

**CITIZEN'S CHARTER 2024  
OF  
INSTITUTE OF SHIPBUILDING TECHNOLOGY  
VASCO-DA-GAMA GOA**

# INDEX

<b>Sr. No.</b>	<b>TOPIC</b>	<b>Page No.</b>
1.	Vision and Mission Statement	3
2.	About the Institute	4
3.	Diploma Programmes	4
4.	Departments	5
5.	Sections	8
6.	Awards & scholarships	11
7.	Activities	12
8.	Procedure followed in Decision Making Process	14
9.	Powers and Duties of Officers and Employees	15
10.	Statement of the categories of documents held by it or under its control	21
11.	Information Officers and Contact Us	23

# **Vision**

*To develop value oriented competent technocrats with global perspective*

## **Mission Statement**

- M1: To practice global standards of teaching learning processes with state-of-the-art laboratories and infrastructure.
- M2: To enhance knowledge and skills of faculty and staff through continuous education.
- M3: To provide career guidance, placement assistance to the students through industry-institute interaction
- M4: To develop a professional and ethical work culture with concern for environment and sustainability.
- M5: To stimulate innovative thinking and foster entrepreneurship

# About the Institute

Institute of Shipbuilding Technology, Goa (ISBT) was established in August 1981 for providing need based technical education. ISBT is managed by Society for Industrial & Technical Education of Goa (SITEG) – formerly known as Shipbuilding Industry Society of Goa. ISBT is approved by the Ministry of Human Resource Development, Government of India and receives its grants from the Government of Goa.

SITEG manages the Institute through its Managing Committee. Its Monitoring Committee assists the Institute wherever necessary in decision-making. Day-to-day affairs are taken care of by the Principal who has been given authority required for efficient and effective management of the Institute. Being an aided Institute, the Institute comes under the purview of the Directorate of Technical Education, Govt. of Goa. ISBT has sufficient and reasonable administrative autonomy.

The Institute offers Diploma programmes in Shipbuilding Engineering, Mechanical Engineering and Electronics & Communications Engineering. The diploma programmes are affiliated to the Board of Technical Education, Goa State and are approved by All India Council of Technical Education (AICTE).

From the academic year 2006-2007, all the programmes are being offered under semester pattern for all fresh admissions, replacing Multi Point Entry and Exit Credit System (MPEECS).

ISBT campus is located at Bogda, Vasco-da -Gama, Goa, and four kilometers away from Vasco railway station in a picturesque surrounding on a hill, overlooking the Mormugao Harbour. The Institute has well planned, adequately equipped workshop, laboratories, classrooms, a computer center and a library.

ISBT has well qualified faculty members having rich teaching and industrial experience, and outstanding visiting faculty from industries. The supporting staff in workshop, laboratories and administrative office are well trained and well versed in their respective fields.

## Diploma Programmes

The Institute offers Three Diploma Programmes as follows.

Sr. No.	Course	Year of Starting	Course Duration	Sanctioned Intake	Actual intake	No. Of Seats for Direct Second Year
1	Diploma in Shipbuilding Engineering (Sandwich Pattern)	1981	4 years	40	52*	05**
2	Diploma in Mechanical Engineering	1991	3 years	40	52*	05**
3	Diploma in Electronics & Communication Engineering	1995	3 years	30	40*	04**

Note: 1. \* Actual intake includes Economically Weaker Section(EWS) quota and Tuition Fee Waiver (TWF) scheme.

2. \*\* The Second year admission is available for XII science, Vocational and ITI student and the allocation of seats as per Admission prospectus for the academic year ad prepared by Directorate of Technical Education Goa.

# Departments

## Shipbuilding Engineering

Institute of Shipbuilding Technology, Goa (ISBT) with shipbuilding engineering as the first department was established in the year 1981 by Society for Industrial & Technical Education of Goa (SITEG), This was mainly as a result of movement of cargo by rivers which was necessitated by Mining. Furthermore, the shipbuilding industry in Goa started the construction of bigger sea going vessels other than barges in the 1980s. The State of Goa is recognized as shipbuilding hub to produce good quality vessels in short delivery times. This has led to demand for shipbuilders by shipyards, ship Design firms, Class services and Contractors all over the world.

ISBT is the only institute in India to be established and managed by a group of Industries. Shipbuilding industry in Goa has come together under the banner of Shipbuilding Industry Society of Goa and established the Institute. Hence the department has a strong bond with the shipbuilding industry in India which is reflected in the form of visiting faculty from industry, 6 monthly in plant training in industry, consultancy for industry, national shipbuilding seminars, and conduct of continuing education programme and skill training for industry personnel.

