GOVERNMENT POLYTECHNIC COLLEGE THIRUVOTTIYUR

CHENNAI – 600 019

MANDATORY DISCLOSURE

2025 – 26

Email : gptctvt@gmail.com

Website : https://gptctvt.in

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CHENNAI – 600 019

Mandatory Disclosure

Institute Details	
Name of the Institution	Government Polytechnic College
Address	Vimgo Nagar, Thiruvottiyur High Road Thiruvottiyur, Chennai
Pin code	600019
State	Tamil Nadu
Longitude & Lattitude	13.175713 80.306283
Office Hours at the Institution	10.00 – 05.30 PM
Academic Hours at the Institution	9.30 AM – 4.40 PM
E-Mail	gptctvt@gmail.com
Website	https://gptctvt.in
Nearest Railway Station	1. Wimco Nagar MRT 2. Wimco Nagar Metro
Nearest Airport	Chennai International Airport

Type of the Institution	
Government / Private - Self Financed	Government
Category (1) of the Institution (Non Minority / Minority)	Non-Minority
Category (2) of the Institution (Co-Ed / Women Only)	Co-Ed

Name of the Affiliating Authority

Address	Directorate of Technical Education, Guindy, Chennai - 600 025
Website	https://dte.tn.gov.in

Details of the Principal

Name	Thiru K. K. Kalatharan
Exact Designation	Principal (FAC)
Phone Number	+91 6380661558
E-Mail	gptctvt@gmail.com
Highest Degree	M.E
Field of Specialization	Mechanical Engineering
Experience	20 Years

Governance

Members of the Board and their brief Background	Not Applicable
Members of Academic Advisory Committee	Not Applicable
Frequency of Board Meetings and Academic Advisory Body	Not Applicable
Organizational Chart	Refer Annexure I

Nature and extent of involvement of faculty and students in academic affairs/ improvements

Faculty	**1. Curriculum Development** • Implementation of TNDOTE curriculum, Academic Planning, Internal & external academic monitoring • Participate in periodic curriculum revision and development. • Align course content with industry needs and emerging technologies.

	2. Academic Planning • Prepare lesson plans, teaching schedules, and academic calendars. • Ensure timely and systematic delivery of syllabus content. **3. Innovative Teaching Practices** • Use ICT tools, e-learning platforms, and flipped classroom models. • Implement experiential and activity-based learning methods. **4. Assessment and Evaluation** • Conduct internal assessments and evaluate student performance. • Identify learning gaps and offer remedial support. **5. Student Mentoring and Counselling** • Mentor students on academic, personal, and career-related issues. • Provide continuous support to enhance student well-being and performance. **6. Faculty Development** • Participate in FDPs, workshops, and seminars. • Stay updated with latest pedagogical techniques and subject knowledge. **7. Research and Projects** • Guide students in mini and major projects. • Encourage participation in symposiums, paper presentations, and technical contests.
Student	**1. Curriculum Feedback** • Provide regular feedback on course content and teaching methods. • Suggest improvements through class committees or feedback forms. **2. Active Learning Participation** • Engage in classroom discussions, presentations, and group activities. • Participate in hands-on sessions, lab work, and project-based learning.

	3. Assessment Contribution • Take part in internal assessments, quizzes, and assignments. • Analyse performance and seek faculty support for improvement. **4. Mentoring and Peer Learning** • Participate in mentoring programs and peer tutoring initiatives. • Support fellow students through collaborative learning. **5. Project Work and Research** • Undertake mini and major projects under faculty guidance. • Present papers and projects in seminars, symposiums, and competitions. **6. Co-curricular and Technical Activities** • Join student clubs, technical associations, and academic committees. • Organize and participate in workshops, tech fests, and hackathons. **7. Skill Enhancement** • Enroll in certification courses, online learning, and skill development programs. • Attend seminars, guest lectures, and industrial visits for practical exposure.
Mechanism/ Norms & Procedure for Democratic / Good Governance	**1. Administrative Oversight** • The institution operates under the administrative control of the Department of Technical Education (DOTE) / State Government. • Policies and directions issued by the government are implemented through the Principal, who acts as the head of the institution. **2. Principal's Role** • The Principal is the academic and administrative head, responsible for executing government policies, managing institutional affairs, and maintaining discipline.

