



U.T. ADMINISTRATION OF  
DADRA & NAGAR HAVELI  
DEPARTMENT OF TECHNICAL EDUCATION

**PROSPECTUS AND APPLICATION FORM**  
**Admission To First Year Diploma Courses**



**Dr. BABASAHEB BHIMRAO AMBEDKAR**  
**GOVERNMENT POLYTECHNIC, KARAD (D.P.)**

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(Affiliated to Gujarat Technological University,  
Ahmedabad, Gujarat State)

**2019 -2020**

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## [1] ABOUT THE INSTITUTE

Dr. B.B.A. Government Polytechnic, Karad (D.P.) was established in November 1994. The Polytechnic Campus is located on the bank of the River Daman Ganga, at Karad (D.P.), Via-Rakholi, Silvassa. The campus is spread over 17.73 Hectares of land. The main building, Boys' Hostel, Boys' Mess and Staff Quarters have come up. Other buildings viz. multipurpose hall, Guest house, Workshop, Girls' Hostel and Quarters are yet to come up. The complete infrastructural set up is as per All India Council for Technical Education norms. The Institute is recognized by AICTE & affiliated to Gujarat Technological University, Ahmedabad, and Gujarat State. The Institute Code is 659.

## [2] AIM, OBJECTIVE AND FUTURE SCOPE OF DIPLOMA ENGINEERING EDUCATION

Engineering (Diploma) is the backbone of any industry as it provides the mid-level supervisory skilled manpower. These Engineers are trained in theory, drafting, drawing and practical skills for three years and are designated as Junior Engineers (Technicians). They can get employed in Government Departments, Private Industries or Public Sectors or Institutes. They can also be self-employed, establishing own Industry or Business. Entrepreneur training is also included in the course of study.

## [3] COURSES & NUMBER OF SEATS

Sr. No.	Course	Duration	Intake
1	Diploma in Civil Engineering [ CE ]	3 Yrs	60
2	Diploma in Mechanical Engineering [ ME ]	3 Yrs	90
3	Diploma in Electrical Engineering [ EE ]	3 Yrs	90
4	Diploma in Electronics & Communication Engineering [ ECE ]	3 Yrs	30
5	Diploma in Computer Engineering [ CS ]	3 Yrs	30
6	Diploma in Information Technology [ IT ]	3 Yrs	30
7	Diploma in Textile Manufacturing Technology [ TMT ]	3 Yrs	60

## GENERAL INFORMATION AND INSTRUCTIONS TO THE APPLICANTS

*Please read the instructions given below carefully before applying*

### FILLING UP THE APPLICATION FORM:

- 1) Visit the Institute website [www.drbbagpks.org](http://www.drbbagpks.org) . Click on the field “**Online Admission 2019-20**” available at home page. Click on it, the following details will display/Blink on the Screen.
  - i) Online Application form for Diploma Engineering Programme Form 2019-20 **click to Open**
  - ii) Prospectus 2019- 20. **Download**
- 2) Open online application form for Diploma Engineering:
  - a) Fill the necessary fees details (Demand Draft of Rs. 100/- in favour of “**The Principal, Dr. B.B.A. Government Polytechnic, Karad (D.P.)**” payable at Silvassa). **Demand Draft of following Banks only will be accepted:** (Dena Bank, State Bank of India, Bank of Baroda.). Fees can also be paid through SBI online portal using the link <https://www.onlinesbi.com/sbicollect/icollecthome.htm>
  - b) Personal details.
  - c) Academic details
  - d) Mobile Number (Mobile not in DND registered)
  - e) E-mail ID
  - f) Other details like Aadhaar Card No. etc.
  - g) Filling the \* marked required fields compulsory.
  - h) Submit the form.
- 3) After submitting the online duly filled application form, get print out the same and submit it “**By hand**” with Bank Demand Draft (original), signature, enclosure of necessary certificates, photographs etc. To the office of **The Principal, Dr. B. B. A. Government Polytechnic, Karad (D.P.), Madhuban Dam Road, Silvassa, Dadra & Nagar Haveli, Pin: 396240, India.**
- 4) Documentary proof in support of academic qualifications as indicated in the application form should invariably be sent along with the application, failing which it will be believed that you do not possess the qualifications mentioned therein and the application shall be treated as incomplete and will be rejected.
- 5) Fill the choices of branch of Engineering as per your preference clearly.
- 6) The fee is nonrefundable.
- 7) Please make sure that all entries in this form are entered correctly.
- 8) The Institute shall verify the antecedents and documents submitted by the Candidate. In case it is detected that the documents submitted by the ~~candidate~~ **candidate** the candidate has suppressed the said or any other information, his / her candidature/ admission shall be liable to be terminated at any time.
- 9) In case of any inadvertent mistake in the process of selection by the Institute, this may be detected at any stage even after the allocation of branch, the Institute reserves the right to modify/withdraw/ cancel any communication made to the

- candidate.
- 10) Canvassing in any form on behalf of or by any candidate will disqualify him/her from the admission procedure.
  - 11) Counselling for the seats is to be implemented with 1<sup>st</sup> round of seat allotment along with the display of merit list followed by the 2<sup>nd</sup> round for remaining non allotment of seats for Domicile Candidates only. In between the Seat allocation Round's number of days would be reserved for confirmation of admission. Also UPGRADATION would be given to candidates, if not willing to accept the allocated branch as per his/her choice.
  - 12) **Incomplete applications shall not be considered for admission.**

#### [4] GUIDELINES TO FILL UP THE APPLICATION FORM

- (i) All details as it appears on the online form must be filled by the applicant in Capital letters.
- (ii) Latest photo should be uploaded/ pasted on the application at the place prescribed.
- (iii) From this year, the allotment of seats will also be online on round basis only for domicile candidates (a) Mock round, (b) 1<sup>st</sup> round (c) 2<sup>nd</sup> round.
- (iv) While filling in Item No. 1, Category [ ], the candidates should fill the same as per his/ her eligibility in the codes given below. This cannot be altered later on.

**Note: - If the details given by the candidate are not legible and clear the responsibility for any mistake in processing the application lies with the candidates.**

- **All the Candidates except Domicile will be treated as General Category Candidate.**

Sr. No.	Category	Code
1	General	O
2	Scheduled Tribes	T
3	Scheduled Castes	S
4	Handicapped	P
5	Girls	G
6	Ex-Defense personnel	E
7	Freedom fighters	F
8	Central Para Military	M
9	O.B.C.	B

- (v) To fill Item No. 2, in Gender [ ], the candidate should tick mark (✓) in the bracket given against Male [ ] or Female [ ].
- (vi) In item No.3 the candidate should write his/her full name (as per SSC mark sheet) beginning with his/her surname then his/her Father's name and then Father's Father Name in capital letters.

