

# GOVERNMENT POLYTECHNIC, DAMAN

## PROSPECTUS

### PART - I

#### 1. Introduction :

The Government Polytechnic, Daman was established in October, 1989. It is now functioning in an independent new complex at Varkund on Daman - Vapi Main Road. In this complex by now the building of Civil Engineering Department, Chemical Engineering Department, Mechanical Engineering Department Administrative Block, Library and Class Room building, Workshop building, Hostel building and staff Quarters have already come up. All the Workshops and Laboratories needed for the courses as per prescribed norms and standards have been set up and are fully equipped. The facility of full-fledged Library is available in the Institute.

#### 2. Aims and Objectives of the Institute :

The institute has been established to prepare mid-level supervisory manpower required by the Industry by imparting training in theory, drawing and practical skills for three years.

The students after completing the courses, are popularly called Diploma Engineers (Technicians) and they are readily employed in Govt. Departments and Private and Public Sectors and Industries/Institutes. They are given training in the Entrepreneurship as well to enable them to start own Industries and Business Organizations.

#### 3. Courses of Study and Numbers of Seats are as under :

| Sr. No. | Name of the Course                | Code Pattern | Intake capacity |
|---------|-----------------------------------|--------------|-----------------|
| 1.      | Diploma in Civil Engg.            | CE Semester  | 30 + 03 *       |
| 2.      | Diploma in Mechanical Engg.       | ME Semester  | 30 + 03 *       |
| 3.      | Diploma in Chemical Engg.         | CHE Semester | 30 + 03 *       |
| 4.      | Diploma in Information Technology | IT Semester  | 30 + 03 *       |

- Supernumerary seats to the extent of 10% intake in, each course to cover up drop outs/failures in future Students

Students studying Diploma course in other state / institute and applying for admission / transfer directly in 2<sup>nd</sup> year Diploma Courses shall be considered, subject to the following :

- ( i ) Availability of seats.
- ( ii ) Approval of Technical Examination Board, Gujarat State.
- ( iii ) Fulfilling of conditions under clause 12.

#### **4. Term / Semester**

Diploma Courses at Government Polytechnic, Daman will run under Semester pattern and each term will be as per the dates prescribed by the Technical Examination Board, Gujarat State.

#### **5. Semester System**

Diploma Courses in the discipline of Civil, Mechanical, Chemical and Information Technology will run under pattern of Semester System. Under this system, students have to earn 135 credits for passing their Diploma Course. Students having passed S.S.C.E. with Technical subjects and H.S.C.E. with Science will get some credit in advance.

#### **6. Examination :**

The curriculum of the Institute meets the standards prescribed by All India Council for Technical Education. The medium of instructions and examination is English. For the purpose of examination, academic control and award of Diploma Certificates, the Institute will be governed by the Rules and Regulations of Technical Examinations Board; Gujarat State.

**7. Fees :**

(1) Fees will be charged at the following rates (Non Refundable) :

| <b>Sr. No.</b> | <b>Description</b>   | <b>Amount (Rs.)</b> | <b>Remarks</b>  |
|----------------|--|---------------------|---|
| 1.             | Admission fee  | 200.00              |   |
| 2.             | Tuition fee at the beginning of each term                        | 600.00              |   |
| 3.             | Term fee at the beginning of each term                           | 400.00              |   |
| 4.             | Library fee at the time of admission                             | 200.00              |   |
| 5.             | Identity Card at the time of admission                           | 10.00               |   |
| 6.             | Passbook for Identity cum Progress card at the time of admission | 50.00               |   |
| 7.             | Laboratory fees at the beginning of each term                    | 100.00              |   |
| 8.             | Sports & Cultural activity fee at the time of admission          | 500.00              |   |
| 9.             | Hostel fee at the beginning of each term.                        | 600.00              | Applicable, only to students who avails Hostel facility |

(2) Examination fees :

The Examination fees as prescribed by the Technical Examination Board, Gujarat State shall have to be paid at the time of filling in the Examination Form/Registration.

