

**CITIZEN'S CHARTER 2021
OF
GOVERNMENT POLYTECHNIC MAYEM
BICHOLIM GOA**

Index

<i>Goal</i>	3
<i>Mission</i>	3
<i>About the Institute</i>	4
<i>Departments</i>	6
<i>Sections</i>	16
<i>Cells</i>	25
<i>Award of Scholarship and Freeships</i>	28
<i>Activities</i>	30
<i>Powers and Duties of Staff</i>	32
<i>Statement of the categories of documents held by it or under its control</i>	40
<i>Scheme of Community Development through Polytechnics</i>	41
<i>Contact Us</i>	42

Goal

The main objective behind starting this Polytechnic is to provide technical education to the rural population and cater to the technical needs of the people in and around North Goa.

Mission

To provide excellent Technical Education to suit the Local, National and International needs.

To create Multidisciplinary Technician and Citizens
Having Scientific Temperament, Moral and Ethical
Values and Multifaceted Proactive Personality

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

* **Information Officers**

Public Information Officer: Mr. Ashish Prabhu
Lecturer in Mechanical Engineering

Assistant Public Information Officer: Mr Rohan R Naik
Lecturer in E&C Engineering

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, Government Polytechnic Mayem, Bicholim-Goa.

* **Appellate authority : The Director, Directorate of Technical Education, Porvorim**

* **Diploma Programmes**

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

Sr. No.	Course	Year of starting	Sanctioned Intake
1	<i>Diploma in Mechanical Engineering</i>	1992	40+2TFW

2	<i>Diploma in Civil Engineering</i>	1996	30
3	<i>Diploma in Electronic & Communication Engineering</i>	1997	30
4	<i>Diploma in Electrical Engineering</i>	2006	30

Presently the total strength of the students studying at the institute in various courses/programmes is 422 (2020 -2021) The Institute follows the service rules of the Government of Goa. The State Government has contributed in providing necessary infrastructure to the institute. It has a well equipped labs and work shop with equipments and machinery sufficient enough to provide technical skills to the students. It has a Learning resource Utilisation Centre which houses a library with 15000 books in Engineering disciplines, journals & periodicals as well as institute projects, a reading hall, study room and Technical journal section The Polytechnic also has a Seminar hall, which is used for organizing cultural events, and enough space for indoor games. The Institute also has hostel facilities for boys only.

The Institute provides necessary training to staff and arranges campus interviews for students. Also feedback from the industries regarding the needs of industries is obtained and an effort is made to acquaint the student of it. The institute is proud of the fact that the placements of our pass outs have been quite good. The rapport of institute with industries has been growing rapidly every year. A classic example of this is the introduction of industrial sponsorship scheme for students of diploma in Mining-by-Mining industries wherein the entire expenses of the three-year diploma course would be borne by the sponsoring industry with a condition that the student should serve them at least for two years. Also to get hands on experience the final year students are deputed for training in industries on Saturday, public holidays and even during vacations so as to get a feel of the industrial environment.

* **The Procedure Followed**

The Principal of the polytechnic is responsible for overall planning and management of the academic & administrative activities of the institute including optimal utilization of resources. Concurrence of the concerned sectional head is taken. Principal is the implementing authority of plans and policies of the Govt. notified from time to time. The Principal performs the duties of the office at the institute level. The Institute follows the service rules of the Government of Goa.

* **Channel of Supervision and Accountability**

The Principal is the Head of the institute. Some cases are disposed at the level of Principal and the cases, which require approval of Director or Govt., are sent to DTE by the Principal. Every officer/Official is accountable to the higher-level officer.

Departments

Mechanical Engineering

Civil Engineering

Electronics & Communication Engineering

Electrical Engineering

Department of Mechanical Engineering

*** Head of the Department**

Dr. Mahesh H. Dani

*** Lecturers**

Mr. Balkrishna Chodankar
Mr. Sujitkumar V. Naik
Mr. Girish Shrodkar
Mr. Ashish Prabhu
Mr. Ashish Surlakar
Mrs. Vibha Shenvi Borker

*** Lab Assistant**

Mr. Kirti Vaigankar

*** Technician Mechanical**

Mr. Pavan Gawas (on contract)

*** Multi Tasking staff**

Mr. Pranay Gaonkar (Contract)

*** Total Present Intake**

40 students per year + 02 students under (TFW) for first year
Additional 20% of the total seats (8nos) reserved for ITI/vocational students
for direct second year

*** Duration of Diploma Programme**

3 years

*** Laboratories**

Refrigeration and Air Conditioning
Heat Power
Hydraulics and Hydraulic Machinery
General Mechanical
Automobile
Material and Metallurgy
Metrology and Quality Control
CAD/CAM
Industrial Engineering
Maintenance Laboratory

*** Job Opportunities**

Supervisor in Industries
Private Business/entrepreneurship/workshops Lab. Assistant/ technicians/ Faculty
in Educational Institutes Production Department
Maintenance Department Mining Industry
Marketing and Sales
Junior Engg/Junior Technical Officials in Government Sector Student takes
admission in Degree institutes after within Goa. Student also takes admission in
degree institutes outside Goa.