- (vii) Give full address in item No.4 in capital letters along with PINCODE. No Further correspondence from the Polytechnic will be done at this address.
- (viii) In item No.5, the candidate should indicate the **marks converted from grades as per CGPA formula** or marks obtained in SSC Exam or its equivalent specifically in the following order i.e. 1. Science 2. Mathematics 3. English.
- (ix) In item No.6, the candidate should indicate center number, Examination seat no., month and year of passing SSC or its equivalent Examination.
- (x) In item No.7, the candidate should write the name of the Examination passed after SSC or its equivalent Examination i.e. Std. XI/XII H.S.S.C in Science stream from CBSE/ Gujarat Board/ Other State Board.
- (xi) In item No.8 tick mark (√) Urban or Rural area whichever is applicable to you.
- (xii) In item No.9 indicate your date of birth as per School Leaving Certificate.
- (xiii) In item No. 10 tick mark (√) Yes or No whichever is applicable to you.
- (xiv) In item No.11 please indicate the name of the Board other than Secondary Education Board, Gujarat State from which you have passed your SSC exam.
- (xv) In item No. 12 tick mark (√) the bracket as per your eligibility for admission.
- (xvi) In item No. 13 Read the Undertaking and Declaration carefully and sign the same.
- (xvii) Item No.14 should be signed by father or guardian.

#### **[5] PATTERN OF ACADEMIC YEAR [TERM / SEMESTER]**

The courses are run under the Semester Pattern and the term duration is as per the date schedule designed by the Gujarat Technological University, Ahmedabad, Gujarat State.

#### **[6] COMPLETION OF DIPLOMA**

Maximum time limit for completion of Diploma is 12 semesters i.e. 6 years. If any student does not complete the Diploma in prescribed time limit, the Admission of that student is to be rejected or cancelled. (GTU Circular at Page No. 28)

#### **[7] MEDIUM OF INSTRUCTIONS AND EXAMINATION**

The medium of Instruction or Teaching is English.

The medium of writing the examination is English OR Gujarati (or as per G.T.U. guidelines from time to time).

The curriculum of the Institute meets the standards prescribed by All India Council for Technical Education. The Examination is conducted by The Gujarat Technological University, Ahmedabad, Gujarat State abiding the Rules and Regulations.

The academic control and award of Diploma Certificates is done by The Gujarat Technological University, Ahmedabad, Gujarat State.

#### **[8] FEES**

Sr. No.	Description	Amount
01	Admission fee	Rs. 300.00
02	Tuition fees for General Category per Semester	Rs. 600.00
	Tuition fees for ST/SC/OBC Category of U.T. of Dadra & Nagar Haveli (per semester)	Rs. 300.00
	Tuition fees for Domicile Girls	NIL
03	Affiliation fee @ Rs. 300/- per year per student	Rs. 900.00
04	Term fee at the beginning of each semester	Rs. 400.00
05	Identity Card (at the time of admission)	Rs. 75.00
06	Sports & Cultural activity fee (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semester)	Rs. 600.00
07	Mid Semester Examination fees per semester	Rs. 900.00
08	Mid Semester Backlog Examination fees per semester	Rs. 900.00
09	Caution money deposit (Refundable)	Rs. 250.00
10	Breakage charge (Workshops & Laboratories)	As per breakage
11	Late fee per day	Rs. 100.00 (Max. Rs.300.00)

- **All Categories of fee is non-refundable except Caution Money.**
- The Examination fees/ Enrollment fees as prescribed by GTU, Ahmedabad, Gujarat State may change as per their instructions without prior notice.
- Refund of Caution money: Caution money is refundable on producing No Objection Certificate from the Library, Workshop, Hostel and the concerned department on completion of the Diploma. (After 3 months).

## [9] RULES OF CONDUCT

- Punctuality in attending classes, term work, and workshop is must. Students must be regular in academic work. (Read GTU Circular at Page No. 21 to 31)
- 75% attendance in theory & 100% attendance in practical are compulsory. Those students who fail to satisfy this condition will be detained in that term end examination. (Read GTU Circular at Page No. 21 to 31)
- Uniform is coloured Shirt (branch-wise) + Pant (carbon black) + Jacket (black) + Logo.
- Students must carry the Identity Card with them regularly. (Fine will be imposed if any student does not have the Identity Card when asked for).
- Damage to the property of the Institute shall be deemed very serious and may result in instant expulsion of the students found guilty. (Misuse of tools/equipment, tampering with fixtures/furniture, fittings/instruments/Library books & periodicals/ walls etc. is an act of damage). Theft of infrastructure ( LCD Projector, Camera, remote controls etc. is also punishable)

- Students must use their own Boiler suit (Navy blue) and Lab coats (White) while working in the Workshop & Laboratories.
- Students must not use any **electronic gadgets like Mobile Phones, Tablets, iPads, MP3 Music Players, Video Games, and Camera etc. in the Polytechnic premises.**
- Smoking and chewing tobacco/Gutka in the Institute is strictly prohibited.
- Students should participate in Science Exhibitions/ Technical Fests/ Workshop/Sports and other curricular and co-curricular activities.
- Ragging or indecent behavior with fellow students will result in instant expulsion / rustication from the Institute. (Affidavit for Student as well as Parents @ Page No. 20 and 21)
- All students must fill up the Anti-ragging affidavit online at [www.ugc.ac.in](http://www.ugc.ac.in).
- The decision of the Principal in matters relating to general discipline, detention in the semester, non-abeyance of conduct rules and non-payment of institute dues in time shall be final and conclusive.
- Students must abide the Rules laid down by Gujarat Technological University, Ahmedabad, Gujarat State (GTU). [Read all GTU Circulars and visit the website [www.gtu.ac.in](http://www.gtu.ac.in) regularly]

## [10] MISCELLANEOUS RULES

- Students admitted to the institute must equip themselves with the necessary study aids like scientific calculator, various tables, drawing board, drawing instruments, and tools used in workshop and laboratories compulsorily.
- Industrial Visit and Educational Tours are regularly arranged for the students and are compulsory. The students will have to bear the full expense incurred for such tours /visits.

## [11] HOSTEL FACILITY AND RULES

Boys' Hostel with Mess facility is provided abiding the following rules.

The students admitted to the Hostel will obey all rules and regulations failing which the students will be expelled from the hostel immediately. The Mess charges will be on monthly basis with Rs.2000/-(approximately) as Advance payment. The Rates will be as per the Tender contract with the Agency appointed for providing meals.