Presently the intake capacity of the department is 40 students per year with 4 year duration (sandwich type course incorporating one year Industrial Training). Besides, lateral entry to 12<sup>th</sup> science, vocational and ITI students exist for direct second year admission. This course till today is considered as a unique course to be offered only by ISBT. It is a sandwich type of course with compulsory Industrial training of one year at shipyards and ship design firms located in Goa and in neighboring states. The syllabus for the department has been developed by shipyard personnel and updated at regular intervals considering the latest trends in industry.

After the implementation of World Bank Project in year 1997, the marine engg laboratory, Shipbuilding laboratory and ship drawing hall were establishment in new buildings. Subsequently keeping in mind, the surge in demand for manpower in ship design houses, a centralized ship design laboratory with latest industry related software for interactive teaching-learning process has been set up in year 2016.

The alumni over the years include those who hold distinguished positions in the industry such as Marine Superintendents/surveyors for consultancy companies, Managers in shipyard, Designers, Chief Engineer in the merchant navy and entrepreneurs all over the world.

## Laboratories

Marine Engineering Laboratory  
Shipbuilding Engineering Laboratory  
Ship Design Laboratory  
Shipdrawing Hall

## Job Opportunities

Ship consultancy firms, Shipyards, Ship Design organizations, Merchant Navy globally.

## Internal Revenue generation

Conduct of Continuing Education Programs

- One week programmes on Preparation Of Barge For Survey
- One week programmes on Barge Engine Operation And Maintenance
- One week programmes on Masters-Master Your Profession
- One week programmes on Network Techniques In Project Management

- 6 months certificate course in Ship construction & Naval architecture for allied engineering professionals from pipavav shipyard Gujrat, L& T Gujrat, Bharti shipyard and Chowgule shipyard Goa.
- Two week programmes on Courses for Technical staff and crew members of Inland waterways, dredging corporation of India on "Repair and Maintenance of Inland Vessel, Tugs and Cutter Suction dredgers"

<b>SHIPBUILDING ENGG. DEPT.</b>		
1.	Mr. Satish V. Paliencar	Head of Department – Shipbuilding Engineering
2.	Dr. Vinod S. Bhagat	Lecturer in Shipbuilding Engineering
3.	Mr. Naresh R. Naik	Lecturer in Mechanical Engineering
4.	Mr. Manoj P. Gaonkar	Technical Assistant – Shipbuilding Engineering

### **Mechanical Engineering**

The department of Mechanical Engineering was established since the inception of the institute in 1981. The Department of mechanical engineering is putting the best efforts to meet the challenges in Modern Industries and help the students to excel in their professional life. The Department aims to provide practical industry based technical and professional education to the students.

In tune with the development in the industries, the Department has been progressing remarkably and has carved a niche for itself for past years by offering best in class infrastructure, faculty members and relevant collaborations in terms of opportunities for internship, projects, expert session, workshops, training programs and placements.

The department has a team of well qualified and experienced faculty member to provide quality technical education and imbibe creative approach in the students. The department possesses the academic expertise in various fields of mechanical engineering such as Production Engineering, Machine Design and Industrial Engineering.

#### **Laboratories:**

Material Testing Lab  
Hydraulic Lab  
Heat Power Lab  
AUTOCAD Lab  
Mechanics Lab

### **Job Opportunities**

1. Excellent placement opportunity in Industrial sectors as Trainee Engineers in Departments like Productions, Design, Maintenance, Quality etc.
2. Career options in various Government Organizations as Junior Engineers etc.
3. Career on Ships (Sailing) by enrolling to Institute of Maritime Studies(IMS) after completion of diploma. IMS is housed in the same campus.

### **Internal Revenue generation**

Internal Revenue generation: The Department has well equipped laboratories for conducting various tests on, steel and concrete. Also the department organizes various Continuing Education Programs for the industry personnel.

<b>MECHANICAL ENGG. DEPT.</b>		
1.	Mr. Ramnath D. Prabhu	Head of Department – Mechanical Engineering
2.	Mr. Balasaheb S. Patil	Lecturer in Mechanical Engineering – Selection Grade
3.	Mr. Kiran H. Naik	Lecturer in Mechanical Engineering
4.	Mr. Ankush G. Gaonkar	Lecturer in Mechanical Engineering
5.	Mr. Nikit A. Palekar	Lecturer in Mechanical Engineering
6.	Mr. Dashratrao R. Tari	Laboratory Assistant
7.	Mr. Sameep P. Volvoikar	Multi Tasking Staff

### **Electronics & Communication Engineering**

As a part of World Bank Project, Department of Electronics was established in the year 1995 to start a 3-year Diploma programme in Electronics with specialization in Marine Electronics under The Board of Technical Education, Goa with an objective to provide highly specialized manpower in the areas of shipbuilding and allied industries & merchant Navy.

