

U.T ADMINISTRATION OF DNH & DAMAN & DIU
GOVERNMENT POLYTECHNIC
DAMAN – 396210

STAFF CENTRIC POLICY

STAFF LEAVE POLICY:

- Casual Leave
- Medical Leave
- Maternity Leave
- On duty leave
- Earned leave as per Central Govt. rules.
- Paternity Leave

ON DUTY LEAVE:

- Participating Workshops, FDPs, Seminars, Conferences, Paper Presentation etc.
- Examinations & Higher Studies
- Invited by Institutions / Industry
- Consulting Guide on Research Work
- Vacation as per Academic Calendar
- On duty leave for pursuing PhD Presentation / Seminar Attendance
- Reimbursement of Registration Fee for Paper Publications/ Patent registration/conference etc.

OTHER BENEFITS:

- Faculty Performance Appraisal System
- Multi Rated Faculty Feedback System
- Payment of Gratuity Scheme for Teaching and Non-Teaching Staff
- Promotion Policy; As per AICTE norms
- Faculty Registration for NPTEL & SWAYAM, NITTE (08 modules) Online Courses. Financial incentives for all courses
- Felicitation for staff at the time of retirement
- Accidental Insurance Policy for staff as per UT norms.
- Free Medical Facilities including hospitalization in sister concern hospital as per UT norms
- Leave encashment
- Children Education allowance
- LTC reimbursement.



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GOVT. POLYTECHNIC,
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STUDENT'S CENTRIC POLICY

ADMISSION POLICY

- Admissions are done as per UT Govt. Guidelines
- Both category admission offers on merit basis.
- **Daman Domicile:** Maximum of the seats are filled by Govt. through centralized policy based on Gender, Caste, Reservation policies by Govt. of UT domicile.
- **Non-Domicile:** Remaining seats filled by Institute as per the guidelines issued by Institute.
- **Tuition Fee** approved by UT Govt.
- Hostel Facility shall be given.
- Girls education is free.

FINANCIAL SUPPORT POLICY

- To organize Tech Festivals on regular basis.
- To Organize Guest Lectures from Industry & Academic Institutions.
- To Organize Seminar on technical topics.
- Organize Local Industries Trips / visits.
- Financial Support for Sports Events / Meets.
- Annual Alumni Meet.
- Accident insurance of the students.
- Scholarship to the students as well as girls' students such as Pragati.
- Govt. Of India Scholarship to all eligible students.

ACADEMIC POLICY

- NPTEL Course Registration & Video Lectures
- Book Bank Schemes
- Appreciation for Top Rank holders and class toppers.
- Spoken Tutorials for all students.
- Remedial Classes for Academic Weak students.
- Psychological Sessions.
- Placement Session to students

STUDENT PLACEMENT POLICY

- Placement Assistance / Drives from Partner Recruiters.
- Resume Preparation, GD Sessions, Resume Building, Life Skills
- Official Communication to the Eligible Students for campus drives.
- Networking with the Companies for placements.




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