor/ Engineer
- Jr. Engineer in PWD / MPT / WRD
- Individual Contracts
- Marketing and Sales of cement concrete and allied products.
- Lab. Assistant & junior faculty in Training Institutes.
- Maintenance and Repair works.

6.4 DEPARTMENT OF MINING ENGINEERING :

Diploma in Mining Engineering has been temporarily suspended until further notice. Hence no admission for this programme will take place. Restarting of the diploma programme will be notified by the DTE in all local newspapers at the time of centralized admissions.

H.O.D: Mr. K. N. Subhash

Other Faculty: 1) Mr. Y. Mohan 2) Mr. Vijay Kumar 3) Mr. E. H. Reddy

Total Intake: 20 students per year and additional 20 seats under Sponsorship Scheme.

Duration of Diploma Programme: 3 years (Students have to undergo practical training in the mines for six months as part of their curriculum during the fifth or sixth term)

The Diploma Programme in Mining Engineering has 20 seats reserved under *sponsorship category*. The admissions under this category are carried out at the Institute being the only Institute offering the programme of Diploma in Mining Engineering. Advertisements are placed in local news papers generally in the month of June/July every year for notice of new admissions under *sponsored category*. These admissions are given based on interview conducted by a selection committee consisting of representatives from sponsoring industries. All the expenses like tuition fees, books, industrial training, etc. are borne by the sponsoring industry. The sponsorer employs the *pass out sponsored students* as trainees for a period of two years.

Specialization Courses:

- Small Scale Mining
- Mine Environment Pollution and Control
- Computer Applications in Mining
- Mineral Processing
- Ocean Mining
- Rock Mechanics
- Mine Surveying

Laboratory:

1) Environmental, 2) Mineral Beneficiation, 3) General Mining, 4) Mining machinery, 5) *Citizen Charter for G.P.B*

Job Opportunities:

- Mining Sector
- Explosive Firm
- Mining Machinery companies
- Land Surveying
- Environmental Agencies.
- Harbours and Ports.

Alumni Association: Polytechnic Mining Alumni Association of Goa (PolyMAAG). This is an association of students who have passed Diploma in Mining Engineering. This association provides guidance for Managers Certificate Examination, organizes seminars and conducts industrial visits to enhance the technical competency of regular as well as pass outs.

6.5 DEPARTMENT OF SCIENCE AND HUMANITIES :

In charge: Mrs. Pushpa Desai (Lecturer in Physics)

Other Faculty: 1) Mr. Narayan Patil (Lecturer in Mathematics)

2) Mr. Dipak Gaitonde (Lecturer in Chemistry)

Lab Assistant: Mrs. Karuna B. Chodankar

The Department caters to the Level I courses in basic sciences and communication skills.

Laboratory: 1) Physics Laboratory, 2) Chemistry Laboratory

6.6 WORKSHOP :

In charge: Mr. Ramakrishna Parsekar.

Instructors: 1) Mr. Ashok Naik, 2) Mr. C. B. R. Paniker 3) Mr. Ravindra Sutar 4) Mr. Sadgurunath Kossambe 5) Mr. Nitin Naik

The workshop caters to the students of all the four departments by conducting practicals and demonstrations in different trades:

Trades Offered:

- Carpentry
- Turning
- Machine Shop
- Fitting
- Foundry
- Smithy
- Welding
- Sheet Metal & Plumbing

Workshop is equipped with modern machines and equipments. Efficient and experienced staff is imparting quality training to develop the skill needed for the student.

Activities:

The workshop undertakes jobs from industry for machining, welding or any other allied form of work, and provides consultancy for development of prototypes at reasonable rates. The rates are fixed depending upon the extent and type of work. The rates and other details pertaining to workshop may be obtained from the In charge.

The workshop also plays an active role in the maintenance of the institute facilities like furniture, machines and equipment.

6.7 COMPUTER SECTION :

In charge: Mr. Y. Mohan.

Lab Assistant: Ms. Sapana Verenkar

The Institute has a fully equipped computer laboratory consisting of 32 computers (stands alone center for network). Hardware consists of dot matrix, inkjet and laser printers, and a wide range of latest software including all Microsoft products, AutoCAD, STAAD, Oracle, Power Builder, Corel Draw10, Adobe Photoshop6, etc. The institute also provides Internet facility for students and staff on reasonable payment.