Department of Civil Engineering

*** Head of the Department**

Mrs. Pramodini Naik

*** Lecturers**

Mrs.Vanda Karpe
Ms Snehal Naik
Ms. Shruti Chodankar (on contract)
Ms. Shreya Shetgaonkar (on contract)
Ms. Prajakta Gawas(visiting)

*** Lab Assistant**

Smt. Swati Gaonkar

*** Multi Tasking Staff**

Mr. Gopi Gawas

*** Total Present Intake**

30 students per year. Additional 10% of the total seats (2 nos) reserved for
ITI/ vocational students and 5% seats for Tuition fee Waiver Scheme.

*** Duration of Diploma Programme**

3 years

*** Laboratories**

Concrete Technology
Applied Mechanics & Strength of Materials
Soil Mechanics
Surveying

*** Internal Revenue generation**

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

- * A good number of students get admissions to direct second year engineering.

Department of Electronics & Communication Engineering

*** I/C of the Department**

Mrs. Shweta Chanekar, Lecturer in Electronic & Communication Engineering

*** Lecturers**

Mrs. Sukanti Mardolkar
Mrs. Anagha Gaunekar
Ms. Dhanashri Talaulikar
Mr. Rohan R. Naik
Ms. Siddhi D. Naik (Contract)
Ms. Ruchita Desai (Contract)
Mrs. Anvi Naik (contract)

*** Lab Assistant**

Mrs. Karuna Chodankar
Mrs. Geetanjali Mashelkar

*** Multi Tasking Staff**

Mr. Rupesh Maulingkar

*** Total Present Intake**

30 students per year. Additional 20% of the total seats (6 nos) reserved for ITI/ vocational students

*** Duration of Diploma Programme**

3 years

*** Laboratories**

Digital lab
Basic lab
Electronic W/S lab

*** Job Opportunities**

Design, Manufacture & Assembly of Electronic equipment

Consumer electronics manufacturing organization, telecommunication industry, IT industry , health care equipment manufacturing industry, mobile communication, internet technologies, power electronics, etc .

Testing & maintenance, repair and quality control of electronic equipments
Marketing and Sales

Laboratory Assistants / Junior Faculty in training institutes Hardware & Software Maintenance.

Software Development at basic level.

Department of Electrical Engineering

I/C Head of the Department

Ms. Sushma Kharkande

Lecturers

Mr. Sunil Jaralika
Ms. Airwy Rodrigues
Mr. Abhinav Bhattacharjee

Lab Assistant

Mrs. Vidhya Padloskar

Asstt. Electrician

Mr. Raju Paryekar (contract basis)
Mr. Atish Gaonkar (contract basis)

Multi Tasking Staff

Mr. Vinod Parwar

Total Present Intake

30 students per year Additional 20% of the total seats (6 nos) reserved for ITI/ vocational students

Duration of Diploma Programme

3 years

Laboratories

Basic Electrical Engineering Lab
Electrical Machine Lab
Instrumentation Lab
Electrical Workshop

*** Job Opportunities**

- Government
 - o As junior Engineer in Central and State Public Works Departments, Electricity Boards, Power plants, substations, etc Public Sector Undertakings/Corporate Sector
 - o As a Junior Engineer in organizations dealing with electricity and electrical machinery and equipment

Private Sector

- o As Engineer in medium and small-scale industries dealing with manufacturing and servicing of electrical machines, equipment and goods
- o Entrepreneurship
- o Setting up own small scale manufacturing, processing, service or marketing unit
- O Research and Development
 - Design, Drawing and Estimating
 - Production, Installation, Inspection & Control
 - Repair & Maintenance
- O Marketing

Sections

Hostel

Computer

Library

WorkShop

Accounts

Transport

Administration

Examination / Student

Stores & Purchase

Science & Humanities

Hostel

* Rector

Mr. Balkrishna Chodankar

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.

Computer

In charge

Mr. Ashok Deulkar, Lecturer in Computer Engineering.

