

RIGHT TO INFORMATION ACT 2005

2019-20

Govt. Polytechnic Gurchorem

Updated in December 2020

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**i) THE PARTICULARS OF
ORGANIZATION,
FUNCTIONS AND DUTIES**

i (a) The Particulars of the Organization, functions, and duties

GOVERNMENT POLYTECHNIC CURCHOREM, KAKODA

(AICTE Approved & Govt. of Goa Aided Polytechnic)

(Information for Public under Right to Information Act, 2005)

Following is the information In terms of Sections 4(1) (a) and (b) of the Right to Information Act 2005.

1.1. Aim and Objectives of the Institute:

The main objective behind starting this polytechnic is to cater to the technical needs of the people in and around South Goa and make it an important center of learning.

1.2. Mission/ Vision of the Institute:

Vision: To develop globally acceptable Engineers with professional attitude, ethical values & to fulfil the needs of Industry & Society.

Mission:

- To develop innovative teaching learning process.
- To develop adequate state of the art infrastructure.
- To impart professional skills and ethical values.
- To identify and contribute need-based project.
- To enhance and enrich industry institute partnership.

1. 3. BRIEF HISTORY AND BACKGROUND OF INSTITUTE:

The General public is informed that Government Polytechnic Curchorem, is located at Kakoda, Goa, and was established by Govt. of Goa in the year 1996.

In the initial years of its inception the campus was housed at Quepem. It was only in 2003 that the sprawling complex finally came up and the staff and students shifted to the new campus.

It is located at Kakoda, Goa, 4.5 kilometers away from Sanvordem Railway Station and 3.5 kms from the nearest Bus stand.

DIPLOMA PROGRAMS:-

The Institute currently has the following three years Diploma Courses, affiliated to the Directorate of Technical Education, Goa and approved by the All India Council of Technical Education (AICTE) as per **F. No. AICTE/Adv-I/AB/2016/86, dated 08thDecember 2016.**

The polytechnic started with Diploma in Mechanical Engineering Course which was introduced in the Year 1997 with 20 students. This intake was later increased to 40 students.

Sr. NO. Courses	Sanctioned Intake
1. Diploma in Mechanical Engineering	60
2. Diploma in Electrical & Electronic Engineering	40
3. Diploma in Computer Engineering	40

Presently the total strength of the students studying at the institute in various courses/programs is approx. 375.

The State Government has contributed in providing the necessary infrastructure to the institute. It has a well adequately equipped labs, classrooms, and workshop with equipment and machinery sufficient enough to provide State-of-the-Art technical skills to the students.

It has a Learning Resource Utility Centre which houses a library with 7056 books in engineering disciplines, journals & periodicals as well as institute projects, a reading hall and multimedia room.

The Polytechnic also has a Seminar hall which is used for organizing cultural events, and an activity room for indoor games.

Presently third phase is in progress.

Industry-Institution Interaction Cell of the institute provides necessary feedback from the industries regarding the needs of industries and an effort is made to acquaint the student of it.

In the near future, the Institute plans on having hostel facilities for boys and girls.

System of Education:

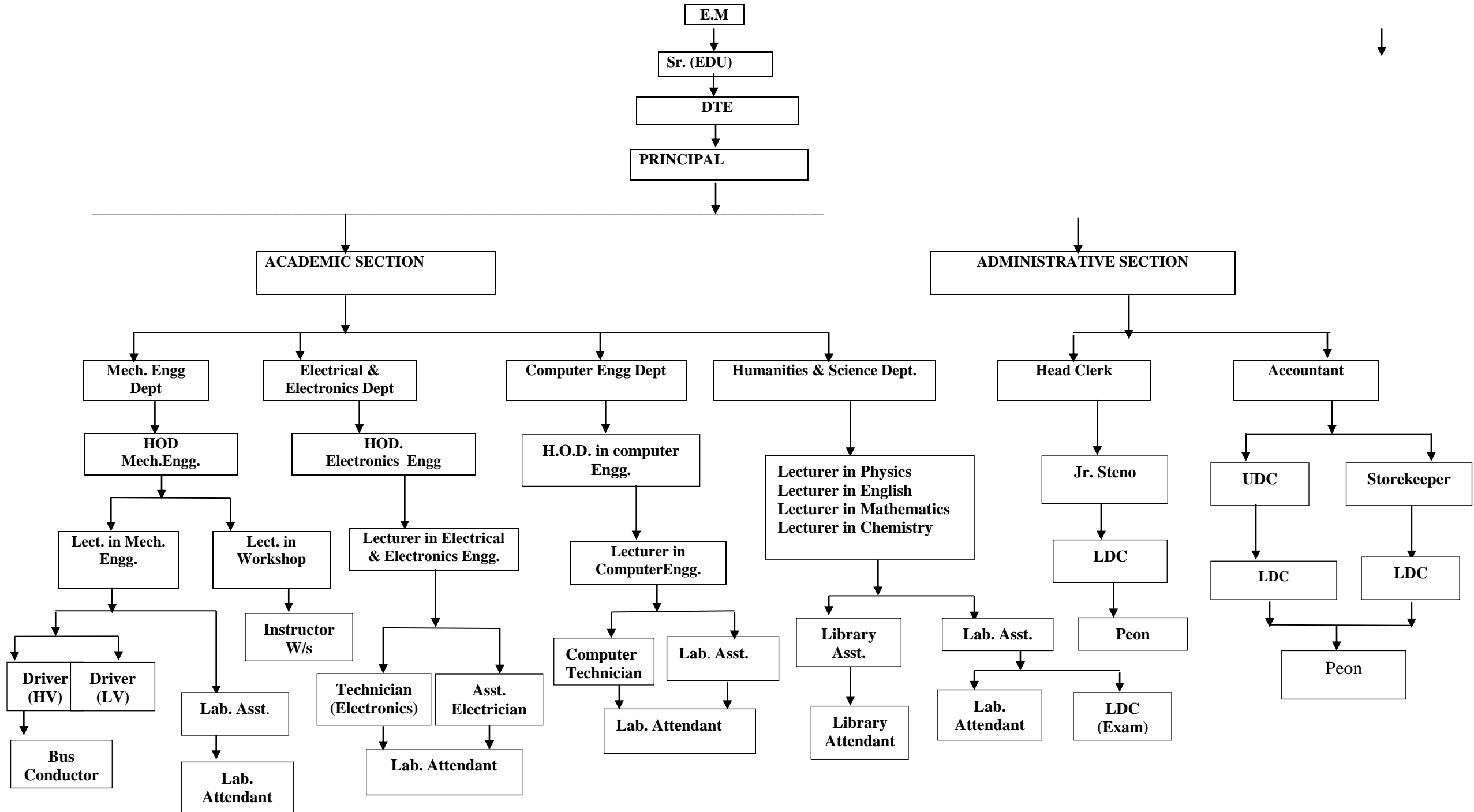
The Polytechnic follows the SEMESTER PATTERN from the academic year 2006-07 as per guidelines of The Board of Technical Education.

1.4. Organizational Chart:

Shri Vivek B. Kamat is the Director of Technical Education. Shri Ajit M. Goankar is the Principal and the Head of Govt. Polytechnic Curchorem . Each department/section is headed by Section Head who is a member of the teaching staff and he/ she is responsible for the overall management of the department/section.

The organizational chart of the Polytechnic is as follows

Organizational Chart of the institute:



1. 5. Main Activities/ functions of the Institute:

The activities of the polytechnic commence with the admission of the students to the polytechnic.

ADMISSIONS:

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. He will then be directed to the counselor for necessary guidance for further activities.