- (i) Hostel fees Rs. 1250/- per semester. (Rent –Rs. 600/- + Electrical and Water charge- Rs. 300/- + Caution money- Rs. 250/- + Hostel Identity card- Rs. 50/- + Hostel Damage fees- Rs. 50/- + Breakage/ Damage charge as per the circumstances).
- (ii) Mess advance Rs. 2000/- (May change without prior notice)
- (iii) Hostel facility will be provided to those students who are registered for not more than 4 Backlog.

- (iv) Students residing at far away / interior regions of Territory will be admitted to the Hostel.
- (v) Students using Hostel facilities will not be permitted to leave the Hostel on week end/ holidays without prior permission from the Rector / Warden / Principal. Each student has to sign of declaration form and will abide by the declaration form signed by them at the time of Hostel Admission.

## **[12] ELIGIBILITY FOR ADMISSION**

### **(1) Candidates seeking Admission to the institute.**

- (i) Must be a citizen of India.
- (ii) Must have passed Secondary School Certificate Examination from Gujarat Secondary School Examination Board, C B S E Board or its equivalent State Board Examination from any other State/Central Board with Mathematics, Science and English as compulsory subjects (not as an additional subject).
- (iii) Sequential preference for Admission.
  - (a) First priority shall be given to those candidates, who are Domicile of U.T. of Dadra & Nagar Haveli on the basis of year of passing 10<sup>th</sup> Std./ SSC Examination in descending order.
    - Domicile Certificate in the respect of the Candidate/Candidate's father issued by the competent authority (Mamlatdar) must be attached along with the application form.
    - If the candidate's Parents (i.e. mother as well as father) are not alive, the Domicile certificate of the Guardian must be attached supported by an affidavit by competent authority (Mamlatdar) indicating the relation between the candidate and the guardian. (Death certificate of Parents must be attached with the application form)
    - If the candidate's father is not alive, the Domicile certificate in respect of the candidate's Mother must be attached.(Death certificate of father must be attached with the application form)
    - Female candidate who has become the resident of D & NH by virtue of marriage must attach her husband's domicile certificate, supported by an affidavit of marriage and marriage certificate along with the application form.

- If the candidate is staying with her mother legally and mother is divorcee, the domicile certificate of mother must be attached along with the application form.
  - In case the candidate is an adopted child under Hindu Succession and Adoption Act, the candidate must attach a registered Adoption Deed executed at District Civil Court along with the Application Form and produce an affidavit.
- (b) Second priority shall be given to those candidates whose father/mother/guardian are not Domicile of the U.T. of Dadra Nagar Haveli but the candidate have studied 10<sup>th</sup> Std. and passed S.S.C. examination from any School of Dadra and Nagar Haveli.
- (c) Third priority shall be given to those candidates whose father, (mother if father not alive) /guardian (if parents not alive) are Domicile of UT of Dadra and Nagar Haveli. Domicile certificate of the Guardian must be attached supported by a self-attested declaration by the candidate indicating the relation between the candidate and the guardian. (Death certificate of Parents must be attached with the application form)
- (d) Fourth priority shall be given to the candidates belonging to Union Territory of Daman & Diu.
- (e) Fifth priority shall be given to the candidates belonging to Other States.
- (iv) The condition no. (iii) (a) shall not be applicable to the following candidates:
- Children of Governments Servant. (UT of Dadra & Nagar Haveli / Central Government / All India Service / Public sector undertaking employed / Transferred to the UT of D & NH). Candidate must attach the father's/mother's (if father not alive) service certificate issued by the Head of the Office/Department with the application form.
  - Children of ex-servicemen permanently settled in the UT of D & NH.
- (v) Candidates from Union Territory of Daman and Diu seeking admission on the reserved seat in Electrical Engineering must produce a domicile certificate from competent authority (Mamlatdar).
- (vi) A candidate who has passed the qualifying examination after appearing in the Supplementary examination conducted by the Gujarat Board or CBSE Board **shall not be eligible** for admission in the current academic year.

### [13] CRITERIA FOR ADMISSIONS

- (i) The criteria for selection of candidates for the admission is the merit rank based on marks in Mathematics, Science and English as compulsory subject (not

additional subject) at the S.S.C. Examination (10<sup>th</sup> Std) or equivalent examination from State Education Board / CBSE.

- (ii) If the candidate has passed the qualifying examination with grade system, then the grade shall be converted into marks by formula of CGPA.

#### **[14] ALLOCATION OF SEATS.**

Total number of seats at Dr. B.B.A. Government Polytechnic, Karad is 390. The details are shown in the Table.

<b>Sr. No.</b>	<b>Category wise Description of Reserved Seat &amp; *Condition for eligibility</b>	<b>CE</b>	<b>ME</b>	<b>EE</b>	<b>EC</b>	<b>CS</b>	<b>IT</b>	<b>TMT</b>	<b>TO TAL</b>
14.1	<b>General Category:</b> A merit list shall be prepared as per Rule	21	31	27	09	09	09	21	127
14.2	<b>Scheduled Caste:</b> Certified copies of Documentary evidence from the District Magistrate/ Sub Divisional Magistrate / Mamlatdar of U.T. of D.N.H. attached with the Application form. (2% Reservation)	01	02	02	01	01	01	01	09
14.3	<b>Scheduled Tribes:</b> Certified copies of Documentary evidence from the District Magistrate/Sub Divisional Magistrate / Mamlatdar of U.T. of D.N.H. attached with the Application form. (43% Reservation)	26	39	39	13	13	13	26	169
14.4	<b>Other Backward Classes:</b> Certified copies of Documentary evidence from the District Magistrate / Sub Divisional Magistrate / Mamlatdar of U.T. of D.N.H. attached with the Application form. (5% Reservation)	03	05	05	02	01	02	03	21
14.5	Separate seats reserved for Girls of D.N.H. (10% Reservation)	06	09	09	03	03	03	06	39
14.6	Government of India	01	01	01	01	01	01	01	07
14.7	<b>Candidates from Daman &amp; Diu:</b> Passed Xth Std. and Documentary evidence of Domicile Certificate Daman & Diu from the District Magistrate Divisional Magistrate / Mamlatdar attached with the Application form.	----	----	03	----	----	----	----	03
14.8 (a)	<b>Other Reserved Categories: (Only D.N.H. Candidates)</b> Physically Handicapped-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	01	----	01	01	----	----	01	04

	with application form.(2 seats)								
(b)	Children of Freedom Fighters of D&NH- True copies of certificate from District Magistrate stating that the parents / grand-Parents were declared as Freedom Fighter Attached with the application form. (2 seats)	----	01	01	----	01	----	----	03
(c)	Children of Ex-Defense Personnel- True copy of the P.P.O. (Pensioner's Half)attached with the Application form. (2 seats)	----	01	----	----	01	----	----	02
(d)	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. (2 seats)	----	----	01	----	----	01	----	02
(e)	Kashmiri migrant	01	01	01	----	----	----	01	04
<b>TOTAL</b>		<b>60</b>	<b>90</b>	<b>90</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>60</b>	<b>390</b>

- 10% for Girls Candidates from DNH
  - 43% For Scheduled Tribes from DNH
  - 2% for Scheduled Casts from DNH
  - 5% for Other Backward Class from DNH
  - Seats for Physically handicapped students from DNH -03 seat
  - Seats for children of freedom fighter Personnel from DNH -03 seat
  - Seats for children of Ex-Defense Personnel from DNH -02 seat
  - Seats for children of Central Para Military Personnel from DNH -02 seat
  - Kashmiri Migrants -03 seat
- TOTAL -13 seat**

Note: After granting admission to all the candidates of reserve categories on reserved seats, the reserved category seats remaining vacant shall be transferred to the unreserved category seats.