- Chairs all major committees and ensures smooth functioning in coordination with staff and departments.

3. Department-Level Administration

- Heads of Departments (HoDs) manage academic and administrative matters at the department level.
- Periodic department meetings are conducted to ensure internal planning and review.

4. Committees and Cells

- Various statutory and functional committees (e.g., Academic Committee, Purchase Committee, Admission Committee, Anti-Ragging Cell, Grievance Redressal Cell, Internal Complaint Committee, etc.) are formed with faculty representation.
- Decisions are made collectively with minutes documented for transparency.

5. Faculty Involvement

- Faculty members participate in curriculum development, examination work, academic planning, and student mentoring.
- Actively involved in institutional committees, quality initiatives, and co-curricular planning.

6. Student Participation

- Students are involved through class representatives and student councils where applicable.
- Feedback from students is regularly collected and used for academic and infrastructural improvements.

7. Internal Quality Assurance

- The Internal Quality Assurance Cell (IQAC) (if applicable) monitors institutional performance and promotes continuous improvement in teaching, learning, and administration.

8. Grievance and Redressal Mechanism

- Functional grievance redressal systems are in place for both students and staff.
- Complaints are addressed in a time-bound and fair manner through designated committees.

	9. Transparency and Accountability • All financial and administrative procedures follow government norms and auditing processes. • Institutional decisions are taken in a transparent, participative, and documented manner.
Students Feedback on Institutional Governance / Faculty Performance	**1. Purpose and Process** • Student feedback is an integral part of the quality assurance process in the institution. • Feedback is collected systematically at the end of each semester through structured forms—both online and offline. **2. Areas of Feedback** **Students provide feedback on:** • **Faculty Performance:** Clarity of teaching, subject knowledge, punctuality, engagement, communication, and responsiveness to doubts. • **Institutional Governance:** Administrative efficiency, grievance handling, infrastructure, availability of learning resources, and student support services. **3. Mechanism of Collection** • Anonymous feedback is collected to ensure honest responses. • Class coordinators and the IQAC facilitate the process. • Feedback is usually collected digitally or through printed forms and maintained confidentially. **4. Analysis and Action** • Feedback is analysed by the IQAC and concerned departments. • Results are shared with faculty members for self-improvement. • If necessary, one-on-one mentoring is done by HoDs or Principal. • Institutional concerns are forwarded to the appropriate administrative body for action. **5. Outcome** • Helps improve teaching methodologies and delivery. • Supports informed decision-making at the administrative level. • Enhances overall academic and administrative quality of the institution

Grievance Redressal Mechanism for Faculty, Staff, and Students	**Objective:** - Address complaints fairly, transparently, and promptly. - Maintain a harmonious and safe institutional environment. **Grievance Redressal Cell (GRC):** - Constituted with senior faculty and representatives of staff and students. - Ensures proper handling of grievances. **Specialized Committees:** - Internal Complaints Committee (ICC) for gender-related issues. - Anti-Ragging Committee for ragging-related complaints. - Disciplinary Committee for code of conduct issues. **Submission Methods:** - Online grievance portal or dedicated email. - Physical suggestion/complaint boxes on campus. - Written complaints to committee members or HoDs. - Option for anonymous complaints. **Redressal Procedure:** - Acknowledge receipt of grievance promptly. - Conduct confidential investigation by the relevant committee. - Resolve grievances within 7–15 working days. - Escalate unresolved issues to Principal or higher authority. **Confidentiality & Transparency:** - Handle all grievances with strict confidentiality. - Keep complainants informed about the status and outcome. **Outcome:** - Foster a safe, inclusive, and responsive campus. - Improve communication between administration and stakeholders. - Support continual institutional improvement.