Computer Technician

Mr. Sumukh U. P. Khanolkar

Lab Assistant

Mrs. Supriya Vaigankar

Multi Tasking Staff

Mr. Akel Raut (On contract basis)

The Institute has a fully equipped computer laboratory with latest configuration of hardware and software. Hardware consists of PC's, Scanner, dot matrix & laser printer and a wide range of softwares including Microsoft products, AutoCAD, Corel Draw10, Adobe Photoshop6 etc. The computer section also provides Internet facility for students and staff. Computer laboratory is functional from 9.30 a.m to 5.30 p.m (Monday to Friday).

Library

*** Incharge**

Mrs. Vibha Shenvi Borker, Lecturer in Mechanical Engineering Department

*** Library Assistant**

Mr. Atul Naik

Mr. Keshav Bayker (on Contract)

*** Multi Tasking Staff**

Mr. Umesh Wadkar

*** Library Attendant**

Mr. Rupesh Raut (on contract)

The library of this Institute has around 10565 regular books and 3898 books covered under book bank facility. Also technical books, journals, laboratory

manuals, IS codes, etc. of various streams are available to cater the needs of the staff and students. It follows On demand book issue system and remains open from 9.30 am to 5.30 pm. 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.1/- for one-day delay. 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.

*** 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 year. 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**

- Mark sheets of previous examinations
- Income certificate of parents/guardians
- List of 'A' category subjects entered for the concerned term
- 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). Security deposit: Rs. 1000/- 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.

WorkShop

*** In charge**

Mr. Girish Shirodkar, Lecturer in Mechanical Engineering Department

*** Instructors**

Mr. Ravindra Sutar
Mr. Raghuvir Fadte
Mr. Pravin Parab (on contract)
Mr. Akshay Govekar (on contract)
Mr. Aditya Dicholkar (on contract)
Mr. Ketan Shirwoikar (on contract)

Attendent

Mr. Uday Kotkar

*** Sweeper**

Mr. Laximan Dhuri

The workshop caters to the students of all the five departments by conducting practicals 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 equipments. 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.

Accounts

*** Assistant Account Officer**

Mrs. Shanti Lotlikar

*** Accountant**

Mr. Chandrakant Korgaonkar

*** Cashier**

Mrs. Ranjana Naik,U.D.C.

*** L.D.C**

Mr. Dnyaneshwar Bottarkar
Ms. Suvarna Salkar (on contract)

*** Peon**

Mr Mahadev Mainekar

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

Transport

*** Incharge**

Mr. Ankush Gaonkar, Assistant Store Officer

*** Drivers**

Shri. Kushta D. Bhomkar (Heavy Vehicle Driver)

Shri.Arjun Sawant (Heavy Vehicle Driver)

Shri. Shivaji Gaonkar (Light Vehicle Driver)

Shri. Sandeep Jalmi (Light Vehicle Driver)

Shri.Virendra V.Kinlekar(Heavy Vehicle Driver, On Contract Basis)

Shri.Devesh Shelde (Light Vehicle Driver, On Contract Basis)

Shri.Sanjay D.Mandrekar (Bus Conductor, On Contract Basis)

Shri.Dilip L.Parab (Bus Conductor, On Contract Basis)

The Institute has two Mini buses, one jeep i.e. TATA SUMO and one Zen Estilo. The mini buses are used for transporting the students from Bus stand to the Institute campus and vice -versa. The buses are also used for industrial visits and other educational purposes. The light vehicles are used for travelling jobs of Administration, Accounts, Stores, Library, Training & Placement, Exam Sections and also for visits to Directorate of Technical Education, Board of Technical Education, Secretariat and other Govt. Offices.

Principal Office

*** Jr.Stenographer**

Mrs. Aparna A.Satardekar

*** Multi Tasking Staff**

Smt. Madhura Sawant (on contract basis)

Administration

*** Head Clerk**

Mrs. Vibha Shet Verenkar

***UDC**

Mrs. Siya Mapari

Mrs. Shilpa A. Govenkar (on work placement basis)

Mr.Amey@ Sangam Raut (on contract)

***L.D.C.**

Mr. Heeraj Vaigankar

Ms. Manjiri Raut (on contract)

*** Multi Tasking Staff**

Mr. Mangesh Naik

Mr. Rama Jadhav

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

Watchman & Security Guard

Incharge

Shri. Mandar Karandikar, Lecturer in Physics

Watchman

Mr. Deepak V. Tulaskar

Security Guard (GHRDC & GRES)

Mr. Prakash Vaingankar (GRES)