**8. Refund of fees:**

(1) Students desirous of leaving the Institute under any of the circumstances given below, will be entitled to get refund of the fees on submission of written application to the Principal stating reasons thereof :

- (i) The full amount of fees actually paid by the students who is provisionally admitted pending the issue of certificates of eligibility but thereafter declared not eligible for admission by the Board of Technical Examination, Gujarat State.
- (ii) 50% of the full fees actually paid by the students, if he/she leaves the Institute within 1 month from the date of payment of fees. Provided the candidate informs the Principal that he/she is leaving the Institute within the above stated period.

- (2) The fees shall be refunded to the student who leaves the Institute within 1 month of the start of the academic session to join a Degree Course in Agriculture, Engineering, Technology, Science or similar Professional Courses of study provided that :
  - (i) At the time of applying for admission he/she intimates that he/she also has applied for admission to one of the Professional / Science Colleges, and
  - (ii) Submits a written application for refund of fees through the Principal of the Concerned College he/she has joined within 2 weeks of his / her joining the new Institutions.
- (3) The whole amount of fees paid by the student shall be forfeited if the student leaves the Institution after 1 month, after the date of admission.

**9. Rules of Conduct :**

- (i) Students shall be regular and punctual in attending classes, tutorials and submission of Term Work in various subjects. Terms shall not be granted and students shall not be certified for the examination if his/her progress, regularity, conduct and attendance are not satisfactory.
- (ii) 90% of attendance in Theory and Practical, Drawing and Industrial Training is compulsory, as per the instructions of Technical Examination Board, Gandhinagar.
- (iii) Students must use boiler suits and uniforms of prescribed pattern while working in Workshops, Laboratories and Drawing halls.
- (iv) Smoking in the premises of the Institute is strictly prohibited.
- (v) Damage to the property of the Polytechnic like tampering with fixtures, fittings, instruments, furniture's, books periodicals, walls, window panes, vehicles etc. shall be deemed very seriously and might result in instant expulsion of the guilty student/students.
- (vi) Every student shall carry in his/her person, his/her Identity Card (supplied by the Polytechnic on submission of two copies of

photographs of the size 5 cm x 4 cm ) immediately after admission and re-endorsed every year.

- vii) Students are bound by Rules and Regulations made by the Polytechnic from time to time. Any violation of the Rules or an Act of indiscipline on part of student shall result in disciplinary action leading to immediate dismissal from the Institute.
- viii) The Principal reserves the right to remove from the rolls the name of any student for failure to pay the College dues in time.
- ix) Ragging of Students in any form shall result in instant expulsion from the Institute. The decision of the Principal in matters relating to General discipline shall be final and conclusive.

**10. Miscellaneous Rules :**

**(1) Tools and Instruments ( Engineering Courses ) :**

Each candidate, immediately on admission has to equip himself/herself with the necessary tools, instruments for Drawing, Workshop and Laboratory Practice.

**(2) Industrial Visits and Educational Tours :**

Industrial visits and Education Tours as and when arranged for the students by the Institute are compulsory. The students shall have to bear full cost on such tours/visits.

**(3) Hostel Accommodation :**

The Hostel accommodation with mess facilities for male students is available in the Institute's Hostel. The students desirous of Hostel facilities have to apply to the Principal in prescribed form for allotment of seat. Hostel accommodation will be provided against payment of Hostel fees and subject to the Government Polytechnic Hostel Rules 1997.

## PART - II

### 11. Eligibility for Admission to Diploma Courses:

- (1) Candidate seeking admission to the Course
  - (i) Must be a citizen of India.
  - (ii) Must have passed Secondary School Certificate Examination with English, Mathematics and Science from Gujarat SSC Board or its equivalent in a single sitting.
  - (iii)
    - a. Must have resided in the Union Territory of Daman and Diu for a minimum period of five years preceding the year of application
    - b. Must have passed Std. Xth./SSC of equivalent from a school in the U.T. of Daman & Diu in a single sitting.

