

GOVERNMENT POLYTECHNIC

PANAJI

CITIZEN CHARTER

Release - 1

Date: 2nd July 2009

Revision-1

Date: 15th June 2015

Revision II

Dated 20th November 2019

A website is available at <http://www.gpp.nic.in>.

Vision, Mission and Goals

Vision :

To create knowledge oriented, technically well equipped and visionary human resources (primarily from rural sector) to meet ever changing industrial challenges in particular and society in general at large.

Mission :

- To ensure and to facilitate well coordinated educational resources and productive learning resources
- To provide cognitive material inputs and infrastructure so as to transform matriculated adolescent into all round developed persons
- To create morally-ethically self-righteous individuals who have competitive knowledge and trained technical skill-set with themselves
- To produce technically competent manpower that will confidently face challenges given to them by current time, industrial circumstances and changing scenario of society.

Goals:

- Short term goals
 - Long term goals
1. Establishing Center of Excellence in areas like renewable energy
 2. Setting up training center for automobile sector (Yamaha, Mercedes etc.)

History

Government Polytechnic, Panaji is one of the oldest technical Institutes in Tiswadi District of Goa. It was started in August 1963. The “**Institute of Escola de Industrial e Commercial**” was upgraded to the Polytechnic status.

At the time of its beginning, the Institute offered Diploma only in Civil, Electrical and Mechanical Engineering with 40 seats each.

In the year 1996 two more courses were started viz. Architectural Engineering and Garment Technology.

The Institute was shifted to the spacious campus at Altinho in 1968. The Campus contains Boy's Hostel with a capacity of 162 and Girl's Hostel with a capacity of 150 was started in 1985. Women's Wing of Polytechnic was started in 1984. The year-wise development of Polytechnic is shown on the next page.

Technical Education contributes substantially to the Socio Economic development of the Country as a whole. The development and sustenance of the industrial sector is entirely dependent on the availability of trained manpower to perform the multidimensional activities needed to keep the wheel of industry running. Equality of educational opportunities and preparing highly skilled workforce for enterprises widely with excellence is also the objective of this institute. The system thus has to be flexible enough to adapt to the rapid change. The institute is approved by All India council for Technical Education (AICTE), affiliated to Board of Technical Education (BTE) and run by Directorate of Technical Education (DTE) of Government of Goa. It offers diploma courses in eleven branches i.e. Civil Engineering, Electrical Engineering, Mechanical Engineering, Electronics Engineering, Instrumentation and Electronics Engineering, Computer Engineering, Garment Technology, Food Technology Fabrication and Erection Engineering, Modern Officer Practice, Architectural Assistantship. The Institute's average final year examination result is above 90% and more than 75% students prefer to go for further education at different educational hubs like Goa College Engineering, PCC, Don Bosco College of Engineering etc. At present Institute has 400 students intake capacity for eleven different courses at first year. It provides

comprehensive information pertaining to admission procedure, examination procedure, various facilities available to the students, brief introduction of courses run by the Institute, procedure for admission in the Hostel, procedure for payment of fees and refund thereof, etc.

Technical Education of Goa, prior to 1963, was under the Department of Technical Education, Portugal, in Portuguese medium. The Institution was known as “Escola de Industrial e Commercial” Certificate Courses were conducted in different vocations.

After the liberation of Goa in 1961, Technical Education developed rapidly and trained the following manpower:

- Skilled worker/Craftsmen
- Technicians
- Engineers/Technologists.

The Institute has well equipped Gymkhana and an open ground for outdoor games.

Administration

Principal

Heads of Departments

Administrative officers

Administrative staff

Webteam



PRINCIPAL

SHRI LUIS R FERNANDES

PHONE NO. 08322432667

HEADS OF DEPARTMENT/SECTION

Civil Engineering

The Diploma Course in Civil Engineering with an intake of 40 students per year

- imparts quality education in the following areas:
- Construction Technology
- Building Drawing
- Transportation Engineering
- Surveying & Leveling
- Soil Mechanics
- Civil Structures - Mechanics, Analysis,
- Design and detailing
- Environmental Engineering
- Irrigation Engineering
- Hydraulics
- Quantity Survey and Costing
- Construction Management

3.1.2 The department is in a position to offer consultancy in:

- Planning of Buildings.
- Design of R.C.C. and steel structures
- Analysis of existing structure for fitness
- Valuation of building and industrial structures
- Land surveys such as preparation of layout plans, demarcation of sites, contouring.
- Checking measurement of Civil works executed by different agencies and billing.
- Soil Testing.

