

FORM No. \_\_\_\_\_



# GOVERNMENT POLYTECHNIC, DAMAN

PROSPECTUS AND APPLICATION  
FORM FOR ADMISSION TO  
DIPLOMA COURSES IN

CIVIL / MECHANICAL / CHEMICAL / ELECTRICAL /  
COMPUTER / PLASTIC ENGINEERING  
&  
INFORMATION TECHNOLOGY

**(SESSION : 2019 –2020 )**

*Administration of Daman & Diu (U.T.)  
Department of Technical Education, Daman & Diu,  
Varkund, Nani-Daman.*

**LAST DATE OF SUBMISSION:**

**03-07-2019 by 05:00 p.m.**



# GOVERNMENT POLYTECHNIC, DAMAN

## PROSPECTUS

### PART - I

#### 1. INTRODUCTION :

The Government Polytechnic, Daman under U.T. Administration of Daman & Diu 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, Information Technology / Computer Engineering Building, Electrical Engineering & Plastic Engineering, Administrative Block, Library and Class Room building, Workshop building, Boys Hostel building and staff Quarters have already come up. All the Workshops and Laboratories needed for the courses as per AICTE prescribed norms and standards have been set up and are fully equipped. The facility of full-fledged Library is available in the Institute. The Government Polytechnic, Daman is approved by the All India Council for Technical Education (AICTE), New Delhi and affiliated with Gujarat Technological University, Ahmedabad, Gujarat State.

#### 2. AIMS, OBJECTIVES, VISION & MISSION OF THE INSTITUTE :

##### 2.1 Aim: -

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.

##### 2.2 Objectives: -

The institute is established with an objective of imparting Diploma education in various fields of engineering, also to gain the technical knowledge in engineering subject in Daman, Diu and Dadra Nagar Haveli District. The students after completing the courses are popularly called Diploma Engineers (Technicians), who can be readily employed in Govt. Departments, Private, Public Sectors and Industries/Institutes. Diploma Engineers work in the plant as supervisors. Entrepreneur skills are also imparted to enable them to start own Industries and Business Organizations.

##### 2.3 Vision of Institute:

To develop technically competent professionals to serve as valuable resource for industry and society.

##### 2.4 Mission of Institute:

To build domain knowledge based human resource by imparting contemporary technical skills and social ethics in order to initiate excellent industry institute collaboration for well-being of society.



### **3. MODE OF APPLICATION :**

- (i) The candidates desiring for admission to Diploma courses during academic year 2019-20 are required to apply on prescribed form **ONLINE**, as per the advertisement to be published in the newspaper and official website of Government Polytechnic, Daman [www.daman.nic.in](http://www.daman.nic.in) & institute website [www.gpdaman.in](http://www.gpdaman.in).
- (ii) The candidates are further informed to upload the required scanned documents online. Applicant who has applied **ONLINE** before the last date and satisfy the eligibility criteria, will be considered after physical verification of original certificates on given date at **Government Polytechnic, Daman/ Collector, Diu / Government Polytechnic, Diu**.
- (iii) Before filling the application form, applicants are advised to read the instructions carefully and follow them strictly. Incomplete online application forms and print-outs (PDF) received after the due date will be rejected. No correspondence in this regard shall be entertained. Official website of UT [www.daman.nic.in](http://www.daman.nic.in) and institute website [www.gpdaman.in](http://www.gpdaman.in) contains Admission Prospectus which have all the necessary information and instructions.
- (iv) Payment of Application Fees of Rs.100/- (Rupees One Hundred only), alongwith duly filled application form with supporting document will be accepted as per notified schedule in the advertisement & websites, which is nonrefundable.
- (v) For filling the ONLINE application form, if any difficulties arise, candidates are advised to contact to the Institute Help Center.

**a) Shri Yashwant Pralhad Bhalerao, Lecturer in Chemical Engineering.**

**b) Shri Ranjeet Yadav, Lecturer in Electronics & Communication Engg.**

### **4. COURSES OF STUDY AND NUMBER OF SEATS AVAILABLE ARE AS UNDER :**

<b>Sr. No.</b>	<b>Name of the Course</b>	<b>Code /Pattern</b>	<b>Intake capacity</b>	<b>Duration of course</b>
1.	Diploma in Civil Engg.	CE /Semester	60	3-years
2.	Diploma in Mechanical Engg.	ME /Semester	60	--do--
3.	Diploma in Chemical Engg.	CHE /Semester	60	--do--
4.	Diploma in Information Technology	IT /Semester	60	--do--
5.	Diploma in Electrical Engg.	EE /Semester	60	--do--
6.	Diploma in Computer Engg.	COE /Semester	60	--do--
7.	Diploma in Plastic Engg.	PE /Semester	60	4-years

5. Students studying Diploma courses in other states / institutes and applying for admission / transfer directly in 2<sup>nd</sup> year / 3<sup>rd</sup> Semester Diploma Courses shall be considered, subject to the following :



- ( i ) Availability of seats.
- ( ii ) Approval of Gujarat Technological University, Gujarat State.
- ( iii ) Fulfilling of conditions under clause 13.