All students and staff members are allowed to work on computers from 9.30 a.m to 5.30 p.m for practicals as well as practice. A course in Basic Computers is also conducted for students of Community Polytechnic from 8.00 a.m to 9.30 a.m. If needed, the facility can be extended beyond office hours.

6.8 LIBRARY :

Librarian: Mr. Shushant D. Tandel.

Library Assistant: Mrs. Anuradha A. Naik

The library of this Institute has around 8000 technical books, journals, laboratory manuals, IS codes, etc. of various streams. It follows a *demand book issue system* and remains open from 9.15 am to 1.00 pm and 1.30 pm to 5.15pm.

The library has an Issue section, Reference section, Reading room, Study room and Technical Journal Section room. The books in the *issue section* are issued for a period of one week to each user. Two library cards are issued to each student and one book per card is issued for the period of one week. These books can be renewed if they are not in demand. Late fee is charged at Rs.0.50/- for one-day delay and Rs.3/- per week.

The books from the *reference section* are for the purpose of reference in that section only, as they cannot be taken outside. All official gazettes since 1996 and a set of question papers are also available in this section.

The *reading room* is provided to read the daily newspapers, weekly, monthly, periodicals, magazines, etc.

The *study room* is meant for students to study and to utilize their free time in the campus. Students can do their class work, assignments, etc. in this room. The student is allowed to carry books and any study material they require in this room.

Technical Journal Section room is meant for reading Technical Journals and for referring old magazines, newspapers and periodicals.

DELNET:

Library is also an Institutional Member of DELNET. This DELNET (*Developing Library Network*) is a registered society from New Delhi, working with the main objective of promoting information resource sharing among member libraries; developing network of libraries, collecting, storing & disseminating information etc. DELNET maintains an online union catalogue of books available to its member libraries within and outside India. All library members (staff/students) can have access to the DELNET facilities.

BOOK BANK:

The book bank facility is available in the library, through which books are issued to the deserving students of General/ SC/ST/ OBC category for the period of 1 semester. Membership forms and application forms for Book Bank can be obtained from the library. These forms should be duly filled in and submitted to the library with the necessary documents.

DOCUMENTS REQUIRED FOR BOOK BANK FACILITY:

- 1) Mark sheets of previous examinations
- 2) Income certificate of parents/guardians
- 3) List of 'A' category subjects entered for the concerned term.
- 4) Caste certificate

LIBRARY FACILITY TO INDUSTRIAL PEOPLE:

As a part of continuous effort of the Institute to build up Industry-Institute interaction, the library has offered its service to the industrial people in the state.

Details regarding library membership for industrial people

- *Type of membership* : Individual

Individual shall be recommended for membership by a teaching staff of the institute, whom the applicant is personally known.

- *Annual Fee* : Rs. 300 (without DELNET)
Rs. 500 (With DELNET)

- *Security deposit* : Rs. 500 for individual membership

- *Number of Books* : Two books can be issued at a time
- *Total number of members*: Maximum 50 members will be enrolled under this scheme on first come first serve basis.

LOSS OR DAMAGE OF BOOK :

The user should replace the lost book and/or do good the damage to any of the books which would include Xeroxing and binding of the book. In case the damage is severe the book may be replaced.

XEROXING FACILITIES:

If the user requires Xerox of the text books, notes, etc. the same can be availed in the library at nominal payment.

6.9 HOSTEL :

BOYS HOSTEL:

RECTOR: Mr. Nitin Naik

The institute has spacious and fully furnished hostel to accommodate 60 students. Three students are placed in each room. Cots and study tables are provided. Mattresses shall be brought by the hostelite. There are inbuilt wardrobes to keep personal belongings. Facility for operating a student mess is also available. The hostelites are governed by the government rules and regulations available with the rector of the hostel.

Fees:

A nominal deposit of Rs. 400/- (refundable) is charged before allocation of hostel accommodation and thereafter a fee of Rs. 400/- per term is charged.

Process of Admission:

Admission form is available with Hostel Clerk. Preference is given to economically backward and students coming from far off places.