Subsequently the nomenclature of the diploma programme was changed to Electronics & communication Engineering from the year 2001.

Presently the intake capacity of the department is 36 students per year besides, lateral entry to 12th science, vocational and ITI students exist for second year admission.

#### **Laboratories:**

Basic Electronics Lab  
 Communication & Instrumentation Lab  
 Digital Lab  
 Electrical Lab

#### **Job Opportunities**

Employed as Quality Assurance Engineer/Production Supervisor/Junior Scientist/Electrical Officer in Merchant Navy/Network Engineer.

<b>ELECTRONICS &amp; COMMUNICATION ENGG. DEPT.</b>		
1.	Mr. Shantgonda B. Patil	Head of Department – Electronics & Communication Engineering
2.	Mrs.Radha P. Mudholkar	Lecturer in Electronics & Communication Engineering – Selection Grade
3.	Mrs.Rupali S. Bamane	Lecturer in Electronics & Communication Engineering – Senior Scale
4.	Mrs.Tanvi S. Pai	Lecturer in Electrical Engineering
5.	Mrs. Priyanka B. Nadkarni	Lecturer in Electronics & Communication Engineering
6.	Mr. Agnelo A. Mascarenhas	Technical Assistant - Electronics
7.	Mrs.Babita M. Surlicar	Laboratory Assistant - Electronics
8.	Mr. Uddhav B. Gaonkar	Laboratory Assistant - Electrical

# Sections

## Science & Humanities

The Department caters to the First year courses in basic sciences and Communication skills

## Laboratories

Physics Laboratory  
Chemistry Laboratory  
Digital Language LAB

SCIENCE & HUMANITIES SECTION		
1.	Mr. Madhup P. Nigam	Lecturer in Mathematics – Selection Grade
2.	Dr. Sifali S. Bandodkar	Lecturer in Science – Selection Grade
3.	Dr. Vasudev R. Bhagwat	Lecturer in Science - Physics

## Training and Placement

### Introduction

The Training & Placement Department facilitates to supplement the teaching process of the Shipbuilding, Mechanical, Electronics & Communication Engineering students keeping in close contact with the industry. The Department arranges Field Visits, Students Inplant Training, Campus Interviews and also Staff Training. With Industry Institute Interaction the department makes life-long learning possible by conducting training programme tailored to meet industry requirement.

### 1. *Inplant Training:*

Students of Diploma in Shipbuilding Engineering are deputed for Inplant Training in ship design and ship construction organisations during the Vth and VIIIth semesters. The monitoring, assessment and timely technical inputs are provided in co-ordination with the Shipbuilding Department.

### 2. *Placement*

The Department works closely with various industries and provides assistance for placement to pass out students from all the three branches of Engineering conducting campus interviews and providing data base of students to companies to meet their requirement. Companies include such as Zuari agro chemicals, Syntagon Limited, Comm Scope India Pvt. Ltd., Chowgule & Co.Ltd., Goa Shipyard Ltd., Buoyancy Consultants, Aries Marine & Engineering Services Pvt.Ltd, Lourenco Marine and others.

### 3. *Field Visits*

Field Visits are organized in industries like Syntagon Limited, Bits Pilani, BSNL, Kirti Marine Industries, Electronics Test & Development Centre, National Centre for Polar & Ocean Research, Micro Interconnections Pvt.Ltd. and others

### 4. *Student Training*

Soft skills carrier guidance training programmes are conducted for students with a focus to prepare them for job interview, leadership skills, Team work and project work.

### 5. *Staff Training*

Staff Training is organised for all the staff once in a year. Individual staff members are deputed for training in coordination with NITTTR, Bhopal/Extension Centre, Porvorim, NITTTR Kolkata, NITTTR, Chandigarh

TRAINING & PLACEMENT		
1.	Mr. Cruz DeSouza	I/c. Head of Department
2.	Mr. Shanu R. Gaude	Upper Division Clerk



## Workshop

The workshop caters to the students of all the five departments by conducting practical's and demonstrations in different trades. Trades Offered are Carpentry, Turning, Machine Shop, Fitting, Smithy, Welding Sheet Metal & Plumbing. Workshop is equipped with modern machines and equipment's. Efficient and experienced staff is imparting quality training to develop the skill needed for the student.

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.