## 6. **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 Gujarat Technological University, Gujarat State.

## 7. **SEMESTER SYSTEM**

Diploma Courses in the discipline of Civil, Mechanical, Chemical, Electrical, Computer, Plastic Engineering and Information Technology will run under pattern of Semester System. The Final certificate will be based on cumulative performance index (C.P.I) for passing their Diploma course from Gujarat Technological University, Gujarat State.

## 8. **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 only. For the purpose of examination, academic control and award of Diploma Certificates, the Institute will be governed by the Rules and Regulations of Gujarat Technological University, Gujarat State.

## 9. **FEES :**

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

Sr. No.	Description	Amount (Rs.)	Remarks
1.	Admission fee	300.00	
2.	Tuition fee at the beginning of each Term / Semester	600.00	
3.	Term fee at the beginning of each Term / Semester	400.00	
4.	Identity Card at the time of admission (Institute Fund)	75.00	
5.	University Affiliation fee at the time of Admission (Institute Fund)	900.00	
6.	Sports & Cultural activity fee at the time of admission (Institute Fund)	1000.00	
7.	Hostel fee at the beginning of each Term / Semester.	600.00	Applicable, only to students who avail Hostel facility

**Note: Student Uniform will be purchased from the market (two pair of Pants, Shirts, Tie, Belt, Shoes, Socks, Coat /Jacket etc) as per the prescribed dress code of the institute. Students should pay the term /hostel and other fees in the beginning of the Academic Term / Semester.**



(2) **Examination fees:**

The Examination fees as prescribed by the Gujarat Technological University, Gujarat State shall have to be paid at the time of filling in the Examination Form/Registration (Beginning of each term).

**10. REFUND OF FEES:**

- 1) Students desirous of leaving the Institute under any of the circumstances given below, He / She will be entitled to get refund of the fees on submission of written application to the Principal stating reasons thereof:
  - a) The full amount of fees will not be refundable paid by the students who is provisionally admitted pending the issue of certificates of eligibility but thereafter declared not eligible for admission by the Gujarat Technological University, Gujarat State.
  - b) 100% of the full fees actually paid by the students will be refunded, if he/she leaves the Institute within 15 days 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. Thereafter the fees will not be refundable.
- 2) The fees shall be refunded to the student who leaves the Institute within One 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 :
  - (a) 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
  - (b) Submits a written application for refund of fees through the Principal of the Concerned College he/she has joined within Two weeks of his / her joining the new Institutions.
- 3) In all other cases, the fees will not be refunded after the confirmation of admission.

**11. 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 permitted for writing the examination if his/her progress, regularity, conduct and attendance are not satisfactory in individual subject offered to him / her.
- (ii) 75% of attendance in Theory and Practical, Drawing and Industrial Training is compulsory required, as per the instructions of Gujarat Technological University, Gujarat State.
- (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 Govt. Polytechnic, Daman 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 and appropriate fine will be charged.
- (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  $5\text{ cm} \times 4\text{ cm}$  ) immediately after admission and Identity Cards to be re-endorsed every year.
- (vii) The Admitted students have to submit his/her Aadhar Card and Bank Account detail before start of First Semester.
- (viii) Students are bound by **Rules and Regulations** made by the Govt. Polytechnic, Daman 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.
- (ix) The Principal, Govt. Polytechnic, Daman reserves the right to remove from the rolls the name of any student for failure to pay the Institute 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.

## **12. 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. Students are required to give of undertaking to the concerned head of department in advance undertaking duly signed by parents & students. Institute / Department is not responsible for any untoward incident that may be caused during the industrial visit / training.

### **(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 room. Hostel accommodation will be provided against payment of Hostel fees and subject to the **Government Polytechnic Hostel Rules 1997**. The said rules are made available on Institute Website.



**(4) Damage in Hostel Amenities :**

The students staying in Hostel, have to pay the charges for any damage caused on Tools/Equipment/Beds/Tables etc.

**(5) Ragging in Hostel :**

The Ragging in Hostel is totally banned as per the order of the Hon'ble Supreme Court, New Delhi. If student will be caught any activity pertaining to the ragging then the said student will be expelled from hostel immediately without any intimation to the parents/ Guardians.

**PART - II**

**13. METHOD OF RESERVATION AND SELECTION FOR ADMISSION TO DIPLOMA COURSE:**

**13.1 RESERVATION OF SEATS:**

The reservation of diploma Engineering seats will be made in the following order:

- i. Persons belonging to Reserved Category i.e. SC/ST/OBC/EWS/PWD are eligible for their claim on the reserved seats in the respective category as per 100 point Reservation (Local) Roster prepared by this Administration. **As per Reservation Policy of the UT Administration seats are reserved of 3% for Scheduled Castes (SC), 9% for Scheduled Tribes (ST), 27% for Other Backward Class (OBC) (Non-Creamy Layer) and 10% for Economically Weaker Section (EWS).**
- ii. Seats reserved for SC/ST/OBC/PWD candidates in Daman & Diu will be filled up only by candidates of the UT of Daman & Diu who are entitled to such reservations. Candidates who or their parents have migrated from other states to UT of Dadra & Nagar Haveli or Daman & Diu shall not be entitled to avail benefits of these seats.
- iii. The reservation as mentioned in sub-para (ii) above, can be interchanged. If a sufficient number of applicants are not available to fill up seats reserved for Scheduled Tribes (ST), they may be filled up by suitable applicants from Scheduled Castes (SC) and vice versa. In case of non availability of eligible applicants of SC/ST/OBC(Non-Creamy Layer)/EWS, the same seats will be filled-up by candidates of General Category.