## **[15] METHOD OF SELECTION:**

- (i) **SELECTION PROCEDURE:** All eligible applications shall be considered for preparing the General Merit list in the first instance. Also the inter-se (among itself) Merit list of each category shall be prepared separately as per the eligibility and category claimed by the candidate.
- (ii) **BASIS FOR DECIDING THE MERIT ORDER ON THE MERIT LIST.**

The merit list shall be prepared on the basis of:

- (a) The total marks obtained by the candidate in the THREE compulsory subjects i.e. Mathematics, Science and English in the qualifying examination [S.S.C. or its equivalent as mentioned in Eligibility for Admission at 1(ii)].
- (b) Additional marks will be given if the candidate has
- |   |          |
|---|----------|
| (i) Passed SSC with Technical Subject<br>(i.e. Engg Drawing or Work shop Technology only) | 06 Marks |
| (ii) State level participation at Sports event  | 05 Marks |
- (c) Deduction of Marks:
- |  |  |
|--|--|
| (i) 20 Marks for each attempt.                               |  |
| (ii) 10 Marks for each gap after SSC in preparing the Merit. |  |
- (d) In cases where two or more candidates rank at the same merit then the candidate scoring more marks in Science will be first in the order of merit. If at this stage too, the rank remains the same, then marks scored in Mathematics followed by English will be considered to decide the rank in the merit list. If at this stage too the position remains unaltered then the age of the candidate and the year of passing X<sup>th</sup> Std. will be considered for higher rank.

## **[16] PROCUREMENT OF PROSPECTUS AND APPLICATION FORM.**

The application form may be downloaded from the website of the Institute [www.drbbagpks.org](http://www.drbbagpks.org).

## **[17] SUBMISSION OF THE FILLED UP APPLICATION FORM**

The candidate shall fill in all relevant columns of the application form and submit the same in person before the last date of submission mentioned in the advertisement in the media / newspaper.

**All documents / certificates must be enclosed as per the check list.**

**N. B.: No fresh / additional certificate or any correction will be allowed once the application is submitted in the office.**

## **[18] CHECK LIST OF CERTIFICATES TO BE ATTACHED ALONG WITH THE APPLICATION FORM. (As per individual candidate's requirement)**

- (a) Attested copies of the following certificates will have to be attached with the application form:

- (i) A School/College Leaving Certificate, signed by Head Master/Principal of the Institute in which the student was last enrolled.
  - (ii) S.S.C. passing, S.S.C. mark certificates from the Secretary, S.S.C. Board or its equivalent.
  - (iii) Domicile Certificate in the name of the Candidate / Father as issued by the District Magistrate / Mamlatdar (Tehsildar) of the U.T. of Dadra and Nagar Haveli and Daman & Diu.
  - (iv) Bonafide Certificate from the last School attached by the Candidate. [Format for Bonafide at Page 19]
  - (v) Smart Card / Aadhaar Card Copy / Enrolment for Aadhaar Card.
  - (vi) A certificate showing the date of birth of 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 (if father not alive) is a Central/Civil/All India Service Government Servant and employee of public sector undertaking issued by the Head of Office/Department.
  - (viii) In case of children of Freedom Fighters, a certificate from District Magistrate that either of his/her parent is registered as a Freedom Fighter.
  - (ix) In the case of candidate belonging to SC/ST/O.B.C. a certificate of the District Magistrate / Mamlatdar (Tehsildar) / Sub-divisional Magistrate concerned to that effect.
  - (x) In the case of physically handicapped candidates, a certificate from the duly constituted Medical Board at District level or Civil Surgeon of Civil Hospital regarding the nature of inability and the extent to which the candidate is fit for pursuing the Diploma course.
  - (xi) In the case of children of Ex-Defence Personnel Para Military Force, a certified copy of P.P.O. and District Sainik Welfare Resettlement Officer, Surat.
- (b) Original certificates of which copies are attached to the application shall have to be produced for verification when called for counselling.
- (c) The Application Form and True copies of the certificates attached to the application shall not be returned to the candidate even if he/she is not selected for admission.
- (d) The candidate selected for the admission will have to produce a Medical Certificate (from a licensed MBBS doctor) on letter head at the time of admission to the effect that he/she is fit to undergo the Engineering Course [Format at Page No. 18].

(e) Foreign student, if any, seeking admission will have to undergo Medical Examination from the constituted Medical Board of VBCH.

### **[19] INTIMATION FOR PROVISIONAL ADMISSION:**

After the selection is made from among the application received till the last date(closing of office hours) declared for receipt of application form, the inter-se merit list shall be notified on the Notice Board of the Polytechnic. Provisionally selected candidates will be informed at their addresses as filled up in the self-addressed post card attached with the application form specifying his/her merit number & category and the date for counselling.

Such **Candidates shall appear before the duly constituted Admission Committee of Dr. B.B.A. Govt. Polytechnic, Karad (D.P.) along with original certificates for verification of certificates and admission on the date and time specified on the interview card.** They should bring the fees to be paid at the time of admission.

### **[20] INTIMATION TO THE CANDIDATES IN THE WAITING LIST**

The waiting list number of candidates with category of selection will be displayed in the Institute Notice Board as well as Institute Website. They should appear before the duly constituted Admission Committee of Dr. B.B.A. Government Polytechnic, Karad, (D.P.) along with original certificates and fees to be paid on date and time specified. The branches will be offered as per the availability, after finalization of the admission of the first batch of provisionally selected candidates, in the order of the waiting list number so given. For the convenience and the 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 duly constituted Admission Committee at exact time and date specified on the card.

### **[21] CANCELLATION OF ADMISSION**

If any candidate who is offered admission does not pay the prescribed fees 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 admission offered to the candidate shall be cancelled if later the Gujarat Technological University, Ahmedabad, Gujarat State, or its equivalent Examination Board declare that the candidate is not eligible for admission.

