



सत्यमेव जयते

## **CITIZEN'S / CLIENT'S CHARTER**

**GOVERNMENT POLYTECHNIC,  
DAMAN (U.T.)**

**GOVERNMENT POLYTECHNIC,**

**VARKUND – MOTA FALIA**

**NANI-DAMAN – 396210**

**PHONE NO:- 0260-2242800**

**EMAIL : [damanpolytechnic@yahoo.in](mailto:damanpolytechnic@yahoo.in)**

## **VISION**

- To provide Diploma level Technical Education to the students of the U.T. of Daman & Diu
- Aims to develop Technical manpower for local industries by providing Diploma certificate to meet the requirements.
- To provide vertical ability to the students passed out from Government Polytechnic, Daman for higher Education in the field of Engineering (Diploma to Degree).
- To motivate the students in the field of Professional Technical Education for Society.
- To develop Technical Education for students of U.T. of Daman & Diu

## **MISSION**

- To increase the intake of the institutes so as to provide facility to maximum number of students from both the District of Daman & Diu.
- This is centrally funded institute which provide knowledge and Training to the students of Technical Education of both districts.
- Implementation of Technical Education Courses for students by providing opportunities using distance and open learning methods to study and quality for a better tomorrow.

Government Polytechnic, Daman continues to provide dedicated students care and endeavours to improve its services on a constant ongoing basis. We strive to provide:

- ✧ Total dedication to understanding and fulfilling student's need;
- ✧ Total devotion to providing efficient and reliable students care services.
- ✧ Efficient prompt and courteous service with dedication to integrity and fairness.
- ✧ Motivating the Students for helping themselves as well as the Institute to serve them better.
- ✧ Total commitment to providing challenging and rewarding career for every employee.
- ✧ Transparency of functioning.
- ✧ Periodic & regular monitoring of functioning.

## **HISTORY AND PURPOSE**

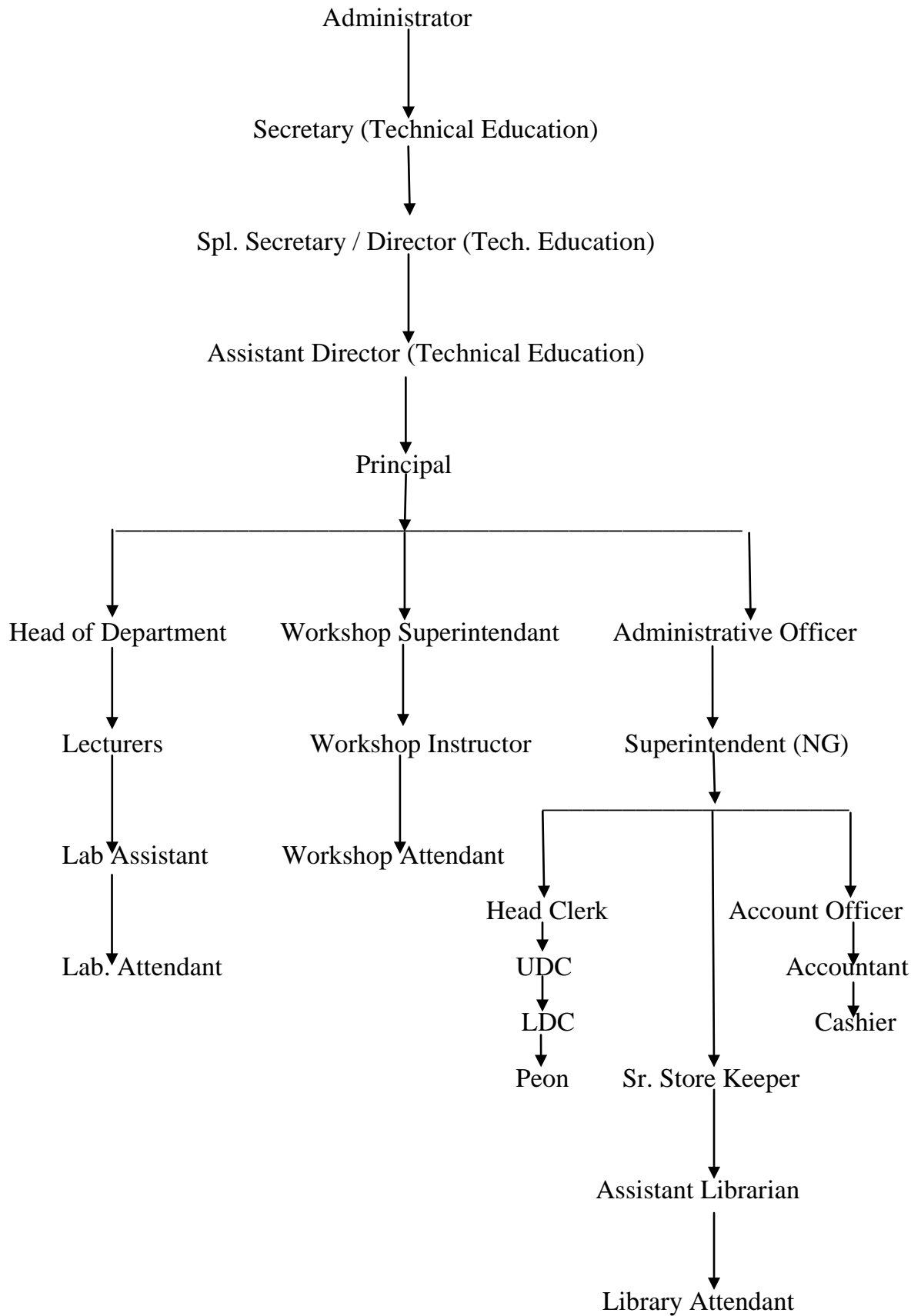
The Government Polytechnic, Daman under U.T. Administration of Daman & Diu was established in October, 1989. It is now functioning in an independent new complex at Varkund on Daman – Vapi Main Road. In this complex by now the building of Civil Engineering Department, Chemical Engineering Department, Mechanical Engineering