- iv. The pattern of the Reservation as mentioned in the pre-paras (i) to (iii) above is as per the instructions issued by Government of India, Ministry of Personnel, Public Grievances and Pension, Department of Personnel & Training, New Delhi vide O.M. No. 36012/2/96-Estt(Res.) dated 02/07/1997 and notification/instruction issued time to time.

### 13.2 RESERVATION FOR PERSON WITH DISABILITIES :

As per Graduate Medical Education Regulation 1997 and Amendment Notifications No. MCI- 34(41)/2017-Med./ 170045 Dated 4th February 2019, MCI- 34(41)/2019-Med./112862 Dated 13th May 2019, 5% of the seats will be reserved horizontally for Persons with Disability (PwD) as per the rights of Persons with Disabilities Act, 2016. 1st priority will be given to candidates having 50% to 80% locomotor disability and 2nd priority will be given to candidates having 40% to 50% locomotor disability. If the seats reserved for the persons with disabilities in a particular category remain vacant due to non-availability of candidates, such seats will be filled by the other candidates belonging to respective category only.

13.3 The allotment of diploma Engineering seats will be made in the following order of priority :

#### a) **First Priority :**

Applicant's whose parent/guardian (in case Father and/or Mother are not alive) are Domicile Certificate of UT of Daman & Diu issued by the Mamlatdar, Daman / Diu. The applicant's have studied continuously from Class 6<sup>th</sup> to 10<sup>th</sup> in any of the recognized schools of UT of Daman & Diu.

#### b) **Second Priority :**

If the seats remain vacant after allotment to the first priority applicants, then the applicant's falling in the following category will be considered in Second Priority :-

Applicant's whose parents / guardian (in case Father and / or Mother is not alive) have Domicile Certificate of U.T. of Daman & Diu issued by the Mamlatdar, Daman / Diu and the applicant's have studied from any of the recognized educational Institution.

#### c) **Third priority:**

If the seats remain vacant even after allotment of seats to applicants falling in first and second priority, they will be offered to applicants whose parents/guardian (in case Father and Mother are not alive) are employees (regular/on deputation/on transfer) of the



UT Administration/Central Government/UT PSUs/Central PSUs/ Nationalized Banks/Cooperative Banks and are posted in Daman & Diu continuously for the past 5 years as on the last date of application and the applicants have studied in a recognized school of Daman and Diu continuously from class 8<sup>th</sup> to 10<sup>th</sup> standard. In case of Bank Employees, their Headquarter shall be Daman or Diu.

**d) Fourth priority :**

If the seats even remain vacant after allotment of seats to applicants falling in the First, Second and Third priority, then all the other eligible applicants will be considered in Fourth Priority.

**NOTE:** “Domicile” mean those Parents (in case Father or Mother is not alive) and Guardian of the applicants who are staying continuously in this Union Territory of Daman & Diu for a period of more than 10-years. The Domicile Certificate of Grand Father / Grand Mother/ Uncle / Aunty etc. is not considered as Parent’ Domicile Certificate.

- (i) The Mamlatdar, Daman / Diu will issue the necessary Domicile Certificate of Parents / Guardian to this effect based on Ration card, Parliamentary Constituency Electoral Rolls, Election Photo Identity Card and other such proof supported by Affidavit to the effect strictly.
- (ii) The Dependence Certificate issued by the Mamlatdar, Daman/ Diu will have to be attached with application in case of those who are claiming guardianship of the applicants, in that case, Domicile Certificate will be issued by the Mamlatdar, Daman/Diu (in case of Father or Mother is not alive) and applicant is fully dependent and living with Guardian.
- (iii) The applicant Caste Certificate for SC/ST/OBC/should be obtained from the Mamlatdar Daman/ Diu. Caste Certificate of the applicant will be issued on the basis of Notification issued by the U.T. Administration of Daman & Diu from time to time in prescribed Performa only (Appendix-2 for SC/ST and Appendix-3 for OBC).
- (iv) The benefits of reservation for SC/ST/OBC shall be given to only those applicants whose parents are Domicile of this U.T. of Daman & Diu However,



the above benefits shall not be given to the applicants whose parents have migrated from other States / U.T.'s.