Even if the candidate pays the tuition fee & other fees **but fails to join the Polytechnic within fifteen days from the date of payments of tuition fee & other fees or remain absent for more than fifteen days without intimation or prior permission**, the Principal may at his discretion cancel the admission of such candidate.

If any information furnished by the candidate in connection with his admission found to be incorrect at a later stage the candidate shall be liable to be dismissed from the Polytechnic and the fees paid by the candidate shall be forfeited.

**Once the candidate has applied for cancellation of his / her admission ( in written ) he / she shall not have any right for re-admission.**

The candidate, who has been given admission, must submit original School Leaving Certificate within a week; otherwise his / her admission will be treated as cancelled.

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

## **[22] APPEAL**

The appeal against the order of the Principal in this regards shall lie to the Administrator, Daman and Diu and Dadra and Nagar Haveli who will be final authority to decide the legality of nomination etc. The order of the Administrator, Daman, Diu and Dadra and Nagar Haveli will be final.

## **[23] SAVINGS**

Save it or otherwise, the Administrator, Daman, Diu and Dadra and Nagar Haveli reserves all right to modify / amend these rules, whenever found necessary.

Principal,  
Dr. B.B.A. Government Polytechnic,

Karad (D.P.)  
Dadra and Nagar Haveli,

**[24] ANNEXURE – I (For all Candidates)**

**FORM OF CERTIFICATE FOR PHYSICAL FITNESS OF CANDIDATE**

**(To be printed on Doctor's / Hospital's Letter Head)**

I certify that Shri /Smt. / Kumari \_\_\_\_\_  
has been examined by me on . . 2019 and has been found physically fit  
and he /she is in a position to undertake Diploma Engineering course in my  
opinion.

Out ward No.

Date:

Signature and Name of Doctor

(Seal)

**[25] ANNEXURE – II (For the Candidates of other U.T. or States)**

**(To be printed on a separate paper / sheet)**

**CERTIFICATE OF CHARACTER**

Certified that Shri /Smt. / Kumari \_\_\_\_\_  
has not any criminal record and he /she bears reputable character to the best  
of my knowledge. Shri /Smt. / Kumari.  
\_\_\_\_\_ is not my relative.

Date:

Signature

Place:

Police Sub-Inspector

(Seal)

**[26] ANNEXURE – III**

**(Format of Bonafide to be printed on the Institute /School Letter Head)**

## **CERTIFICATE**

This is to certify that Shri/Miss \_\_\_\_\_ is a bona fide student of this Institute, who was studying in \_\_\_\_\_ Std. and has appeared for CBSE / Gujarat Board / any other Board Examination held in the month of \_\_\_\_\_ in the current year, his/her Exam Seat No. is \_\_\_\_\_ .

He / She bears a good moral character.

This Certificate is issued on his/her request for the purpose of Admission to First Year Diploma Engineering Program at Dr. B.B.A. Government Polytechnic, Karad (D.P.), Silvassa.

(Seal and Signature of the Principal/  
Head Master of the last Institute/  
School attended)

## [27] ANNEXURE – IV [Affidavit by Parent/ Guardian]

I, Mr./Mrs./Ms. \_\_\_\_\_  
(Full name of parent/guardian) father / mother/guardian of

\_\_\_\_\_  
(Full name of student with admission /registration/enrolment number),

1) having been admitted to Dr. Babasaheb Bhimrao Ambedkar Government Polytechnic , have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (here in after called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year 2019.

### **Signature of Deponent**

**Name:**

**Address:**

**Telephone/Mobile No:**

### **VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) and \_\_\_\_\_ (year) 2019.

### **Signature of deponent**

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of month, (year) after reading the contents of this affidavit.

## OATH COMMISSIONER

Pl. Note: - This affidavit is to be submitted online at [www.antiragging.in](http://www.antiragging.in) or [www.Amanmovement.org](http://www.Amanmovement.org) once the admission procedure is completed. A copy of this online submission must be given at the Polytechnic.

### [28] ANNEXURE – V [Affidavit by the Student]

I, \_\_\_\_\_ (full name of student with admission/registration/  
enrolment number) s/o \_\_\_\_\_ - \_\_\_\_\_ d/o \_\_\_\_\_ Mr. \_\_\_\_\_ /Mrs. \_\_\_\_\_ /Ms. \_\_\_\_\_

1) Having been admitted to Dr. Babasaheb Bhimrao Ambedkar Government Polytechnic have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

- a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
- b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

**Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year 2019.**

**Signature of Deponent**

**Name:**

#### **VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month) (year)

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ month, \_\_\_\_\_ (year) 2019 after reading the contents of this affidavit.

#### OATH COMMISSIONER

Pl. Note: - This affidavit is to be submitted online at [www.antiragging.in](http://www.antiragging.in) or [www.Amanmovement.org](http://www.Amanmovement.org) once the admission procedure is completed. A copy of this online submission must be given at the Polytechnic.

Dr. B.B.A GOVERNMENT POLYTECHNIC, KARAD (D.P.),  
UNION TERRITORY OF DADRA AND NAGAR HAVELI  
SILVASSA

No.GPK/CC/2012

Date: 05.03.2012

### CITIZEN CHARTER

All concerned are hereby informed that the time-schedule for obtaining various types of certificates and other student related documents from the office is as tabled below:

Type of document	Processing time	Issue Day
Bus Concession form	1 week from the date of application	1 <sup>st</sup> and 3 <sup>rd</sup> Saturday after the application week
Bonafide Certificate Appearing Certificate(TEB) Transfer Certificate (for D to D) Pass out Certificate (for D to D) Scholarship forms and Any Other student section work.	1 week from the date of application	1 <sup>st</sup> and 3 <sup>rd</sup> Saturday after the application week

Sd/-  
Principal  
Dr.B.B.A Government Polytechnic,  
Karad (DP) Silvassa.

## **IMPORTANT GTU CIRCULARS**

### **Gujarat Technological University**

No. Gtu/query/norms/1841

Dt.12<sup>th</sup> April'10

The following are the common queries raised by various institutes with reference to passing norms of GTU in External portion (University Exam) of the subject (**E**), Mid-sem exam conducted by the institute (**M**) and Internal component of the subject (**I**).

**(A) Detail clarifications of passing marks in various course head wise are as follows:**

Course	E	M	I
Dip. Engg	23/70	12/30	10/20
Diploma HM&CT	23/70	8/20	4/10
Diploma Pharmacy	32/80	8/20	Nil
B.E	23/70	8/20	4/10
B.Pharmacy#	32/80	8/20	Nil
M.E	30/60	10/20	5/10
M.Pharmacy#	32/80	8/20	Nil
MBA	35/70	10/20	5/10
MCA	35/70	10/20	5/10

**# overall minimum passing is 50% as per PCI.**

**Remedial marks will be considered at actual but it will reflect number of attempts.**

**Note:**

\* In case of remedial exam, the students are only eligible for passing marks even though the secured marks are more than the passing marks.

