

# Citizen's Charter

## GOVERNMENT POLYTECHNIC CURCHOREM

### #ABOUT THE INSTITUTE:

Government Polytechnic Curchorem was set up with the view to spread technical education to rural areas in and around Quepem & Sanguem Talukas in the year 1996. In the initial years of its inception, the campus was housed in CADA Complex at Amona-Quepem. It was only on 12th February 2003 that the sprawling complex at Cacora was inaugurated and the staff & students shifted to the new campus.

### INSTITUTE VISION

To develop globally competent Engineers with professional attitudes, sound ethical values and foster entrepreneurship

### INSTITUTE MISSION

M1: To practice global standards of teaching learning processes with state of art laboratories and infrastructure.

M2: To enhance knowledge and skills of faculty and staff through continuous education.

M3: To provide career guidance and placement assistance to the students through industry-institute interaction.

M4: To develop a professional and ethical work culture among students with concern for environmental issues and sustainability.

M5: To stimulate innovative thinking and foster entrepreneurship.

### # DIPLOMA PROGRAMS: -

The Institute currently has the following Diploma Programs of three years duration. The first program to be introduced was Diploma in Mechanical Engineering in the Year 1996 with intake capacity of 20 students. The intake was later increased to 60 students.

**Following are the courses currently offered at Govt. Polytechnic Curchorem:**

<b>Sr. No.</b>	<b>Courses</b>	<b>Sanctioned intake</b>
<b>1.</b>	<b>Diploma in Mechanical Engineering</b>	<b>60</b>
<b>2.</b>	<b>Diploma in Electrical and Electronic Engineering</b>	<b>40</b>
<b>3.</b>	<b>Diploma in Computer Engineering</b>	<b>40</b>

# Citizen's Charter

## GOVERNMENT POLYTECHNIC CURCHOREM

Presently the total strength of the students studying at the institute in various courses/programs is approx. 370.

### # BROAD GOAL:

The main objective behind starting this polytechnic is to cater to the technical needs of the people of South Goa in terms of

(1) Imparting Technical Education to the students and also all-round development of the students in terms of being Hardworking, Confident, Disciplined and knowledgeable.

2) Imparting Technical Skills to bring awareness about technological advances to people of rural areas surrounding the institute in order to promote self-employment and improve standard of living, through Community Polytechnic Wing of the institute.

Thus, serving the Country and State in whatever capacity needed.

### # SYSTEM OF EDUCATION:

The Polytechnic follows the SEMESTER PATTERN from the academic year 2006-07 as instituted by The Board of Technical Education. The academic eligibility for admission to the Diploma Program is based on the marks obtained in Secondary School Certificate examination with a minimum **45% for general category and minimum 40% for SC/ST/OBC.**

Lateral Entry to the second year (3rd SEMESTER) in Diploma Programs is available for students who have passed Higher Secondary School Certificate examination in Science & Vocational stream from Goa Board of Secondary & Higher Secondary Education & students who have passed ITI certificate after passing SSC, from Industrial Training Institutes in Goa, under the State Directorate of Craftsman Training, with a minimum **50% for general category and 45% for SC/ST/OBC.**

**Admission is given strictly on Merit.**

### # MAJOR DEPARTMENTS/ SECTIONS:

1. Department of Mechanical Engineering
2. Department of Electrical & Electronics Engineering
3. Department of Computer Engineering
4. Applied Sciences and Humanities
5. Workshop
6. Learning Resource Centre

# Citizen's Charter

## GOVERNMENT POLYTECHNIC CURCHOREM

### **\* Academic Section**

- I. Admissions
- II. Guidance and Counseling
- III. Academic Activities
- IV. Examination Cell

### **\* Student Amenities**

- i. Co-curricular Activities
- ii. Extra-Curricular Activities and formation of Students Council
- iii. Sports & Gymkhana
- iv. Parent-Teacher - Student interaction
- v. Training and placement cell
- vi. Canteen Committee

### **\* Administration Section**

- i. Administration Section
- ii. Accounts Section
- iii. Stores & Purchase Section
- iv. Community Polytechnic Wing
- v. Campus Maintenance Cell
- vi. Grievance redressal Cell

# **DEPARTMENT OF MECHANICAL ENGINEERING**

**Total Intake: 60**

# Citizen's Charter

## GOVERNMENT POLYTECHNIC CURCHOREM

**Duration of Diploma Program:** 03 years

This Course was started at the Polytechnic at the time of inception of the institute in the academic year 1996-97. Well-established laboratories help the student to perform the curricular experiments.