WORKSHOP		
1.	Mr. Pranit R. Naik Dalal	Lecturer - Workshop
2.	Mr. Mahadev V. Gawas	Workshop Instructor - Carpentry
3.	Mr. Santosh R. Kubal	Workshop Instructor – Machine Shop
4.	Mr. Bheemasingsh N. Lamani	Welding Technician
5.	Mr. Akash Sawant	Workshop Instructor – Fitting
6.	Mr. Gangaram N. Patil	Hamal
7.	Mr. Narayan S. Morajkar	Machine Attendant

## Computer Centre

This is one of the oldest Computer Lab in the Institute which caters to all the branches of Diploma Engineering. This Lab is utilized in the past to conduct C programming language, web technology, AutoCAD and Computer fundamental & appln. practical's for the students of Diploma Engineering. Currently, Computer Aided drafting, Rhino 3D Hull Modeling, Basic Engineering Practice, C programming, Computer Aided Design and Drafting practical's have been conducted for the various Diploma streams. The practical's are being conducted in batches of 20 students where each student can use individual computer to do the practical's. Students and faculties can use the Internet facility which is provided for their projects and research work.

This Lab provides facility for Community Development through Polytechnic (CDTP) and Institute of Maritime Studies Students on a regular basis for conducting computer related courses.

COMPUTER CENTRE		
1.	Ms. Cheryl Palha	System Analyst
2.	Mrs. Bhavana N. Desai	Instructor – Computer Centre
3.	Mr. Hemant Hattikar	Instructor – Computer Centre

## Library:

The library is located in the main building having 2177 Titles, 11174 Volumes and 12 number of Journals. The library also provides daily newspapers, weekly, monthly, periodicals, magazines, etc.

Institute has provided DELNET facility for students and staff members which promotes resource sharing among the libraries through the development of a network of libraries. 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.1/- per day delay.

Learning Resource Utilization Centre (LRUC) 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. It provides Transparencies and Photocopying facilities are provided for the students at nominal cost. A set of board question papers are also provided to the students.

## Book Bank

The book bank facility is available in the library, through which books are issued to the students for the period of one full 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.

## 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.

<b>L.R.U.C.</b>		
1.	Mrs. Sonali S. Rao	Assistant Librarian
2.	Mr. Rajendra S. Morje	Multitasking staff

## Administration

Administration section deals with the day-to-day administration of the Institute, including Staff matters, providing of information etc.,

<b>PRINCIPALS OFFICE</b>		
1.	Mr. Gopal G. Midlagajni	Principal
2.	Mrs.Maria Sweta Cardozo	Jr. Stenographer
3.	Mr. Uday N. Naik	Driver
4.	Mr. Siddesh D. Bandodkar	Multi Tasking Staff
5.	Mr. Gajanan A. Barde	Multi Tasking Staff
<b>ADMINISTRATIVE OFFICE</b>		
1.	Mr. Rajesh R. Kushe	Upper Division Clerk
2.	Mrs.Shivani S. Chandaikar	Upper Division Clerk
3.	Mrs.Reshma M. S. Bankar	Lower Division Clerk
4.	Mrs.Diya D. Mhalsekar	Lower Division Clerk

## Hostel

The institute has boys hostel located in the campus. The hostel has the capacity to accommodate 51 students. There are 17 rooms having beds, wardrobe, chairs and study tables. There are facilities like Wi-Fi, TV room and sports facilities.

75% of seats of Hostel will be provided to students of the higher semesters in the first week of the start of term based on the total application received. Remaining 25% shall be allotted to the first semester students after the final round of admission. Rector will allot seats as per guidelines for allocation of Hostel seats. At least once a month surprise check will be conducted by Rector to verify the hostel facilities and discipline and discuss with students for any improvements in infrastructure facility requirement.

Rector:

Mr. Balasaheb Patil I/c

## AWARDS & SCHOLARSHIPS

SR. NO.	NAME OF THE SCHOLARSHIP & SPONSORER	AMOUNT	NO. OF STUDENTS
1.	SHRI.S.V. DANDEKAR AWARD (TOP RANKING STUDENT IN NAVAL ARCHITECTURE) YER 2018-19	Rs.8000/-	01
2.	SHRI.A.S. BONDALE AWARD (TOP RANKING STUDENT IN NAVAL ARCHITECTURE) YEAR 2019-2020	Rs.8000/-	01
3.	SHRI.S.G. KHARE AWARD (SCORING HIGHEST MARKS IN MARINE ENGG I& II) YEAR 2018-19	Rs.8000/-	THIRD
		Rs.10000/-	SECOND
		Rs.12000/-	FIRST
4.	V.S. DEMPO & CO. LTD. ANNUAL AWARD FOR THE FIRST RANKING STUDENT IN MECHANICAL ENGG 2018-19	Rs.1001/- 2018-19	01
5.	INSTITUTE OF MARINE ENGINEERS (INDIA) CASH AWARD FOR SCORING HIGHEST MARKS IN MARINE ENGG. SUBJECTS. MARINE ENGG. I MARINE ENGG. II	Rs.5000/-	01
6.	INSTITUTE OF ENGINEERS(INDIA)GOA LOCAL CENTRE AWARD FOR SECURING HIGHEST MARKS IN MACHINE DESIGN PRACTICE	Rs.1000/-	01
7.	BUOYANCY CONSULTANTS, PANAJI- GOA INSTITUTED AWARD FOR BEST OUTGOING STUDENT OF SHIPBUILDING ENGINEERING 2019-20	7,000/-	01
8.	MARINERS SCHOLARSHIP FOR THE ACADEMIC YEAR FOR ONE STUDENT YEAR 2019-20	RS.1000/-	01
9.	V.M. SALGAOCAR FOUNDATION CASH AWARD TO THE FIRST RANKING STUDENT IN SHIPBUILDING ENGINEERING 2018-19	Rs.2001/- (To be announced)	01
10.	AMERICAN BUREAU OF SHIPPING AWARD YEAR 2018-19	Rs.1500/-	01
11.	ISBT TEACHING STAFF ASSOCIATION MERIT CUM MEANS SCHOLARSHIP TO TWO STUDENTS	Rs. 1250/- each	02
12.	MERIT SCHOLARSHIP IN THE NAME OF GOA SHIPYARD LTD.FOR THE COMBINED FIRST RANKING STUDENT OF FIRST YEAR COURSES	Rs.3000/-	01
13.	BEST DISCIPLINED STUDENT SCHOLARSHIP INSTITUTED BY MR. S.A.LOTLIKER, EX-PRINCIPAL	Rs.1000/-	01
<b>GOVT.SCHOLARSHIP</b>			
1. POST MATRIC SCHOLARSHIP FOR SC/OBC STUDENTS			
2. POST MATRIC SCHOLARSHIP FOR ST STUDENTS			
3. POST MATRIC SCHOLARSHIP FOR STUDENTS BELONGING TO THE MINORITY COMMUNITIES			
4. AICTE PRAGATI AND SAKSHAM SCHOLARSHIP SCHEMES FOR GIRL STUDENTS			

# Activities

## Admissions Procedures

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 Centralized 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 one month before the declaration of results of X<sup>th</sup> and XII<sup>th</sup> 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](http://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 administration/examination section where he will be provided necessary guidance for further activities. The student needs to submit passport size photographs

(three for library cards, and one for Identity card and one for students' record register). Students can avail the information regarding various scholarships available at this section.

## Guidance and Counselling:

Guidance and Counselling is done by teaching staff members, interested students may contact them at a mutually convenient time.

## 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. 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. The Continuous 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 marks in the Term Work &/or has less than 75% attendance 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 as 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. 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.

## 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 for additional academic support. All miscellaneous expenses are to be borne by the students. Industrial Training: Industrial training is compulsory for Shipbuilding Engg. students for a period of one semester each (during 5th and 8th semester). This is covered under apprenticeship training.

Students from Mechanical and Electronics are also required to undergo industrial training for a period of 8 weeks as per the Board rules.

**Guest Lectures:** Guest 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 developments of

communication skills are also conducted.

**Extra-Curricular Activities**

Sports, cultural programmes, debate competitions and other such activities are arranged throughout the year, which are organized and managed by the students and staff through Gymkhana committee. Seminars, Workshops, Personality Development Programmes, etc. are organized from time to time.

Gymkhana hall is available for various indoor activities like chess, carom, table tennis, etc. Also the institute participates in the inter Engineering diploma sports.

# Procedure followed in Decision Making Process

1. The Institute is managed by the Society for Industrial And Technical Education of Goa. The managing committee appointed by the Society is the Competent Authority to take policy decisions and to frame rules and regulations for smooth functioning of the Institution.
2. A Monitoring Committee is appointed by the managing committee to oversee functioning of the Institute.
3. The Principal is the head of the Institute responsible for implementation of the decisions of the Managing Committee.
4. The Institute being a Government Aided Polytechnic offering Diploma Courses under the auspicious of the Directorate of Technical Education, Government of Goa, instruction of academic in nature are issued by the DTE and implemented by the Principal at the Institute level.
5. At the Institute level, Head of Departments are the competent authorities to decide on academic and student matters pertaining to respective departments. Administration, Finance and staff matters are looked after by the Deputy Registrar. Issues of broader significance, common to more than one department, Discipline, Moral grievance readdressed, or involving external agencies are brought up to the Principal, who either deals with the matter or refers to DTE or the Monitoring Committee for decision.