The Condition 12(1) (iii) (a) & (b) shall not be applicable in case of candidates applying against seats reserved for Government of India. The Sub Clause 12(1) (i) regarding citizenship of India is also relaxable for such candidates.

- (iv) The condition of five years residence in the U.T. of Daman and Diu shall not apply to the children of Central / Union Territory / All India Service Government servants and Employees of Public Sector undertakings who have been transferred to this U.T., if the candidate has passed the Xth. Std. or its equivalent from any of the Schools in the U.T. of Daman & Diu. Provided further that the condition of the applicant having passed the Xth. Std. or its equivalent from any school in the U.T. of Daman and Diu shall not apply to the children of Officers mentioned above who are posted in the U.T. of Daman and Diu. If the transfer of the concerned Officers has taken place during mid-academic year when the child/children were studying in Xth. Std. or equivalent in School / College outside the U.T. of Daman and Diu.
- (v) The condition of five years residence in the U.T. of Daman and Diu shall not apply to the children of ex-servicemen permanently settled in the U.T.

- (vi) The Candidates selected for admission should be physically fit and they should produce a Medical Certificate to that effect from a Registered Medical Practitioner.
- (vii) The candidate already studying in Govt. Polytechnic, Daman shall not be considered for re-admission as such benefits shall be a one time opportunity for a candidate & the selected candidate will not be allowed for re-admission to change the course chosen earlier.

**12. Allocation of Seats :**

The total number of seats at Government Polytechnic Daman is 132 as described in the table below :

| Sr. No. | Category wise Description of Reserved seat & *Condition for eligibility   | Faculty |    |     |    |       |
|---------|---|---------|----|-----|----|-------|
|         |   | CE      | ME | CHE | IT | Total |
| 13.1    | <b>General Category :</b><br>A merit list shall be prepared as per Rule 14.2  | 12      | 16 | 13  | 13 | 54    |
| 13.2    | <b>Scheduled Caste :</b><br>Certified copies of Documentary evidence from the District Magistrate / Sub Divisional Magistrate / Mamlatdar of this U.T. attached with the Application form and fulfil the conditions at clause No.12.1 (I), (ii) and (iii).        | 5       | 5  | 4   | 5  | 19    |
| 13.3    | <b>Scheduled Tribes :</b><br>Certified copies of Documentary evidence from the District Magistrate / Sub Divisional Magistrate / Mamlatdar of this U.T. attached with the Application form and fulfil the conditions at clause No.12.1 (I), (ii) and (iii).       | 3       | 2  | 2   | 3  | 10    |
| 13.4    | <b>Other Backward classes :</b><br>Certified copies of Documentary evidence from the District Magistrate /Sub Divisional Magistrate / Mamlatdar of this U.T. attached with the Application form and fulfill the conditions at clause No.12.1 (I), (ii) and (iii). | 2       | 2  | 1   | 2  | 7     |

|      |   |    |    |    |    |   |
|------|---|----|----|----|----|---|
| 13.5 | <b>Candidates from Dadra &amp; Nagar Haveli :</b><br>Passed Xth Std. Or equivalent Examination from DNH and Documentary evidence of residing for the last five years or more at Dadra & Nagar Haveli from the District Magistrate / Sub Divisional Magistrate / Mamlatdar attached with the Application form.   | -- | -- | 3  | -- | 3 |
| 13.6 | <b>Other Reserved Categories :</b>  |    |    |    |    |   |
| a)   | Physically Handicapped –<br>*Certificate from duly constituted Medical Board of District level regarding the nature of handicap and the extent to which the candidate is fit for pursuing diploma course, attached with application form.   | 1  | 1  | 1  | 1  | 4 |
| b)   | Children of Freedom Fighters of Daman & Diu –<br>True copies of certificate from District Magistrate stating that the parents / <i>grandparents</i> were declared as Freedom Fighter attached with the Application form and fulfill the conditions at clause No. 12.1 (i), (ii) and (iii).  | -- | 1  | -- | -- | 1 |
| c)   | Children of Ex-Defence Personnel –<br>True copy of the P.P.O. (Pensioner's Half) attached with the Application form.  | 1  | -- | -- | -- | 1 |
| d)   | Children of Central Para Military Forces Personnel Killed / disabled during the course of duty –<br>Certificate of the concerned authority of the Central Para Military Forces to the effect that the parents of the ward has died / has been disabled during the course of his duty or that the parents if presently in services attached with the Application form. | 1  | -- | -- | -- | 1 |
| e)   | Children of Industrial Entrepreneurs who are having the running Industrial unit in U.T. of Daman and Diu –<br>Documentary evidence regarding running of the Industrial unit in this U.T. from D.I.C. attached with the Application form.  | -- | 1  | -- | -- | 1 |