GUIDANCE AND COUNSELLING:

The first week of the academic year is devoted to counseling and registration. The counselor assists the students given in his/her charge as to what subjects are offered for the term and what the student can take. He/ she guides the students as and when required in matters concerning registration and re-registration of courses, entry credits to be availed against exemptions, eligibility for admission to examinations, TNG, etc...

ACADEMIC ACTIVITIES:

The Board of Technical Education declares the schedule of 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 results as Class Test (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 75% attendance for Term Grant. Theory/practical examination is conducted by the Board of Technical Education at the end of the term.

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

EXAMINATION:

The examination cell coordinates class tests and also all works related to exams. It issues marksheets, Bonafide Certificate, Character Certificate, Provisional Passing Certificate & Diploma certificates.

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&REVALUATION:

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

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

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

Educational Tours and visits to Industrial Establishments: Final year students are taken on educational tours 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 for road journey during the industrial and sight tours depending upon availability of funds. Staff members accompany the students during the tour as per the educational tour rules & regulations.

Local visits to the nearby industries are arranged on weekends/holidays for additional academic support. All miscellaneous expenses are to be borne by the students.

Industrial Training: Industrial training is compulsory for all streams. The institute arranges for the training in various manufacturing and service industries of 8 weeks duration & is part of the curriculum.

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 the modern developments in science and technology and other management skills.

Lectures 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 are held in tandem with co-curricular activities. They begin with the election of the members of The Students' Council. It is responsible for organizing and coordinating activities like fun week, Sports Competition, Reading Club and releasing the Polytechnic Magazine.

Sports and Gymkhana

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 in the campus. Students of the institute are actively involved in Inter-Class Volleyball, Cricket, Table Tennis, Football, Athletics, Carom and Badminton. They also organize and participate in inter-polytechnic events.

1. 7.Citizen interaction - expectation of the Institute from the public for enhancing its effectiveness and efficiency

1. Participation in educational fairs to inform the school students of the courses conducted at the Institute
2. Parent – student – teacher interactions: The teachers meet the parents of the students as and when required. 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.
3. It Liaisons with industries in the surrounding areas for the purpose of training and placement. The Institute has excellent rapport with nearby industries like Chowgule Mining Industry, German Remedies, Radisson, Taj Exotica, Majorda, Pentair, Cipla, Cidade de Goa, Marriott
 - Get implant trainees evaluated with the help of industry personnel
 - Arrange visits to the industries for the students during the academic year
 - Arrange for experts in any fields to give a talk to the students on technical or General topics
 - Coordinate training programs for technical and non-technical staff

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.

1. 8. Postal Address of the main Office

Ajit M. Goankar
PRINCIPAL
GOVERNMENT POLYTECHNIC CURCHOREM
CACORA – GOA
TEL. NO.2654400,
E-MAIL: diplomagpc@rediffmail.com

9. Working Hours for Office and Public:

The citizens may obtain the required information from Information Officer/ Assistant Public Information Officer during office hours on all working days i. e. 9:15 a. m. to 5:15 p.m.

10. Grievances Redressal Mechanism:

A complaint box is kept in the Office of the main building so that complaints, grievances can be dropped in the box by the public/ Students. The box is periodically opened and action as required is taken by the Committee.

**II) THE POWER AND DUTIES
OF
ITS OFFICERS AND EMPLOYEES**

ii) Powers and Duties of Officers and Employees

A) THE PRINCIPAL & OTHER OFFICERS

i) 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.

A) ii Head of the Department

- Providing leadership in teaching of Diploma courses
- Organizing R & D 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 counseling and student interaction

A) iii Senior Lecturer & Selection Grade Lecturer

- Teaching Diploma courses (lectures and tutorials).
- Design and developing of the laboratory under their respective department/ section.
- Student assessment and evaluation.
- Innovation in instruction.
- Developing resource materials and assisting in curriculum development
- R & D 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 counseling.

A (iv) Lecturer

- Teaching Diploma Courses including lectures and tutorials
- Planning and implementation of instruction in laboratory
- Student assessment and evaluation
- 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

B) Job Description of Workshop Superintendent & Other Workshop Staff

(B) iWorkshop Superintendent

- Planning, scheduling, organizing, coordinating and monitoring workshop training, sessions and tasks of the Polytechnic
- Plan, deliver and evaluate theoretical and workshop instructions.
- Design, develop and test instructional material and task for skill training
- Plan and organize staff development programs for workshop staff
- 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.

(B) ii Workshop Instructor

- Erection/installation/commissioning of equipment
- Procurement, storage, accounting of raw materials, tools and instruments
- Planning, scheduling, organizing, coordinating & monitoring workshop instructions and tasks
- Issue of raw materials, tools, and equipment for workshop jobs
- Plan, deliver and evaluate theoretical and workshop instruction.
- Guide the students in the 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

(D) Job Description of Librarian & Library Staff

(D) i Librarian

- General Administration of Library
- Planning of Budget for purchase of books
- Selection and acquisition of Books
- Planning and development of the Library
- Orienting the users towards effective utilization of Library Service
- Supervising of cataloging and indexing of books
- Allocating Book Bank Scheme and Centrally sponsored Scheme for deserving students
- Maintaining and upkeep of Learning Resources and Utility Centre as well multi-media room.

(D) ii Library Assistant

- Cataloging and classification of books and periodicals.
- Issuing and receiving books for staff and students
- Restoring books and Periodicals
- The arrangement of non-book materials.
- Assist the Library in charge in certain functions as and when required.

Laboratory Assistant/ Technician:

RESPONSIBILITIES:

- Coordinates daily laboratory schedules, services and staff and ensures efficient operation of the laboratory.
- Assists lecturer in the design and construction of new demonstrations and exercises, teaching procedures and curriculum.
- 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 information.
- Attends departmental and administrative meetings to coordinate laboratory services.
- Oversees and monitors laboratory budget; approves purchases within budget.
- 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 the laboratory to supplement classroom instruction; instruct students, identifies problems and recommend solutions; maintains accurate records.

(D) Responsibilities of Examination In charge:

- The Examination in charge is responsible for all academic related activities.
- Is a liaison between the Board of Technical Education and the Polytechnic
- To co-ordinate during the academic year centralized class tests & prepare time table for the students of the Polytechnic.
- To forward Form 2 registration for Exam to BTE & Improvement of marks form.
- To forward Progressive Assessment (PA) Marks & Practical/ Oral marks to the Board.
- To keep record of results of BTE exam for students.
- Issue certificates such as Bonafide Certificate, Provisional Passing Certificate, Semester mark sheet and Diploma Certificates.
- On declaration of results for individual courses, to show results as also forward an application for verification & revaluation 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.

Responsibilities of ADMISSIONS in charge:

- 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.

Responsibilities of Stores&Stationary in Charge:

- The Stores in charge coordinates 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 and Purchase Committee. 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 Director or 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 a stores or supplies operation including determining and directing storage plans and procedures, distribution of goods, inventory management, replenishing stock & record keeping.
- Conducting periodic inventory of stock

Responsibilities of Accountant and supporting staff

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

The main function of this section is as follows:

- 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 submits 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 impress cash, Unpaid wage Register, Pass Book, Encashment of Cheque files, Bill Register and maintenance of Advance withdrawal file.
- Monthly returns of revenues & expenditure to Finance Department.
- To pay refundable deposits such as the library, Caution money etc. to the students when students leave the institute.