# Powers and Duties of Officers and Employees

For administrative matters the rules, regulations, norms and guidelines issued by the Government of Goa from time to time are being followed.

For academic matters and job responsibilities of teachers, the All India Council of Technical Education (AICTE) norms as applied by the Directorate of Technical Education (DTE)/ Board of Technical Education (BTE), Government of Goa.

Sr. No.	Designation	Powers			Duties
		Administrative	Financial	Others	
1	Principal	Executive control over administration of the Institute	All financial requirements of the Institute	Representing the Institute at the Board of Technical Education, Goa.	<ol style="list-style-type: none"> <li>1. Responsible for academic and administrative management of the Institution.</li> <li>2. Promote industry-institution collaboration and industry oriented Research and Development.</li> <li>3. Public relations and interaction with Community.</li> <li>4. Promoting and coordinating Continuing Education programmes.</li> <li>5. Financial aspects of the Institute.</li> </ol>
2	Heads Of Departments	Overall administration of respective departments	-	-	<ol style="list-style-type: none"> <li>1. Providing leadership in teaching.</li> <li>2. Taking care of Departmental administration.</li> <li>3. Involving in Curriculum development and development of resource material.</li> <li>4. Organizing Continuing Education activities.</li> <li>4. Establishing good public relations and interaction with the Community.</li> <li>5. Reviewing students' performance and feedback for measures required to improve the quality management system and enhance customer satisfaction.</li> </ol>
3	Lecturer Workshop	Overall administration over the workshop	-	-	<ol style="list-style-type: none"> <li>1. Plan, schedule, organize, coordinate and monitor workshop training, sessions and tasks of the Institute.</li> <li>2. Plan, deliver and evaluate theoretical and workshop instructions.</li> <li>3. Procure, erect/install and commission plant and equipment in the workshop.</li> <li>4. Procure raw material, tools and instruments.</li> <li>5. Advise and assist students and faculty members in the fabrication of their project work.</li> <li>6. Manage the maintenance of equipment and tools including preventive and breakdown maintenance.</li> <li>7. Lay down safety procedures.</li> </ol>

4	System Analyst	Overall administration of the Computer center	-	-	<ol style="list-style-type: none"> <li>1. Responsible for overall administration of Computer Center.</li> <li>2. Provide guidance to Computer Center Instructors in planning and conducting practicals.</li> <li>3. Provide support in computer related matters to institute faculty and staff.</li> <li>4. Responsible for Maintenance of Computer Systems of the institute jointly with Instructors.</li> <li>5. Responsible for effective utilization of Intranet and development of MIS.</li> <li>6. Responsible for maintenance and uploading of institute website.</li> <li>7. Guide Principal in further development of computer center and computer related activities at Institute campus.</li> </ol>
5	Deputy Registrar	Overall administration over the administrative department	-	-	<ol style="list-style-type: none"> <li>1 Preparation of Budget and control of expenditure.</li> <li>2. Oversee Maintenance of accounts.</li> <li>3. Oversee Maintenance of all records, results, admission forms.</li> <li>4. Smooth functioning of administrative office.</li> <li>5. Day to day administration.</li> <li>6. Charge of all transactions.</li> <li>7. Implement solutions to the quality management system problems, and control any non-conformity until deficiency or unsatisfactory condition has been corrected in the administrative office and report about the same to the Principal/ MR.</li> </ol>
6	Lecturers	-	-	<ol style="list-style-type: none"> <li>1. Granting of Terms to students.</li> <li>2. Design practical assignments to be administered to students.</li> </ol>	<ol style="list-style-type: none"> <li>1. Teaching Diploma courses including lectures and practical's.</li> <li>2. Planning and implementation of instruction in laboratory.</li> <li>3. Student's assessment and evaluation.</li> <li>4. Developing resource material.</li> <li>5. Assisting in extension of services to the industry and community.</li> <li>6. Assisting in Continuing Education activities.</li> <li>7. Co-curricular and extra-curricular activities.</li> <li>8. Students Counseling.</li> </ol>
7	Technical Assistant	-	-	-	Supervision over Laboratory work
8	Instructors	-	-	-	<ol style="list-style-type: none"> <li>1 He is responsible for designing jobs/practical assignments to be given to students as per curriculum in force.</li> <li>2. He is responsible for conduct of practical classes to impart desired skills as per curriculum in force.</li> <li>3. He is responsible for assessment of students.</li> <li>4. He is responsible for maintenance of equipment's and tools provided to shop under his control.</li> <li>5. He is responsible for identification of raw material / consumables required to be stocked for conduct of practical's.</li> </ol>