- (v) If sufficient numbers of applicants are not available to fill up the seats reserved for SC within the UT, the same seats will be filled-up by ST applicants. Similarly, if the sufficient numbers of applicants are not available to fill-up by SC applicants. Thereafter, in case of non-availability of eligible applicants of SC/ST within the UT, the same seats will be filled –up from merit list of General category.
- (vi) Similarly, if sufficient applicants are not available to fill the seats reserved for OBC, then said seats will be filled in by merit list of General Category.
- (vii) Further after completing of all the allotment of seats within Daman & Diu if seats are vacant then it transfer to Dadra & Nagar Haveli or Vice Versa.
- (viii) Passed Secondary School Certificate Examination (S.S.C.E.) with English, Mathematics and Science subjects from Gujarat Secondary Education Board, Gandhinagar or its equivalent.
- (ix) The Candidates selected for admission should be physically fit and they should produce a Medical Certificate from a Registered Medical Practitioner.
- (x) The candidate already studying in Govt. Polytechnic, Daman shall not be considered for re-admission as such benefits shall be one time opportunity for a candidate & the selected candidate will not be allowed for re-admission to change the course chosen earlier.

#### 14 **ALLOCATION OF SEATS :**

The total number of seats at Government Polytechnic Daman is 420 as described in the table below :

Clause No.	Category wise seats & Eligibility Conditions.	CE	ME	CHE	IT	EE	COE	PE	Total
14.1	<b>General Category :</b> A merit list shall be prepared as per Rule 13 (03 seats in each trade shall be reserved for students passed out from ITI / Vocational Education.	25	25	25	25	25	25	25	175
14.2	<b>Scheduled Caste : (3%)</b> Scheduled Caste Certificate from Mamlatdar, Daman/Diu shall be attached with the Application form (01 seat in each trade shall be reserved for students passed	2	2	2	2	2	2	1	13



	out from ITI / vocational Education).								
14.3	<b>Scheduled Tribes : (9%)</b> Scheduled Tribe Certificate from Mamaltdar, Daman/Diu shall be attached with the Application form.	5	6	5	5	5	6	6	38
14.4	<b>Other Backward classes : (27%)</b> Other Backward Classes Certificate and Creamy layer Certificate from Mamlatdar, Daman/Diu shall be attached with the Application form (02 seats in each trade shall be reserved for students passed out from ITI / Vocational Education ).	16	16	16	16	16	16	17	113
14.5	<b>Candidates from Dadra &amp; Nagar Haveli :</b> Passed X <sup>th</sup> Std. or equivalent Examination from DNH and Domicile Certificate from Mamlatdar, Silvassa / Khanvel, U.T. of Dadra & Nagar Haveli should be attached with the Application form.	--	--	03	--	--	--	--	03
14.6	<b><u>Other Reserved Categories :</u></b>								
(a)	Children of Central Para Military Forces Personnel Killed / disabled during the course of duty – 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.	01	--	--	01	--	01	--	03
(b)	Children of Industrial Entrepreneurs who are having the running Industrial unit in U.T. of Daman and Diu – Documentary evidence regarding running of the Industrial unit in this U.T. of Daman & Diu from D.I.C. shall be attached with the Application form.	--	01	--	--	01	--	01	03
(c)	Seat for Kashmiri Migrant Students : Documentary evidence regarding student being Kashmir Migrant shall be attached with the Application Form.	01	--	--	01	01	--	--	03



(d)	Seats Reserved for Physical Handicap and Disability candidate : (5%) (Combined Merit list shall be prepared for this Category). Medical Certificate shall be attached with application.	03	03	03	03	03	03	03	21
(e)	Children Freedom Fighter of Daman & Diu : True copies of certificates from District Magistrate stating that the parents/grandparents were declared as Freedom fighter attached with the Application form.	01	--	--	01	01	--	01	04
(f)	Children of Ex-Servicemen – True copy of P.P.O. (Pensioner's Half) attached with the application form.	--	01	--	--	--	01	--	02
14.7	<b><u>Economically Weaker Sections (EWSs):</u></b>								
(a)	Reservation with respect to students from EWS will be incorporated after the notification and guidelines prescribed by the Personnel Department of U.T. Administration of Daman and Diu	06	06	06	06	06	06	06	42
<b>TOTAL SEATS</b>		<b>60</b>	<b>420</b>						

## 15 **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 inter se 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 No. 13 and the branches to be 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 No. 14.2 to 14.6 the same shall be transferred to General Category under Clause No. 14.1 and later if the vacancy persist it shall be considered as per Clause No. 14.6.
- (iv) Irrespective of the category applied for, the application will be also be considered for General Category in the first instance.
- (v) 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.

### (2) ***Basis for preparation of Merit list and Inter-se-Merit list :***

The merit list shall be prepared on the basis of the total marks obtained in five subjects by the candidate in the qualifying examination viz. S.S.C. or its equivalent. The merit list of the candidates who have applied for



admission in the prescribed form, within the prescribed time limit and who are found eligible for admission under these rules, shall be prepared in the following manner :

- (i) For the purpose of preparing the merit list, the marks obtained in the Secondary School Certificate Examination, (Standard X) from total 500 marks of the following subjects shall be taken into consideration, namely :

- i. Mathematics,
- ii. Science,
- iii. English,
- iv. Social Science and

**Explanation-** "Language" means-

- v. Principal language,
- vi. Optional language.

- (ii) The grade with which he / she has passed the qualifying examination shall be converted into the Merit marks by considering the lowest of the marks-range on the basis of which grade is awarded.