Duties of the Administration in charge (Head Clerk):

Administration section deals with the following day to day administration of the institute which is supervised by the Administration in charge

1. Departmental correspondence, quotations, supply orders and preparing Comparative statements
2. Maintaining of inward/outward/ LAQ register, Leave Service books records, Attendance/leave file/ Increment registers, etc.
3. Issue of ID cards, Scholarship, free ship, etc is done through this department
4. To coordinate all work related to the Contract and lecture basis teaching staff.
5. To award Merited students and students from reserved categories different of scholarship and freeships

The scholarship/ Free ships change as per the decisions of the Government or Private Company sponsoring the Scholarship.

Following scholarships/ Freeships are awarded to the concerned students:

- A) Institutional Merit Scholarship
- B) Scholarship to Disabled students
- C) Rajiv Gandhi Shiksha Sahay Scholarship to E.B.C. Students
- D) E.B.C. Scholarship
- E) Post Matric Scholarship to SC, ST and OBC students
- F) Institutional Free ship

Responsibilities of the Training and Placement Officer:

1. Apprise 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. Placement of students who undertake a short term industrial training.
3. Liaisons with industries in the surrounding areas for the purpose of training and placement. The Institute has excellent rapport with nearby industries like Chowgule mining industry, German Remedies, Radisson, Taj Exotica, Majorda, Pentair, Cipla, Cidade de Goa, Marriott, Get implant trainees evaluated with the help of industry personnel
4. Arrange visits to the industries for the students during the academic year
5. Arrange for experts in any fields to give a talk to the students on technical or General topics
6. Co ordinate training programs for technical and non technical staff
7. Maintains database and record of passed out students in order to convey the information when required.
8. 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.

III. The Procedure followed in the decision-making process, including channels of supervision and Accountability

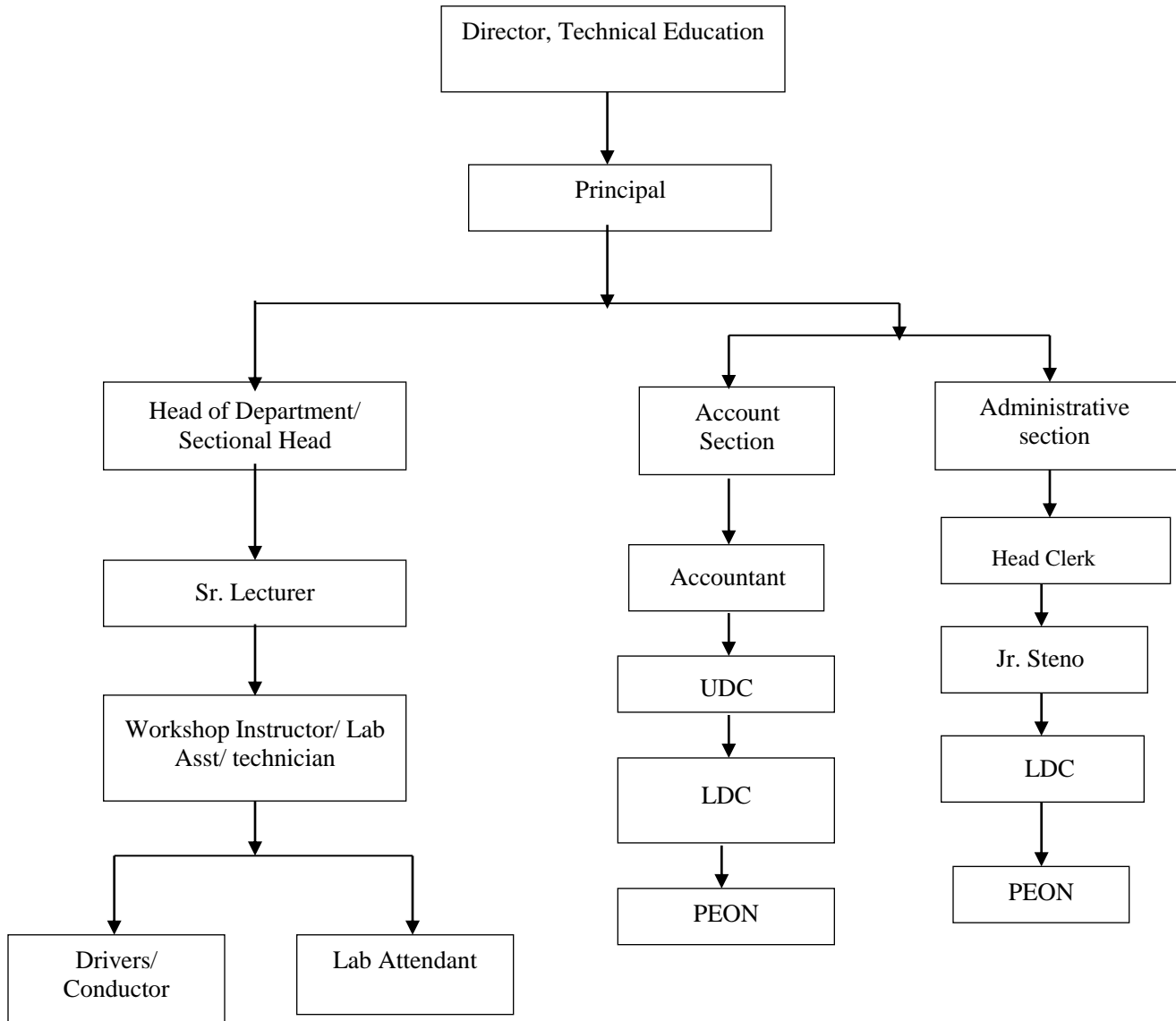
iii) a The Procedure Followed

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. He is the competent authority on all cases of group D employees. Cases of group A, B and C also require the approval of head of institute before sending for the final approval at the head office. The Institute follows the service rules of Government of Goa. Principal has set up number of committees and together they decide important matters in the meetings.

iii) b 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 Government, are forwarded to Director of Technical Education by the Principal.

Every officer/Official is accountable to the higher-level officer as depicted below:



**The norms set by it for
the discharge
of its functions**

iv.) The Department discharges its function according to norms as below:

- General Financial Rules.
- Instructions given by DTE/ Government from time to time.
- The norms and standards as laid down by All India Council for Technical Education.

v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

V) The Institute works on the basis of following rules/Instructions:

- General Financial Rules.
- Central Civil Service rules.
- The general and common conditions of service rules as amended from time to time.
- The circulars and notifications issued by the DTE/ Govt. from time to time.
- The Constitution of the students' council, Government Polytechnic Curchorem

vi) A statement of the categories of documents that are held by it or its control

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

1. 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 promotion of teaching and non teaching staff under Assured Progression Scheme and Career Advancement Scheme

2. Finance and Accounts Record

- Cash Books
- 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

4. Academic and

- Personal Records of students in Register
- Lists of students

5. Examination Records

- Detailed Mark Sheets of students
- Result Sheets of the students

- Academic Schemes of all programmes
- Files regarding AICTE approvals
- DTE rules and regulations pertaining to examination of students

4. Purchase Files

- Purchase files (Invitation for quotation/tenders)
- Purchase of consumables and equipments files
- Purchase Order files
- Miscellaneous files

vii) The particulars of arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof.

No such arrangement exists in the formulations of the policy of Government Polytechnic Curchorem besides DTE and faculty members of the polytechnic. However, in the case of Community Development Project of Government Polytechnic Curchorem the executive committee members are from public or from industries

At the Polytechnic level the public persons involved are as follows —

1. Principal	Chairman
2. Two representative of faculty	Member
3. Two representative of Village Panchyat/Samiti/Zila Parishad	Member
4. One representative of NGOs/Retired professional	Member
5. One Principal/Project officer from nearby community poly.	Member
6. Project officer of Community Polytechnic	Secretary

viii) Statement of the boards councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise and as to whether meeting of those boards, councils committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

viii) Various committees are constituted from time to time by the Head of Office for the purpose of sales & purchase of equipments for the labs and other material required as also for smooth working of the polytechnic. But decisions of these committees or the minutes of meetings of these committees are not open or accessible to public. All the decisions or minutes of these committee meetings are finally handed over to higher authorities for final approval.