\* For detailed exam scheme refer university web site: [www.gtu.ac.in](http://www.gtu.ac.in)

**(B)** Student may not be allowed to appear in one or all subjects university examination if

(i) Presence criteria of 75% is not fulfilled in one or more subject.

**or**

(ii) Not satisfactorily completed assigned work in one or more subject.

**(C) Withdrawal of Exam form and passing in internal component (I):**

If the exam form of a student is submitted by the institute then by default the student will be declared pass in an internal component of the subject **(I)** with minimum passing marks provided institute informs the University about non completion of assigned work/less attendance in one or more subjects prior to the commencement of the University exam. If exam form is withdrawn in time, then the student will be failed in one or all subject **internal component (I)** and will not be allowed to appear in university examination in respective subjects on the basis of not fulfilling university norms of assigned work and or attendance criteria.

**(D) Internal Marks (I):** If the student has not completed assigned work within the academic term for few but not all subjects and because of that he/she is declared fail, then he/she will have to complete assigned work in consultation with institute subject teacher before remedial exam of the same semester. On completion of the work, it has to be certified by institute head and to be forwarded to university in time. In this case student will be awarded only passing marks.

**(E) Repetition of term:** If the student is detained in all subjects because of non-completion of assigned work then he/she will have to repeat whole semester/term.

**(F) Mid Semester test/Remedial test (M):** Mid-Sem test/remedial test is to be conducted only once in a semester. The students who fails even after remedial mid-sem exam then test is not be conducted separately but student will be appearing in next year same semester mid-sem exam.

**(G) Cancellation of Result due to UFM:** Due to **UFM punishment** if student result gets cancelled then in such cases, after completion of punishment, his/her exam result will be processed as fresh candidate.

-Sd-  
I/C Registrar

### Gujarat Technological University

No. Gtu/Evaluation/July10/4564

Dt.29<sup>th</sup> July10

#### New Evaluation Scheme for various courses w.e.f from Academic Term 2010-11

Based upon the recommendations of the university committee meeting on 19<sup>th</sup> July, '10 and approval by Hon Vice-Chancellor, the following evaluation scheme is to be followed by the institutes affiliated to Gujarat Technological University from the academic term 2010-11.

#### **[A] Bachelor of Engineering including PDDC and Diploma Engineering Including Hotel Management & Catering Technology:**

Course	University Theory Exam (E)		Mid-Semester Test (M)		Practical/ Continuous Evaluation Component: CEC (I)	
	Max. Marks	Passing Marks	Max. Marks	Passing Marks	Max. Marks	Passing Marks
B.E (including PDDC)	70	23	30	12	50	25
Dip. Engg.	70	23	30	12	50	25
D.HM&CT	70	23	30	12	50	25

**Note:** The marks scored by a student in the Practical component/Continuous Evaluation Component (I) will not be counted for calculating SPI/CPI but it will convert into appropriate grade. However it will be reflected in SPI/CPI in the final year of the course where an external examination for the Practical component/Continuous Evaluation Component (I) will be conducted.

**Diploma Pharmacy, Bachelor of Pharmacy and Master of Pharmacy:**

No change in earlier evaluation scheme and the detention rules published by university.

**[B] Master of Engineering (M.E):**

Course	University Theory Exam (E)		Mid-Semester Test (M)		University Practical/Vivo (E)		Practical/ Vivo (I)	
	Max. Marks	Passing Marks	Max. Marks	Passing Marks	Max. Marks	Passing Marks	Max. Marks	Passing Marks
M.E	70	35	30	15	30	15	20	10

**[C] Master of Computer Application (MCA):**

Course	University Theory Exam (E)		Mid-Semester Test (M)		Continuous Evaluation Component: CEC (I)	
	Max. Marks	Passing Marks	Max. Marks	Passing Marks	Max. Marks	Passing Marks
MCA	70	35	30	15	50	25

• The list of activities that can be conducted under the CEC (I) is as follows:

1. Technical White Papers/ Posters on:
  - Topics on Emerging Trends & Technologies
  - Best Practices in IT
  - IT Technologies
  - IT Applications
  - IT Innovations
  - Topics related to Centre of Excellence (if decided by an Institute)
  - Recent Developments on Subject Topics
2. Practical Assignments/ Implementations of Algorithms related to Centre of Excellence
3. Quizzes, Seminars, Presentations
4. Case Studies, Study Analysis Report
5. Development of Computer Based Learning Systems (Curriculum based)
6. Internal Projects

This is just a suggestive list and not an exhaustive one. The Institute has the freedom to assign activities to the students. The evaluation of these assignments should be published on the GTU website in the attached format.

**Subject Name & Code:**

Exam Seat No	Assignment Name	Status(%Completed)%	% Marks	Benchmark
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Name	(Title)			Points

Date(s) of Evaluation by Panel:

Panel Members Signature, name, Designation, & Organization

- 1.
- 2.
- 3.

	Subject Teacher	Head of Dept.	GTU Coordinator
Name			
Signatures			

[D] Master of Business Administration (MBA):

• The Evaluation pattern for MBA program is explained as below:

Course	University Theory Exam (E)		Mid-Semester Test (M)		Continuous Evaluation Component: CEC (I)	
	Max. Marks	Passing Marks	Max. Marks	Passing Marks	Max. Marks	Passing Marks
MBA	70	35	30	15	50	25

1. 70 Marks will be final examination conducted by GTU at the end of the semester (E). To pass this component, he/she is required to get 35 marks.
2. 30 Marks will be the Mid-term examination conducted by the respective Institutes as per their convenience during the particular semester (M). To pass this component, he/she is required to get 15 marks.
3. 50 Marks will be for continuous evaluation (CEC) with the following components (I):
  - 20 marks will be for Case Analysis and Presentation
  - 10 marks will be for Assignments
  - 10 marks will be for Quizzes
  - 10 marks will be for attendance and class participation

The students are required to get 25 marks to pass CEC. This marks scored by a student in the CEC will not be counted for SPI/CPI but will be converted in to appropriate grade. If a student scores less than 25 marks, he/she will carry back-log in the CEC.

4. To pass, he/she will have to again clear the various components of the subjects in which he/she failed.

### • **Central Assessment of MBA course students' university exams**

There was a representation of MBA faculty about poor performance of students in the university examination. It was suggested that there should be a question wise assessment of answer book so as to avoid the repetitive mistakes by an examiner in assessing the answer books. Hence on experimental basis for one year the following changes were approved by committee.