Guest room is also provided in the hostel for government officers/ students of other institute, examiners, parents, experts, industry person etc. on rental basis at Rs.20 per day.

6.10 EXAMINATION SECTION/STUDENTS SECTION:

In charge: Mr. Narayan Patil.

This cell conducts board exams twice a year and also other works related to exams. It issues certificates such as Bonafide, Character, Provisional Passing and all other student related works. The Guidance and Counselling is also coordinated through the cell. This cell also takes care of scholarship, freeships and awards to deserving students.

A Xerox machine has been kept in the examination section to allow students to Xerox academic related matter like part of text books, exam papers, etc. An amount of Rs. 1 per page is charged. This is in case Xeroxing facility in the library is not available.

ACTS OF MISCONDUCT &/OR MALPRACTICE :

- If at any stage, before, during or after the examinations/ declaration of the result, it found that any student has given wrong and/or misleading information, supplied forged/ false documents, committed breach of disciplinary rules or indulged in act/ acts of cheating or deceit, the Board shall have the power to a) Cancel grant of term. b) Debar the student from examination. C) Debar the student from seeking registration/ re-registration. D) Cancel the result/s.
- If before, during or after the examinations, it is found that the candidate is guilty of misconduct including misbehavior with the examination officials, disobeying instructions or cause breach of rules laid down for proper conduct of examinations

AND/OR

Coping or having attempted to copy or helped to copy or using or attempting to use unfair means at the examinations, the candidate so found guilty shall be expelled from the examination hall and the matter immediately reported to the Officer-in-charge of the examinations/Head of the Institute.

VERIFICATION OF MARKS:

On declaration of results for individual courses, the candidate may apply for verification of marks within 7 days which should be forwarded to the Board within 10 days of declaration of results along with a verification fee as prescribed by the board.

6.11 TRAINING AND PLACEMENT CELL :

In charge: Mr. Vijay Kumar.

The cell looks after visits to industries, arrangement of campus interviews, and interviews at offices of different industries for training and placement as apprentice trainee/regular appointments. The cell also arranges guest faculty from the industry to deliver lectures on recent technology adopted by various industries. The Institute has excellent rapport with nearby industries like Dempo Mining Corporation, ACGL, Nestle India, Guala Industries, Tata InfoTech, Finolex, Phil Corp, etc

Under the apprenticeship Act 1961 industries are required to provide apprenticeship training for duration of 1 year for diploma holders during which they receive stipend at the rate of Rs. 1160/- per month. Half the amount is reimbursed by the BOAT(Board Of Apprenticeship Training), Western Region. The number of seats for such training depends upon the size of industry.

The training and placement cell has a feed back system through which pass-out students of various branches are assisted, advised and guided for various job opportunities and avenues of career advancement.

6.12 STAFF DEVELOPMENT CELL :

In Charge : Mr. Gajesh Usgaonkar

The Staff Development Cell deals with the training to be imparted to the staff members so that they are constantly trained in the new technology or new engineering methods that have been developed. This cell co-ordinates with the NITTTR, CRISP and other such training institutes to impart quality technical training.

The training programs announced by such recognized Institutes are circulated among the staff. The staff members desiring to undergo any of such training shall apply to the Principal. Depending to the availability of seats, the applications will be scrutinized and suitable staff members shall be deputed for training. After completion of training, the trained staff shall organize a technical presentation on the topic of training for the benefit of other staff members and students.

6.13 ADMINISTRATION SECTION :

Head Clerk : Mr.Chandramohan D. Arlekar

Administration section deals with the day-to-day administration of the Institute. Issue of ID cards, Scholarships, Freeships, etc is done through this department.

6.14 ACCOUNTS SECTION :

Assistant Account Officer: Mr. D. S. Korde

Accountant: Mr. Shanu Hoble

Cashier: Mrs. Sunita Alvi

The accounts section is meant to coordinate the various activities relating to accounts and financial matters of the Institute.

The main functions of this section is as follows:

- To scrutinize the payments of various bills including salary bills received from staff, stores section, etc. and submit the bills to the Directorate of Accounts, Panaji for payment.
- To receive payments from students/staff with respect to admission fees, tuition fees, library deposit, hostel deposit, internet charges, printout charges, fines, etc.
- To receive payment with respect to Internal Revenue Generation.
- To pay refundable deposits such as library, hostel, etc. to the student when the student leaves the Institute/hostel.