Electrical Engineering

Diploma in Electrical Engineering is a 3 years course started in the year 1963 with an intake of 30 students with a lateral entry for 06 students directly in the second year. The departments has well equipped laboratories and qualified staff with relevant teaching and industry experience. This course aims at providing skilled technical manpower at Supervisory / Middle Management level in Industries & Power Sector.

3.5.2 The first and second term includes Basic engineering courses and the higher semesters revolves around Power Generation, Transmission, Distribution, Switchgear & Protection, Power Electronics as well as testing & maintenance of Electrical Machines & Equipments.

3.5.3 Our skilled diploma engineers are well placed in Government, Public Sector & Private Institutes in the field of maintenance, production, testing & commissioning. Our students also have an option to pursue higher education by securing direct admission to 2nd year Engineering. Some of them pave their way to becoming successful entrepreneurs.

Mechanical Engineering

Mechanical Engineering is one of the basic and the most versatile branch of Engineering. This course is being offered right from the inception of Polytechnic in Goa. With the advent of Industrial revolution 4 the field has evolved into Mechatronics applications in its development. Automation and Robotics also has influenced its sphere.

3.3.2 The basic science and Engineering subjects are introduced in the first two terms.

The general introduction to Electrical Engg, Electronics Engg, and Mechanical Engg is done in the next two terms. Students are exposed to Design, Production, Mechatronics and management and also awareness to Computer studies. The Course provides sufficient practical background. Projects and Seminars provide a good opportunity to apply their knowledge in real life situations.

3.3.3 The department can offer the following to the students & Industries:

- To find solutions to the problems in the areas of production, inventory, materials handling, line balancing, scheduling, quality, control and inspection.
- To organize short term courses and consultancy for supervisory level Personnel.
- To collaborate with organizations like Indian Institution of Industrial Engineering (IIIE), Indian Society of Heating Refrigerating and Air conditioning Engineers (ISHRAE) & Indian Plumbing Association (IPA) by forming student chapters and participating in other events like seminars, workshops etc.
- To organize short term courses for the Industries in:
 - Inventory control
 - Metrology & Quality Control
 - Industrial Management
 - Emotional Intelligence & soft Skills
 - Industrial Hygiene and safety
 - Project Management
 - Mechatronics and CAD/CAM

Electronics Engineering

Diploma course in this branch was started in the year 1976. The present intake is 40 students. The growth of industries due to the economic liberalization has resulted in several multinational companies. This course caters to substantial technical manpower requirements in the middle level management.

3.6.2 The curriculum mostly revolves in the practical domain starting with fundamentals of semi-conductor devices, circuit analysis, analog electronics and digital electronics circuits are a specialization, process control in Instrumentation is also dealt with, the final terms of the course relies on Microcontrollers and Applications (8051), Computer Programming “C” as well as Embedded systems, Digital communication, Autonomous Robots ,Programmable logic controllers Web Technology, Industrial Electronics Project is carried out mostly individually, almost for one semester, generally from the basics of course content learnt. Industrial training is introduced as a part of fifth semester, due to which, students get exposure to the industry

3.6.3 The infrastructure caters abundantly for the syllabi of the course. The basic equipments include CRO's, Dual Power Supplies, Analog & Digital multimeters, Function Generators, Trainer Kits in Electronics, Microprocessors and Microcontrollers, Oscilloscopes, Monochrome TV & VCR. Digital IC Testers. LCR meters and Magnetic Amplifiers. CCTV Camera set up are also available in the laboratories.