- Zone wise central assessment to be implemented from forthcoming university exams
- Every teacher has to assess one question within the limit of 150 questions per day.

### **GENERAL RULES FOR ALL COURSES:**

- **Remedial Exam:** In remedial exam, the students of all courses will be allowed to appear in all subjects but result will be processed as per concerned exam norms.
- **Backlogs:** Failing in any of the heads of the subject (**E, M or I**) will carry subject backlog.
- **Back-logs for detention:** For the student detention of various courses, except pharmacy course, the maximum backlogs a student can carry will be **equal to four at any point of time**. However it will be based on the declaration of results of remedial exam of the previous semester. As an example, if the student is having 5 backlogs in first semester exam, he/she will be allowed to study in second semester. After the end of 2nd semester academic term, remedial exam of 1st semester will be conducted and it will be followed by 2<sup>nd</sup> semester university main exam. On declaration of 1st semester remedial exam result if the student passes one subject out of 5 which leads to 4 backlogs in total. As backlogs are not exceeding 4 in number, he/she will be allowed to continue his/her 3rd semester study. In case number of backlogs continues equal to 5 then, he/she will not be eligible for his/her study in 3rd semester. It is to be noted that in this case backlogs of 2nd semester will not be counted for detention.
- **Rules for Withdrawal of Exam Form:** Rules for withdrawal of exam forms remain same as it is mentioned in GTU circular No. Gtu/query/norms/1841 dated 12th April'10.
- **Above scheme shows general scenario of evaluation scheme but for a specific subject refer syllabus link available on [www.gtu.ac.in](http://www.gtu.ac.in)**

=sd=

I/C Registrar

Copy to Principals of various courses affiliated to GTU for inf. & n.a

## **Gujarat Technological University**

No: GTU/circular/M.L/2011/ 2763

Date: 02/04/2011

### **Circular**

#### **Sub: To consider the attendance on account of illness for students**

All the principals/Directors of GTU affiliated institutes are hereby informed that 10% of total absentia of students due to illness may be consider by institute. The institute's heads have to verify relevant documents pertaining to student absentia before submitting details to university.

**I/C Registrar**

## **GUJARAT TECHNOLOGICAL UNIVERSITY**

**Ahmedabad – 380 015.**

### **Notification: 1/2012**

The Academic Council of the Gujarat Technological University has approved the following resolutions. These resolutions are enforced from the date of issue of this notification and effective from the winter exam 2011 of the Gujarat Technological University.

#### **(1) Validity of student's enrollments from the different courses:**

- \* Validity of student's enrolment in a particular course shall be valid up to double the duration of a particular course. However, if a student is not in a position to complete the course within the duration specified, then he/she will be required to write an application as a special case to Hon.VC for granting the extension.

#### **(2) Declaration of Final Year/Semester Result:**

- \* For students, who appear both at the Final year/semester examination as well as at their backlog courses of the previous semesters, their Final year/semester's result shall be kept under suspension by the university till he/she clears backlogs of previous semesters (if any).

#### **(3) Internal evaluation and its effect on result:**

- \* The Institutes/ Colleges shall submit marks of continuous evaluation of those students who have cleared the backlogs at institutes to the university at the end of every semester, so that the result for such students may be updated along with the university result. Marks submitted after declaration of the university result shall be considered for updation in the next semester's result only.

**(4) Formula for conversion of equivalent percentage of CPI.**

An equation to find equivalency between CPI/CGPA may be obtained as follows:

$$\text{Percentage Marks} = (\text{CPI/CGPA} - 0.5) \times 10.$$

**CPI/CGPA Equivalent Class shall be as follows:**

Below 5.5: Pass class

5.5 & above: Second class

6.5 & above: First class

7.1 & above: First class with distinction

**(5) Award of degree.**

- \* For all courses, where the duration of the course is more than 2 years, the degree shall be awarded to the students on the basis of CGPA (Cumulative Grade Point Average) of the last four semester's performance in the exams.
- \* In case of the courses where duration is of two years, the degree shall be conferred to students based upon CPI (Cumulative Performance Index) considering all the four semesters performance.

**S/d**  
**I/c Registrar**

**No. : GTU/Notification/2012/3970**

**Date : 13/04/2012**

Copy f.w.r. to :

- (1) Hon'ble Chancellor – Gujarat Technological University, Raj Bhavan, Gandhinagar.
- (2) P.S. to Hon'ble Minister of Education, Gujarat State, Sachivalaya Gandhinagar.
- (3) P.S. to Hon'ble Minister of State, Higher & Technical Education, Gujarat State, Sachivalaya Gandhinagar.3
- (4) Principal Secretary, Education Department, Gujarat State, Sachivalaya Gandhinagar.
- (5) Commissioner, Technical Education, Gujarat State, Gandhinagar.
- (6) All B.O.G. Members of the Gujarat Technological University, Ahmedabad.
- (7) All members of Academic Council of the Gujarat Technological University, Ahmedabad.
- (8) All Sections of the Gujarat Technological University, Ahmedabad.
- (9) Principals/Directors of all affiliated colleges.

**GUJARAT TECHNOLOGICAL UNIVERSITY**

(Established Under Gujarat Act. No. 20 of 2007)

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No. GTU/Cont\_Evalu/2012/9210

Date: 17<sup>th</sup> September 2012

**Circular:**

**Subject: Continuous Evaluation Marks – Winter – 2012 Exams.**

It is noticed by the University that Continuous Evaluation Marks of the students are not submitted to the University within time limit and marks are sent in different lots by some of the colleges/institutes. All the college/institute heads are informed to act as per following guidelines for Continuous Evaluation Marks in the interest of students.

**For Regular Students (Current Semester)**

- 1) Colleges / Institutes have to conduct exams for the Continuous Evaluation before end of the academic term.
- 2) It is mandatory for all colleges/institutes to display Marks obtained in Continuous Evaluation by the students for at least 8 days on college notice board.
- 3) Colleges have to enter Continuous Evaluation marks obtained by the student who have filled the University Examination Form on the University portal with in prescribed time limit given by the University.

- 4) If by any chance the name/enrolment number / subject of the student who has filled up the University Examination Form does not appear online than college should inform University about the same by E-Inward system within prescribed time limit.
- 5) Once the time limit for the online entry will be over these Continuous Evaluation marks entered will be made available to the students on the University portal for the verification of students.
- 6) If there is any query in the Continuous Evaluation marks student has to contact their concern college regarding the same.
- 7) Colleges have to solve the query and update the Continuous Evaluation marks if there is any mistake in the online entry within the prescribed time limit given by the University. After that time limit colleges cannot edit the marks entered by them and then after no complaints regarding the Continuous Evaluation marks will be entertained.

