



સરકારી પોલીટેકનીક, ભુજ.

Government Polytechnic - BHUJ.

હીલ ગાર્ડનની સામે, ભુજ-કચ્છ. ૩૭૦ ૦૦૧.

Opp. Hill Garden, Bhuj-Kutch. 370 001.

RIGHT TO INFORMATION ACT, 2005

CHAPTER II (Right to information and obligations of public authorities)

Information as para 4(1)b

Mandatory Discloser

i) The particulars of its organization, function and duties.

a) Particulars of its organization -

- i) Name of organization- Government Polytechnic, BHUJ – Kachchh PIN 370001
- ii) Head of Organization – Shri S. H. Vora, Principal (In Charge).
- iii) Status of organization –Gujarat Government Institute, Establishment in 1987.
- iv) Affiliation –Gujarat Technological University, Ahmedabad
- v) Courses – Full time Diploma courses in Engineering in the following discipline.

Name of Branch	Course Duration	Intake
Civil Engineering	3 Years	90
Computer Engineering	3 Years	120
Electrical Engineering	3 Years	90
Mechanical Engineering	3 Years	90
Mining Department	3 Years	30

- vi) AICTE Approval –
 1. AICTE Approval F.No: Central/1-9318763843/2021/EOA dated 25/06/2021.
- vii) Admission procedure – Centralized admission process as per directives of Admission Committee for Professional Diploma Courses (ACPDG), Gujarat.
Phone No. 079-26305516 & Fax - 079-26300131.
Email: acpdginfo@gmail.com
Website: <http://www.acpdg.in/>

a) Function –

Functioning of the institution is as per existing Gujarat Government rules.

b) Duties –

i) To impart technical education & skill to the students of the institute as per the curriculum of Gujarat Technological University.

ii) To conduct examination as per Gujarat Technological University norms.

ii) Powers and Duties of its officers and Employees.

A) Duties of teaching faculty members.

ACADEMIC	ADMINISTRATION	EXTENSION
Class Room Instruction	Academic & Administrative Management of the Institution	Extension services (Community Development through Polytechnics scheme)
Laboratory Instruction	Policy planning, Monitoring & Evaluation & promotional activities both at departmental & Institutional level	Interaction with Industry & society
Curriculum Development	Design & development of new programs	Participation in community services
Developing learning Resource Material & Laboratory Development	Preparing project proposal for funding in areas of R&D work laboratory development, modernization, expansion etc.	Providing R&D support, consultancy services to Industry & user agencies.
Students Assessment & Evaluation including Examination work of University	Administration both at departmental & Institutional levels.	Providing non-formal modes of education for the benefit of the community.
Participation in the Co-curricular & Extracurricular activities.	Development Administration & Management of institution facilities.	Promotion of entrepreneurship & job creation
Students Guidance & Counseling & helping their personal, ethical, moral & overall Character development	Monitoring & evaluation of academic & research activities	Dissemination of knowledge

Continuing education Activities	Participation in policy planning at the regional, national level for development of technical education	Providing technical support in areas of social relevance
Keeping Abreast of new knowledge & skills help generate new knowledge & help discrimination of such knowledge through Book Publication, Seminars etc.	Helping mobilization of resources for the Institution. Develop, update & maintains MIS. Plan & implement staff development activities.	
Self-development through upgrading qualification, experience & Professional activities.	Maintain accountability. Conduct performance appraisal	

And any other relevant work assigned by the Head of Institution from time to time.

B) Powers and duties of its employees -

Duties & responsibilities of all employees are assigned by the Principal as per need arising from time to time in concurrence with their post and Gujarat Civil Services Rule.

iii) The procedure followed in the decision making process, including channels of supervision and accountability.

1. Decision making process –

- a) All the decisions related to academic matters & purchases of the departments are taken by the Principal with due discussion with the Heads of departments.
- b) Decisions related to establishment are taken by the Principal & in consultation with authorities like Director of Technical Education and Joint Director of Technical Education.

iv) The norms set by it for the discharge of its functions:-

The institute has to follow norms set by the AICTE, University, Director of Technical Education & State Govt. from time to time.

v) The rules, regulation instruction, manuals and records, held by it or under its control or used by its employees for discharging its function.-

1) The rules, regulation instruction, manuals and records, held by employees of the Institutions

A) Office –

1. Student section-

- 1) All records related to rules and regulations of Admissions to Diploma Engineering.
- 2) All records related to rules and regulations of eligibility.

- 3) All records related to rules and regulations of fee concession & Scholarship.
- 4) All records related to rules and regulation of University Examination process and University Examination Results.
- 5) All detailed records of all students.

2. Accountant –

- 1) Gujarat Treasury Rules.
- 2) All records of bills, which are to be submitted to treasury.
- 3) Records of grants received & expenditure.
- 4) Monthly expenditure records.
- 5) Salary bill records.
- 6) TDS & GPF detail

3. Establishment

- 1) Service books of all employees of the institute.
- 2) EL & ML records.
- 3) Personal file of all employees.
- 4) Records related to new GRs.
- 5) Pension files.
- 6) Confidential records of all employees.
- 7) Advances / Govt. loan records.