Effectiveness of the program is reflected in the form of academic results, placements and admissions to higher studies

Computer Engineering

Diploma in Computer Engineering is a 3 year programme started in 2007. Intake capacity of 20 seats was considered till the Academic year 2016-17 which was increased to 30 seats from the Academic Year 2017-18. It is offered to 10th passed out students. Additional 10% seats are allotted into Direct Second Year for XII Science/ITI/Vocational Stream.

3.3.2. As the Government Polytechnic Panaji runs a MHRD scheme of Integrating Person with Disabilities for providing Formal Diploma Engineering Education to the persons with disabilities in the State of Goa, out of total 25 seats, 04 seats are allotted in Diploma in Computer Engineering.

3.3.3 The programme equips the pass out with knowledge of computer hardware and software in general with an input knowledge of all working programmes. The students are exposed to the Industrial environment by sending them on 8 weeks training in the V Semester within the curriculum so as to better equip them for employability.

3.3.4 The department has an infrastructure of 3 computer Laboratories which can support 3 batches of 20 students each for practical's at a time namely Fundamental Lab, Programming Lab and Cad Lab.

3.3.5. The Department also has a Hardware Laboratory for hands on student training. The department also houses the Networking Server which provides networking and internet facility to various clients in all the departments including extension wing.

3.3.6 The final year students are also capable to take up computer based projects in collaboration with the Industry or any Department as per their requirements.

3.3.7 The department also provides service to many other Government departments/Agencies for providing infrastructure facility of the Computer Laboratories for conducting tests either on-line or off-line and also Seminars/Workshops requiring computer Laboratory facility.

Garment Technology

This is a three year Diploma Course. The course enables students to learn the elements of Garment Technology and Fashion Designing. The students are taught subjects broadly based on Textiles, Garment Construction, Designing and Industry.

3.10.2 The subject includes:

- Basic Sewing & Pattern Making Women's Pattern Construction (Indian &
- Western)
- Gents Garments
- Children's Garments
- Textiles fibres, Textile Designing & Textile Construction

- Dyeing Techniques
- Colour & Garment Design, Fashion Illustration, Design Appreciation
- Fashion Accessories
- History of World Costumes Fashion
- Entrepreneurship
- Knitwear
- Fashion Event Management and Showcasing fashion
- Portfolio Development
- Industrial Training
- Industrial Garment Manufacture, Garment exports and Imports, Fashion Merchandising & Fashion Business Management.
- Surface Ornamentation
- Computer Aided Fashion Design

3.10.3 The faculty includes fashion designer's Textile majors, Garment Industry personnel and Experts. The aim of the course is to train students to become technical experts in the field of Fashion Textiles and Garment Industries as well as to start their own small scale Industries and boutiques. The course can help manufacturers in getting the right personnel for their factories. Also, during the course the Institute could help the Industry getting good designs, projects and overcome their quality related problems.

Food Technology

The Food Technology course was started in 1976 in a sandwich-pattern consisting of two phases of Industrial training as part of the curriculum. It is a seven semester course. Students completing this course are well qualified to work at the Supervisory/middle management levels in the Production and Quality Control Departments of Food Processing Industries as Food Analysts, Food Microbiologists and Production

Supervisors in manufacturing units and Star Hotels under Food Safety Certification.

3.7.2 The first and second semesters include basic courses in Chemistry, Physics, Mathematics, Environmental studies and Engineering related subjects. Food Microbiology, Food Preservation, Food Engineering, Food Chemistry and Food Analysis subjects form a part of the third and fourth semesters. The higher semesters comprise of courses such as Fruit and Vegetable Technology, Food Engineering, Cereal Technology, Technology of Soft drinks, Technology of Food products, Dairy Technology, Marine Products Technology, Animal Products Technology and Food standards and quality control. Project work is undertaken by the students in the fifth and sixth semesters. Industrial Training is in two phases, one in fifth semester and another in seventh semester.

3.7.3 This department is equipped to offer some analysis/testing facilities in accordance with Food Safety and Standard Act Regulation and training of personnel for the same, in the following areas:

- Analysis of Fruit & Vegetable Products.
- Analysis of raw material for use in Bakery Industry.
- Chemical & Microbiological testing of water.
- Testing of Market Milk.