Internship	- **Purpose:**
	o Provide students with practical, industry-oriented experience.
	o Bridge the gap between theoretical knowledge and real-world applications.
	- **Duration:**
	o Typically ranges from 4 to 6 weeks (may vary depending on curriculum).
	o Can be undertaken during summer or semester breaks.
	- **Selection Process:**
	o Students identify and apply for internships at industries, research organizations, or government bodies.
	o The institution may facilitate placements through its industry connections.
	- **Monitoring and Support:**
	o Faculty mentors guide students before, during, and after the internship.
	o Regular progress reviews and feedback sessions are conducted.
	- **Evaluation:**
	o Students submit internship reports and presentations.
	o Assessment is based on performance at the internship site and report quality.
	- **Benefits:**
	o Enhances practical skills, industry exposure, and professional networking.
	o Improves employability and understanding of workplace dynamics.

Programmes

Name of the Courses	Intake
Diploma in Civil Engineering	60
Diploma in Mechanical Engineering	60
Diploma in Electrical and Electronics Engineering	60
Diploma in Electronics and Communication Engineering	60
Diploma in Computer Engineering	60

Fees

Fees to be collected from the candidates as detailed below	
Admission Fees	Rs. 2
Development Fees	Rs. 1000
Special Fees	Rs. 1000
Flag Day	Rs. 5
Caution Deposit	Rs. 50
Indian Red Cross	Rs. 20
NSS	Rs. 10
Group Insurance Scheme	Rs. 100
Total	**Rs. 2187**

Academic Sessions

Examination System (Year/ Semester)	Semester
Period of Exam	April and October
Period of declaration of Results	June and December

Teaching Staff, Technical Staff and Ministerial Staffs

S. No.	Name Thiru / Tmt / Dr	Designation	Department	Qualification
Teaching Staffs				
1	K. K. Kalatharan	Principal	Mechanical Engineering	M.E
2	R. Krishnamoorthy	Lecturer	Civil Engineering	M.Tech
3	V. Venugopal	Lecturer	Mechanical Engineering	M.Tech
4	G. Murugesan	Lecturer	Computer Engineering	M.E., Ph.D
5	J. Amuthavalli	Lecturer	English	M.A, SET, JRF- NET
6	V. Apna Sushma	Lecturer		M.A
7	S. Sankar	Lecturer	Mathematics	M.Sc.,M.Phil.,B.Ed.
8	Jeshua Rajan	Lecturer		M.Sc.,M.Phil.,SET., NET.
9	P. Sathya	Lecturer	Physics	M.Sc.,M.Phil.,B.Ed.
10	T. R. Singaravelan	Lecturer		M.Sc.,M.Phil,,SET, DST Inspire fellow
11	M. Thenmozhi	Lecturer	Chemistry	M.Sc.,M.Phil,B.Ed
12	B. Naveen	Lecturer		M.Sc.,Ph.D,PostDoc, SET, JRF- NET
Technical Staffs				
1	P. Boobalan	Workshop Instructor	Workshop	ITI
2	G. Gopi	Skilled Assistant	-	SSLC
3	S. Ramesh	Skilled Assistant	-	ITI
4	M. Lakshmi Narasimman	Skilled Assistant	-	ITI
5	R. Sasikumar	Skilled Assistant	-	ITI
6	A. Rajeshbabu	Skilled Assistant	-	ITI

Ministerial Staffs				
1	N. Princy Rathna Roseline	PA to the Principal	-	B.A
2	P. Punithavathy	Superintendent	-	M.Com
3	P. Sree Sachitha	Jr. Assistant	-	B.Com
4	P. Mariappan	Typist	-	DME

Placement Cell

Placement Cell is a dedicated department responsible for managing and facilitating the placement and internship activities for students. It acts as a bridge between students and potential employers, ensuring that students are industry-ready and have opportunities to secure jobs or internships relevant to their field of study.

Functions and Responsibilities

Function	Description
Company Outreach	Contacting and inviting companies for placements and internships
Student Preparation	Organizing training programs, workshops, resume-building sessions, etc
Placement Drives	Conducting on-campus and virtual recruitment drives
Internship Coordination	Assisting students in finding relevant internships
Data Management	Maintaining student databases, company contacts, and placement records

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     │   Lecturer   │          │ PA to Principal │
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     │   Workshop   │          │    Office     │
     │  Instructor  │          │ Superintendent │
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     ┌──────────────┐          ┌──────────────┐
     │ Technical Staff │       │ Jr. Assistant / │
     └──────────────┘          │     Typist      │
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