9	Laboratory Assistant	-	-	-	<ol style="list-style-type: none"> <li>1 He/she is responsible for upkeep of the equipment at the laboratories assigned to him/ her.</li> <li>2. He/she is responsible for safe custody of equipment's at the laboratories assigned to him/her.</li> <li>3. He/she will assist faculty member in conduct of practical's.</li> <li>4. He/she will keep equipment's, consumables etc. ready for conduct of practical's as per practical plan given to him/her.</li> <li>5. He/she is responsible for collection of students term work and return the same after duly certified.</li> <li>6. He/she is responsible for storage of consumables required for the laboratory under his/her control.</li> </ol>
10	Accountant	-	-	-	<ol style="list-style-type: none"> <li>1. Writing and Maintaining of Books of Accounts of Institute, I.R.G., Society, C.P.W.</li> <li>2. Drawing of Cheques to make various payments.</li> <li>3. Preparing and releasing of staff salaries and allowances.</li> <li>4. Writing and updating of salary register.</li> <li>5. Issue of salary slips/certificates to the staff members.</li> <li>6. Preparing of G.P.F. /C.P.F. monthly statements and submit the same to the Directorate of Technical Education and depositing the signed challans in Govt. Treasury.</li> <li>7. Sending of amount deducted from the staff salaries to various organizations and Cheques to be released to the suppliers etc.</li> <li>8. Preparing of budget estimates and submit the same to Directorate of Technical Education after the approval of Principal within the stipulated date.</li> <li>9. Submitting the letters to Directorate of Technical Education for release of grants.</li> <li>10. Investing the Institute funds in Fixed Deposit.</li> <li>11. Scrutinizing of TA/DA/Medical/LTC/Leave Encashment bills submitted by the staff members.</li> <li>12. Receiving of different fees from students and payments from various parties as per the authorization slip issued.</li> <li>13. Depositing the amount collected in the Institute accounts at different banks.</li> <li>14. Preparing of monthly review statements and submit the same to the Principal.</li> <li>15. Finalization of annual auditor's statement of accounts.</li> <li>16. Coordinating with internal and external auditors.</li> <li>17. Replying to letters received.</li> <li>18. Sending of Institute statistics to different organizations.</li> <li>19. Any other work assigned by the superiors.</li> </ol>

11	Assistant Librarian	-	-	-	To work as directed by the In charge LRUC.
12	Stenographer	-	-	-	Stenographical work
13	Upper Division Clerk	-	-	-	<ol style="list-style-type: none"> <li>1. Preparing of replies to the correspondences received by the Institute.</li> <li>2. Attending to student's related work.</li> <li>3. Updating and maintaining of students register.</li> <li>4. Issue of admits card, mark sheets, result sheets, certificates, identity cards etc. to the students.</li> <li>5. Attending to the works given by the Head of Departments.</li> <li>6. Storage of various Institute records.</li> <li>7. Inviting of quotations, preparing of comparative statements and placing of orders for purchase of store.</li> <li>8. Issue of stores.</li> <li>9. Inviting of applications from students, scrutiny of application received and disbursement of students scholarships and awards.</li> <li>10. Maintaining of staff service books and records.</li> <li>11. Typing work related to gymkhana, magazine, establishment, campus development, recruitment, training, security, etc.</li> <li>12. Making entry in the stock registers.</li> </ol>

					<ul style="list-style-type: none"> <li>13. Receiving of complaints regarding maintenance from the staff members and forward the same to the respective head of departments for further action.</li> <li>14. Purchases, handling of petty cash, scrutiny of bills, preparing of staff sharing of quarterly statement and annual statements in respect of IRG activities.</li> <li>15. Attending to admission related work, issue of roll numbers and enrolment numbers</li> <li>16. Sending of Institute statistics to different organizations.</li> <li>17. Entry of data related to students registration of courses and forwarding of registration/exemption/enrolment forms to the Board of Technical Education within the stipulated date.</li> <li>18. Putting of notice for verification of results and forwarding of verification forms received from the students.</li> <li>19. Displaying of results of verification received from the Board of Technical Education on the student's notice board.</li> <li>20. Issue of railway concession forms to the bonafide students.</li> <li>21. Making available the bonafide students list to the accountant to accept the fees.</li> <li>22. Forwarding of TNG list received from the Head of Departments to the Board.</li> <li>23. Forwarding the Progressive Assessment marks format to the Board of Technical Education.</li> <li>24. Any other work assigned by the superiors.</li> </ul>
14	Lower Division Clerk	-	-	-	<ul style="list-style-type: none"> <li>1. All type of typing work.</li> <li>2. Maintaining of inward and outward registers.</li> <li>3. Receiving and distributing of official mail received by the Institute.</li> <li>4. Maintaining of staff attendance and leave records.</li> <li>5. Attending to the telephone calls received at the Institute.</li> <li>6. Coordination of Petty purchases.</li> <li>7. Rendering Assistance for the operation of Library, Learning Resource User Center.</li> <li>8. Maintaining of General Provident Fund/Contributory Provident Fund records of the staff members.</li> <li>9. Maintaining of registers like Leave encashment, leave travel assistance, etc.</li> <li>10. Any other work assigned by their superiors</li> </ul>