Fabrication and Erection Engineering

This sandwich course was started in the year 1973 with an intake of 30 students. It is a 4 year course and the pass out students play a pivotal role in the erection and fabrication of steel structures at various industries.

3.8.2 The curriculum aims at providing technical manpower to the fabrication industries at the middle level management. It is a sandwich

pattern course with industrial training in two phases at V and VIII Terms as a part of the curriculum. The first and second terms includes basic engineering courses. The higher terms consists of curriculum dealing mostly with welding and fabrication processes, erection and commissioning of structures, off shore structures, piping engineering and boilers and pressure vessels.

3.8.3 The Department would be able to help in controlling quality to ISI specification. It can provide For erection of machines, trusses, cranes, towers. Welding quality inspection for different structures can be taken up by the department.

Modern Officer Practice

This department offers unique programme to the extent that it combines conventional practices of a Secretarial job coupled with the Computer-aided management techniques and tools relevant to the Modern Office Practices and envisages competencies and skills oriented office personnel at the entry level in any sector of the Industry. The programme involves 8 weeks in-plant training during the fifth term and the course is of 3 year duration.

3.12.2 Logistics & Human Resources available in the following areas of expertise:

- Capacity to teach and train in Modern Office Management Practices and Procedures.
- Capacity to teach and train in handling of accounts & Banking Procedures.
- Capacity to teach & train students in various aspects of the Tourism Industry.
- Capacity to teach and train in Computer Aided Office Management Practices including Word Processing & Accounting Softwares
- Capacity to train in English Stenography skills and in English Typewriting Skills at varying Levels of speed including computerized typing with advanced softwares.

Architectural Assistantship

1. With rapid urbanization and growth in building industries, there is increasing demand for associated professionals. Hence, the Department of Architectural Assistantship trains students to assist the professionals in the areas of construction and design development.
2. The programme curriculum trains young students (Secondary school certificate) to work as efficient Architectural Assistants. The programme is divided into six terms and covers courses like Architectural Design, Graphics, Building materials, Construction & Services, History of Architecture, CAD, Town Planning and Estimation & Costing. Electives are offered in specialized areas like Site and Building Services Management, Landscape, Interiors and sustainable architecture. The students in the final semester undergo Architectural Training for 16 weeks.

3. INFRASTRUCTURE:

Infrastructure of the Department includes:

Studios with drafting boards and locker facilities

Well equipped computer lab with Printer, Photocopying facilities & Plotter

Computers with latest software courses like AutoCAD, Revit,

Teaching aids like Projector, E-board, Digitizer,

DEPARTMENT OF APPLIED MECHANICS

The department of Applied Mechanics was established in the year 1972 with the sole objective of catering to the teaching needs of Structural Fabrication and Erection Engineering (S.F. & E.E) department now known as Fabrication Technology & Erection Engineering (F.T. & E.E) and also to teaching load of Structural Engineering, Applied Mechanics, Materials and Structures, Strength of materials for Civil, Mechanical and FT&EE students.

The department has highly experienced teaching faculty from Civil/ Structural field. The practicals in the subject of Applied Mechanics/ Engineering Mechanics are

conducted in the Applied Mechanics Laboratory. The subjects like Computer Technique, Engineering Materials, Design of Structures (steel), Theory of Structures, AutoCAD are also offered by this department. The syllabus of Applied mechanics/ Engineering Mechanics is updated regularly to cater the changing needs of the diploma programmes. Our department is consulted by other departments during revision of curriculum since the subjects offered by this department form the basis for design of higher semester curriculum.

The department offers Consultancy services in structural design under Consultancy service Scheme of Technical Teachers

WORKSHOP

The workshop section of Government Polytechnic, Panaji, has completed thirty seven years of its fruitful existence by training technicians in Engineering in various disciplines.

3.4.2 The section provides training in the first year of various courses conducted in this Institute. The skills are imparted in carpentry, fitting and plumbing. At the first, second and third year level, the workshop section offers practical training in acquisition of skills in the use of various conventional machines and equipment's and aids in the implementation of practical projects of students.