- (iii) The criteria for deciding merit order in case of candidates having equal merit marks shall be in the following sequence, namely:

- (a) Total Marks obtained in Mathematics, Science and English,
- (b) Marks obtained in Mathematics,
- (c) Marks obtained in Science,
- (d) Marks obtained in English,
- (e) Date of Birth (Candidate who is older in age shall be given priority).

- (iv) The merit list (Provisional) will be prepared and displayed on the official website of the U.T. i.e. **www.daman.nic.in** and institute website **www.gpdaman.in** and College Notice Board also the intimation will be made by SMS or E-mail etc.

- (v) The merit list will be subject to change due to any correction that may arise due to any unforeseen reasons etc.

- (vi) The allotted & Waiting list will be displayed / updated after respective counseling on the above mentioned websites .

**(3) Correction of Marks :**

In case of change in marks of a candidate in the qualifying examination, such candidate shall produce a letter to that effect or the corrected mark sheet issued by the Board, before the Admission Committee at least one day before the commencement of admission process (counseling program). In such case he / she shall be placed at an appropriate order in the merit list.

**(4) Addition of Marks obtained in Technical Subject :**

- (a) The candidate shall be entitled for additional of thirty (30) marks only, who has passed the Qualifying Examination (SSCE) from the Gujarat Board or its equivalent with any one of the following technical subjects, namely-

Sr. No. Technical Subject



- 1 Basic workshop practice (Paper 1 and 2)
- 2 Engineering Drawing
- 3 Basic Principles of Mechanical and Electrical Engineering
- 4 Workshop Technology
- 5 Elements of Engineering
- 6 Computer Aided Engineering Drawing
- 7 Basics of Engineering Process, Maintenance and Safety

(b) Additional credit marks shall be given as below if, :

- (i) Represented a State/Union Territory in any recognised Sports/Games in any National Event. . . . 05 Marks
- (ii) Serviced in NCC/ACC/Scout Examination Guide activities. . . . 05 Marks.

(c) 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.

16 **SUBMISSION OF DULY FILLED APPLICATION FORM :**

- (1) The Candidates shall indicate clearly in the relevant column of the **ONLINE** application form, the choice of courses in order of preference. It is mandatory to allocate preference to each courses / programme.
- (2) The application duly filled in all respect by the candidate along with copies of the Certificates necessary should be submitted personally or sent by Registered Speed post to the Principal, Government Polytechnic, Daman so as to reach it before 5.00 pm. on the last date of submission announced in the Newspapers or notified in the official website.

17 **CERTIFICATE TO BE ATTACHED / SELF ATTESTED:**

- (1) Self Attested copies of the following certificates will have to be attached with the duly filled 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. mark-sheet and S.S.C.E. Passing Certificates from the S.S.C.E. Board or its equivalent as specified in Rule 13(i)
  - (iii) Copy of Aadhar Card
  - (iv) Copy of Bank Account Passbook.



- (v) Certificate only from the District Magistrate/Mamlatdar of the concerned District 05 years residence of the applicant in the U.T. of Daman & Diu and Dadra & Nagar Haveli preceding the year of application.
- (vi) 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.
- (vii) A Certificate that the applicant's father/mother is a Central/Civil/All India Services Govt. servant issued by the Head of Office or Deptt. for purpose of relaxation.
- (viii) In the case of candidates belonging to SC/ST/OBC a Certificate from the District Magistrate / Mamlatdar concerned to that effect and OBC candidate will also have to submit a Income certificate from Mamlatdar, Daman / Diu.
- (ix) The candidate claiming admission under category of Economically Weaker Section (EWSs) should attach income certificate of parents from Mamlatdar, Daman & Diu as per the guideline issued by Government of India from time to time.
- (x) 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 preceding the year of the application.
- (xi) In the case of Physically Handicapped or Disability 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.
- (xii) In case of children of Kashmiri Migrants, Certificate from the concerned Sub Divisional Magistrate or Mamlatdar concerned that parents are Kashmiri Migrants.
- (xiii) 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 belongs to 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 Diploma Engineering Course.

**18 COUNSELING COMMITTEE:**

(A) The Counseling Committee for diploma courses comprises of:

- |   |       |                  |
|---|-------|------------------|
| 1. Director (Education), Daman & Diu                          | ----- | Chairman.        |
| 2. Head of Department (Chemical Engineering)                  | ----- | Member.          |
| 3. Head of Department (Mechanical Engineering)                | ----- | Member.          |
| 4. Head of Department (Computer Engineering)                  | ----- | Member.          |
| 5. Lecturer in Chemistry                                      | ----- | Member.          |
| 6. Lecturer in Civil Engineering,<br>Govt. Polytechnic, Daman | ----- | Member.          |
| 7. Principal, Govt. Polytechnic, Daman                        | ----- | Member Secretary |

**19 INTIMATION OF PROVISIONAL SELECTION:**

After the preparation of Merit list from among the applications received till the last date (closing of office hours) declared for receipt of application forms, the inter se merit list shall be notified on the Notice Board as well as in the official websites of the Polytechnic. Also provisionally appeared candidates in the merit list will be informed through SMS/ e-mail, specifying his/her category wise merit number. Such Candidates shall appear before the Principal, Government Polytechnic, Daman along with Original Certificate for verification of Certificates and admission on the date and time specified on the website . Further they shall bring along with them the fees to be paid on the spot.