**Other Specialization Courses Offered are:**

Refrigeration & Air Condition Engineering

Automobile Engineering

Cad-Cam

Jigs & Fixtures Design

Power Plant Engineering

Laboratory facilities available:

- 1) Material testing Lab
- 2) Heat Power
- 3) Applied Mechanics
- 4) Metrology & Quality Control
- 5) Fluid Machinery Lab
- 6) Cad Cam Lab
- 7) Automobile Lab
- 8) Mechatronics Lab

**\*Job Opportunities:**

- Supervisors in Industries
- Modeling and Designing of White goods
- Entrepreneurs
- Faculty in Educational Institute
- Production and maintenance Department
- Marketing, Sales and Services

# Citizen's Charter

## GOVERNMENT POLYTECHNIC CURCHOREM

- Hotel Industry Design
- Manufacture & Assembly of Tools
- Testing & maintenance and quality control of Tools
- Faculty in educational institutes
- Start their own workshop dealing in manufacturing and designing
- Shipping Companies

### **# DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING:**

**Total Intake:** 40

**Duration of Diploma Program:** 03 years

This Course was started at the Polytechnic in the academic year 2006 -07. well-established laboratories help the student to perform the curricular experiments.

Laboratory facilities available:

- 1) Electrical Engineering Lab
- 2) Electronics Engineering Lab
- 3) Electrical Machines Lab
- 4) Digital Electronics Lab

### **\*Job Opportunities:**

- Design Manufacture & Assembly of Electronic Equipment
- Testing & maintenance and quality control of electrical & electronic equipment.
- Marketing and Sales
- Faculty in educational institutes
- Hardware & Software Maintenance
- Engineers in Power Sectors, Electricity Departments of Government Organizations.

# Citizen's Charter

## GOVERNMENT POLYTECHNIC CURCHOREM

### **# DEPARTMENT OF COMPUTER ENGINEERING:**

**Name of the Programme offered:** Diploma in Computer Engineering

**Sanctioned Intake:** 40

**Duration of Diploma Programme:** 03 years

Diploma in Computer Engineering programme was introduced at Government Polytechnic Curchorem in the academic year 2006-07. This programme is a versatile combination of hardware, software and integration of hardware-software. The programme prepares the students to be fully proficient in hardware, software and integration of systems to become total solution providers.

The programme also equips the students with emerging skills such as Mobile & Web Applications Development, IoT (Internet of Things) and System & Network Integrations skills.

The Department is well equipped for teaching and is continually upgrading its computer laboratories to ensure all equipment is up-to-date.

### **\*Laboratory facilities available:**

Laboratories are well-equipped with more than hundred computers with latest software & hardware. Currently there are three laboratories within the department viz:

Computer Lab I having 25 Lenovo V520 Desktop computers running windows 10 professional, intel core i3 processor, 4GB DDR RAM with 16GB expandability, 1TB HDD, 18.5 inches LED TFT monitor.

Computer Lab II having 20 Dell OptiPlex with Core 2 Duo processor, 2GB RAM, 150 GB HDD, 19 inch TFT monitor with Windows XP operating system.

Computer Hardware and Networking Lab having 20 Desktop Computers-Acer Veriton M200-H110 ACPC 5697 with Intel i7, 8GB memory, 1 TB HDD and 18.5 inches LED monitor with Windows 10 operating system.

Internet access is available in all the three laboratories. In addition, students have access to specialized equipment such as scanners and Printers.

The laboratories contain a wide range of Open Source as well as Licensed software's.

# Citizen's Charter

## GOVERNMENT POLYTECHNIC CURCHOREM

### **\*Job Opportunities:**

In all hardware and software related areas in the industry

- Faculty in Educational Institutions
- Marketing, Sales, and Services
- Customer support engineers
- Network/Database Administrators
- As entrepreneurs/Startups

The students, post completion of this Diploma programme in Computer engineering can seek admission to direct second year of Bachelor of Engineering.

### **#. DEPARTMENT OF APPLIED SCIENCES AND HUMANITIES:**

Laboratory facilities available:

- 1) Applied Physics
- 2) Applied Chemistry
- 3) Language Laboratory

The department caters to courses in Basic Sciences and Communication Skills.