The refundable deposits shall be paid to the student only after the issue of *No Dues Certificate* from all the Departments. Any dues incurred by the student due to loss/damage of library books or loss/damage to Institutes property equipments / apparatus are to be recovered from the student at the time of refunding the deposits.

All deposits after deducting the dues, if any, shall be refunded by the student within *six months* from the last day of leaving the Institute/hostel, failing which the deposits shall be forfeited to the Government. The students should submit a written application to the accounts department through Student Section for refunds. Original receipts shall be submitted for refund.

6.15 STORES AND PURCHASE SECTION :

Assistant Store Officer: Mr. Fransisco D'sa.

Sr. Store Keeper: Mr. R. D. Phadte

This section looks after the procurement of various types of machinery, equipment and consumables required for the day to day use of the Institute by inviting quotations and tenders under the procedure laid down in *General Financial Rules*.

The various types of purchases which are to be made under the G.F.R. Rules are:

- *Petty Purchases:* When the cost of article/material is below Rs. 1000/-
- *Purchases under Limited Quotations:* When the cost of article/material is below Rs. 2,00,000/-
- *Purchases under Open Tender:* When the cost of article/material is above Rs. 2,00,000/-
- *Purchases through Director of General Supplies and Disposal:* When the purchases are controlled by the D.G.S&D and are done directly from any of the authorized dealers whose name is registered under D.G.S&D.
- *Proprietary Purchases:* When only a single supplier is dealing with the items.
- *Global Tender:* When the equipments/items are to be procured from outside the country by inviting global tenders.

PURCHASE PROCEDURE: After following the above procedure the tenders/quotations are compared with respect to its technical suitability and cost. The lowest tender/quotation is accepted and order is placed with the supplier. The equipment/material is received in the stores section, inspected by the Technical Officer and if it satisfies the entire requirement it is certified and entered in the respective register in the Stores. The equipment/material is then issued to the required Department/Section after obtaining proper indent. The bills of the party are then certified for effecting payment.

On receipt of the material at the section, the details should be entered in the appropriate register (machine, equipment in the dead stock register, consumables in the consumable register)

The requirement of purchase is identified by the respective departments and sections. The purchase indent consists of detailed specification, quantity; approximate price along with the list of the supplies is submitted to store section after approval from the Principal. The items regularly required by the Institute is identified and processed by the store section itself.

6.16 BUILDING REPAIR AND MAINTENANCE CELL :

In charge: Mrs. Sumitra S. Kandolkar.

This involves repairs, renovations, pre-monsoon checks, additions / alterations / construction of a part, etc. of the buildings from time to time. The works under this are identified either by the In charge during the routine survey of the building or they are required to be brought to his/her notice by lodging a complaint in the complaint register maintained by the in-charge. The details of the work are discussed by the In-charge in consultation with the indenter and the Principal and a decision is taken based on the situation i.e. works are either referred to P.W.D or else carried out within the powers of the Principal by obtaining relevant No Objection Certificate from the P.W.D.

6.17 HOUSE KEEPING:

Incharge: Mrs. Suvidha S. Kulkarni

The day to day cleanliness of the Institute and the Hostel is maintained by the six sweepers (two permanent & four on contract basis) appointed. All works from sweeping, moping of classrooms, laboratories, staff cabins, and corridors, washing of toilets, etc., is done by these sweepers. The sweepers are kept on rotation to different areas every month. In case of any grievances, a written complaint should be given to the In charge. Necessary action will be taken immediately.

6.18 COMMUNITY POLYTECHNIC :

Project Officer: Ms. Smigdha S. Salgaonkar

Asst. P. O: Mr. Mukkara Ravi R.

Community Polytechnic is a Direct Central Assistance Scheme of *Ministry of Human Resource Development* (MHRD), Government of India. It promotes self employment/ Employment among dropouts, educated unemployed/ uneducated rural youth by offering non formal, modular, and competency based **Free Certificate Courses**. These courses are short tem i.e. 1-6 months duration depending upon the local need and are conducted with the help of Local Panchayats / NGO's / Voluntary organizations.