Presently, the following committees are constituted for smooth and efficient working of the institute.

Academic Committee:

This academic committee comprises of the Principal and the teaching staff.

RESPONSIBILITIES:

1. To assess satisfactory progress of the academic programs in the institute.
2. To discuss the suggestions made by the teaching staff towards academic excellence of the students.
3. To discuss the problems expressed by teachers and students over academic matters.
4. To finalize the strategies for implementation leading to academic improvement.
5. To put up suggestions for discussion at academic council.

Gymkhana Committee

RESPONSIBILITIES:

1. To provide for outdoor games and indoor games
2. To inculcate spirit of sportsmanship among students
3. To impart the basic training in leadership to the student engineers so as to make them the right type of citizens
4. To inculcate a spirit of social service and a sense of patriotism to help them in developing a social outlook
5. To participate in the spirit of sportsmanship in inter polytechnic events
6. To organize inter class/ inter polytechnic sports events as when required

Disciplinary Committee

RESPONSIBILITIES:

1. To ensure that ragging in any form inside the campus does not take place
2. To check different manifestations of indiscipline in the campus like destruction of property and disturbance of peace within the student community.

CANTEEN COMMITTEE:

The canteen committees comprising of the Principal, Health Officer, Representative from Directorate of Health Services, Food Safety Officer, Representative from FDA, HOD, Sr. Lecturer, Accountant, Head clerk, and members of the students' Council oversee the day to day working of the Canteen, quality and hygiene of the food.

RESPONSIBILITIES:

1. To ensure smooth functioning of canteen through the canteen contractor.
2. To identify areas for improvement of the canteen and initiate appropriate action.

GRIEVANCES REDRESSAL COMMITTEE

A complaint box is kept in the Office of the main building so that complaints, grievances can be dropped in the box by the public/ Students. The box is periodically opened and action as required is taken by the Committee.

CAMPUS MAINTENANCE Committee:

All complaints regarding breakdown in machinery, repairs and electrical malfunctions is written in the maintenance register. The required action is then referred to the appropriate authority.

Purchase Committee:

The Purchase Committee comprises of the following persons

- | | |
|---|------------------|
| 1. HOD Electrical & Electronics Engg. | Chairman |
| 2. Stores Incharge | Member Secretary |
| 3. Three representatives of faculty | Member |
| 4. One Representative Of Accounts Section | Member |
| 5. One Representative Of Administrative Section | Member |
| 6. One Representative of Stores Section | Member |

Tender/ Quotation opening Committee

The Tender/ Quotation opening Committee comprises of the following persons

- | | |
|---|------------------|
| 1. HOD Computer Engg. | Chairman |
| 2. Stores Incharge | Member Secretary |
| 3. Three representatives of faculty | Member |
| 4. One Representative Of Accounts Section | Member |
| 5. One Representative Of Administrative Section | Member |
| 6. One Representative of Stores Section | Member |

Advisory Committee for Community Development Project:

The Advisory Committee for CPW comprises of the following persons

- | | |
|--|-----------|
| 1. Principal | Chairman |
| 2. Two representative of faculty | Member |
| 3. Two representative of Village Panchyat/Samiti/Zila Parishad | Member |
| 4. One representative of NGOs/Retired professional | Member |
| 5. One Principal/Project officer from nearby community polytechnic | Member |
| 6. Project officer of Community Polytechnic | Secretary |

They see to the working of the CPW and give advice as to the types of Courses that have to be started at the various centers.

Committee for the Redressal of Women's Grievances

A committee for the redressal of Women's grievance is formed in order to address the grievances of women.

**ix) A directory of its officers
and Employees**

Ajit M. Gaonkar
PRINCIPAL
GOVERNMENT POLYTECHNIC CURCHOREM
CACORA - GOA
TEL NO.2654400,
E-MAIL: diplomagpc@rediffmail.com

H	Sr. No.	Name of the Officer	Designation	Educational Qualifications	Date of entry in Govt. Service	Present residential address
Group A	1.	Shri Vivek B. Kamat	Director	M.E.(Indl.Engg)	23.2.1999	H. No. E-6, Behind Pandav Chapel, Aquem, Alto, Margao-Goa.
	2.	Shri Ajit M. Gaonkar,	Principal	M.E.(Indl.Engg)	21.3.1997	Sapna Splendor, A-3/3, Fatorda, Margao-Goa. 403602.
	3.	Shri Praveen R. Kamat	Head of the Department in Electrical & Electronics Engg.	M.Tech in Power & Energy systems./B.E. in Electrical Engg.	06.10.1998	2nd floor, SingbalBldg, A -Block, Warkhandem, Ponda-Goa.
	4.	Dr. Rickey T. P. Nunes	Head of the Department, Computer Engg	Ph.D. M.E (IT) B.E Computer Engg.	25.06.2009	H.No. 163, Suk-Bhat, Arossim, Cansaulim – Goa.
	5.	Smt. Classie Monteiro	Lecturer in Chemistry(Selection Grade)	M.SC.(Chemistry)	31.01.97	P.O. GMC Complex, Bambolim-Goa.
	6.	Smt. Preetha R. Rao	Lecturer in Physics (Selection Grade)	M.SC(Physics)	11.02.97	Prithvi' GogalMargao-Goa.
	7.	Smt. Sharon Menezes	Lecturer in English (Selection Grade)	M.A(English)	24.02.97	Near Costa Factory,Aquem, Margao-Goa.
	8.	Dr. Sangita V. Kamat	Lecturer in Mathematics(Selection Grade)	PH.D. M.SC.(Mathematics)	07.05.97	H. No. E-6, Behind Pandav Chapel, Aquem, Alto, Margao-Goa.
	9.	Ms. SithalFalDessai	Lecturer in Electrical &Electronics Engg.	M.E.(Electronics)	20.03.08	H.No.126/17, Vadamol, Shristhal, Canacona-Goa.
	10.	Shri Kalpesh B. Narvenkar	Lecturer in Mechanical Engg.	B.E.(Mechanical Engg)	25.03.08	Flat No. HA(02), Sapna Enclave II, Nr. Ganesh Temple, New Vadde, Vasco-Da-Gama.
	11.	Ms. Sweta S. Naik	Lecturer in Computer Engg.	B.E.(Inf. Technology)	22.04.08	'Kalashree', Near Civil Court, Borimol, Quepem-Goa.
	12.	Mr. Devendraprasad C. Kuvelkar	Lecturer in Computer Engg.	M.E. (Inf. Technology)	21.05.2008	Pursa Bhat, Manaswada, Kundaim, Goa.
	13.	Mr.Vallabh P. Gaunker	Lecturer in Mechanical Engg.	B.E(Mechanical Engg)	29.09.09	Post Rivona, via Quepem, At Kevona Goa 403 705