3.4.3 The practical training is mainly for the diploma students in Mechanical Engineering. The workshop is well equipped with various tools, equipment and machinery which include the following:

- Centre lathes 25 Nos
- Shapers 5 Nos.
- Milling Machine 2 Nos.
- Power Hacksaws 2 Nos.
- Surface Grinder 1 No.
- Radial Drilling Machine 1 No.
- Upright Pillar Drilling Machine 1 No.

- Turret Lathe 1 No.
- Automatic Spindle Lathe 1 No.
- Slotting Machine 1 No.
- Pantograph Milling Machine 1 No.
- Pedestal Grinders 3 No.

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DEPARTMENT OF HUMANITIES & SCIENCE

The Department of Humanities and Science has been in existence since the inception of the Government Polytechnic Panaji, in 1963. The Department offers the core courses of Applied Physics, Applied Chemistry, Engineering Mathematics Communication Skills and Environmental Studies, which are pre – requisite for all the branches of Engineering. The main objective / focus of this Department is to provide a strong base in Basic Sciences, which form the backbone of the engineering Subjects.

Department Profile:

Physics: The Laws of physics are used extensively in Engineering. Technically, engineering is applied physics is about figuring out how things works, while engineering is the practice of making things that work. The problem solving and thinking skills developed through physics are the same skills that a student will have to use as an engineer. Equipment covering various areas in Physics such as Optics, Sound and General Mechanics are in use.

Chemistry: Chemistry plays an important role in all branches of engineering. It is very important for engineers to know the fundamental properties of material they use. Whether it is Civil, Mechanical, Fabrication or other engineering fields, the makeup of substances is always a key factor which must be known. Thus all engineering fields have unique bonds with the chemistry world. The latest equipment for carrying out experiments related to chemical analysis in turn with the syllabus is available in the department.

Mathematics: Knowledge and use of mathematics have always been an inherent and integral part of engineering. Maths is a fundamental tool used by engineering to analyze and solve problems. Therefore, it is important that engineering students have a solid Maths foundation.

Environmental Studies: The Environmental Studies creates awareness among the students regarding the environmental issues and problems that affect our life. The education of engineers related to environmental concerns is critical because of the wide – ranging effect their work has on the environment. The subject emphasizes that development should not be at the cost of the natural resource basis on which our very existence depends. This course provides knowledge about careful handling of the issues like pollution, overexploitation of natural resources, food security and sustainable development.

Communication Skills: Effective communication skills are crucial to success. No matter what the field and no matter how much you know about your job, specialized

knowledge alone isn't enough to guarantee success; communication skills are also vital. Having strong written and oral, business communication skills will make students more competitive, more promotable and more productive on the job. And the best part is they can develop these skills now as students, before entering the job market. This equips our students to handle human relationship issues better including motivation, team spirit building and conflict resolution.

The Department comprises of a team of well qualified, motivated and dedicated individuals who are constantly striving to provide their best to impart the required knowledge, skills and attitudes to their students. The Department is honoured to have its faculty, Ph. D holders in the subjects of Mathematics and Chemistry. The department encourages its faculty constantly upgrade their knowledge and skills by attending workshops / seminars / courses conducted within the state by reputed national level institution.

Apart from preparing the students for higher courses, the department also encourage conducting of various workshops and seminars. On the occasion of the Golden Jubilee celebrations of our institute, for the first time, a unique state level seminar on Personality Enrichment was organized. This was exclusively for support staff of various institutions under the Directorate of Technical Education in Goa.

The role of humanities and science in engineering has been gaining more and more importance as the job environment is becoming more competitive, global and socially responsive. Along with core engineering knowledge, development of soft skills or people skills, analytical abilities and awareness for environment, safety and professional ethics have become important ingredients for successful engineering careers. Thus our department plays a very important role in shaping the career of students by building a strong foundation for the prospective and promising Engineers.

