PROFORMA FOR WEBSITE

Sr.No.	Type of Information required	
1	Name of the Department	Govt. Polytechnic, Daman.
2	Head of the Department/Contact Person	
3	Contact Address	Govt. Polytechnic, Daman – 396
4	Telephone Numbers	0260 - 2242800
5	Fax Numbers	--
6	Email Address	govtpolydamaneyahoo.co,in
7	Any Other Contact details	--
8	The brief description about the functionality of the department.	The Government Polytechnic, Daman was established in October, 1989 started with Diploma courses in Civil, Mechanical & Chemical Engineering with students intake capacity 30+3 each course. Thereafter from Diploma in Information technology introduced with students intake capacity of 30+3 and started from academic year 2005-06. If 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. 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. Department 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. Courses of Study and Numbers of Seats are as under: 1. Diploma in Civil Engg. 30+03 Intake capacity. 2. Diploma in Mechanical Engg. 30+03 Intake capacity. 3. Diploma in Chemical Engg. 30+03 Intake capacity. 4. Diploma in Information technology 30+03 Intake capacity.
9	List and description of the service/Schemes to the public.	No Public dealing scheme

10	Major Achievements so far.	Only Treaning Student after completion of Diploma Course
11.	**If Functionality of the department touches to the public directly then** • The list of task/activities • The required procedures for different tasks. • The list of pre-requisites for certain procedures. • The required forms (in MS-Word/PDF format)with instructions like how to fill and whom to submit etc. • The Visiting hours for public.	- Academic Examination. - Admission procedure based in marital basis. - Pre-required for Admission for only 10th passed. - Admission Form enclosed. - 12.00 p.m. to 1.00 p.m.
12	Any other details of public interest not covered in above	- No -
13	Citizen Charter of the Department.	- No -
14	Pictures/Photographs of the department Office/Building	--
15	All the Information Sought Under RTI Act. Categorically.	--

Place:
Dated:-

I/c. Principal,
Government Polytechnic, Daman.
* All above information to be sent in digital form/soft copy.