### **# WORKSHOP**

Trades catered to are:

- Carpentry
- Turning
- Machine Shop
- Fitting
- Welding
- Tool and Die making

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

## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

Conventional Workshop facilities available are: 1) Lathe machinery 2) Power saw machine 3) drilling machine 4) Milling machine 5) Grinding machine 6) Cylindrical grinder 7) Tool and cutter, grinder, etc.

CNC machines available: 1) Wire cut Maxi cut 434 2) CNC Lathe machine

In the course of 3 years, students are given opportunity to work on all these machines to gain the required skills of operating/handling various machine tools and acquiring competency in important machining processes. The workshop plays an active role in the maintenance of furniture, machines, and equipment.

#### **# LEARNING RESOURCE CENTRE:**

The Institute Library is situated to the extreme end of the campus so that young minds may have a calm and fruitful time amidst the hallowed portals. It is divided into the Reading Hall area and the Stacking Area.

The Library has to its credit the following books:

---

Text Books	5053
Reference Books	2003
Journals and periodicals	15
Institute work projects	300 approx

---

The library is a subscriber of DELNET. Library also has collection of VCDs which further facilitate learning.

It follows a demand book issue system and remains open from 9.30 a.m. to 1.00 p.m. and 2.30 p.m. to 4:30 pm.

The library has an Issue Section, Reference Section, and Reading section. 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 Re. 1/- for one day delay and Rs. 7/- per week.

## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

The books from the **reference section** are for the purpose of reference and should be availed at the institute. A copy of the syllabus of each subject and set of question papers in all subjects for all the courses is readily available in this section.

The **reading room** is provided to read the daily newspapers, weekly, monthly, periodicals, magazines, etc. Students also utilize this room to do their classwork and assignments.

**BOOK BANK:** The book bank facility is available in the library through which books are issued to the deserving students of the General/SC/ST/OBC category for the period of one term (semester). Application forms for Book Bank Scheme can be obtained from the library. These forms should be duly filled in and submitted to the library with the necessary documents.

#### DOCUMENTS REQUIRED FOR BOOK BANK FACILITY:

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

#### **\*LOSS or DAMAGE of BOOK:**

In case of loss of book, the user should replace the lost book and/or do good the damage of the said book. This would include photocopying and binding the book or in case of severe damage, the book may be replaced.

#### **\*PHOTOCOPYING FACILITY:**

Photocopying facility is available at the institute at the cost o photocopy f the Rs.1/-per page. The user can photocopy textbooks, notes, etc. at the said nominal rate. A photocopy machine has been kept in the institute to allow students to photocopy academic-related matters.

#### **\*INTERNET CONNECTIVITY:**

The institute has a well set up Internet facility for the use of staff and students.

#### **\*Additional Facilities:**

Students enjoy transport facility from the campus to Curchorem bus stand and vice versa.

This department also handles the issue of train passes for the students who commute daily by train.

Audio Visual Aids like Laptop, LCD projector and OHPs is also available with LRUC with a view to enhance teaching and learning experience.

# Citizen's Charter

## GOVERNMENT POLYTECHNIC CURCHOREM

### **# ACADEMIC SECTION**

#### **i) ADMISSIONS CELL:**

The admission for various first-year Diploma programs is done at the Directorate of Technical Education (D.T.E.), Porvorim for all the polytechnics in the State of Goa. The staff deputed by the polytechnics coordinates the admissions. This helps in quick finalization of overall merit list and on the spot admissions as per dates declared in the local newspapers.

Prospectus to process the admission to the first-year diploma courses is available a month before the commencement of admissions. It contains information about the Institute with respect to 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 and is available at the Office of D.T.E. as well as at the Polytechnics.

After seeking admission at the centralized admission center, the student needs to report to the Institute along with admit card issued to him/her. He/ she will then be directed to the counselor for necessary guidance for further activities.

#### **ii) GUIDANCE AND COUNSELLING:**

The first week of the academic year is devoted to counseling and registration. Lecturers are appointed as Class Counselors and play the following role:

1. Act as a Mentor for respective class, to get to know each student of the class & build a rapport with students so that they open up about the difficulties & problems they face.
2. Guide the students while filling Enrollment form, Exam form & help the weak students who have many backs, in registering for appropriate subjects for the exam considering his/her future progress.
3. Keep a record of students' name, contact number, performance in Tests, attendance and accordingly inform the parents of poorly performing students, motivate the weak students for improved performance & monitor their progress.