Mr.Nandakishor A. Parab (GHRDC)

Mr. Sanjay Gawande (GHRDC)

Mr.Nandakishor G. Satardekar (GHRDC)

Mr.Sameer Arolkar (GHRDC)

Mr. Mahadev Naik (GHRDC)

Mr.Bhiva Desai (GHRDC)

Mr.Subhash Chodankar (GHRDC)

Mr. Sandesh Parab(GHRDC)
Mr. Kunal Gaonkar (GHRDC)
Mr. Gopal Khandekar (GHRDC)
Mr. Prasad Wadkar (GHRDC)
Mr. Laxman Zore (GHRDC)

Housekeeping

*** Incharge**

Mrs. Sonam Pilgaonkar, Lecturer in Chemistry

*** Multi Tasking Staff/ Utility Attendant**

Mr. Laximan Dhuri
Mrs. Sulavati Gawas
Smt. Sulaksha Divkar
Mrs. Pratima D. Parab (GHRDC)
Mr. Naresh Gawas (GHRDC)
Mrs. Pournima J. Khorjuvekar(GHRDC)
Mrs. Utkarsha Sawal (GHRDC)
Ms. Sulaksha G.Pirankar (GHRDC)

Language Lab

Incharge

Ms. Anar Sangodkar, Lecturer in Communication Skills

Multi Tasking Staff

Mr. Vikram Morajkar

Examination / Student

Incharge

Mr. Narayan Patil

L.D.C.

Mr. Pravin Sawant

Peon

Mr. Anil Naik

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 and/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

Cancel grant of term

Debar the student from examination

Debar the student from seeking registration/ re-registration

Cancel the result/s

If before, during or after the examinations, it is found that the candidate is guilty of misconduct including misbehaviour 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.

Stores & Purchase

*** Assistant Store Officer**

Mr. Ankush Gaonkar

*** Store Keeper**

Mr. Trivikram Malik

*** L.D.C.**

Mr. Premnath Gawade

*** Multi Tasking Staff**

Mr. Soma G. Gawas

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 Section handles disposal of condemned stores of the Institute on the recommendation of Condemnation Committee consisting of a Head of Department as Chairman, & Head of Deptt/Section concerned, Asstt.Accounts Officer, Asstt.Stores Officer as members. The Section also deals AMC's and repair and maintenance of equipments.

*** Purchase Procedure**

The Annual requirements of equipments, tools, consumable etc., are submitted by the concerned deptts. which are then placed before the Purchase Advisory Committee consisting of a Head of Department and HOD's /Section I/c's, of concerned Deptt./Sections, Asstt.Accounts Officer, Asstt.Stores Officer as members. The item recommended by the PAC and duly approved by Principal, are processed for procurement by Stores Section.

After following the purchase procedure as laid down in the GFR the tender/quotations received 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 stipulated requirement it is certified and entered in the respective register in the Stores. The equipment/material is then issued to the requisitioning Department/Section after obtaining proper indent. The bills of the party are then certified for effecting payment. The items are first entered on central deadstock/consumable register and subsequently in the Deptt/section deadstock/consumable register. This double entry system ensures better inventory control.

Science & Humanities

*** Lecturers**

Mrs. Pushpa Desai (Lecturer in Physics)
Mr. Narayan Patil (Lecturer in Mathematics)
Mr. Mandar Karandikar (Lecturer in Physics)
Ms. Anar Sangodkar (Lecturer in Communication skills)
Ms Sonam Pilgaonkar (Lecturer in Chemistry)

*** Lab Assistant**

Mr. Gauresh Deulkar

***Multi Tasking Staff**

Ms. Kanopatra Gawas

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

*** Laboratories**

Physics Laboratory
Chemistry Laboratory

Cells

Building Repair and Maintenance

Training and Placement

Water Supply and AC Maintenance

Building Repair and Maintenance

*** In charge**

Mrs. Vanda Karpe, Lecturer in Civil Engineering Department.

Supervisor

Mr.Raghuvir Fadte

L.D.C.

Mr.Premnath Gawade

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.

Training and Placement

*** In charge**

Mr. SujitKumar V.Naik.

UDC

Amey @ Sangam Raut (on contract)

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 feedback system through which pass-out students of various branches are assisted, advised and guided for various job opportunities and avenues of career advancement.