**For Students who are having backlog in Continuous Evaluation (Previous Semester)**

- 1) Colleges have to conduct remedial examination for all students of all semesters who are having backlog in continuous Evaluation Marks before the end of the term. Notice and time table for the same should be displayed on the college notice board.
- 2) All vide circulation students have to fill prescribed examination form indicating all the subjects in which they have to appear in back log as per the instructions of the University. The prescribed fee is Rs. 50/- per subject.
- 3) It is mandatory for all colleges/institutes to display Marks obtained in Continuous Evaluation by the students for at least 8 days on college notice board.
- 4) Colleges have to fill the updated Continuous Evaluation marks of all the students who have filled the Examination form on University Portal online in the prescribed time limit on the separate link provided by the University.
- 5) If by any chance the name/enrolment number /subject of the student who has filled up the University Examination Form does not appear online than college should inform University about the same by E-Inward system within prescribed time limit.
- 6) Once the time limit for the online entry will be over these Continuous Evaluation marks entered will be made available to the students on the University portal for the verification of students.

- 7) If there is any query in the Continuous Evaluation marks student has to contact their concern college regarding the same.
- 8) If there is any mistake in the online entry, colleges have to solve the query and update the Continuous Evaluation marks within the prescribed time limit given by the University. After that time limit colleges cannot edit the marks entered by them and then after no complaints regarding the continuous evaluation marks will be entertained.

-sd-

I/C Controller of Examinations

Copy to:

- 1) P.A. to Honourable Vice Chancellor for information
- 2) P.A. to Registrar for information
- 3) All institute head for information and necessary action in this regards
- 4) UG/PG/Diploma section in charge for information and necessary action in this regards
- 5) Head I.T. Department for information and necessary action in this regards

U.T. Administration of  
Dadra and Nagar Haveli  
Dr. B. B. A. Government Polytechnic,  
Karad

No.GPK/ARC/2012/434-A

Date: 23rd July 2012

## **ORDER**

The Anti-Ragging Committee/Squad of Dr. B. B. A. Government Polytechnic, Karad (DP), Silvassa comprises of the following members:

1. Dr. J B Rana, Lecturer in Chemistry
2. Mrs. M G Desai, Lecturer in Electronics Engineering
3. Shri A K Swain, Lecturer in Electrical Engineering
4. Shri S Mishra, Lecturer in Electrical Engineering
5. Shri C S Rao, Lecturer in Mechanical Engineering

Objectives

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with

rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.

Sd/-  
Principal  
Dr. B.B.A. Government Polytechnic,  
Karad (DP)

U.T. Administration of  
Dadra and Nagar Haveli  
Dr. B. B. A. Government Polytechnic,  
Karad

No.GPK/WDC/2012/434-B

Date: 23rd July 2012

## **ORDER**

The Women Development Cell of Dr. B.B.A. Government Polytechnic, Karad (D.P.), Silvassa comprises of the following members:

1. Dr. J B Rana, Lecturer in Chemistry
2. Mrs. M G Desai, Lecturer in Electronics
3. Mrs. C N Desai, Lecturer in Electrical Engineering
4. Mrs. M.S. Desai, Assistant Librarian

‘The above cell is constituted under Hon. Supreme Court's, MHRD's, UGC"s, Human Right's Commission's directions to constitute such a cell with properly drafted legal policies.

Objective of the Cell

"To prevent and deter the commission of any act of harassment, including sexual harassment and to provide the procedure for resolution, settlement, or prosecution of acts of sexual harassment by taking all required steps. Women shall have right to gender equality and to work with dignity and to have working environment safe and protected from sexual harassment or abuse and appropriate work conditions in respect to health and hygiene."

Sd/-  
Principal  
Dr. B.B.A. Government Polytechnic,  
Karad (DP)

## [26] FACULTY PROFILE

Sr. No.	Name of the Officer	Qualification	Designation
01	Shri D.L. Sahu	M.E. Civil	Lecturer in Civil Engineering
02	Dr. B. Jha	Ph. D, Civil	Lecturer in Civil Engineering
03	Shri K.B. Patel	B.E. Civil	Lecturer in Civil Engineering
04	Shri R.N.D. Sarma	M.Tech., Civil	Lecturer in Civil Engineering
05	Shri C.S. Rao	M. Tech. Mech.	Lecturer in Mechanical Engineering
06	Dr. B.K. Dandapat	Ph.D. Civil	Lecturer in Mechanical Engineering
07	Shri B. Moharana	M.E. Mech.	Lecturer in Mechanical Engineering
08	Shri P.V. Gadge	M.E. Production	Lecturer in Production Engineering
09	Shri S. Mishra	M.Tech. Elec.	Lecturer in Electrical Engineering
10	Smt C.N. Desai	B.E. Elect.	Lecturer in Electrical Engineering
11	Shri A.K. Swain	M.E. Elec.	Lecturer in Electrical Engineering
12	Smt M.G. Desai	B.E. Electronics	Lecturer in Electronics Engineering
13	Shri S. Chennappa	M.E. Computers	Lecturer in Computer Engineering
14	Dr. J.B. Rana	M.Sc., Ph.D.	Lecturer in Chemistry
15	Shri D.N. Shinde	M.Sc., B.Ed.	Lecturer in Mathematics
16	Shri Mitesh S.B.	B.E. Civil	Lecturer in Civil Engineering
17	Shri Anil A. Patil	M.Tech. Computers	Lecturer in Computer Engineering
18	Shri Sanjay N. Solanki	M.Tech. Computers	Lecturer in Computer Engineering
19	Shri Sohit S. Mecwan	M.Tech. Computers	Lecturer in Computer Engineering
20	Smt Khyati Jadeja	B.E. Elec.	Lecturer in Electrical Engineering
21	Shri Janmesh Rohit	B.E. Elec.	Lecturer in Electrical Engineering
22	Shri A. D. Desai	M.Sc. Physics	Lecturer in Physics
23	Shri Sachin M. Chavan	M.A. English	Lecturer in English
24	Smt Alka N. Patel	B.E. Electronics	Lecturer in Electronics Engineering
25	Smt Hemangini H. Parmar	B.E. Electronics	Lecturer in Electronics Engineering
26	Smt Urvi C. Patel	B.E. Information Tech.	Lecturer in Information Technology
27	Shri Bhaven K. Doshi	B.E. Information Tech.	Lecturer in Information Technology
28	Shri Dipan M. Patel	B.E. Mech.	Lecturer in Mechanical Engineering
29	Shri. Vishal V. Dhoke	M. Tech. Mech.	Lecturer in Mechanical Engineering

## ROAD MAP TO THE INSTITUTE