Department, Information Technology / Computer Engineering building, 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 was approved by the All India Council for Technical Education (AICTE), New Delhi and affiliated with Technical Examination Board / Gujarat Technological University, Gujarat State.

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 Diploma courses.

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. Diploma Engineers works in the plant as operators. They are given training in the Entrepreneurship as well to enable them to start own Industries and Business Organisations.

## ADMINISTRATIVE STRUCTURE



# STAFF DETAILS OF GOVERNMENT POLYTECHNIC, DAMAN

## (A) TEACHING STAFF

Sr.No	Name of the Incumbent	Designation	Date of Joining	Contact No.
01	Sh. Lalit V. Solanki	I/c Principal & Lect. in Chemical Engg.	11/02/1993	9427861261
02	Smt. Megha K. Parikh	Lect. in Chemistry Engg.	10/07/1990	9427128562
03	Sh. Chandrakant D. Tandel	Lect. in Mechanical Engg.	11/02/1993	9714291251
04	Sh. T.Balaganesan	Lect. in Mechanical Engg.	05/11/1995	9426853996
05	Sh. Nitin G. Gajwani	Lect. in Civil Engg.	28/02/2000	9824114334
06	Sh. Birja P.Mohanty	Lect. in Mechanical Engg.	18/02/2000	9426770229
07	Sh.Manu B. Rohit	Lect. in Mechanical Engg.	02/02/2000	97231171586
08	Sh. Avinash R. Chaudhari	Lect. in Civil Engg.	15/03/2000	9426888068
09	Sh. Anata R. Barik	Lect. in Physics Engg.	21/06/2001	9426888130
10	Sh. Ashok T. Patel	Lect. in Chemical Engg.	27/05/1996	9825291545
11	Sh. Mahesh D. Hatkar	Lect. in Chemical Engg.	29/06/1998	9879304471
12	Sh. Ramchandra S. Badiger	Lect. in Mechanical Engg.	03/09/1997	9429530914
13	Ms. Preeti J. Desai	Lect. in Civil Engg.	15/01/2002	9898334443
14	Smt. Priya R. Supekar	Lect. in Mathematics Engg.	08/02/2007	9099047320
15	Sh. Ritesh B. Tandel	Lect. in Computer Engg.	01/08/2007	9979142598
16	Sh. Chintal J. Desai	Lect. in Electrical Engg.	08/02/2007	9898510237
17	Sh. Dharmesh M. Patel	Lect. in Elec & Communication Engg.	08/02/2007	9725726137
18	Sh. T. Davis	Lect. in Mechanical Engg.	05/02/2008	9974604139
19	Smt. Hemali J. Damania	Lect. in Computer Engg.	05/02/2008	9879847342
20	Smt. Poonam S. Sutar	Smt. Poonam S. Sutar	01/10/2008	9427186288