|                    |   |           |           |           |           |            |
|--------------------|---|-----------|-----------|-----------|-----------|------------|
| f)                 | Seat for Kashmiri Migrant Students :<br>Documentary evidence regarding student being Kashmir Migrant shall be attached to the Application Form.   | --        | 1         | --        | --        | 1          |
| g)                 | Seat for regular employees working in Industries in the U.T. of Daman & Diu :<br>For admission against this Seat a certificate from Mamlatdar Daman/Diu that employee is staying in this U.T. since 5 years preceding the year of application Form. The children of such employees should have studied from standard 6 <sup>th</sup> in the recognized high Schools of this U.T. and passed the qualifying exams.                     | --        | 1         | --        | --        | 1          |
| h)                 | Children of officers belonging to All India service including Defence service who are transferred and posted in this U.T. –<br>Documentary evidence / proof in respect of the said category attached with the Application form.   | --        | --        | 1         | --        | 1          |
| i)                 | Children of Government Employees whose Annual Income does not exceed Rs. 50,000/- Salary certificate from the concerned Head of Office attached with Application form & fulfill the conditions at clause No.12.1 (i), (ii) and (ii).  | 1         | --        | --        | 1         | 2          |
| j)                 | Children of native residents of this U.T. who have passed S.S.C. Examination from the Schools outside the U.T. –<br>Certificate regarding residence of the parents from Mamlatdar Daman/Diu for a minimum period of 05 years preceding the year of application & passed qualifying exam attached with the Application form.<br>(This category shall be considered, only if there is vacancy after completion of all other categories) | --        | --        | 1         | 0         | 1          |
| 13.7               | Separate seats reserved for Girls –   | 4         | --        | 4         | 4         | 12         |
| 13.8               | Seats reserved for students passed-out from ITI/Vocational course –   | 3         | 3         | 3         | 4         | 13         |
|                    | Total Reserved Seats  | 21        | 17        | 20        | 20        | 78         |
| <b>TOTAL SEATS</b> |   | <b>33</b> | <b>33</b> | <b>33</b> | <b>33</b> | <b>132</b> |

**Note :**

- a) 15 % for Scheduled Castes and 7.5% for Scheduled Tribes.
- b) 5 % for Other Backward classes.
- c) 10 % for Girls.
- d) 10 % for students pass-out from Vocational course / I.T.I. (10+2), vide letter no.DGET-6(2)/2001-CD dtd. 07-06-2004 from Govt. of India, Ministry of Labour, New Delhi.

**13.9 Seats for students from outside the U.T. of Daman & Diu :**

Students applying for admission to Govt. Polytechnic, Daman from outside the U.T. of Daman & Diu shall be considered for admission only in case the seat(s) remain vacant after considering all the applications of students from Daman & Diu for admission.

**13. Method of Selection :**

**(1) Selection Procedure :**

- (i) All applications irrespective of the categories applied for shall be considered in the General Category, in the first instance. Also the interse merit list of each category shall be prepared separately as per the eligibility and category claimed by the candidate.
- (ii) The offer for provisional admission shall be done as per classification of seats under Clause 13.1 and the branches allotted as per the order of preference given by candidate and his / her merit standings.
- (iii) In case of seats remaining vacant in any of the Reserved category stated under clause 13.2 to 13.8 the same shall be transferred to General Category 13.1 and later if the vacancy persist it shall be treated as per clause 13.9.