Water Supply and AC Maintenance

*** In charge**

Mrs. Vanda Karpe (Water Supply)

Mr. Ashish Prabhu (A.C. Maintenance)

The Institute Campus has a very good and efficient water supply system catering to the needs of staff and students. As part of maintenance activity, we have maintained a register for recording any complaint related to water supply. These complaints are taken note of by the staff of P.W.D. and inform us about the material required. They carry out the repairs with the necessary materials. At times, in case of minor problem, staff of maintenance cell, carries out the repairs works by themselves. We have also carried out cleaning of the water storage tanks in the campus. We have window Air Conditioners installed in the Principal's Cabin, Computer Laboratory, M & QC Laboratory, Environmental laboratory and Electronics Laboratory. The window A.Cs are maintained well and kept in working condition, as we have entered into an A.M.C. with an outside party.

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.

*Details of the Scholarships and free ships are as follows:

A) Merit Scholarship

Merit Scholarship is payable @ 50/- per month subject to 10% of the students in each class (Rs. 500/-) purely on merit.

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.

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:

Student should possess a minimum disability of 40%.

Student should have secured a minimum of 45% marks in the previous annual examination.

The annual income of the parents of the student should not exceed Rs. 25,000/-p.a.from all the sources.

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

Income of his/her parents/guardian from all sources should not exceed Rs.18,000/- per annum.

He/She has to secure a minimum of 45% marks at the previous qualifying examination.

He/She should be resident of the State of Goa.

Only one student on E.B.C. family can avail of the Scholarship.

E) 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

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.

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.

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.

G) Reimbursement of Tuition Fees

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.

***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 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 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 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**

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 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.. 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 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 to 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 developments of communication skills are also conducted.

*** Extra Curricular Activities**

Sports, cultural programmes, debate competitions and other such activities are arranged through out the year, which are organized and managed by the students and staff through student advisory committee. Seminars, Workshops, Personality Development Programmes, etc. are organized from time to time. Gymkhana activities are conducted with the assistance of teaching staff. Inter class and inter Institute sports

are organized to impart the qualities of discipline and physical fitness. Gymkhana hall is available for various indoor activities like chess, carom, table tennis, etc. Also the institute participates in the inter Engineering diploma sports.

Powers and Duties of Staff

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.

*** Principal**

The principal is responsible for overall planning and management of the academic and administrative activities of the institute including optimal utilization of resources. Furthermore, He is the chief executive and academic officer of the Polytechnic and is responsible to the Board of Technical Education, Porvorim

(a) For the proper administration and the academic management of the Polytechnic in accordance with the policies determined by the Board;

(b) For the proper enforcement of regulations; and

(c) For the welfare and discipline of the staff and students of the Polytechnic. Furthermore, he sees to the functioning of the various departments as follows:-

Providing academic and administrative leadership

Promotion of industry-institution collaboration and industry-oriented Research and Development

Monitoring and evaluation of academic activities in the

Institute Public relations and interaction with the community

Participating in policy and system planning at State level for development of Technical Education.

Promoting and coordinating education related activities.

Head of the Department

Providing leadership in teaching of Diploma courses

Student assessment, evaluation and work related to BTE exam Work in industrial problems and projects.

Departmental administration

Assisting in the administration of the institution.

Publication of technical papers.

Curriculum development and development of resource materials

Innovations in technical education and evaluation

Coordinating education related activities.

Public relations and interaction with the community

Student counselling and student interaction.

Any other duties/work assigned from time to time

*** Senior Lecturer**

Teaching Diploma courses (lectures and tutorials).

Design and developing of laboratory under their respective department/section.

Student assessment, evaluation and work related to BTE exam. Developing resource materials and assisting in curriculum development

Work on industrial problems and projects and assisting in extension services to the community.

Coordinating education related activities. Co-curricular and extra-curricular activities. Assisting in department administration. Student counselling.

Any other duties/work assigned from time to time

*** Lecturer**

Teaching Diploma Courses including lectures and tutorials Planning and implementation of instruction in laboratory Student assessment, evaluation and work related to BTE exam.

Developing resource material.

Assisting in extension services to the industry and community Assisting in education related activities Organizing Co-curricular and extra-curricular activities Student counseling

Any other duties/work assigned from time to time

*** Workshop Incharge**

Planning, scheduling, organizing, coordinating and monitoring workshop training, sessions and tasks of the Polytechnic.

Plan, deliver and evaluate theoretical and workshop instructions. Student assessment, evaluation and work related to BTE exam .

Design, develop and test instructional material and task for skill training

Plan and organize staff development programs for workshop staf.f

Procurement, erection/installation and commissioning of equipment in the workshops.

Procurement and storage of raw materials, tools instruments.

Guide students in the performance of practical tasks and skill exercises and evaluate their performance.