**(B) TEACHING SUPPORTING STAFF**

<b>Sr.no</b>	<b>Name of the Incumbent</b>	<b>Designation</b>	<b>Date of Joining</b>	<b>Contact No.</b>
01	Shri Raju Jacob	Workshop Instructor	25/05/1993	9825139676
02	Shri Dinesh L. Tandel,	Workshop Instructor	01/05/1993	9924356424
03	Sh. Motilal C. Bansode,	Workshop Instructor	03/12/1996	9429117804
04	Shri Ishwar V. Damania,	Laboratory Assistant	21/09/1990	9724953334
05	Shri Kamalkant J. Divecha,	Laboratory Assistant	03/04/1993	9426779124
06	Shri Elias T. Colaco,	Laboratory Attendant	30/05/1990	9825797159
07	Shri Shankar B. Koli,	Laboratory Attendant	01/10/2003	9426888059
08	Shri Rajesh K. Patel,	Attendant	06/02/2001	9574101531
09	Sh. Naresh R. Halpati,	Attendant	03/02/2004	8238194781

**(C) ADMINISTRATIVE STAFF**

<b>Sr.No</b>	<b>Name of the Incumbent</b>	<b>Designation</b>	<b>Date of Joining</b>	<b>Contact No.</b>
27	Sh. Suresh N. Halpati	Dy. Director of Accounts	28/10/2013	9824180924
28	Sh. Francisco D'costa	Office Superintendent	21/11/2012	9726609901
29	Smt. Preeti R. Tamboli	Personnel Assistant	12/12/1996	9879005404
30	Sh. Gurji R. Vasava	Physical Instructor	17/05/1991	9429117832
31	Sh.Jaideep I. Patel	Sr. Store Keeper	28/04/2008	9898969911
32	Sh. Harish D. Patel	Accountant	01/06/2013	9879172148
33	Sh. Chandu P. Patel	UDC	10/07/2013	9898721331
34	Sh. Ramu A. Varli	LDC	03/05/2011	9825474095
	Sh.Mukund N. Handigol	Assistant Librarian	11/10/1990	9429117952

35	Sh. Bhagu R. Patel	LDC	03/01/2009	9924668099
42	Sh.Salam A. Motegheria	Driver	22/12/1989	9824131772
	Sh. Rajesh A. Mistry	Peon	12/10/1999	8141381229
45	Sh. Antino J. Noronha	Peon	12/10/1999	9979570557
49	Sh. Dipak R. Patel	Driver	01/07/2005	9925128563
50	Smt. Sonal T. Patel	Computer Operator	23/04/2012	9925829691

