

## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

#### **#About the Institute**

Government Polytechnic Curchorem was established with the aim of spreading 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:**

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

#### **# DIPLOMA PROGRAMS: -**

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

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 approximately 350.

## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

#### **# 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 to promote self-employment and improve the standard of living, through the Community Polytechnic Wing of the institute.

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

#### **# SYSTEM OF EDUCATION and admission Criteria:**

The Polytechnic follows the Semester Pattern (introduced in 2006–07) as instituted by the Board of Technical Education.

Eligibility for Admission (SSC/HSSC Seats):

An applicant must have passed the Secondary School Certificate (SSC) examination or Higher Secondary School Certificate (HSSC) examination conducted by the Goa Board, the Central Board of Secondary Education (CBSE), New Delhi, or any other examination recognized as equivalent in scope and standard.

The minimum eligibility criteria for admission is 35% marks in the qualifying examination for all categories (General/SC/ST/OBC).

Admission is given strictly on merit.

Lateral Entry to Second Year (3rd Semester):

Available for students who have passed:

1. HSSC in Science or Vocational Stream from the Goa Board of Secondary & Higher Secondary Education, OR

2. ITI Certificate (after SSC) from Industrial Training Institutes in Goa, under the State Directorate of Craftsman Training.

The minimum requirement is also 35% marks in the qualifying examination.

#### **# 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

### **The Academic Section consists of**

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

### **Student Facilities**

- 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. Workshop
- vii. Canteen

### **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**

**Duration of Diploma Program: 03 years**

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

# Citizen's Charter

## GOVERNMENT POLYTECHNIC CURCHOREM

### Other Specialisation Courses/ Subjects Offered are:

Refrigeration & Air Conditioning

Automobile Engineering

Cad-Cam

Jigs & Fixtures Design

Power Plant Engineering

Safety 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
- Entrepreneurs
- Faculty in Educational Institute
- Production and maintenance Department
- Marketing, Sales and Services
- Hotel Industry
- Manufacture & Assembly of Tools
- Testing & maintenance and quality control of Tools

# Citizen's Charter

## GOVERNMENT POLYTECHNIC CURCHOREM

- 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 and has 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 Organisations

### **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 the Government Polytechnic Curchorem in the academic year 2006-07. This programme is a versatile combination of hardware, software and integration of hardware-software. The

## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

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 a hundred computers with the latest software & hardware. Currently, there are three laboratories within the department viz:

Computer Lab I has 25 Lenovo V520 Desktop computers running Windows 10 Professional, intel core i3 processor, 4GB DDR RAM with 16GB expandability, 1TB HDD, 18.5-inch LED TFT monitor.

Computer Lab II has 22 Acer Veriton s2680G with i3 processor, 8 GB RAM, 1 TB HDD, LCD Monitor, Windows 11 Pro

Computer Hardware and Networking Lab has 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 three laboratories. In addition, students have access to specialised equipment such as trainer kits, scanners and Printers.

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

#### **\*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.

# Citizen's Charter

## GOVERNMENT POLYTECHNIC CURCHOREM

### #. 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. Physics cultivates critical thinking and scientific inquiry, Maths helps build logical reasoning and problem-solving skills crucial for technical understanding, and English develops strong communication abilities essential for technical documentation, report writing and professional interaction

### # WORKSHOP

Trades catered to are:

- Carpentry
- Turning
- Machine Shop
- Fitting
- Welding
- Sheet Metal Work

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.

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, Hydraulic Power press, 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.

# Citizen's Charter

## GOVERNMENT POLYTECHNIC CURCHOREM

### # 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	7243
Reference Books	2010
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 4:45 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.

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.



## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

**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 of photocopy of 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 materials.

#### \*INTERNET CONNECTIVITY:

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

#### \*Additional Facilities:

Students enjoy the transport facility from the campus to the 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 enhancing teaching and learning experience.

## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

The issue of ID cards, is handled through this department. In this regard, the student has to submit 04 passport-size photographs, 02 for library cards, one for the Identity card & one for the students' record register to the concerned lecturer.

#### **# 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 the quick finalisation of the 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. The prospectus is also available on the DTE website [www.dte.goa.in](http://www.dte.goa.in).

After seeking admission at the centralised admission center, the student needs to report to the Institute along with the 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 counselling and registration. Lecturers are appointed as Class Counsellors and play the following role:

1. Acts as a Mentor for the 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 the 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' names, contact numbers, performance in Tests, attendance and accordingly inform the parents of poorly performing students, motivate the weak students for improved performance & monitor their progress.

## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

4. Besides Orientation, the counsellors organise a series of induction activities for first-year students, like Yoga and meditation, a talk on Universal human values, a session on creative Arts, literary activity, a session by a professional counsellor and a visit to a local industry.

#### **# 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 examination results 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 the 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% 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 liaisons with the Board of Technical Education and does all the work related to exams. It issues certificates such as Bonafide Certificate, Character Certificate, Provisional Passing Certificate, and all other exam-related activities like Exam registration, Verification, and reevaluation forms are forwarded to BTE through this section. Board exams are conducted by the committee appointed by BTE.