### **# ACADEMIC ACTIVITIES:**

The Board of Technical Education declares the schedule of an academic term/year at the beginning of the year. During the term, regular class tests and assignments are given for which marks are assigned and recorded in the final examinations result as Progressive Assessment (PA) Marks. The Progressive assessment scheme helps the students and teachers to understand the progress of the students throughout the semester. The student should have the required minimum passing marks in PA and 75% attendance for Term Grant. Theory/practical examination is conducted by the Board of Technical Education at the end of the term.

## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

Students securing more than 60% marks are awarded First Class and more than 75% qualify for Distinction in that subject/course. If the student secures less than 40% marks in a course then he/she has to answer the theory exam again under re-registration.

#### **# EXAMINATION SECTION:**

This cell coordinates and conducts board exams twice a year and does all the work related to exams. It issues certificates such as Bonafide Certificate, Character Certificate, Provisional Passing Certificate, and all other student-related activity. The Guidance and counseling of the students is also coordinated through this cell.

**Action for ACTS OF MISCONDUCT/& OR MALPRACTICE during an exam is taken as per the guidelines set by Board of Technical Education**

#### **\*VERIFICATION OF MARKS:**

On the declaration of results for individual courses, the candidate may apply for verification of marks within 7 days which is forwarded to the Board within 10 days of declaration of results along with the verification fee as prescribed by the board. The examination section also **provides Verification in presence**, Issue of photocopies of answer books, Revaluation of answer books facilities to the students.

The examinations section maintains a database of the record of current students as well as passed out of students in order to convey the information when required.

#### **# STUDENTS AMENITIES:**

i) CO-CURRICULAR ACTIVITIES are conducted for the students so that they may have practical as well as a comprehensive understanding of what they learn in the classroom.

**\*Educational Tours and visits to Industrial Establishments:** Final year students are taken on an educational tour during the vacation period in order to acquaint them with the industrial work environment.

The Institute issues Railway concessions and also pays for the travel expenses during the industrial and sight tours depending upon availability of funds. Two staff members accompany the students during the tour. Local visits to the nearby industries are arranged on weekends/holidays for additional academic support. All miscellaneous expenses are borne by the students.

**\*Industrial Training:** Students of all Diploma programs are sent for 8 weeks of industrial training during first half and second half of Fifth semester to reputed industries in Goa. This training gives feel of industrial environment to the students. It also helps them to learn the expectations of the industry. Accordingly, students orient themselves to suit the industry and are found to be more disciplined, serious in studies after industrial training.

## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

**\*Guest Lectures:** Guest lecturers are invited to the campus to speak on the latest topics for the benefit of students. These lectures help the students to familiarize with modern developments in science and technology. Activities related to personality development and development of communication skills is also conducted. Furthermore, information on higher education is also given to the students.

# **EXTRACURRICULAR ACTIVITIES:** Extracurricular activities at the institute are held in tandem with co-curricular activities. They begin with the election of the members of The Students' Council.

The Aims of the Students' Council is as follows:

1. It aims at catering to the needs of the students by providing quality leadership to students of the Polytechnic.
2. It aims to better the relationship between the students and the faculty by providing an effective medium of cooperation and wellbeing.
3. The Students Council by participating in decision making, is responsible for the students' welfare and improves the standards of the students' participation and cooperation. It assists in the planning and organization of students' activities for the Polytechnic and also endeavors to participate in competitions with other Institutions.
4. It acts as a mirror to the general public to project a better and clean image of the Polytechnic, its staff, and students to the members of the public at large.

The Student's Council of Govt. Polytechnic Curchorem comprises of the following members:

General Secretary, Class Representatives, Cultural Secretary, Magazine Secretary, Gymkhana Secretary. The Students' Council is guided by one faculty member known as STUDENTS' COUNCIL ADVISOR. Elections for the above posts are done as per the guidelines in the Constitution of the Students' Council, Govt. Polytechnic Curchorem.