EXAMINATION CELL

The main objective is smooth conduct of exams in the Institute affiliated to the Board of Technical Education (BTE), Porvorim-Goa governed by their rules and regulations.

Examination Section deals with administering the semester end theory/orals/practicals/projects examination and internal test examinations at regular interval, preparing internal test schedules, allocating the invigilators,

getting evaluation materials printed and ensuring secure storage and distribution of examination materials.

The results of the Board examination are available in the Institute as well as on the DTE website www.dtegoa.gov.in

Responsibility of the Head of Examination includes;

- Preparing the test schedules for semester.
- Making necessary arrangements for acceptance of semester examination forms, scrutinize and forward to the BTE.
- Making arrangements for internal Test Improvement forms, Verification & Revaluation process forms, Convocation forms.
- Processing the request for Diploma certificates/marksheets from the BTE.
- Display of eligible candidates for improvement of Test marks .
- Issue of examination hall tickets to eligible candidates for the BTE exams.
- Appointment of staffs for invigilation duty for semester and internal test exams.
- Setting up of committee for inquiry of malpractice cases during the internal tests.
- Setting up of committee for result analysis each semester and any other related duty assigned.

The examination section also verifies educational qualification as requested by recruiting agencies of the pass out students of this Institute.

STUDENTS SECTION

The Student Section act as a bridge between the student and Institute taking care of admission related matter starting from enrollment to passing out from Institute.

4.2 Student section is an integral part of Institute holding all the records of the student and implementation of all the scheme on behalf of Government of Goa like various scholarships (Post metric scholarship, Minority Scholarship, Merit scholarship, Freeship scholarship, Bursary Scholarship, Institutional Merit Scholarship and Cyberage Scheme.)

4.3 Some of the other functions performed by the Student Section are issuance of Permanent/Temporary ID cards, Admission Forms, Preparing student data both in hard/soft copy format, Bonafide, Provisional & Leaving certificate to students, Preparing case list and data base for entire fees payment of students.

4.4 The Students Section is in a continuous pursuit of making the life of students easier so that the students can focus on their academic without stressing much on administrative issues.

TRAINING AND PLACEMENT SECTION

Following are the functions of this section:

1. Liasons with industries both in Goa and out of Goa for the purpose of training
2. Placement of students of sandwiched Diploma Courses in Fabrication Technology & Erection Engineering and Food Technology under BOAT (Board of Apprenticeship Training, Western Region) Mumbai.
3. Monitors & supervises the implant training programmes (six months duration) at periodic intervals and gets the implant training evaluated with the help of industry personnel.
4. Arranges visits to industries for students during the academic term.
5. Arranges experts for talks on related technical/general topics for staff/students.
6. Co-ordinates training programmes for teaching and non teaching staff of the Institute.
7. Conducts campus interviews for final year students and passed out students;
8. Maintains database of passed out students, to be submitted at the request of the industries, for interviews at the industries.
9. Provides implant training for students of non-sandwiched Diploma Courses during vacations to acquaint the students with industrial environment and the technical skills required to keep in touch with changing industrial scenario (student chapter for value based training in industries).
10. Also looks after a scheme to impart one year on-the-job training under the Apprentices (Amended) Act 1973 which pays a stipend of Rs.3542/-per month for passed out unemployed students.
11. Looks after the maintenance of the institute vehicles. Also looks after the logistics and allotment of vehicles to staff and students.
12. Maintains and allots the Institute auditorium as per requisitions received from the various departments and for guest lectures, seminars, workshops, meetings etc.

COMMUNITY DEVELOPMENT

Scheme of Community Development Through Polytechnic was started in 2009 with the aim of utilizing the faculty, staff, spare capacity & infrastructure of the Polytechnic in uplifting the Community. Under this scheme free courses are provided of 3 to 6 months Duration in A/c & Refrigeration, Embroidery, Goan Handicrafts, House Painting, Civil Masonry, Macrame , AutoCAD, Fashion Designing, Food Preservation, Basic Garment Making, Artificial & Fancy Jewellery Welding & Fabrication, Electrical Repairs & Safety Measures, Draftsmanship, Bag Making, Modular Kitchen, Site Supervisor, Carpentry, Basic Stenography, Bakery & Confectionery, Garment Making, Motor Diesel Mechanic, Advanced Embroidery, Computer Graphic & any other within the purview of the existing departments of the Polytechnic as required by the market demand.