## **DUTIES OF STAFFS**

### **(A) TEACHING STAFF:-**

<b>Sr. No.</b>	<b>Name &amp; Designation of Staff</b>	<b>Duties Allotted</b>
01	Shri Lalit V. Solanki I/c Principal & Lecturer in Chemical Engineering	Administrative work of Institution, Admission to Government Polytechnic, Daman Examination, Teaching Subjects of Chemical Engineering, Setting of time table Medical / Engineering counseling etc.
02	Smt. Megha K. Parikh Lecturer in Chemistry	Teaching subjects of Chemistry, Organic Chemistry, time table setting, etc.
03	Shri Chandrakant D. Tandel, Lecturer in Mechanical Engg.	Teaching Subjects of Mechanical Engineering department and setting of Mechanical Department time table, examination etc.
04	Shri T. Balaganesan, Lecturer in Applied Mechanics	Teaching subjects of Applied Mechanics, setting of time table, Examination duty, Diploma Admission Member etc.
05	Shri Nitin G. Gajwani, Lecturer in Civil Engg.	Teaching subjects of Civil Engineering, setting of time table, Examination duty, Diploma Admission Member etc.
06	Shri Biraja P. Mohanty, Lecturer in Mechanical Engg.	Teaching subjects of Mechanical Engineering, setting of time table, Examination duty, Diploma Admission Member etc.
07	Shri Manubhai B. Rohit, Lecturer in Mechanical Engg.	Teaching subjects of Mechanical Engineering, setting of time table, Examination duty, Diploma Admission Member etc.
08	Shri Avinash R. Chaudhri, Lecturer in Civil Engg.	Teaching subjects of Civil Engineering, setting of time table, Examination duty, Diploma Admission Member etc.
09	Shri Ananta R. Barik, Lecturer in Physics	Teaching subject of Physics, setting of time table, Examination duty etc.



10	Shri Ashok T. Patel, Lecturer in Chemical Engg.	Teaching subjects of Chemical Engineering, setting of time table, Examination duty etc.
11	Shri Mahesh D. Hatkar, Lecturer in Chemical Engg.	Teaching subjects of Chemical Engineering, setting of time table, Examination duty etc.
12	Shri Ramchandra S. Badiger, Lecturer in Mechanical Engg.	Teaching subjects of Mechanical Engineering, setting of time table, Examination duty etc.
13	Ms. Preeti J. Desai, Lecturer in Civil Engg.	Teaching subjects of Civil Engineering, setting of time table, Examination duty etc.
14	Smt. Priya R. Supekar, Lecturer in Mathematics	Teaching subject of Mathematics, setting of time table, Examination duty etc.
15	Shri Retesh B. Tandel, Lecturer in Computer Engg.	Teaching subjects of Computer Engineering, setting of time table, Examination duty etc.
16	Shri Chintal J. Desai, Lecturer in Electrical Engg.	Teaching subjects of Electrical Engineering, setting of time table, Examination duty etc.
17	Shri Dharmesh M Patel, Lecturer in Electronics & Telecommunication	Teaching subjects of Electronics & Telecommunication, setting of time table, Examination duty etc.
18	Shri T. Davish, Lecturer in Mechanical Engg.	Teaching subjects of Mechanical Engineering, setting of time table, Examination duty etc.
19	Smt. Hemali J. Damania, Lecturer in Computer Engg.	Teaching subjects of Computer Engineering, setting of time table, Examination duty etc.
20	Smt. Poonam S. Sutar, Lecturer in Civil Engg.	Teaching subjects of Civil Engineering, setting of time table, Examination duty etc.

**(B) TEACHING SUPPORTING STAFF**

<b>Sr. No.</b>	<b>Name &amp; Designation of Staff</b>	<b>Duties Allotted</b>
01	Shri Raju Jacob Workshop Instructor	Conducting practicals in Smithy section of Workshop, Examination work etc.
02	Shri Dinesh L. Tandel, Workshop Instructor	Conducting practicals in Welding section of Workshop, Examination work etc.
03	Sh. Motilal C. Bansode, Workshop Instructor	Conducting practicals in Fitting section of Workshop, Examination work etc.
04	Shri Ishwar V. Damania, Laboratory Assistant	Preparation of Laboratory Materials Chemicals before conducting Lab Examination duty etc.
05	Shri Kamalkant J. Divecha, Laboratory Assistant	Preparation of Laboratory Materials Chemicals before conducting Lab Examination duty etc.
06	Shri Elias T. Colaco, Laboratory Attendant	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.
07	Shri Shankar B. Koli, Laboratory Attendant	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.