**Action for ACTS OF MISCONDUCT/& OR MALPRACTICE during an exam is taken as per the guidelines set by the 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. BTE also provides Verification in presence, Issue of photocopies of answer books, and Revaluation of answer books facilities to the students.

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

# Citizen's Charter

## GOVERNMENT POLYTECHNIC CURCHOREM

### **# 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 sightseeing tours, depending upon the 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 the first half and second half of the Fifth semester to reputed industries in Goa. This training gives feel of an 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 their studies after industrial training.

**\*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 familiarise themselves with modern developments in science and technology. Activities related to personality development and the development of communication skills are 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 are 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 improve the relationship between the students and the faculty by providing an effective medium of cooperation and well-being.
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 organisation of students' activities for the Polytechnic and also endeavours to participate in competitions with other Institutions.

## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

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

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

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

The extracurricular activities cell, comprising of the students' Advisor and the members of the students' council, organises and coordinates all cultural activities of the institute, like quiz competition, debates, elocution competition, speech competition, Saraswati Poojan, etc. It is also responsible for organising and coordinating cultural activities, Fun Week, Annual Social Gathering, 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 organised to impart the qualities of discipline and physical fitness. The 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 organises 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:**

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

## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

2. Liaisons with industries in the surrounding areas for 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, Maztech 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.

**\* CANTEEN COMMITTEE:** The canteen committees comprising of the Principal, two HODs, One Sl.gr Lecturer, two Lecturers, Accountant & Head Clerk. It 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.

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

Meritorious students and students from reserved categories are awarded different types of scholarships. Scholarships are finalised within one month of the start 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 based Scholarship
2. Post Matric Scholarship to Minority students
3. Post Matric Scholarship to SC, ST and OBC students
4. Freeship
5. Reimbursement of Tuition Fees

## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

#### 6. AICTE Pragati Scholarship for Girl students

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:

- To scrutinise the various bills received from the stores section, including salary bills received from staff, and other bills submitted to the institute. The same are submitted to the Directorate of Accounts, Margao, for payment.
- Maintenance of Revenue & P.D.A. cash books, preparation of Challan & maintenance of Challan file, Challan Register.
- Maintenance of Books, Registers like Permanent Advance Register, Expenditure register, Pass Book, Encashment of Cheque, Bill Register and Advance withdrawal Register.
- Annual returns of revenues & expenditure to the Finance Department.
- To receive payments from students/staff with respect to admission fees, tuition fees, library deposits, printout charges, Xerox charges, fines, etc.
- 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 issuance of a ***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 are 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 will be forfeited to the Government. The original receipt should be submitted at the time of claiming a refund.

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

The requirements for the purchase of various items is identified by the respective departments and sections, and a requisition form duly filled is submitted to the Principal.

## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

With the approval from the Principal, the stores section then looks into procuring these items with the assistance of the **Institute Purchase Committee & Tender/Quotation Opening Committee**, which are chaired by HODs and Lecturers from different departments as members.

The stationery that is regularly required by the Institute is identified and processed by the store section itself based on requisition by various sections & departments. Stationery is at times purchased from Goa Printing Press, and when not available at the above office, then 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 specifications, are then written in the stock register along with quantity and the appropriate price. It is then indented and issued to the concerned authority.

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

Disposal of goods is done as per GFR-217 or as per the government directive given from time to time. 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, are recorded by the authority competent to purchase the item. The competent authority, then at its discretion, may constitute a committee at an 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, are also worked out. In case it is not possible to work out the book value, the original purchase price of the goods in question may be utilised. A report of stores for disposal is prepared in Form GFR-17. In case an item becomes unserviceable due to negligence, fraud or mischief, responsibility for the same is fixed.

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

**Community Development Through Polytechnic Scheme** is the Direct Central Assistance Scheme of the Ministry of Human Resource Development (MHRD), Government of India. The Community Polytechnic Wing of Government Polytechnic Curchorem started its activity in 2001. Since then, the fledgling 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 organisations. With each succeeding year, efforts are on to add new projects and new goals for rural growth.



## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

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

The Community Polytechnic Wing carries out the following activities:

In the transfer of technology, many camps are organised, so that the community benefits from these demonstrations for an easy way of living.

Some of the camps are as follows:

1. Solar Demonstration Camp
2. Eye Check-Up Camp

Under Technical support services camps such as Sewing machinery repair Camp and Household appliances repair Camp

II) In Skill development, the notable 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
6. Radio & T. V. Repair, Household Electrical wiring
7. Mobile repairs.

III) In community services, the main focus is on awareness among youth, women and dropouts. The trained community should use their knowledge to gain self-employment in order to benefit themselves, society and country. The cell has conducted various programs to encourage students.

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 the single window online portal on the institute website [www.gpc.nic.in](http://www.gpc.nic.in). On receiving the grievance, a seven-member Grievance Redressal Committee of the institute takes required action within seven days of receiving any grievance or complaint.

## Citizen's Charter

### GOVERNMENT POLYTECHNIC CURCHOREM

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

All complaints regarding the breakdown in machinery, repairs and electrical malfunctions or complaints regarding computer malfunction are written in the respective registers, and the concerned in-charge will then take the required action after following all codal formalities.