The objective of the scheme:

- To carry out Need Assessment Surveys - to assess the technology & training needs.
- To Impart Skill Development Training to the intended target group.
- To disseminate Appropriate Technologies for productivity enhancement.
- To provide Technical and Support Services to rural masses and slums dwellers.
- To create Awareness among the target groups about technological advancement and contemporary issues of importance.

Activities under the Scheme

- Need assessment surveys- 10-20 villages are targeted every year to make use of data available to sense their needs.
- Skill development training programmes- An average of 600 persons per year are trained in various courses.
- Disseminate and application of appropriate technologies- Around 5 technologies are disseminated and transferred through main/extension centres with cluster approach.

- Technical and support services- Minimum 5 Technical and support services camps are organized per year.

Awareness generation

- Annual Community Mela is conducted every year where the trainees get an opportunity to sell their products.
- Awareness is generated through mass media/radio/TV/FM channel talks.
- Participation in Exhibition sponsored by GOVT/NGOS
- Advertisement in local Newspapers.

5.2 In transfer of technology, promotion of smokeless and portable chullas was done in collaboration with Rural Development Agency in villages of Odxel, Alto, Batim and Chimbél. Solar cooker demonstrations were done at Batim and Aivao villages.

5.3 Under Community Service, Career Guidance Camps for S.S.C. students have been conducted at Pomburpa, Pednem and Asonora, Nutrition Camps conducted at Carambolim and Batim and Medical Camps conducted at Carambolim and Mayem. Also two Blood Donation Camps were done.

5.4 The Polytechnic students are also involved in the Community Polytechnics activities for conducting socio-economic technological surveys of villages and in doing projects related to transfer of technology in rural villages.

LIBRARY

The Institute has well equipped library. The Library timings are 9.00a.m. to 5.15 p.m. The entry to library premises is restricted to Library ticket holders only. The ground floor of library is used as reading room-cum-reference section. The bonafide Library ticket holders can use the section for reading reference Books/Periodical/Magazine etc. The Books/Periodicals/Magazine in the Reading and Reference Section are issued against Library tickets. The users shall collect library tickets while leaving the library by returning Books/Periodical/Magazine used for reference. In addition to above, each student is allowed to take two textbooks for home reading. The student can return the books within the period of one week and he/she is supposed to return the books within one week in the

stacking section situated on the 1st floor of the library. The library is also having the sets of books under the Book Bank Scheme. These sets are issued to the bonafide poor and deserving students. The student has to apply for the set of books in the prescribed proforma.

BOYS HOSTEL

The Boy's hostel has provision for accommodation of 162 students. Mess facility is available in the basement of building which comprises of ground plus two floors accommodating three students per room. The hostel is located at a distance of 500 m from the Main building of the college and is located just opposite to Joggers Park at Altinho.

GIRLS HOSTEL

70 girls students capacity, no mess 200 meters.

BUILDING MAINTENANCE

The Building Maintenance Cell is located in FTEE building and processes the various complaints received on maintenance of Civil works. The complaints are verified and then sent to the PWD for estimate. On receiving the estimate the file is sent for Administrative Approval of the Government.

Further to that the works are tendered by PWD and then the tendered cost is again sent to the Government for Expenditure Sanction. On receipt of Expenditure Sanction the work is executed by the PWD.

On completion of work a demand for Fund Placement is made by the PWD for which the Principal places the funds at the disposal of the PWD.

WEBTEAM

Website Updation Committee:

1. Smt. Priyanka Simepuruskar, Lecturer in Computer Engineering.
2. Smt. Manisha Sajane, Lecturer in Electronics Engineering.
3. Shri. R. L. Chari, Lecturer in Mechanical Engineering.
4. Shri. Rajesh P. Vaigankar, Instructor (Technical Laboratory Assistant)