Advise and assist students and faculty members in the fabrication of their project work.

Manage the maintenance of equipment and tools in the shops including preventive and breakdown maintenance lay down safety procedures.

Participate in professional development activities . Managing special assignments/task as entrusted by the Principal. Any other duties/work assigned from time to time

*** Workshop Instructor**

Erection/installation/commissioning of equipment
Procurement, storage, accounting of raw materials, tools and instruments
Planning, scheduling, organizing, coordinating and monitoring workshop instructions and tasks
Issue of raw materials, tools and equipments for workshop jobs Plan, deliver and evaluate theoretical and workshop instruction.
Guide the students in performance of practical tasks and skill exercises and evaluate their performance.
Arrange for preventive and breakdown maintenance of institute machinery.
Assist students and faculty members in the fabrication of their project work.
Participate in professional development activities
Assist the workshop superintendent in certain functions as and when necessary.
Inculcate safety procedures and safety practices among students Any other duties/work assigned from time to time

*** Workshop Attendent**

The Workshop Attendant is responsible to Workshop in charge/ Instructor
Assist the Workshop in charge/Instructor in the performance of his duties.
Routine maintenance of machines, work benches etc.
Cleaning and arranging in order all the equipments and furniture in the assigned shop.
Any other duties/work assigned from time to time

*** Librarian**

General Administration of Library
Planning of Budget for purchase of books
Selection and acquisition of Book
Planning and development of the Library
Orienting the users towards effective utilization of Library
Service Supervising of cataloguing and indexing
Allocating Book Bank Scheme and Centrally sponsored Scheme for deserving students.
Maintaining and up keep of Learning Resources and Utility Centre as well multi media room.
In addition to above the Librarian may himself generate/suggest duties in the interest/improvement of the library.
Any other duties/work assigned from time to time

*** Library Assistant**

Cataloguing and classification of books and periodicals.
Issuing and receiving books for staff and students
Restoring books and Periodicals
Arrangement of non-book materials.
Assist the Library in charge in certain functions as and when required Typing works.
Any other duties/work assigned from time to time.

*** Laboratory Assistant**

Coordinates daily laboratory schedules, services and staff; ensures efficient operation of a laboratory.

Assists instructors in the design and construction of new demonstrations
Troubleshoots and resolves laboratory-related problems and issues.

Ensures appropriate maintenance and documentation of all student records, laboratory usage records, equipment purchases and service records, and other relevant documentation.

Assists students with problems and demonstrates techniques and the use of specialized equipment; provides individual tutoring to students and modifies lessons as required.

Advises students regarding course objectives and requirements; instructs students on appropriate materials and equipment, including computers and software.

Maintains current materials and knowledge in the instructional area to which assigned in order to provide students with the timeliest information. Attends departmental and administrative meetings to coordinate laboratory services.

Ensures security of laboratory and equipment; ensures availability of laboratory materials for students.

Installs, upgrades, and maintains related software; evaluates new software, and reconfigures computers.

Performs administrative duties as required.

Supervises student and also Coordinate the activities of laboratory to supplement classroom instruction; instruct students, identifies problems and recommend solutions; maintains accurate records.

Typing works

Any other duties/work assigned from time to time

*** Examination cum Admission Incharge**

The Examination in charge is responsible for all academic related activities. Is a liaison between the Board of Technical Education and the Polytechnic.

To conduct during the term, regular class tests and assignments for the students of the Polytechnic

To forward Marks of Practical/ Oral to the Board.

To apprise the students and parents of the progress of the students throughout the semester

Prepare supervision timetable Guidance and Counseling

To co ordinate and conduct board exams twice a year

Issue certificates such as Bonafide Certificate, Character Certificate,

Provisional Passing Certificate and all other student related works

On declaration of results for individual courses, to show results as also forward application for verification of marks to the Board.

To maintain a database of the record of current students as well as passed out students in order to convey the information when required.

Any other duties/work assigned from time to time

*** Admission Incharge**

To coordinate the admissions at Directorate of Technical Education to guide the prospective students regarding availability of seats, diploma

Programs 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, fees, Conduct rules, etc.

Allotting him/ her enrollment number and direct him/her to the next step.

Any other duties/work assigned from time to time

*** Assistant Stores Officer**

The Assistant Stores Officer shall coordinate all activities of the Stores section.

The requirement of purchase of various items is identified by the respective departments and sections. With the approval from the Principal, the stores section then looks into procuring these items with the assistance of the concerned staff that is in charge of their respective departments.

Stationary that is regularly required by the Institute is identified and processed for purchase and issue by the store section.