14.	Mr. Paresh Panshikar	Lecturer in Mechanical Engg.	B.E.(Mechanical Engg)	16.09.09	Dhamadwada,Sheldem, Quepem Goa 403 705
15.	Shri Prasad S. Naik	Lecturer in Mechanical Engg.	B.E.(Mechanical Engg)	16.09.09	H. No. 338, Gauri Niwas Adarshnagar, Dharampaur, Salcete-Goa. 403725
16.	Shri DevanandDessai	Lecturer in Mechanical Engg.(Sr. Grade)	M.E.(Industrial)	25.06.09	H.No. 11, Pansulem, Post-Chaudi, Canacona-Goa.
17.	Shri Gangaram B. Lambor	Lecturer in Mechanical Engg.	B.E.(Mechanical Engg)	01.08.08	H.No.285. Kondemol, Collem-Goa 403 410
18.	Mr. Gautam M. Agastipurkar	Lecturer in Workshop	B.E.(Mechanical Engg)	24.05.2010	H. No.342, Near Ram Temple, Agapur, Ponda-Goa 403 401.
19.	Mr. Premanad K. Velip	Lecturer in Electronics Engg.	B.E. (Electronics Engg)	15.06.2011	H. No. 382, ShirlimBarcem via Cuncolim-Goa
20.	Mrs. Bhumite S. G. Dessai	Lecturer in Computer Engg.	M. E. (I. T.)	09.07.2013	H. No. 292/1, Nr. Govt. High School, Kamansai, Xeldem, Quepm –Goa
21.	Mrs. Zindia K. Raikar	Lecturer in Electronics Engg.	B.E. (Electronics Engg)	09.07.2013	RHC-4, Omkar Residency, Pontemol, Curchorem-Goa.
22.	Mrs. Siddhi Pai	Lecturer in Electrical Engg.	B.E.(E&E)	01.08.2013	C-2397/1 , Parvati Bldg, Tambdi Matti. Taleigao-Goa.
23.	Mr. Vaibhav Velip	Lecturer in Electronics Engg.	M.E. (Electronics)	02.04.2012	H. No. 753, MahalwadaPoinguinim, Canacona-Goa.

Sr.No	Name of the staff	Full residential address(Present)	Catgeogy in which appointed (SC-ST,OBC,PH ,CFF,ESM, General)	Designation	Post creation order No. on which incumbent is placed	Whether confirmed	Order No. and date of confirmation	Initially appointed as	Details of promotion obtained if any
1.	Shri Nitin N. Mathkar	H. No. 27, Junas Wada, Mandrem, Pernem-Goa.	OBC	Workshop Instructor	26/2/1/96/DTE/2515 , dated 15.01.2007.	Yes	-----	Workshop Instructor	NA
2.	Mrs. Maria S. Rodrigues,	Grande Palmar, Quepem-Goa.	General	Headclerk	-do-	Yes	6/86/83-Adm.I/Vol.)/281 dated 28.04.1995. Date of confirmation 28.04.1995	Jr. Steno	Promoted to the Post of Headclerk vide order No. DTE/Estt/11-5/Prom.C.C/2018/1675, dated04.09.2019.
3.	Mr. Antonio Furtado	H. No. 75, Dicapale, Navelim -Goa.	General	UDC	-do-	Yes	DTE/Estt/1-57/Confirm C & D/C.C/2012-13/399, dated 04.05.2016	LDC	Promoted to the post of UDC vide order No. DTE/Estt/1-31/prom/C.C./PF. II/2012-13/3781, dated 27.2.2014.
4.	Mrs. BenditaVaz	Central Horta, Aquem, Baixo, Navelim-Goa.	OBC	UDC	-do-	Yes	DTE/Estt/1-57/Confirm C & D/C.C/2012-13/399, dated 04.05.2016	LDC	Promoted to the post of UDC vide order No. DTE/Estt/1-31/prom/C.C./PF. II/2012-13/1850, dated 12. 09..2014.
5.	Mr. Mangesh Laad	H.No. 4156, Graxwadi, Ravonfond, Baixo, Navelim, Salcete- Goa.	O.B.C	Storekeeper	26/2/1/96-DTE/2515 dt. 15/01/2007	Yes	DTE/Estt/1-57/confirm C&D/C.C./2012-13/399 dt. 04/05/16	LDC	Promoted to the post of UDC vide order No. DTE/Estt/1-131/P.C.C/PF.1/2010/8675, dated 23.03.2012& then Redesignated as Storekeeper

6.	Mr. Suresh Gurav	Near Govind Pasara, Kakoda, Curchorem-Goa.	General	Technician (Computers)	17/2/18/2009/DTE/Part.I/2704, dated: 29.12.2009	Yes	DTE/Estt/1-57/confirm C&D/C.C./2012-13/399 dt. 04/05/16	Technician (Computers)	NA
7.	Mrs. Bharati Patil	H.No.2303, Pongirwal, Kakoda- Goa.	General	Technician (Electronics)	17/2/18/2009/DTE Part.I/2704, dated 29.12.2009	Yes	DTE/Estt/1-57/confirm C&D/C.C./2012-13/399 dt. 04/05/16	Technician (Electronics)	NA
8.	Mrs. Sonaly Phal Dessai	H. No. 13-1. Opp. Civil Court, Sanguem-Goa.	General	Technician (Electronics)	17/2/18/2009/DTE Part.I/2704, dated 29.12.2009	Yes	DTE/Estt/11-5/Prom/C.C./2018/556, dated 25.05.2018.	Lab. Assistant	Tendered Technical Resignation. Appointed as Technician (Electronics) vide order No.DTE/Estt/1-41/order of posting C&D/2013-14/991 dt 30.09.13
9.	Mrs. Kalpita Gaonker	H.No. 3/1, Benurdem, Balli, Quepem- Goa.	General	Lab Assistant	17/2/18/2009/DTE Part.I/2704, dated 29.12.2009	Yes	1/3/2010-11/GCP/order/45 dt.25/05/2010	Lab Assistant	NA
10.	Mr. Antonio L. Costa	H. No. 22, Laymati ward, Davorlim, Salcete-Goa.	General	Lab Assistant	26/2/1/96-D T E/2515, dated 15.01.2007.	Yes	1/100/Comp.of prob/C& D/2010-11/1014, dt. 21.12.2010. Date of confirmation: 11 .04.2009	Lab. Assistant	NA
11.	Mrs. Maria FemyVAz	H.No.478, Batty Viegas ward, Carmona- Goa.	General	Lab Assistant	26/2/1/96-DTE/2525, dt:15/01/2007.	Yes	1/100/Comp.of prob/C&D/2010-11/1013, dt.21/12/2010. Date of confirmation 29.03.2009	Lab. Assistant	NA
12.	Mrs. Sanjana Shinde	H.No.218/A, Mandopa, Navelim, Salcete –Goa.	General	Lab Assistant	26/2/1/96-DTE/2525, dt:15/01/2007.	Yes	DTE/Estt/1-57/confirm C&D/C.C./2012-13/1582 dt. 11/09/12	Lab Assistant	NA
13.	Mrs. Archana A. Dessai	H. No. 1169, ThalShiroda-Goal	General	Library Assistant	26/2/1/96-DTE/2515, dated 15.01.2007	Yes	1/100/Comp. of Prob/C & D/G P C/2010-11/1012, dated 21.12.2010	Library Asstt.	NA
14.	Mr. Santosh Dessai	Xelvona, Curchorem-Goa.	General	LDC	26/2/19/2008/DTE/3107, dated 6.06.2011	Yes	6/86/83-Adm.I/Vol.II/306, dated 13.05.1998 Date of confirmation: 13.05.1998	Peon	Promoted to the post of LDC vide order No. DTE/Estt/1-31/P.C.C./PF.1/2010/4302, dated 10.10.2011