**20 INTIMATION TO THE CANDIDATE IN THE WAITING LIST :**

The waiting list number of candidates along with category of selection will be informed to the candidates by through SMS / e-mail. They are required to appear Subsequent counselling round along with 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 convenience and regulation of the admission procedure of candidates in waiting list, it is necessary that the candidates shall abide by all Rules mentioned here and appear before the Principal at exact time and date specified in the SMS / e-mail.

**21 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 Gujarat Technological University 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.



## **22 CONDUCT & DISCIPLINE:**

Students after taking the admission in the institute must be abide by the rules and regulation of the institute. Students are advised to adhere to the rules and regulation of the institute and discharge their responsibilities as a student with diligence, fidelity and honour. The rules and regulations are as mentioned below:-

### **22.2 Rules of Attendance :**

Regarding attendance in theory & practical classes, Attention of all the students & their parents / guardians is hereby drawn to the relevant important rules & regulations of GTU.

1. Students are required to have at least 75% attendance in the lectures of every subject including completion of all practicals & term-work.
2. The students who fail to comply the requirements mentioned in (1) above will be detained and hence, not permitted to appear for GTU Examinations. Such students also stand to lose one whole year as they will have to seek readmission for the same semester in the succeeding year and repeat it. The rules & regulations of attendance of GTU are binding.
3. If any student remains absent continuously for more than three days, he / she will not be allowed to attend lectures/practicals without permission from the Principal on the first three occasions in a semester. Further such occasions he/she will not be allowed to attend the lectures. / practicals without being accompanied by his /her parents/guardians. Such irregular students will be liable for disciplinary action taken by competent authority.
4. Student will be solely responsible for their detention from GTU Examinations on account of his/ her less attendance in theory / practical classes and unsatisfactory performance in term work assignment, practicals, tutorials, and unit test(s) as the case may be.

### **22.3 Institutes Rules And Regulations:-**

- a. Mobile Phone is Strictly prohibited in the premises of Government Polytechnic, Daman.



- b. Applicable to all bonafide students of the Polytechnic, for use of computing facilities at Polytechnic labs, students should strictly follow the following guidelines.
- c. No student should try to install any software on any machine within the institute.
- d. Access of Instagram & Facebook is punishable.
- e. The institute machine is public machine & using it of confidential online transactions is an offence.
- f. Use of pen drives that may tamper important data in machine is an offence.
- g. Only safe, secure, authentic & trusted web sites should be accessed.

#### **22.4 Rules And Regulations**

Self- Discipline is the best discipline. All students are expected to observe rules and regulations currently in force to enable the smooth working of the Polytechnic:-

- a. In the premises of the Polytechnic, every student must be in clean uniform with prominent display of identity card.
- b. Every student must attend all lectures, practical, term work and examinations conducted by the polytechnic.
- c. As per GTU norms, the students appearing for the final examinations should satisfy at least 75% attendance in respective theory lectures including practical's and term work.
- d. Absence of student on valid grounds at lectures / practicals / term work / examinations must be communicated to the Polytechnic authorities immediately in writing, with the necessary supporting documents viz. medical certificate etc.
- e. During the conduct of lectures / practicals / term work student should not loiter in and around the Polytechnic premises.
- f. Students should observe proper decorum in the classes and should take utmost care not to disturb the working of his /her own class as well as other classes.



- g. Any student disturbing classroom discipline will be suspended from the class with immediate effect and is required to give an undertaking regarding his /her good behavior in future. If the same misbehavior is repeated, the student may be expelled from the Polytechnic.
- h. Every student should take utmost care of the Polytechnic properly and try to keep the Polytechnic and its premises neat, clean and tidy. Any intentional damage done to the Polytechnic building, furniture and equipment by the students shall be treated as breach of discipline and the students will be severely punished. To avoid shame and embarrassment, students should refrain from such acts.
- i. Students should not wear valuable ornaments or carry electronic gadgets including mobile phones etc.
- j. Students are requested to take care of their personal belongings such as calculator, journals, files, books, notes etc. The Polytechnic Authorities will not be held responsible for the loss.
- k. Every student must preserve original fee receipt (Student Copy), Identity Card and Library Card. Loss of the same has to be duly reported to the concerned authorities.
- l. Students are expected to check up notices being displayed on the respective Notice Boards and College website from time to time.
- m. The students should not use unfair means or any sort of malpractices during examinations conducted either by Polytechnic or by GTU. Student, if caught by the supervisor or by examination squad will be liable to strict action, to the extent of being debarred from the examinations.
- n. The students should not collect any fund from other students or from outsiders without any written permission from the Principal.
- o. Students should not organize their own picnic, excursion etc. without prior written permission of the Principal.
- p. The students should not form any society, committee and organization in the Polytechnic without the sanction of the authorities.
- q. Students should not invite outsider to address any meeting or to participate in any Polytechnic activities without the prior permission of the Principal.