Purchases are made under petty cash purchase, purchases under limited quotation, Purchases under Open Tender, Purchases through Directorate General Supplies & Disposal. These purchases are made as per the procedure set down by General Financial Rules. The purchased items along with a detailed specification are written in the stock register along with quantity and appropriate price.

To indent the purchased item and issue to the concerned authority.

The stores and purchase section oversees the daily activities of stores and supplies operation including determining and directing storage plans and Procedures, distribution of goods, inventory management, replenishing stock & record keeping.

Conducting periodic inventory of stock

Repair maintenance of furniture/equipments/machineries etc

In addition to above, the stores in charge may himself generate/suggest duties in the interest/improvement of the stores.

Any other duties/work assigned from time to time

*** Storekeeper**

To call for yearly requirements from various departments, scrutinize and put up to Assistant Stores Officer with appropriate comments.
Scrutinize the quotations, comparative statements so received from store-keeper and get the recommendations from concerned departments and put up to Assistant Stores Officer for orders.
To process bills/other claims keeping in view our terms and conditions, provisions of G.F.R. and other Government relevant rules.
To arrange for opening of quotations.
To prepare statement of verification of quotations/tenders
To send the quotations/tenders for technical scrutiny
Repair of Stores like Vehicle, Machinery/equipment furniture etc.
Prepare supply order/work order as approved in the comparative statement
To obtain Technical approval on the supply order, works order in respect of specifications.
To maintain the repair and maintenance register, EMD Register Petty Purchase, Advances Register etc.
Initiate action for procurement of Uniform/Rain wear etc. to staff. Any other duties/work assigned from time to time

*** L.D.C.**

Preparing comparative statement and process for approval by Principal
Withdrawal of advance for petty purchases and settlement of the accounts
The records of Inward/Outward.
Typing work.
Maintaining suppliers register.
Maintaining Bills Register, Good Consignment Register for the items received from various Agencies Section Consumables Register.
Any other duties/work assigned from time to time.

*** Assistant Accounts Officer**

Drawing & Disbursing Officer for all Non-Gazetted Staff & for all types of bills of the Institution.
Controlling Officer for the staff of accounts section
Looking after the audit of the institution and replying all audit queries.
Any other duties/work assigned from time to time

*** Accountant**

Formulation of Budget, Revised/Supplementary Budget, preparation of draft annual plan of the Institute, submission of various types of information to finance Department etc.
Reconciliation of expenditure under revenue & capital.

Maintenance of advance register records of scooter advance, house building advances etc.

Checking of Medical Reimbursement GPF Advance & withdrawals application Gazetted & Non-Gazetted officials and submission to Directorate of Accounts for payment.

Checking of bills and monthly accounts of Community Polytechnic Scheme and PWD Scheme.

Submission of monthly expenditure to Finance Department & Planning Dept. in time.

Any other duties/work assigned from time to time

*** U.D.C. (Cashier)**

Performing the duties of cashier such as daily cash/drafts D.D. transaction on the counter, which includes collection of all types of receipt and payment. The payment includes disbursement of salary and claims of staff.

Maintaining the relevant register of records, such as cashbook, receipts register, petty cash book of gymkhana, PLA cashbook, acquaintance roll,

Crediting of all receipts received to Government/gymkhana/PLA.

Maintaining of challan register of cash as well as D.D.

Issue of receipts of New PLA a/c and crediting the corresponding amount to the Government treasury.

Reconciliation of receipts in respect of all claims credited to Government/P.L.A./gymkhana a/c including all correspondence there to.

Any other duties/work assigned from time to time

*** L.D.C. Accounts Section**

Preparation of salary bills, arrear bills of staff

Scrutinizing & preparation tuition claims, overtime claims, Remuneration claims etc. GPF Advance & Withdrawals application & sanction order.

Maintaining Pay Bills register of Non-Gazetted and Contract Lecturer bills. Preparation of Festival, GPF Advance/Withdrawals.

Medical Reimbursement Bills.

Final Payment Bills of GPF & Saving Funds. Maintaining Pay Bills Register – Gazetted Official Maintaining of GFR – 9

Maintaining of the cheques register & to disburse the cheques to the Gazetted & Non-Gazetted staff

Posting the GFR 8 on the TR 28-A (Bill Register) at the end of the month to prepare an abstract.