15.	Mrs. Zeena Travasso	, Quepem- Goa	General	LDC	26/2/1/96-DTE/2515, dated 15.01.2007	Yes	DTE/Estt/1-57/confirm C&D/C.C./2012-13/399 dt. 04/05/16	LDC	NA
16.	Mrs. Reema S. Bhagat	H. No. 452, Ghudo-Avedem, Quepem-Goa.	General	LDC	26/2/1/96-DTE/2515, dated 15.01.2007	Yes	NA	LDC	NA
17.	Mrs. Manjusha Kudchadkar	Railway Station Road, Bepquegal, Curchorem-Goa.	General	LDC	26/2/19/2008/DTE/3107, dated 6.06.2011	Yes	NA	LDC	NA
18.	Mr. Raya Bhavdan	H.No.10, Kaman, Maina, Quepem- Goa.	O.B.C	Assistant Electrician	26/2/19/2008/DTE/3107, dated 6.06.2011	Yes	DTE/Estt/11-5/Prom.C.C./2018/556, dated 25.5.2018	Assistant Electrician	NA
19.	Mr. Vishnu G. Naik	Mirabhag, Sanvordem-Goa	General	Light Vehicle Driver	26/2/1/96-DTE/2515, dated 15.01.2007	Yes	DTE/Estt/1-57/confirm C&D/C.C./2012-13/1582 dt. 11/09/12	LVD	NA
20.	Mr .Pascoal Rodrigues	Aag, Bagawada, Sanvordem, Tisk Goa.	General	Heavy Vehicle driver	do	Yes	1/2/91-GEC(E)/87, dated 20.05.2010 Date of confirmation: 20.05.2010.	HVD	NA
21.	Mr Sanjay U. Gaunker	Bhindem, Malkarnem - Goa.	General	Bus Conductor	do	Yes	GPP/Est/A/Conf/98/2078, dated 2.09.2003, Date of confirmation: 27.08.2003.	Bus conductor	NA
22.	Mr. Anand Gaonkar	Valkini, Sanguem-Goa.	General	Lab. Attendant	do	Yes	on the post of lab. Attendant but confirmed on the post of Peon vide order No. 1/9/Appt.NG/G P C/2005-2006/40, dated 13.04.2005, date of confirmation: 15.6.2000	Peon	Promoted to the post of Lab. Attendant vide order No. 1/2/NG-5/PF/G P C/07-08/738, dt.14.11.2007
23.	Mr. Seby Coutinho	H.No.277/A, BainchoVaddo,	General	MTS	26/2/1/96-DTE/2515, dated 15.01.2007	Yes	1/100/Com. Of Prob/C&D/GPC/2010-11/1011, dated 21.12.2010. Date of confirmation 11.4.2009	Lab,Attendant	NA

24.	Mrs. Shilpa Yemkar	ValkiniSanguem-Goa.	General	MTS	26/2/19/2008/DTE/3107, dated 6.06.2011	Yes	DTE/Estt/11-5/Prom.C.C./2018/1039, dated 15.07.2019	Sweeper	NA
25.	Mrs. Viniksha V. Naik	H.No. 58/1, Hodarwada, Curchorem –Goa.	General	MTS	26/2/19/2008/DTE/3107, dated 6.06.2011	Yes	DTE/Estt/11-5/Prom.C.C./2018/556, dated 25.05.2018.	Lab. Attendant	NA
26.	Mr. Denvil Pereira	St. Francis Colony, Amona,.Quepem-Goa.	General	MTS	26/2/1/96-DTE/2515, dated 15.01.2007	Yes	DTE/Estt/1-57/confirm C&D/C.C./2012-13/399 dt. 04/05/16	Peon	NA
27.	Mr. Timoteo Miranda	H.No. 110, Ghatamorod, Aquem- Baixo, Navelim, Salcete-Goa	ST	MTS	26/2/19/2008/DTE/3107, dated 6.06.2011	Yes	DTE/Estt/1-57/confirm C&D/C.C./2012-13/399 dt. 04/05/16	Peon	NA
28.	Mr. Sujit U. Sawant	H. No. 285,Swantwada, Curchorem-Goa.	General	MTS	26/2/1/96-DTE/2515, dated 15.01.2007	Yes	DTE/Estt/1-57/confirm C&D/C.C./2012-13/399 dt. 04/05/16	Peon	NA
29.	Smt. Socorra Fernandes	H.No. 78, Coronomolem, Shristhal, Canacona-Goa.	General	MTS	17/2/18/2009/DTE Part.I/2704, dated 29.12.2009	Yes	DTE/Estt/11-5/Prom.C.C/2018/1034, dated 15.07.2019	Sweeper	NA

Name of the staff	Full residential address/contact No.	Phone No.	Designation	Educational qualification as per service records
Administrative Section				
Mrs. Maria S. Rodrigues,	Grande Palmar, Quepem-Goa.	9923185362	Headclerk	SSCE (shorthand & typing course)
Mr. Sujit U. Sawant	H. No. 285, Sawant wada, Kakoda, Curchorem-Goa.	8552992414	MTS	SSCE
Mr. Timoteo Miranda	H.No. 110, Ghatamorod, Aquem- Baixo, Navelim, Salcete-Goa	9890623986	MTS	SSCE
Smt. Socorra Fernandes	H.No. 78, Coronomolem, Shristhal, Canacona-Goa.	7875869087	MTS	—
Accounts Section				
Mrs. Pooja PrabhuDessai	H.No.1101, Ghotmorod, Cacora- Goa.	9423889508	Accountant	B. Com
Mrs. BeneditaVaz	Central Horta, AquemBaixo, Navelim-Goa	9822416324	UDC	B. A
Mrs. ZeenaTravasso	H.No.33, Grande Palmar, Quepem- Goa	9823532049	LDC	B.Sc.
Mr. Denvil Pereira	St. Francis Colony, Amona,.Quepem-Goa.	9604426357	MTS	IXth Std.
Other Office Staff				
Mr. Suresh Gurav	Near Govind Pasara, Kakoda, Curchorem-Goa.	9420820051	Technician (Computers)	Diploma in ComputersEngg.
Mrs. Bharati Patil	H.No.2263, Pongirwal, Kakoda- Goa.	9422451645	Technician (Electronics)	Diploma in Instrumentation
Mrs. SonalyPhal Dessai	H. No. 13-1. Opp. Civil Court, Sanguem-Goa.	9422846576	Technician (Electronics)	Diploma in Electronic Engg. & Post Diploma in Information Technology
Mr. Antonio Furtado	H. No. 75, Dicarpale ,Navelim, Salcete-Goa.	9765183552	UDC	B. Com
Mr. Mangesh Laad	H.No. 4156, Graxwadi, Ravonfond, AquemBaixo, Navelim, Salcete- Goa.	9890272286	Store keeper	XII Std.
Mrs. KalpitaGaonker	H.No. 3/1, Benurdem, Balli, Quepem- Goa.	9850459584	Laboratory Assistant	B.Sc.
Smt. Maria FemyVaz	H.No.478, Batty Viegas ward, Carmona- Goa.	9822175136	Laboratory Assistant	B.Sc.