**(2) Basis for preparation of interse Merit List :**

The interse merit list shall be prepared for all courses on the basis of the total marks obtained by the candidate in the qualifying examination viz. S.S.C. or its equivalent.

- (a) 20 marks will be deducted for every attempt or drop in respect of students not passing their S.S.C. or equivalent examination in the first attempt.

(b) Additional credit marks as given below shall be added.

- |       |  |   |
|-------|--|---|
| (i)   | Representing a State/Union Territory in any recognised Sports/Games in any National Event. | . . . 10 Marks  |
| (ii)  | Services in NCC/ACC/Scout Examination Guide activities.                                    | . . . 05 Marks.   |
| (iii) | Students passing SSC Examination with Technical Subject Viz.                               | . . . 15 Marks for each subject to a maximum of 30 marks. |
|       | (1) Workshop Tech.   |   |
|       | (2) Elem. of Mech. & Elect. Engg.  |   |
|       | (3) Engineering Drawing.   |   |

- (c) i. In case two candidates are found to have scored equal number of total marks as per above competition, the candidate who has scored more marks in the subject of Science shall be considered first to decide the order of merit.
- ii. Even at this stage the total marks remain as equal, candidates securing more marks in Mathematics shall be given higher order in the merit list.
- iii. Further, if equality exists in total marks in above comparison, then marks in English shall be considered for deciding their merit ranking.

#### **14. Procurement of Application Form :**

The application form enclosed in the Prospectus may be obtained from the Office of the Principal, Govt. Polytechnic, Daman on payment of Rs. 50/- in cash at the Cash Counter in person or send a Demand draft of Rs. 100/- in favour of the Principal, Govt. Polytechnic, Daman (Payable at Daman) for buying the Prospectus and Form by post.

**15. Submission of filled Application Form :**

- (1) The Candidates shall indicate clearly in the relevant column of the application form, the choice of courses in order of preference and the application shall not be taken into consideration for the courses for which choice is not indicated in the Application Form.
- (2) The application dully filled in by the candidate along with copies of the Certificates necessary should be submitted personally or sent by Registered post to the Principal, Government Polytechnic, Daman so as to reach him before 5.p.m. on the last date of submission announced in the Newspapers.
- (3) Separate application forms with necessary documents should be submitted for each category in the first instance.
- (4.a) Irrespective of the category applied for, the application will be also be considered for General Category in the first instance.
- (4.b) In case the candidate fails to get admission in the General Category his application will be considered in the categories he/she is eligible and for which he/she has applied.

**16. Certificate to be attached :**

- (1) Attested copies of the following certificates will have to be attached with the Application Form.
  - (i) A School/College Leaving Certificate, signed by the Head Master/Principal of the Institution in which the student was last enrolled.
  - (ii) S.S.C.E. passing and S.S.C.E. marks Certificates from the secretary S.S.C. Board or its equivalent as specified in Rule 12(ii)
  - (iii) Certificate only from the District Magistrate/Mamlatdar of the concerned District regarding the number of years of residence of the applicant in the U.T. of Daman & Diu and Dadra & Nagar Haveli preceding the year of application.
  - (iv) A Certificate showing the date of Birth of the Candidate from the concerned authorities of Government if the date of birth is not mentioned in the S.S.C. Certificate.