There are five major activities

- 1) Manpower Development
- 2) Transfer of Technology
- 3) Technical Support Services
- 4) Community Support Services
- 5) Dissemination of Information

MANPOWER DEVELOPMENT:

All training preferably is competency based and well designed through graded exercises keeping in view the market requirement of various trades, List of courses in manpower development are:

- | | |
|--|----------|
| 1) Office Management | 6 months |
| 2) Electrician | 6 months |
| 3) Plumbing | 6 months |
| 4) Two wheeler Mechanic | 6 months |
| 5) Tailoring, Embroidery and Fabric Painting | 6 months |
| 6) Glass painting | 1 month |
| 7) Screen Painting | 1 month |
| 8) Purse making | 1 month |
| 9) Bakery | 1 month |
| 10) Beautician | 1 month |
| 11) Flower Making | 1 month |
| 12) Thermocole Carving | 1 month |
| 13) Mobile and telephone repair | 3 months |
| 14) Sign board and banner painting | 1 month |
| 15) Helper for hospitals & nursing homes | 3 months |
| 16) Soft toys making | 1 month |
| 17) Fashion Designing | 6 months |
| 18) Motor winding | 3 months |

TRANSFER OF TECHNOLOGY:

Latest technology developed by various research institutions and laboratories are transferred to the villages so that they could improve their quality of life. The activities taken up through technology transfer are:

- 1) Mushroom Cultivation
- 2) Bonsai
- 3) Leaf cup making
- 4) Vermi composting
- 5) Plant protection
- 6) Solar cooker/ lantern

TECHNICAL SUPPORT SERVICES:

In rural areas, a large number of equipments are being used in farm and non farm sector. For their sustained working proper repair & maintenance services are to be provided.

The activities taken up through technical support services are:

- 1) Repair of Fan /house wiring
- 2) Repair of electric motor
- 3) Repair of sewing machine
- 4) LPG use and safety
- 5) Soil/water testing, etc.

COMMUNITY SUPPORTIVE SERVICES:

It consists of psychological boost and guidance in acquiring loans, supply of raw materials, development and distribution of facilities.

The activities taken up are:

- 1) Getting financial help for self employment
- 2) Educational film show
- 3) Formation of Mahila Mandal
- 4) Medical camps

- 5) Nutrition camps
- 6) Social service camps
- 7) Education on Safe drinking water
- 8) Student counseling
- 9) Tree plantation camp
- 10) Formation of Youth club, etc.

DESSEMINATION OF INFORMATION:

This is done through publication and distribution of technical literatures containing information useful to rural people. Broachers, leaflets, film strips, video films and other audio visual aids are used.

The activities taken up are Distribution of booklets / broachers on Agriculture, Energy conservation, Irrigation, Low Cost Housing, Adult Education, Water management, etc.

Apart from formal, the scheme envisages training in Floriculture, Biogas plants, Scientific methods for improving yield of crops by experts from respective fields.

7. CLUBS & COMMITTEES AT THE INSTITUTE:

- 1) Green Club
- 2) Staff Advisory Committee
- 3) Empowerment Committee
- 4) Disciplinary Committee
- 5) Canteen Committee

7.1 GREEN CLUB :

Coordinator: Mr. Dipak Gaitonde.

The activities of green club are restricted to campus of the institute and the membership is extended to all staff members and regular students.

Activities:

Lectures for environment protection, tree plantations, drip irrigation, field visits, environmental quiz/logo competition, are some of the activities conducted every year. The club also makes efforts to keep up the greenery of the Polytechnic campus.

Objectives:

- To spread awareness regarding Environmental protection.
- To arrange lectures/demonstrations on the topics in the area of Environmental Engineering.
- To beautify the campus by involving staff and students.
- To interact with similar organizations who are promoting environmental protection.
- To arrange visits to places of interests related to this field
- To undertake projects in the related field such as:
 - Solid waste disposal/management
 - Compost manure / Vermiculture
 - Scientific study of plants
 - Design of improved implements, etc.
- To inculcate the habit of external cleanliness and hygiene.
- To develop a nursery.