- r. Industrial visits and educational tours, as and when arranged by the college, are compulsory for every student. The students shall have to bear the full cost of such visit / Tour.
- s. College authorities, under no circumstances shall accept any liability in respect of an accident, which a student may meet with during his / her stay in the college or an educational visit. The students are therefore, cautioned to conduct themselves in a reasonably careful way whenever they are.
- t. AICTE & U.T. Administration of Daman & Diu has notified 'Ragging' as a cognizable offence. Any one reported to be involved in any form of ragging will be severely dealt with. Therefore, students are required to refrain from indulging in any form of ragging and students should report the incidences of eve teasing Ragging or Harassment by fellow students to the class teacher / HOD / Principal for immediate actions.
- u. Use of Tobacco, alcohol and smoking within the Polytechnic Premises is strictly prohibited.

**23 RAGGING & PUNISHMENT AT THE INSTITUTIONAL LEVEL :**  
**ANTI-RAGGING COMMITTEE:**

The following committee has been constituted for maintaining discipline in the campus to control ragging activities:-

- |   |             |
|---|-------------|
| 1. Principal, Govt. Polytechnic, Daman              | - Chairman. |
| 2. Head of Department (Civil)                       | - Member    |
| 3. Head of Department (Mechanical)                  | - Member    |
| 4. Head of Department (Chemical)                    | - Member    |
| 5. Head of Department (I.T.)                        | - Member    |
| 6. Head of Department (Electrical)                  | - Member    |
| 7. Head of Department (Computer)                    | - Member    |
| 8. Lecturer in Chemistry                            | - Member    |
| 9. Representative of Local Police Station, Kalariya | - Member    |
| 10. Representative of Local NGO                     | - Member    |

AICTE Prohibition of ragging act 1999 which is in effect from 15 May 1999 has the following provisions for action against ragging.

- a) Ragging within or outside of any educational institution is prohibited.
- b) Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or as per action of law.



- c) Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
- d) Whenever any student or, as the case may be, the parent or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance, prima facie, in the complaint received; he / she shall intimate the fact, in writing, to the complaint. The decision of the head of the educational institution shall be final.
- e) If the head of the educational institution fails or neglects to act in the manner specified in section “d” above when a complaint of ragging is made, such person shall be deemed to have abetted the offence and shall on conviction be punished as provided for in section “b” above.
- f) Any acts or its amendments which may be published from time to time by AICTE , Government or Judgements by Hon. Supreme Court of India, Hon. High Court of Mumbai etc. will be applicable to candidates & Institutions covered under these rules of admission.
- g) Students / parents are informed to see the copy of AICTE regulations on curbing the menace of ragging in Higher Educational Institutions, 2009 and read it carefully and fully understand the provisions contained in the said regulations.
- h) Students and parents are suggested to login on [www.amanmovement.com](http://www.amanmovement.com) for furnishing information about anti-ragging. The PDF generated after fulfilling required information should be duly signed by both students and parents and are required to submit to Government Polytechnic, Daman office.



At the institution level: Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- (i) Cancellation of admission.
- (ii) Suspension from attending classes.
- (iii) Withholding / withdrawing scholarship / fellowship and other benefits.
- (iv) Debarring from appearing in any test / examination or other evaluation process.
- (v) Withholding results.
- (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- (vii) Suspension expulsion from the hostel.
- (viii) Rustication from the institution for period ranging from 1 to 6 semesters.
- (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
- (x) Fine of Rupees 25,000/-.
- (xi) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential riggers.

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

Principal,  
Government Polytechnic, Daman



**APPLICATION FORM**  
**FOR ADMISSION TO DIPLOMA COURSES AT**  
**GOVERNMENT POLYTECHNIC, DAMAN.**

**Form No. :**

**APP. REG. No. \_\_\_\_\_.**

**YEAR : 2019-2020**

**FILL-UP APPLICATION FORM WITH CAPITAL LETTERS AS**  
**PER S.S.C. E. LEAVING CERTIFICATE / MARKSHEET**

Affix a Passport  
size photo of the  
Applicant, duly  
**Self attested**

1.	NAME OF CANDIDATE	
2.	FATHER'S NAME	
3.	MOTHER'S NAME	

4.	Category Applied for (✓) Tick	GEN	SC	ST	OBC	PH	DNH	Others (EWS)
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5.	Date of Birth : (DD / MM / YYYY) as per Leaving Certificate			
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6.	Place of Birth (as per Leaving Certificate)	
----	--	--

7.	Full Address with Pin code & Phone / Mobile No. (for Correspondence) :
----	--

House No. / Flat No. \_\_\_\_\_

Building / House Name \_\_\_\_\_

Street / Sheri / Lane \_\_\_\_\_

Village \_\_\_\_\_

District \_\_\_\_\_

State \_\_\_\_\_

Phone No. \_\_\_\_\_

Pin \_\_\_\_\_

Mobile No. \_\_\_\_\_

Code \_\_\_\_\_



8.	Father / Guardian : (Name, Occupation and Address )
----	---

Name \_\_\_\_\_

Occupation \_\_\_\_\_

Address \_\_\_\_\_

9.	Parents Annual Income from all sources	
----	--	--

10.	Relationship with Guardian	
-----	----------------------------	--

11.	Do You belong to Scheduled Caste / Tribe or OBC?	Yes / No
-----	--	----------

12.	Marks obtained in S.S.C. Examination or it's Equivalent :
-----	---

Sr. No.	Name of the Subject	Marks out of	Marks Obtained
i.	Mathematics		
ii.	Science		
iii.	English		
iv.	Social Science		
v.			
vi.			
vii.			
viii.			
	<b>TOTAL</b>		