Shri Antonio Lourenco Costa	H. No. 22, Laymati ward, Davorlim,Salcete-Goa.	9850465544	Laboratory Assistant	XIIth Science.
Mrs. Sanjana Shinde	H.No.218/A, Mandopa, Navelim, Salcete –Goa.	9552039333	Laboratory Assistant	XII Std.
Mrs. Archana A. Dessai	H. No. 1169, Thal, Shiroda-Goa.	9158056519	Library Assistant	Master In Library Science
Mr. Santosh Dessai	Xelvona, Curchorem-Goa.	9881448123	LDC	SSCE
Mrs. Reema Bhagat	H. No. 452, Ghudo-Avedem, Quepem-Goa.	9923511417	LDC	B.Com
Mrs. ManjushaKudchadkar	Railway Station Road, Bepquegal, Curchorem- Goa.	9420239785	LDC	B.Com
Mr. Raya Bhavdan	H.No.10, Kaman, Maina, Quepem- Goa.	9850486689	Assistant Electrician	ITI (Wireman)
Shri Vishnu G. Naik	Mirabhag, Sanvordem-Goa	9764924410	Light Vehicle Driver	VI Std.
Shri Pascoal Rodrigues	Aag, Bagawada, Sanvordem, Tisk Goa.	9823556416	Heavy Vehicles Driver	VII Std.
Shri Sanjay Gaonkar	Bhindem, Malkarnem -Goa.	9420736679	Bus Conductor	XII Std.
Shri Anand Gaonkar	Valkini, Sanguem-Goa.	8698664608	MTS	IX Std.
Shri Seby Coutinho	H.No.277/A, BainchoVaddo,Navelim-Goa.	9822179236	MTS	XII Std.
Mrs. Viniksha Naik	H.No. 58/1, Hodarwada, Curchorem– Goa.	9765531938	MTS	XII Std.
Mrs. Shilpa Yemkar	Valkini, Sanguem-Goa.	9607791578	MTS	VIth Std.

Contract basis

Shri Santosh Naik	Vodlem Mol, Cacora, Curchorem -Goa.	9764621855	Security guard	IXth Std.
Smt. SupriyaTorgal	Vodlem Mol, Cacora-Goa.	9763816863	Sweeper	IVth Std.
Smt. Shilpa Devidas	Madhegal, Cacora-Goa	9158430286	Gardener	SSCE

Community Development Program				
1.	Mrs. Bharati Patil	Pongirwal, K- Goa Kakoda	9422451645	
2.	Miss. Akshada Gaonkar			
3.	Mr. Carlos Pereira	Valkini, Sanguem - Goa		

**X. The monthly remuneration received
by each of its officers and employees,
including the system of compensation as
provided in its regulations.**

	Full Name and designation of the officials	Scale of Pay (Gross Pay)
1	2	5
1.	Shri Ajit M. Gaonkar, Principal,	Rs. 2,42,154/-
2.	Shri PraveenKamat, HOD in Electrical & Electronics Engineering	Rs. 2,32,174/-
3.	Dr. Ricky T. P. Nunes, H.O.D Computer Engineering	Rs. 2,25,524/-/-
4.	Mrs. Classie Monteiro, Lecturer in Chemistry (Selection grade)	Rs. 2,12,889/-
5.	Mrs. Preetha R. Rao, Lecturer in Physics (Selection grade)	Rs, 2,12,889/-
6.	Mrs. Sharon Fernandes E Menezes Lecturer in English (Selection grade)	Rs. 2,12,889/-
7.	Dr. Sangita V. Kamat. Lecturer in Mathematics (Selection grade)	Rs. 2,12,889/-
8.	Shri DevanandDessai Sr. Lecturer in Mechanical Engg.	Rs. 1,20,321/-
9.	Mrs.SithalRameshFaldessai Lecturer in Electronics Engg.	Rs. 1,13,538/-
10.	Shri KalpeshNarvenkar Lecturer inMechanical Engg.	Rs. 1,13,538/-
11.	MrsSwetaSharadchandra Naik lecturer in Computer Science	Rs. 1,13,538/-
12.	Mr. DevendraprasadKuvekar, Lecturer in Computer Engineering	Rs. 1,23,779/-
13.	ShriGangaramLambor Lecturer in Mechanical Engg.	Rs. 1,13,538/-
14.	Shri PareshPanshikar, Lecturer in Mechanical Engg.	Rs. 1,04,494/-
15.	Shri VallabhPrabhuGaonkar, Lecturer in Mechanical Engg.	Rs. 1,10,346/-
16.	Shri Prasad Naik, Lecturer in Mechanical Engg.	Rs. 1,04,494/-
17.	Mr. GautamAgastipurkar Lecturer in Mechanical Engg.	Rs, 1,16,996/-
18.	Mr. Premanand V. Velip Lecturer in Electronics Engg.	Rs. 91,770/-
19.	Mrs. BhumiteDessai Lecturer in Computer Engg.	Rs. 1,01,302/-
20.	Mrs. ZindiaRaikar Lecturerin Electronics Engg.	Rs. 1,01,302/-
21.	Miss Siddhi Pai Lecturerin ElectircalEngg.	Rs. 93,322/-

22.	Mr. Vaibhav Velip , Lecturer in Electronics Eng.	Rs. 1,04,228/-
23.	ShriNitin N. Mathkar, Workshop Instructor	Rs. 56,769/-
24.	Mr. Suresh Gurav Technician (Computers)	Rs. 58,365/-
25.	Mrs. Bharati Patil Technician (Electronics)	Rs. 54,242/-
26.	Sonaly R. Phal Dessai Technician	Rs. 51,316/-
27.	Smt. Pooja PrabhuDessai Accountant	Rs. 60,094/-
28.	Smt. Maria Socorrina Rodrigues Headclerk	Rs. 82,438/-
29.	Mr. Mangesh Laad Store keeper	Rs. 46,395/-
30.	Mr. Antonio Furtado, UDC	Rs. 45,065/-
31.	Mrs. BeneditaVaz, UDC	Rs. 40,769/-
32.	Mrs. KalpitaGaonker Laboratory Assistant	Rs. 57,434/-
33.	Smt. Maria FemyVaz Laboratory Assistant	Rs. 55,838/-
34.	Shri Antonio Lourenco Costa Laboratory Asistant	Rs. 55,838/-
35.	Mrs. Sanjana Shinde Laboratory Assistant	Rs. 55,838/-
36.	Smt. Archana A.Dessai Library Assistant	Rs. 43,469/-
37.	Mr. Santosh Dessai LDC	Rs. 53,444/-
38.	Mrs. ZeenaTravasso LDC	Rs. 45,996/-
39.	Mrs. Reema Bhagat LDC	Rs. 31,776/-
40.	Mrs. ManjushaKudchadkar LDC	Rs. 31,914/-
41.	Mr. Raya Bhavdan Assistant Electrician	Rs. 35,662/-
42.	Shri Vishnu G. Naik Light Vehicle Driver	Rs. 64,350/-
43.	Shri Pascoal Rodrigues Heavy Vehicles Driver	Rs. 47,326/-
44.	Shri Sanjay Gaonkar Bus Conductor	Rs. 47,326/-

45.	Shri Anand Gaonkar MTS	Rs. 45,996/-
46.	Shri Seby Coutinho MTS	Rs. 39,878/-
47.	Mrs. Viniksha Naik MTS	Rs. 30,510/-
48.	Mr. Shilpa Yemkar, MTS	Rs. 28,404/-
49.	Mr. Denvil Pereira MTS	Rs. 35,223/-
50.	Mr. Timoteo Miranda MTS	Rs. 41,075/-
51.	Mr. Sujit Sawant MTS	Rs. 39,856/-
52.	Smt. Socorra Fernandes, MTS	Rs. 28,404/-

Sr. No.	NAME & Designation	Remuneration		E-MAIL ADDRESS
<u>ON CONTRACT BASIS</u>				
1.	Shri Shaba GaunsDessai	Rs. 34,290/-	8698003134	
1	Shri Santosh Naik Security Guard	Rs. 14,579/-	9764621855	
2.	Mrs. SupriyaTorgal Sweeper	Rs. 14,579/-	9763816863	
3.	Mrs. Shilpa Devidas Gardener	Rs. 14,579/-	9158430286	
Canteen Operator				
1	Jasmin Sarsolkar	Curchorem- Goa	8007892313	

Community Polytechnic Wing				
1.	Mrs. Bharati Patil	Pongirwal, K- Goa Kakoda	9422451645	
2.	Miss AkshadaGaonkar	Malkarnem - Goa		
3.	Carlos Periera	Valkini, Sanguem - Goa		

xi) The budgets allocated to each of its agency, indicating the particulars/of all plans, proposed expenditures and reports on disbursement made.

xii) The manners of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programme.

xii a) COMMUNITY DEVELOPMENT

DETAILS OF BUDGET & BENEFICIARIES

Demand No. 39

Major Head

Minor Head

2203 – Technical Education

105- Polytechnics

02- New Community Polytechnic at Curchorem

(Plan) (A)

Year

2019-20

Sr. No.