7.2 STAFF ADVISORY COMMITTEE :

Co ordinator: Principal

Members : Teaching and non teaching staff.

The Staff Advisory Committee is constituted for advising and guiding the students/ student's council for planning, budgeting, execution of extra curricular and co curricular activities. New members are nominated every year by the Principal. These members are given specific duties like I/C of cultural activities, I/C of Gymkhana, I/C of Magazine and I/C of academic & co curricular activities.

7.3 EMPOWERMENT COMMITTEE:

Chairman: Principal

Co ordinator: Mr. Ramakrishna Parsekar

It is a six-member committee consisting of teaching staff.

This committee was set up to address the overall personality development and inculcation of values among the students. This committee arranges lectures by Expert Faculties on various issues related to personality development of the student and the staff.

7.4 DISCIPLINARY COMMITTEE:

Chairman: Principal / Senior Head of Department

Members: Four teaching staff members.

Disciplinary Committee deals with the matters of indiscipline occurring in the institute. Cases of eve teasing, Ragging, Sexual harassment, damage to Institute property, or any such occurrence should be notified to any of the member of the committee or Principal. The committee calls for witnesses and records evidence and suggest disciplinary action in terms of punishment or corrective measures are taken depending on the severity of the situation.

7.5 CANTEEN COMMITTEE:

Chairman: Principal / Senior faculty being regular user of the canteen.

Members: Teaching and Non teaching staff

The canteen committee deals with the appointment of the canteen contractor and fixing of the rates of various food items for sale.

Surprise checks are conducted by the canteen committee for checking the cleanliness, hygiene, quality and rate of the various items.

A register is also maintained with the chairperson for the students/staff to write complains/grievances. Necessary action is then taken by the committee.

8. CONDUCT RULES FOR STUDENTS :

- 1) Students shall be regular and punctual in attending classes, workshop, practical and submission of term work in various subjects. Terms shall not be granted and student shall not be certified for appearing in the term end theory/practical examinations if his/her progress, conduct and attendance is not satisfactory. Absence must be justified by note from parent/guardian and a medical certificate.
- 2) 75% attendance in theory, practical, drawings and industrial training is compulsory.(Any absence on medical ground or other justified reason should be covered within the balance 25%)
- 3) Students should use work suits while working in the workshop.
- 4) Smoking, consuming alcoholic drinks, guttka and or drugs in the premises of the institute is strictly prohibited.
- 5) Damage to the institute property like tampering with fixtures, fittings, instruments, furniture, library books, walls, window panes, vehicles is strictly prohibited.
- 6) Ragging of students in any form shall result in instant expulsion from the institute.
- 7) Students are expected to behave with decorum, follow regulations of the institute and pay due respect to the faculty and other officials. Persistent neglect of work, mischievous behavior or failure to respond promptly to official notices shall be punished with dismissal.
- 8) Loud talking, loitering or congregating in the corridors is strictly prohibited.
- 9) All students should carry their Identity cards to the institute daily and should promptly surrender on demand to the faculty or other official.
- 10) Students are not authorized to make any collections for whatever purpose in the institute without the written permission of the principal.
- 11) The institute undertakes no responsibility in respect to student's tools, drawings instruments, calculators or any other personal belongings.
- 12) All matters concerning the administration and regulations of the institute, the decision of the principal is final and all students shall abide by these rules and regulations made from time to time.

GRIEVANCES REDRESSAL MECHANISM:

A complaint box is kept in the reception (main entrance of the old building) near the principal's cabin.

In case of any complaints/ grievances the public/ students are requested to write down the same and drop it in the complaint box. The box will be opened once a week and necessary action will be taken by the principal. The disciplinary committee and/or staff advisory committee may be consulted in this matter.

The students as well as parents are welcome to meet any of the staff members from time to time for assistance to acquire excellence in academic field as these formative years spent in the Institute play very important role in shaping the future career.

NOTE:

This Charter is made in brief. For additional information and suggestions to make the Charter more useful, Citizens are requested to write to the Principal.

Prepared by:

Mrs. Nancy Dias e Sequeira,

(Contact Officer for Citizens Charter)

Lecturer in Civil Engg,

Government Polytechnic Bicholim.