13. Details of passing S.S.C. Examination or its equivalent :

Exam. Seat No.	Name of Exam. Board	Name of School/Institute from which passed	Month & Year of passing	No. of attempts in which passed

14. Have you passed S.S.C. Exam. or its equivalent with Technical Subject ?  
if so, give the name of the Technical Subjects Offered : **Yes / No**

1.	2.
----	----

15. Have you represented U.T. of Daman & Diu in any Sport/Game in any National Event ? if so give details : **Yes / No**

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16. Have you rendered service in NCC/ACC/Scouts and Guides activities ? if so



give details : *Yes / No*

17 A. Have you Sought admission in this Diploma Institute before ? *Yes / No.*

If yes, Branch : \_\_\_\_\_ Registration No. \_\_\_\_\_

17. B. Details of examination passed after S.S.C. Exam or its equivalent. :

18. Have you applied for any other Course in other Institute? *Yes / No*

If so, give details :

19. List of attested copies of Certificates attached to this application as per requirements :

a)	School/College Leaving Certificate	Yes / No
b)	S.S.C.E. Marksheet (with Attempt Certificate)	Yes / No
c)	Certificate regarding residence of five years preceding the year of application from Mamlatdar, Daman / Diu. ( <b>Silvassa / Khavel U.T. of Dadra &amp; Nagar Haveli if applicable</b> )	Yes / No
d)	Certificate that Candidate's father or mother is Central Govt./Union Territory Govt. Employee.	Yes / No / N.A.
e)	Aadhar Card Copy	Yes / No / N.A.
f)	Bank Account Copy	Yes / No/ N.A.

20. List of attested copies of Certificate to claim reserved seats and /or additional marks.

a)	Certificate from Mamlatdar Daman / Diu in case the applicant belong to SC/ST/OBC.	Yes / No / N. A..
b)	Certificate from Mamlatdar Daman / Diu in case the applicant claims admission under Economically Weaker Section (EWSs)	Yes / No / N. A..
c)	Certificate from District Collector in case of representing this U.T. in any Sports/Games in any National Event.	Yes / No / N. A..
d)	Certificate of Handicap & Disability from Medical Board	Yes / No / N. A..
e)	Certificate of appropriate authority as regards service in para Military Forces/Death during the performance of Duty.	Yes / No / N. A..
f)	Certificate from appropriate authority as regards admission against category 14.2 to 14.6	Yes / No / N. A..



**21. Undertaking and declaration**

- (a) I undertake to join the National Cadet Corps if called upon by the Principal to do so.
- (b) I hereby undertake, if admitted, to confirm to the Rules and Regulations at present in force or that may thereafter be made for the Govt. Polytechnic, and that so long as I am a student of the Polytechnic, I will do nothing either inside or outside the Polytechnic that will interfere with its orderly governance and discipline.
- (c) I hereby declare that I have not been admitted to any Polytechnic previously.
- (d) I hereby declare that I have not been debarred from appearing for any examination held by any Govt. Constituent Statutory Examination Authority in India.
- (e) I promise not to harm any other students in any form and will not in any way be involved in any kind of ragging activities.
- (f) I hereby declare that the Institute (Government Polytechnic, Daman ) will not in any way be held responsible for accidents/injuries during the Institution Practicals/Training in Industries/Educational Tours.

Place : \_\_\_\_\_

Date :        /        /

\_\_\_\_\_  
Signature of the Parent/Guardian

\_\_\_\_\_  
Signature of the Candidate



## **21. Instruction for filling up the application form :**

1. Name of candidate should be filled-up as per the S.S.C.E. Marksheet only.
2. Full Father Name should be filled-up.
3. Full Mother Name should be filled-up
4. Category applied for SC/ST/OBC/PH/DNH should be filled-up.
5. Date of birth should be filled-up as per School leaving Certificate or Birth Certificate.
6. Place of birth should be filled-up as per School leaving certificate or Birth Certificate.
7. Full Address should be filled-up clearly for correspondence.
8. Occupation of father should be filled-up with address.
9. Parents annual income should be filled-up in all sources.
10. Relationship of Guardian should be filled-up.
11. Community for SC/ST/OBC should be filled-up.

### **12. Other Important Instructions.**

- (a) The application form should be filled up by the Candidate in HIS/HER OWN HANDWRITING and submitted to the Principal of the Government Polytechnic, Daman within specified time period.
- (b) Separate application form should be filled in for each category, under clause 14.
- (c) Incomplete application and those without copies of the necessary certificates may be summarily rejected.
- (d) A candidate who is found to have furnished false information or suppressed material information, will be dismissed and his fees forfeited.
- (e) A candidate must enclose COPIES OF DOCUMENTS as required duly self attested.
- (f) The candidate must produce the Original Certificate at the time of counseling for verification of eligibility & candidature.
- (g) Additional information wherever necessary may be attached in separate sheets.

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