08	Shri Rajesh K. Patel, Attendant	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.
09	Sh. Naresh R. Halpati, Attendant	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.

(C) **ADMINISTRATIVE STAFF**

<b>Sr. No.</b>	<b>Name &amp; Designation of Staff</b>	<b>Duties Allotted</b>
01	Shri Suresh N. Halpati, Dy. Director of Accounts	Supervision of Budget and other Accounts matter and other works as assigned by Principal from time to time.
02	Shri Francisco D' costa, Office Superintendent (NG)	Scrutinize of all the matters related to Government Polytechnic and supervision work and other works as assigned by Principal from time to time.
03	Smt. Preeti R. Tamboli, Personnel Assistant	Handling confidential matters related to Government Polytechnic and supervision work and other works as assigned by Principal from time to time.
04	Shri Gurji R. Vasava, Physical Instructor	Scrutinize the matters related to sports in the Government Polytechnic and supervision work and other works as assigned by Principal from time to time.
05	Shri Jaideep I. Patel, Sr. Store Keeper	Maintenance of Dead stock / Consumer Register, Stationery and other works assigned by Principal from time to time.
06	Shri Harish D. Patel, Accountant	Maintenance of Budget, Preparation of Pay Bills, file and other Accounts works and works assigned by Principal time to time.
07	Shri Chandu P. Patel, UDC	Maintenance of Cash Book, Maintenance of pay Bill and other works assigned by Principal from time to time.
08	Shri Ramu A. Varli, UDC	Maintenance of service books of Gazatted / Non-Gazatted, Leave Accounts and establishment works & other works assigned by Principal from time to time.
09	Shri Mukund N. Handigol, Assistant Librarian	Maintenance of Library books and other works assigned by Principal from time to time.
10	Shri Bhagu R. Patel, LDC	Inward / Outward of letters and file pertaining to Government Polytechnic, Daman and maintenance of Service Postal Stamp, Accounts and other work as assigned by Principal from time to time.
11	Shri Salam A. Motegheria, Driver	Handling students bus for transportation from Daman to Government Polytechnic, Daman & back as assigned to him.

12	Shri Rajesh A. Mistry, Peon	Maintenance of record and other works assigned by Principal from time to time.
13	Shri Antino J. Naronha Peon	Maintenance of Records & Delivery of Posts / files and other works assigned by Principal from time to time.
14	Shri Dipak R. Patel, Driver	Handling Principal vehicle for transportation from Government Polytechnic, Daman to Secretariat and back as assigned to him.
15	Smt. Sonal T. Patel, Computer Operator.	Handling Computer typing work like Noting, Letter and other corresponding matter as assigned to her.

## **DIPLOMA ENGINEERING COURSES OFFERRED** **WITH STUDENTS INTAKE CAPACITY :**

<b>Sr No</b>	<b>Name of Course</b>	<b>Students Intake</b>	<b>Duration</b>	<b>Entry Qualification</b>
01	Diploma in Civil Engineering	60 Students	3-years	SSC passed
02	Diploma in Mechanical Engineering	60 Students	3-years	SSC passed
03	Diploma in Chemical Engineering	60 Students	3-years	SSC passed
04	Diploma in Information Technology	60 Students	3-years	SSC passed
05	Diploma in Electrical Engineering	60 Students	3-years	SSC passed
06	Diploma in Computer Engineering	60 Students	3-years	SSC passed
	<b>Total</b>	<b>360</b>		

## **CRITERIA FOR ADMISSION TO GOVERNMENT** **POLYTEHCNIC :**

### **Eligibility for Admission to Diploma Courses:**

- (i) Passed Secondary School Certificate Examination (S.S.C.E.) with English, Maths & Science subjects from Gujarat S.S.C.E. Board or its equivalent.