4. Cashier

- 1) Cash book (Govt. and Non Govt. and Bank)
- 2) Cash control.
- 3) Payments of bills & salary, details of remuneration.
- 4) Collection of student fee & distribution of scholarship & Concession.

B) Store keeper –

- 1) All files of purchases of equipment, machinery, consumables & semi consumables.
- 2) Central Dead Stock register and central Furniture register, consumables and Semi consumables register.
- 3) Bill passing records register.
- 4) Report of audit of store & purchase.
- 5) Action taken for removal of the objection in audit of the store.

C) Departments –Following information related to respective departments.

- 1) Syllabus records, timetable, work distribution among staff.
- 2) Casual leave record of all teaching and non-teaching staff in the department.
- 3) Departmental Dead Stock & Consumable and Semi consumable register.
- 4) Manuals of equipment and project & seminar report of the

- Students in the department.
- 5) Records of issued and non-issued material.
 - 6) Assessment record of students.
 - 7) Record of R &D and testing & consultancy activities

2) The rules used by its employees for discharging their function.-

1. All the teaching staff of the institute use rules & regulations of the university, for discharging their duties related to examinations. Academic records regarding this are kept under their custody.
2. Gujarat Civil Services Rules are applicable to all employees of the institution for discharging their duties in an efficient manner.

vi) A statement of the categories of documents that are held by it or under its control:-

vii)

Type of Document	Name of Custody Holders
Confidential reports	Principal or person authorized by Principal.
All the matter related to bills to be paid	Cashier.
Documents related to university examination, Scholarships & fees	Student section clerk
Documents related to accounts	Accountant
Documents related to establishment	Establishment clerk
Documents related to purchase	Store keeper
Documents related to academic Activities	Respective H.O.Ds & teachers.
Documents related to admission	Admission In-charge or his process supporting Officer.
Documents related to Library	Librarian.
Documents related to communication DTE, RO, AICTE, AICTE (WRC),and University	Concerned Reviewing officer and his

The particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or administration thereof.

There is no such procedure for taking consultations of a public representative in formulation of the policies for this institute. However, they can send their representation regarding formulation policies directly to the State Government or through the institution to the Govt. At the same time, Institution has kept a suggestion box for submitting any suggestion by any public representatives.

viii) Officers and Employees in the system (pay and allowances as per AICTE norms.) Teaching

Sr.No.	Name of officer	Designation	Class
1	Shri S. H. Vora	Principal	II
2	Shri R J Hathi	HoD Applied Mechanics	II
3	Shri N V Thakar	HoD Civil	II
4	Shri J A Patel	HoD Computer	II
5	Ku. D. K. Raval	HoD Electrical	II
6	Shri S. H. Vora	HoD Mechanical	II
7	Shri E U Ganchi	HoD Metallurgy	II
8	Shri S G Srivastav	HoD Mining	II
9	Shri H A Joshi	HoD General	II
10	Su Shri K V Harpal	Lecturer in Applied	II
11	Su Shri J N Thacker	Lecturer in Applied	II
12	Su Shri K C Kanodia	Lecturer in Applied	II
13	Shri B V Thacker	Lecturer in Civil	II
14	Shri B P Patel	Lecturer in Civil	II
15	Shri Y D Jethva	Lecturer in Civil	II
16	Su Shri B B Sitapara	Lecturer in Civil	II
17	Shri R L Lalwani	Lecturer in Civil	II
18	Shri H A Virda	Lecturer in Civil	II
19	Shri N V Prajapati	Lecturer in Civil	II
20	Shri V S Khemchandani	Lecturer in Civil	II
21	Shri K S Manek	Lecturer in Computer	II
22	Su Shri B N Nakhuva	Lecturer in Computer	II
23	Shri N A Baldha	Lecturer in Computer	II
24	Shri D J Gami	Lecturer in Computer	II
25	Shri D V Sakaria	Lecturer in Computer	II
26	Shri N J Goswami	Lecturer in Computer	II
27	Shri R H Prajapati	Lecturer in Computer	II
28	Shri M G Taunk	Lecturer in Computer	II
29	Su Shri P K Sagar	Lecturer in Computer	II
30	Shri P B Thacker	Lecturer in Computer	II
31	Shri M N Dudharejia	Lecturer in Computer	II