#### **\*Extracurricular Activities Cell:**

The extracurricular activities cell comprising of the students' Advisor and the members of the students' council organize and coordinate all cultural activities of the institute like quiz competition, debates, elocution competition, speech competition, Saraswati Poojan, etc. It is also responsible for organizing and coordinating cultural activities, fun week, Annual Social Gathering, Reading Club and releasing the Polytechnic Magazine.

#### **# Sports and Gymkhana**

## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

Activities for the students are conducted with the assistance of the staff. Inter class and inter Institute sports are organized to impart the qualities of discipline and physical fitness. Gymkhana room is available for various indoor activities. While outdoor games, like Cricket and football, are played in the vast open playground on the campus. Students of the institute are actively involved in Inter Class Volleyball, Cricket, Table Tennis, Football, Athletics, Carom, and Badminton. Purchase of sports items, prizes, refreshments, etc. is met from the Gymkhana fees paid by the students each term.

The polytechnic also organizes tournaments for the Inter Diploma sports competitions.

#### **#. PARENT - STUDENT - TEACHER INTERACTIONS:**

The Teaching faculty meets the parents of the students as and when required specially to apprise the parents of their ward/ child's performance. Parents generally meet the teachers at the beginning of the term in order to facilitate Registration/ Re-registration and acquaint themselves with the new campus. After each monthly test and final exam, they are updated as to the performance/ progress of their son/ ward.

#### **# Training and Placement Cell:**

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 Institute has its training and placement cell which does the following:

1. Apprises the student of any job opportunities available. Arranges campus interviews, and interviews at offices of different industries for training and placement as apprentice trainee/regular appointments
2. Liaisons with industries in the surrounding areas for the purpose of training and placement. The Institute has an excellent rapport with nearby industries like Chowgule Shipyard Ltd, Pentair, Cipla, Bosch Ltd, Turbocam, Procter & Gamble, Hindustan Foods, MRF, Crompton Motors, Marpol, Siemens Ltd, Goa Shipyard, etc.
3. Gets implant trainees evaluated with the help of industry personnel
4. Arranges visits to the industries for the students during the academic year
5. Arranges for experts in any fields to give a talk to the students on technical or General topics
6. The training and placement cell has a feedback system to which pass out students of various branches are assisted, advised and guided for various job opportunities and avenues of career advances.

## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

**\* CANTEEN COMMITTEE:** The canteen committees comprising of the Principal, Two HOD's, One Sl.gr Lecturer, Two Lecturers, Accountant & Head Clerk. It also oversees the day to day working of the Canteen, quality, and hygiene of the food.

#### **# ADMINISTRATION SECTION**

The administration section deals with the following day to day administration of the institute.

1. Departmental correspondence, quotations, supply orders and preparing Comparative statements
2. Maintaining of inward/outward/ LAQ register, Leave, Service book records, promotions, Attendance/leave file/ Increment registers, etc.
3. Issue of ID cards, Scholarship, free ship, etc is done through this department. In this regard, the student has to submit four passport size photographs, three for library cards, one for Identity card & one for students' record register to the concerned lecturer.

#### **# AWARD OF SCHOLARSHIP AND FREESHIPS:**

Meritorious students and students from reserved categories are awarded different types of scholarships. Scholarships are finalized within one month of starting of the term. The scholarship/ Free ships change as per the decisions of the Government or Private Company sponsoring the Scholarship.

Following scholarships/ Free ships are awarded to the concerned students:

1. Merit Scholarship
2. Post Matric Scholarship to Minority students
3. Post Matric Scholarship to SC, ST and OBC students
4. Free ship
5. Reimbursement of Tuition Fees

Information regarding the various Scholarships and free ships is available with the concerned Lecturer.

#### **# ACCOUNT SECTION**

The account section coordinates the various activities relating to accounts and financial matters of the institute.

The main function of this section is as follows:

## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

- Writing of Revenue & P.D.A. cash books, preparation of Challan & maintenance of Challan file, Challan Register. To scrutinize the payments of various bills including salary bills received from staff, Stores & Stationary section, etc. and submit the bills to the Directorate of Accounts, Margao for payment.
- To receive payments from students/staff with respect to admission fees, tuition fees, library deposits, printout charges, Xerox charges, fines, etc.
- Maintenance of Permanent Advance Register & Expenditure, register of imprest cash, Pass Book, Encashment of Cheque files, Bill Register and maintenance of Advance withdrawal file.
- Monthly returns of revenues & expenditure to the Finance Department.
- To pay refundable deposits such as for library, caution money, etc. to the students when students leave the institute.