15	Driver	-	-	-	Driving of Institute vehicles
16	Multi-Tasking Staff	-	-	-	<ol style="list-style-type: none"> <li>1. Attending to bank work, dispatching/collecting of letters, petty purchases and any other outdoor works.</li> <li>2. Taking of copies through photocopy/risograph machine as per instructions from the superiors.</li> <li>3. Opening and closing of classrooms, office, laboratories, workshop, etc.</li> <li>4. Cleaning of furniture's, fixtures, etc.</li> <li>5. Arranging of classrooms and shifting of furniture's.</li> <li>6. Putting the notices on the notice board and removing of the notices as per the instructions.</li> <li>7. Attending to library/Learning resource user's center related works.</li> <li>8. Any other work assigned by the superiors.</li> </ol>
17	Sweeper	-	-	-	Sweeping work and other cleaning related works.

## A statement of the categories of documents that are held by it or under its control

Sr. No.	Nature of record	Details of information available	Unit/Section where available	Retention period where available
1.	Administrative and Establishment Record	<ul style="list-style-type: none"> <li>• Recruitment records pertaining to the Various teaching and non-teaching posts in the Institute.</li> <li>• Service Books and personal files of all the regular employees of the Institute.</li> <li>• General files relating to the administrative instruction issued by the Institute as well as received from the Government of Goa and Ministry of HRD, AICTE, etc.</li> <li>• Central out going post, dispatch registers and public postage stamps registers.</li> <li>• Record related to the promotion of teaching and non-teaching employees under assured Progression Scheme and Career Advancement Scheme.</li> </ul>	Administrative Department	10 years  Three years after superannuating/resignation  10 years  10 years  Three years after superannuating /resignation
2.	Finance and Accounts Record	<ul style="list-style-type: none"> <li>• Cash Books</li> <li>• Ledgers</li> <li>• Journals</li> <li>• Payment Voucher Files.</li> <li>• Record regarding annual reports.</li> <li>• Demands and collection records of fees realized from student.</li> <li>• Salary Statement/Register.</li> <li>• Annual Grant-in-aid Accounts of the Institute.</li> </ul>	Administrative Department	10 years

		<ul style="list-style-type: none"> <li>• GPF Records.</li> <li>• FDRs Record.</li> <li>• Community Polytechnic Scheme Accounts of the Institute.</li> </ul>		Till superannuating/resignation 10 years 10 years
3.	Academic and Examination Records	<ul style="list-style-type: none"> <li>• Personal Records of students in Register.</li> <li>• Result Sheets.</li> <li>• Award Lists of students.</li> <li>• Detailed Mark Sheets of students.</li> <li>• Academic Schemes of all programmes.</li> <li>• Files regarding AICTE approvals.</li> </ul>	Administrative Office	Permanent
4.	Purchase Records	<ul style="list-style-type: none"> <li>• Purchase files (Invitation of quotation/tender)</li> <li>• Purchase of Equipment &amp; Consumable files</li> <li>• Purchase Order file</li> <li>• Miscellaneous files</li> <li>• Enlistment of Vendors &amp; Catalogue files</li> </ul>	Administrative Office	10 years

# Information Officers

**Public Information Officer:**

Mr. Satish V. Paliencar  
Head of Department –Shipbuilding Engineering

**Assistant Public Information Officer:**

Mr. Rajesh R. Kushe  
Incharge Deputy Registrar

The citizens may obtain the required information from Information Officer/ Assistant Public Information Officer during office hours on all working days.

**First Appellate Authority:**

Principal, Institute of Shipbuilding Technology, Goa

## Contact Us

*Institute of Shipbuilding Technology, Goa (ISBT)*

*Bogda, Vasco-Da-Gama, Goa, India 403 802*

*Tel No: (0832)2520984, Telefax: (0832)2524033*

*e-mail: isbt@isbt.ac.in, trpl@isbt.ac.in*