- (v) A Certificate that the applicant's father/mother is a Central/Civil/All India Services Govt. servant and employee of Public Sector Undertakings issued by the Head of Office or Deptt. for purpose of relaxation under Rule 12.1 (iv).
- (vi) In case Children of Freedom Fighters, a Certificate from District Magistrate that either of his/her parents/grand parents is registered as a Freedom Fighter.
- (vii) In the case of candidates belonging to SC/ST/OBC a Certificate from the District Magistrate/Mamlatdar concerned to that effect.
- (viii) In the case of Candidates claiming additional marks on the basis of having taken part in Sports, a Certificate from the Collector of the concerned District to the effect that he/she represented the Union Territory or the Country as the case may be in a recognised Sport or Game in National/International event atleast once during the last two years preceeding the year of the application.
- (ix) In the case of Physically Handicapped candidates a Certificates from the duly constituted Medical Board at District level regarding the nature of handicap and the extent to which the candidate is fit for pursuing the Diploma Course.
- (x) In case of children of Ex-Defence Personnel, Certified copy of P.P.O.
- (xi) In case of children of Kashmiri Migrants, Certificate from the concerned Sub Divisional Magistrate or Mamlatdar concerned that parents are Kashmiri Migrants.
- (xii) In case of Children of Central Para Military Forces Personnel, Certificates (i) From the concerned Central Para Military Forces Authority regarding the death/injury OR present service of the parents, (ii) Certificate from the concerned Sub Divisional Magistrate OR Mamlatdar concerned that the parents hails from the U.T. of Daman & Diu and Dadra & Nagar Haveli.
- (2) True copies of the Certificates attached to the application shall not be returned to the candidates even if he/she is not selected for admission.
- (3) No fresh certificate will normally be allowed to be attached and no correction will be allowed once the application form is submitted to the office of the Principal, Government Polytechnic.

- (4) Original Certificates of which copies are attached to the application shall have to be produced for verification when called for.
- (5) The candidate selected for admission will have to produce a Medical Certificate at the time of admission to the effect that he/she is fit to undergo the Engineering Course.

**17. Intimation of Provisional Selection :**

After the selection is made from among the applications received till the last date (closing of office hours) declared for receipt of application forms, the interse merit list shall be notified on the Notice Board of the Polytechnic. Also provisionally selected candidates will be informed at their addresses as filled up in the attached card meant for such purpose specifying his/her merit/selection number, category and also the branch offered. Such Candidates shall appear before the Principal, Government Polytechnic, Daman alongwith Original Certificate for verification of Certificates and admission on the date and time specified on the card. Further they shall bring alongwith them the fees to be paid on the spot ( the amount to be paid on admission is given in Rule 7.1 in the *Prospectus*.)

**18. Intimation to the candidate in the Waiting List :**

The waiting list number of candidates alongwith category of selection will be informed to the candidates by the attached card ment for that purpose. They should appear before the Principal, Government Polytechnic, Daman alongwith original Certificates and fees to be paid at the date and time specified.

The branches will be offered as per the availability after finalisation of the admission of the first batch of provisionally selected candidates, in order of the waiting list number so given.

For the connivance and regulation of the admission procedure of candidates in waiting list, it is necessary that the candidates shall abide by all Rules mentioned here before and appear before the Principal at exact time and date specified on the card.

**19. Cancellation of Admission :**

- (i) If any candidate who is offered admission does not pay the prescribed fees within the date specified in the Notice of offer of admission, or such date as may be extended by the Principal, the offer will be treated as cancelled and the seat will be offered to the next eligible candidate in the merit list of that group. The Institute will not be responsible for any postal delay in the receipt of the offer of admission to the candidate.
- (ii) The admission offered to the candidate shall be cancelled if later the Board of Technical Examinations, Gujarat State, declares that the candidate is not eligible for admission.
- (iii) Even if a candidate pays the tuition fees but fails to join the Polytechnic within fifteen days from the date of payment of tuition fees or remains absent for more than fifteen days without intimation or prior permission, the Principal may at his discretion cancel the admission of such candidates.
- (iv) If any information supplied by the Candidate in connection with his/her admission is later at any time found to be incorrect the candidate shall be liable to be dismissed from the Polytechnic and the fees paid by the candidate shall be forfeited.

The decision of the Principal in this matter shall be final.

Principal,  
Government Polytechnic  
Daman

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G. P. P. DAMAN. 06/2008 – 800 Bks.