Budget Head

Amounts

1.	11 – Domestic Travel Expenses	50,000
2.	13 - Office expenses	2,00,000
3.	21- Supplies & materials	2,00,000
4.	24 – Petrol, Oil, Lubricant	-
5.	26 – Advertising & Publicity	25,000
6.	28 – Professional Services	9,75,000
7.	34- Scholarship Stipends	-
	Gross Total	14,50,000

**xiii) Particulars of recipients of
concession, permits
authorizations granted by it.**

Xiii a) SCHOLARSHIPS

DETAILS OF SCHOLARSHIPS /FREESHIP/ STIPENDS DISBURSED

NAME OF THE INSTITUTE: Government Polytechnic Curchorem

Sr. No.	Schemes	Academic Year 2018-19		
		No. of students benefited	Amount disbursed	
1	2	3	4	Total
1	Post Matric Scholarship for OBC students.	26 Students	Amount disbursed by social welfare.	-
	a) PMS for SC students	NIL		
	b) PMS for Dhangar students	NIL	-do-	-
	c) GaganBharariSkish a Yojana for ST students	39 Students	Amount disbursed by Tribal Welfare	
	d) PMS for ST students	39 students	-do-	-
4	E.B.C. Scholarship	3 Nos.	Amount disbursed by social welfare.	Rs. 53,700/- -
5	Merit based scholarship for ST students	39 students	-do-	-

xiii) b) Authorization Granted

375 students of this institute have been granted authorization to avail bus pass facility and 25 students have been granted authorization to avail train pass facility.

xiii) Exemptions in Tuition Fees

Tuition fees includes the Institutional and Development fees per semester

Fees structure Details of fees at during academics years 2019-20

	Full fees	50%	30%
Tuition	Rs. 16000/-	Rs. 8000/-	Rs. 11200/-
Institute Fees	Rs.3000/-	Rs. 3000/-	Rs. 3000/-
Admission Fees	Rs.1500/-	Rs.1500/-	Rs. 1500/-
Total	Rs. 20500/-	Rs.12500/-	Rs. 15700/-
Total No. of students who have paid the fees.	149	106	---

During the Academic year 2019-20

Students paid full fees :- 70

50% 271

30% -

Total No. of student :341

At the time of admission 50% concession in fees is given to the students who have

- Certified that the student belongs to the SC/ST/OBC category
- Certified that his parents annual income for the year does not exceed Rs.3,00,000/-.
- Certified that the student belongs to the freedom fighter (FF) or Physically Handicap (PH) / Ex-Serviceman's son (ESM) concession may be availed by producing a valid certificate.

Details of fees who got admitted during years 2019-20, 2018-19, 2017-18 who are presently in second year and final diploma course:-

During the academic year 2019-20

	Full fees	50%	30%
Tuition	Rs. 16,000/-	Rs. 8,000/-	Rs. 11,200/-
Institute Fees	Rs.3,000/-	Rs. 3,000/-	Rs 3,000/-
Total	Rs. 19,000/-	Rs.11,000/--	Rs. 14,200/-
Total No. of students who have paid the fees.	70	271	--

During the Academic year 2018-19

	Full fees	50%	30%
Tuition	Rs. 14,000/-	Rs. 7,000/-	Rs. 9,800/-
Institute Fees	Rs. 3,000/-	Rs. 3,000/-	Rs 3,000/-
Total	Rs. 17,000/-	Rs. 10,000/--	Rs. 12,800/-
Total No. of students who have paid the fees.	82	280	--

During the Academic year 2017-18			
	Full fees	50%	30%
Tuition	Rs. 12,000/-	Rs. 6,000/-	Rs. 8,400/-
Institute Fees	Rs. 3,000/-	Rs. 3,000/-	Rs. 3,000/-
Total	Rs. 15,000/-	Rs. 9,000/-	Rs. 11,400/-
Total No. of students who have paid the fees.	91	267	--

Book Bank Scheme:

I) As per eligibility, 06 students per semester avail of Institutional Book Bank scheme each academic year.

Eligibility:

- 1) Student with income limit Rs.18000/- per year
- 2) Students standing in the merit list satisfying the above criteria.

II) Centrally sponsored Book Bank scheme is given to SC/ST/OBC students as per income limit.

SCHOLARSHIP/FREESHIP /STIPENDS DISBURSED

NAME OF THE INSTITUTE: GOVERNMENT POLYTECHNIC CURCHOREM

Sr. No.	Schemes	Academic Year 2019-20		
		No. of students benefited	Amount Disbursed	
1	2	3	4	5
1	Post matric scholarship for ST Students	38	Amount Disbursed by Tribal Welfare	3,84,700/-
2	GaganBharari Shiksha Yojana for ST students.	38	Amount Disbursed by Tribal Welfare	2,85,000/-
3	Merit Based Scholarship for ST students.	14	Amount Disbursed by Tribal Welfare	1,04,000/-
4	Post Matric Scholarship for OBC students	36	Amount Disbursed by Social Welfare	_____
5	Merit Based Award for Dhangar students	02	Amount Disbursed by Social Welfare	_____
6	Merit Based Award & Recognition of High Performance in SSC & HSSC in the State of Goa for SC community.	01	Amount Disbursed by Social Welfare	_____
7	GaganBharari Shiksha Yojana for SC students.	01	Amount Disbursed by Social Welfare	_____
8	Post Matric Scholarship for OBC students.	01	Amount Disbursed by Social Welfare	_____

xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.

xiv the information related to the following is available in electronic form in the institute.

1. Examination
2. Accounts
3. Library books record
4. Stores
 - Dead stock register

xv) The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room if maintained for public use.

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

The Polytechnic library is open from 9:15 a.m. to 5:15 p.m. It is available only for the students of the polytechnic. However, Community Polytechnic Wing of Government Polytechnic Curchorem keeps newspapers for the reading public at one of its centers.

Sr No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available or is being used as back end database.
1.	Information counter	-	-	-
2.	Website	RTI & citizen's Charter of Government Polytechnic Curchorem	Yes	Yes
3.	Library	General	Yes	Available
4.	Notice Board	General	Yes	Available

**xvi) The names, designations
and other particulars of the
public information officers.**

xvi) The names and designations of Public information Officer/ Assistant Public Information officer & Appellate Authority in respect of this institute are as mentioned below:

Authority/ Officers	Name & designation	Phone Nos. & E-Mail
1. Appellate authority	Shri Ajit M. Gaonkar, Principal, Government Polytechnic Curchorem	diplomagpc@rediffmail.com 2654400
2. Public information Officer	Shri Praveen R. Kamat, Head Of Department (Electrical & Electronics Engg), Government polytechnic Curchorem	hodee-gpc.goa@nic.in 2654400
3. Asstt. Public Information Officer	Shri Sharon Menezes, Lecturer (Selection grade) Government Polytechnic Curchorem	sharonne@rediffmail.com 2654400

**xvii) Such other information as
may be prescribed.**

Nil