- (ii) Residence of candidate in the U.T. of Daman & Diu for a minimum period of Five year completed at the time of application. The Residence Certificate of Candidates from the Mamlatdar, Daman / Diu shall be considered only.
- (iii) The candidates should have studied Five year of qualifying examination in the schools of U.T. of Daman & Diu (i.e. from Std. VI to X).
- (iv) The children of native residents of this U.T. of Daman & Diu who have passed the S.S.C Exam or its equivalent in the schools of U.T. of Daman & Diu will be given first preference. (Say as Category-A) Then after the children of native residents of U.T. of Daman & Diu who have passed S.S.C. Exam or its equivalent from the schools outside the U.T. of Daman& Diu will be given second preference. (Say as Category-B) and Residence Certificate of Candidate for a period of Five years from Mamlatdar, Daman / Diu is required.
- (v) The applications of students for admission to Govt. Polytechnic, Daman from outside the U.T. of Daman & Diu shall be considered for admission only against the seats remaining vacant after considering all the applications of students from Daman & Diu Districts.
- (vi) The children of the Central Govt. / Other U.T. employees on deputation or transfer to this U.T. of Daman & Diu shall be considered on the basis of following conditions;
  - a) The Govt. Servant should have the place of their duty in this U.T. of Daman & Diu atleast 02 years completed at the time of application.
  - b) The Govt. Servant should have stayed or completed at the time of application.
  - c) Their children should have studied atleast for 02 years in any of the recognized High School / Higher Secondary school and passed the qualifying Examination from High / Higher Secondary School of this U.T. of Daman & Diu.
  - d) The residence certificate of candidate atleast 02 years shall be provided from the Mamlatdar, Daman / Diu.

## **RESERVATION FOR STUDENTS BELONG TO** **SC/ST/OBC IN ADMISSION**

**Reservation Policy follows as per the Central Government Rules for SC/ST/OBC/PH Category as under:-**

- 1) 15% seats reserved for students belonging to SC- Category.
- 2) 7.5% seats reserved for students belonging to ST-Category.
- 3) 27% seats reserved for students belonging to other Backward Class Category.

4) 3% seats reserved for Physical Handicap / Disability Category candidates.

## **FEE STRUCTURE :**

<b>Sr. No.</b>	<b>Description</b>	<b>Amount (Rs.)</b>	<b>Remarks</b>
1.	Admission fee	300.00	
2.	Tuition fee at the beginning of each term	600.00	
3.	Term fee at the beginning of each term	400.00	
4.	Identity Card at the time of admission	75.00	
5.	Passbook for Identify cum Progress card at the time of admission	125.00	
6.	Sports & Cultural activity fee at the time of admission	600.00	
7.	Mid Semester Examination fees	900.00	
8.	Hostel fee at the beginning of each term.	600.00	Applicable, only to students who avails Hostel facility

### **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).

## **DEPARTMENT WISE LABORATORY AVAILABLE**

### **1) CIVIL ENGINEERING DEPARTMENT**

- i) Hydraulics Lab.
- ii) Soil Engg. / Material Tech. Lab.
- iii) Transportation Lab. / Concrete Tech. Lab.
- iv) Survey Lab.
- v) P.H.E. Lab.

## 2) MECHANICAL ENGG. DEPARTMENT

- i) Engineering Mechanics Lab.
- ii) Thermal Engg. Lab.
- iii) Ref. & A/C Lab.
- iv) Metrology & Instrumentation Lab.
- v) Industrial Engg. Lab.
- vi) Fluid Mechanics & Hyd. M/c. Lab

## 3) CHEMICAL ENGG. DEPARTMENT

- i) Chemical Engg. Operation – I (M.O.) Lab.
- ii) Chemical Engg. Operation – II (F.F.O.) Lab.
- iii) Chemical Engg. Operation – III (H.T.) Lab.
- iv) Chemical Engg. Operation – IV & V (M.T.) Lab
- v) Fertilizer Technology Lab.
- vi) Petrochem. Technology Lab.