32	Shri R H Davda	Lecturer in Computer	II
33	Shri D V Gamit	Lecturer in Computer	II
34	Su Shri A D Jansari	Lecturer in Computer	II
35	Shri A V Katua	Lecturer in Computer	II
36	Su Shri L L Shah	Lecturer in Computer	II
37	Shri J M Khodiyar	Lecturer in Electrical	II
38	Shri M S Thacker	Lecturer in Electrical	II
39	Shri M K Raval	Lecturer in Electrical	II
40	Shri V A Mistry	Lecturer in Electrical	II
41	Su Shri R A Vyas	Lecturer in Electrical	II
42	Su Shri A Y Pandya	Lecturer in Electrical	II
43	Shri Y P Gusai	Lecturer in Electrical	II
44	Shri H N Lad	Lecturer in Electrical	II
45	Shri M U Vadher	Lecturer in Electrical	II
46	Su Shri S P Jaradi	Lecturer in Electrical	II
47	Shri Ajit Yadav	Lecturer in Electrical	II
48	Su Shri N C Trivedi	Lecturer in Electrical	II
49	Shri N S Patel	Lecturer in Electrical	II
50	Shri D D Pandya	Lecturer in Mechanical	II
51	Shri H S Sorthia	Lecturer in Mechanical	II
52	Shri D L Suthar	Lecturer in Mechanical	II
53	Shri D B Lokwani	Lecturer in Mechanical	II
54	Shri S M Sanghvi	Lecturer in Mechanical	II
55	Shri J C Makani	Lecturer in Mechanical	II
56	Shri V D Patel	Lecturer in Mechanical	II
57	Shri V M Gadhvi	Lecturer in Mechanical	II
58	Shri D M Chauhan	Lecturer in Mechanical	II
59	Shri N K Prajapati	Lecturer in Mechanical	II
60	Shri M M Rana	Lecturer in Mechanical	II
61	Shri K A Chaudhari	Lecturer in Mechanical	II
62	Shri D P Judal	Lecturer in Mechanical	II
63	Shri K H Siju	Lecturer in Mechanical	II
64	Shri H D Tank	Lecturer in Mechanical	II
65	Shri D P Rami	Lecturer in Mechanical	II

66	Shri M B Hadia	Lecturer in Metallurgy	II
67	Shri S B Rathava	Lecturer in Metallurgy	II
68	Shri R J Patel	Lecturer in Metallurgy	II
69	Shri P Y Trivedi	Lecturer in Mining	II
70	Shri S C Dabhekar	Lecturer in Mining	II
71	Shri S S Shah	Lecturer in Mining	II
72	Shri S N Heruvala	Lecturer in Mining	II
73	Shri C V Thakor	Lecturer in Mining	II
74	Shri R J Mistry	Lecturer in Mining	II
75	Shri J K Patel	Lecturer in Mining	II
76	Su Shri K M Jha	Lecturer in Mining	II
77	Shri R K Patel	Lecturer in Mining	II
78	Shri J N Chavda	Lecturer in Mining	II
79	Su Shri S K Gohil	Lecturer in Mining	II
80	Shri D J Joshi	Lecturer in English	II
81	Shri H D Patel	Lecturer in Mathematics	II
82	Su Shri M H Vyas	Lecturer in English	II
83	Su Shri M S Shivani	Lecturer in English	II
84	Su Shri N P Joshi	Lecturer in Physics	II
85	Shri A R Oza	Lecturer in Mathematics	II

(Pay and allowances as per Government of Gujarat norms.)

Non-Teaching

Sr.No.	Name of officer	Designation	Class
1	Shri N L Goswami	Laboratory Assistant	III
2	Shri D H Gadhvi	Laboratory Assistant	III
3	Shri A B Rayma	Driver	III
4	Su Shri G V Jobanputra	Counter Attendent	III
5	Shri P V Vyas	Junior Clerk	III
6	Shri P N Thakor	Instructor Grade-B	III
7	Shri D N Jethi	Hamal	IV
8	Shri N J Gadhvi	Hamal	IV

9	Shri P I Rajgor	Hamal	IV
10	Shri N H Sompura	Hamal	IV
11	Shri M R Rathod	Hamal	IV
12	Shri M B Parmar	Hamal	IV
13	Shri D L Vaghela	Hamal	IV
14	Shri A N Rajgor	Mali	IV
15	Shri D F Chavariya	Hamal	IV
16	Shri K M Vala	Hamal	IV
17	Shri D K Manvar	Hamal	IV
18	Su Shri H J Vinjoda	Hamal	IV

ix) Fee-Structure for all branches (Yearly)

Sr. No	Fee	Boys (In Rs.)	Girls/TWF Boys (In Rs.)
1	TERM FEE	1000	0
2	GYMKHANA & TPO FEE	300	300
3	INTERNAL EXAM FEE	400	400
4	GTU AFFILIATION FEE	300	300
5	GTU EXAM FEE	1100	1100
	Total FEE	3100	2100

- In addition to that Theory GTU Exam fees (Regular/Remedial) as per circular.

x) Particulars of recipients of concessions, permits or authorizations granted by it.

Institute has authority to grant To&Fro railway & bus concessions as per state / Central Govt. norms.

xi) Details in respect of the information, available to or held by it, reduced in an electronics form.

a. List of books available in library.

b. List of the equipment available in the Institute.

c. List of the students admitted in the Institute.

xii) The particulars of facilities available to citizen for obtaining information, including the working hours of a reading room, if maintained for public use.

Nil

xiii) The names, designation and other particulars of the public Information Officers.

1. Public Information Officer –
Name- Shri H A Joshi
Designation – HoD (In Charge)
General Department
2. Assistant Public Information Officer–
Name- Shri A R Oza
Designation –Lecturer in Mathematics
3. Appellate Authority -
Name– Shri S. H. Vora
Designation –Principal

xiv) Such other information as may be prescribed

Nil