Preparation of Salary Certificate & issue Maintaining BCR of Unit appropriation Preparation of MCA advance bills

Preparation of all types of FVC bills, Time Bound bills & recoupment bills. Preparation of Non-Gazetted Officials TA/DA & LTC

bills Scrutinizing of TA/DA and LTC bill of Gazetted staff Maintenance of B.C.R. unit of appropriation wise

Scrutinizing the proposal for tour/LTC advance and processing the same for sanction. The advance includes cycle advance etc.

Writing of register in form T.R.29.

Preparation of AC bills & D.C. bills

Forwarding of third parties cheques

Any other duties/work assigned from time to time

*** Peon**

Submitting the bills to Directorate of Accounts and collection of cheques
Collection of materials from stores, getting Xerox copies etc.
Numbering of receipt books
Assisting in encashment of all cheques.
To deliver the correspondence and files to the respective department and to collect similar correspondence.
To arrange tables, Cupboards in orders as per instructions of the Superiors.
To convey the messages to and fro as instructed by the Superiors.
To carry out miscellaneous job such as display notices etc. Any other duties/work assigned from time to time

*** Head Clerk**

Administration section deals with the following day-to-day administration of the institute, which is supervised by the Administration in charge
Departmental correspondence, Maintaining of inward/outward/ LAQ register, Leave Service books records, Attendance/leave file/ Increment registers, etc.
Issue of ID cards, Scholarship, free ship, etc is done through this department To coordinate all work related to the Contract and lecture basis teaching staff.
To award Merited students and students from reserved categories different of scholarship and free ships:
In addition to above the Head clerk may himself generate/suggest duties in the interest/improvement of the Administration.
Any other duties/work assigned from time to time

*** U.D.C. Administrative Section**

Maintaining the files of all Non-Gazetted.
Confirmation of Staff
Deputation & Training Programmes of all Gazetted staff and Non-Gazetted staff. Maintenance of service book and personal files of all the Non-Gazetted staff.
ACPs Scheme
Maintenance of Leave of Non-Gazetted staff
Releasing of Increment of Non-Gazetted staff.
Any other duties/work assigned from time to time

Statement of the categories of documents held by it or under its control

***Administrative and Establishment Record**

Recruitment records pertaining to the various teaching and non-teaching posts in the Institute

Service Books and personal files of all the regular employees of the Institute. General files relating to the administrative instructions issued by the Institute as well as received from the Government of Goa and Ministry of HRD,AICTE, etc.

Central out going post, dispatch registers and public postage stamps registers. Record related to the Confirmation/promotion of teaching and non teaching staff under Assured Progression Scheme and Career Advancement Scheme
Student admission and scholarship records.

*** Finance and Accounts Record**

Cash Books/Registers

Ledgers

Journals

Payment Voucher Files Record regarding annual reports

Demands and collection records of fees realized from student Salary Statement/Register

Annual Accounts of the Institute GPF

Records FDRs

Record.

Community Polytechnic Scheme Accounts of the Institute

*** Academic and Examination Records**

Personal Records of students in Register. Result Sheets of the students.

Award Lists of students. 42 Detailed Mark Sheets of students.

Academic Schemes of all programmes.

Files regarding AICTE approvals

*** Purchase Files & records**

Purchase files (Invitation of quotation/tenders). Purchase of consumables and equipments files Purchase Order files

Stock Registers

Miscellaneous

files

Community Polytechnic

Scheme of Community Development Through
Polytechnics Chief Co-ordinator: Mr. Subhash P. Borkar,
Principal Internal Co-ordinator: Ms Aiwy Rodrigues, Lecturer in Electrical
Engineering Department
Junior Consultant: Mrs. Neha Surlakar
Junior Statistical Consultant: Mrs. Supriya Gawas

*** Government Polytechnic Bicholim organises various courses as listed below under the Scheme of Community Development through Polytechnics under the assistance from Ministry of Human Resource Development Govt. of India**

The scheme comprises of various technical courses of three to six months duration intended to uplift the social and economic status of villages.

Courses are designed for school dropouts, uneducated/unemployed, economically weaker sections of society, specially challenged persons, reserved categories and other under privileged persons and unemployed women.

These programmes are run free of cost in the villages and certificates are awarded on successful completion of the course.

These courses are intended to educate and motivate the beneficiaries to start their own business and earn their livelihood.

Under this scheme various activities are identified are : Need Assessment Surveys
Skill Development Training Programmes

Dissemination and Application of appropriate Technology Technical and Support Services

Awariness Programmes

OTHER IMPORTANT ACTIVITIES

Community Mela providing platform to our trainees to showcase their skills and also earn money.

Medical Camp and Blood Donation Camp

Contact Us

Government Polytechnic Bicholim
Mayem, Bicholim-Goa
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