The refundable deposit is paid to the students 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 institute property equipment/apparatus is recovered from the students at the time of refunding the deposits. All deposits after deducting the dues if any, are refunded by the students within six months from the last day of leaving the institute, failing which the deposits are be forfeited to the Government. The original receipt should be submitted at the time of claiming refund.

#### **DEPARTMENT OF STORES AND DEPARTMENT OF STATIONARY:**

The requirements for purchase of various items is identified by the respective departments and sections and requisition form duly filled is submitted to the Principal. With the approval from the Principal, the stores section then looks into procuring these items with the assistance of **Institute Purchase Committee & Tender/Quotation Opening Committee** which are chaired by HOD's and Lecturers from different departments as members.

The stationary that is regularly required by the Institute is identified and processed by the store section itself based on requisition by various sections & departments. Stationary is at times purchased from Goa Printing Press and when not available at the above office than through the below mentioned procedure.

Purchases are made under petty cash purchase, purchases under the limited quotation, Purchases under Open Tender & Purchases under e-Tender and rate contract. These purchases are made as per the procedure set down by **General Financial Rules**. The purchased items, along with detailed specification are then written in the stock register along with quantity and appropriate price. It is then indented and issued to the concerned authority.

#### **Disposal of condemned items and goods**

## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

Disposal of goods is done as per GFR-196. An item may be declared surplus or obsolete or unserviceable if the same is of no use to the Department. The reasons for declaring the item surplus or obsolete or unserviceable is recorded by the authority competent to purchase the item. The competent authority then at his discretion, may constitute a committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable. The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, is also worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilized. A report of stores for disposal is prepared in Form GRF-17. In case an item becomes unserviceable due to negligence, fraud or mischief responsibility for the same is to be fixed.

#### # COMMUNITY POLYTECHNIC WING of Government Polytechnic Curchorem:

**Community Development Through Polytechnic Scheme** is the Direct Central Assistance Scheme of Ministry of Human Resource Development (MHRD), Government of India. The Community Polytechnic Wing of Government Polytechnic Curchorem started its activity from 2001. Since then the fledging wing has started numerous important Projects in the community under its purview to promote self-employment. These courses are conducted with the help of local Panchayats/NGOs/Voluntary organizations. With each succeeding year efforts are on to add new projects and new goals for rural growth.

Youths are trained in different trades at the various sub-center of the Community Polytechnic Wing for Manpower Development, Transfer of Technology, Technical Support, Services, Community Support Services and Dissemination of Information

The Community Polytechnic Wing carries out the following activities:

In transfer of technology, the following camps are organized and the community gets benefited by these demonstrations for an easy way of living.

1. Solar Demonstration Camp
2. Eye Check-Up Camp
3. Sewing machinery repair Camp
4. Household appliances repair Camp

II) In technical support services, the various courses conducted are:

1. Tailor and Garment making
2. Beautician's Course
3. Computer Basics, Tally, Computer Networking Courses
4. Carpentry, Plumbing, Welding
5. Four-Wheel Auto Mechanic

## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

6. Radio & T. V. Repair, Household Electrical wiring

7. Mobile repairs.

III) In community services, the main focus is on proper awareness among youth, women and school/ college dropouts. The trained community should use their knowledge to gain self-employment in order to benefit themselves and society. The cell has conducted programs to encourage students to form Mahila mandals, self-help groups and give information on different schemes KIKE, CMRY, KVIB to get financial help.

Constituencies in which this scheme is implemented are Curchorem, Quepem, Sanguem, Shiroda, Dharbandora, Cuncolim & Cancona.

#### **\*Grievances Redressal cell**

Students, staff & the public can submit the grievances by visiting single window online portal on institute website [www.gpc.nic.in](http://www.gpc.nic.in). On receiving the grievance, a seven-member Grievance redressal Committee of institute takes required action within seven days of receiving any grievance or complaint.

#### **#CAMPUS MAINTENANCE CELL:**

All complaints regarding the breakdown in machinery, repairs and electrical malfunctions are written in the maintenance register maintained by Lecturer in charge of maintenance. The required action is then referred to the appropriate party for maintenance after following necessary codal formalities.