## 4) INFORMATION TECHNOLOGY DEPARTMENT

- i) Programming: C,C++,JAVA, VB, C#
- ii) DataBase Programming : FOXPRO, ORACLE
- iii) Unix Programming : Shel Script
- iv) Security Lab: Programming in C
- v) Web Designing : JAVA Script, ASP, HTML, XHTML
- vi) Graphics : C & C++
- vii) Electronic Practices
- viii) Digital Electronics
- ix) Communication Engineering
- x) Basic Electrical

## 5) SCIENCE DEPARTMENT

- i) Physics Lab.
- ii) Chemistry Lab.

## 6) WORKSHOP DEPARTMENT

- i) Machine Shop/Turner Section
- ii) Fitter Section
- iii) Carpentry Section
- iv) Welder Section
- v) Tin Smithy Section

## 7) ELECTRICAL DEPARTMENT

- i) Basic Electrical Lab.
- ii) Machine Lab.
- iii) Power Lab.
- iv) High Voltage Lab.

## SERVICES PROVIDED BY GOVERNMENT POLYTECHNIC, DAMAN

Sr. No.	Services / Activities	Time period
1	Issue of Bonafide Certificate	6 days
2	Issue of Leaving Certificate	6 days
3	Issue of Character Certificate	6 days
4	Admission to 1 <sup>st</sup> year Diploma Courses	One month after declaring result of S.S.C Board Examination by GHSE/CBSE
5	Issue of Marksheet	6 days after receiving from the Gujarat Technological University, Gandhinagar
6	Issue of Passing Certificate	6 days after receiving from the Gujarat Technological University, Gandhinagar
7	Issue of duly signed migration form	Within two days
8	Issue of Identity card	6-days
9	Issue of ST-Bus Pass	Same day
10	RTI Act	Within 30 days as prescribed in RTI Act-2005

## ACTIVITIES

Following activities are being conducted at Government Polytechnic, Daman every year regularly for better development of students and encourage them for create better society.

- All the national day celebration of the Institute like 15 August, 26 January, Gandhijayanti etc. To remember freedom fighter for independence/Re-Public day.
- Polio immunizations program is being conducted by PHC, Moti Daman for awareness to the people of Daman.
- Aids awareness program is being conducted by PHC, Moti Daman for various kind of problems.
- Visit study tour of Utran Thermal Power station for 3<sup>rd</sup> year students of Diploma i Mechanical Engineering, Pulp & Paper Industries for Chemical students every year.
- Drugs keep away program being conducted for students at PHC, Moti Daman to aware students about various problems related with drugs.
- Annual farwell programme is being organised for giving students best wishes for future to last year and welcome to New students every year.
- Ras-Garba and Traditional festival day celebration to come out new talents.
- Teacher's day celebration for improvement of self confidence between students & staff.
- Dance competition, speech competition and drawing competition for improving skill themselves.

### Ragging & Punishment at the Institutional level:

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 ragging from 1 to 4 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.

**Anti-Ragging Committees at the Institutional level:**

- 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. Lecturer in Chemistry - Member Secretary

**GRIEVANCE REDRESS MECHANISM –**

a. Name of Public Grievance Officer	Sh. Lalit V. Solanki, Principal, Government Polytechnic, Daman
b. Helpline number/web site URL to lodge grievance	Tel. 0260-2242800 Email – damanpolytechnic@yahoo.in
c. Response to be expected by person lodging the services	At the earliest possible
d. Timelines for redress	At the earliest possible

**List of Stakeholders**

1.	Ministry / Departments of U.T. Administration of Daman & Diu
2.	All the students of Government Polytechnic, Daman
3.	All the employees of Government Polytechnic, Daman

**Responsibility of centers and Subordinate Organization – NA**

**Indicative expectations from service recipients** – Submission of complete application forms along with all the required enclosures, duly attested where required, cross checking for information or the latest position on a matter on the Department's website before raising a query or a grievance.

**Month and Year for the next review of the Charter – After One Year.**