

☎ : (02832) 299222

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સરકારી પોલીટેકનીક, ભુજ.
Government Polytechnic - BHUJ.

હીલ ગાર્ડનની સામે, ભુજ-કચ્છ. ૩૭૦ ૦૦૧.

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

સાંસ/No. : સપોલુ/GPB :

Date/તારીખ :

THE RIGHT TO INFORMATION ACT, 2005
CHAPTER II (Right to information and obligations of public authorities)
Information as Para 4(1) b

Proactive Disclosure

1) The particulars of the organization, functions and duties.

Government Polytechnic, Bhuj College, established in 1988, is providing better education, practical training in the field of the Engineering. GP BHUJ is approved by All India Council for Technical Education of India. The institute is committed for excellent education in the Engineering profession and has splendid infrastructure facilities.

We offer six Diploma level programmes Computer Engineering, Mechanical Engineering, Civil Engineering, Electrical Engineering, Mining Engineering and Metallurgical Engineering.

Vision

Shaping a better future for mankind by developing effective and socially responsible individuals and organizations

Mission

Institute of Diploma Studies emphasizes the all round development of its students. It aims at producing not only good professionals, but also good and worthy citizens of a great country, aiding in its overall progress and development.

It endeavours to treat every student as an individual, to recognize their potential and to ensure that they receive the best preparation and training for achieving their career ambitions and life goals.

Mandate:

The college is to offer engineering courses at various levels to cater to the current and future needs of the industry and society. The college is to work in the direction of sustainable development of technical education.

Duties:

Teaching, relevant administration and developmental activities of engineering students of various branches as per GTU teaching scheme.

Principal (Head of office)						
Admin Officer O.S Clerks Peons	Account Officer H.C. Cashier Accountant Clerks Peons	Student Section I/Officer Stu. Sec O.S Senior Clerks Peons	Store Officer Purchase Store Keeper Peons	HOD Professor Asso. Prof. Asst. Prof. Supporting Staff Lab Asst. Peons	Librarian Asst. Librarian Cataloger Staff Peons	Rector Wardens Hostel Clerks Peons

Function:

To impart education in the area of engineering and Technology in the following programmes run by institute

Sr. No.	Course	Level	Year of Starting	Approved Intake Ist Shift	Approved Intake IInd Shift	Course Duration (yr)
1	Mechanical	Diploma	1988	120	60	3
2	Civil	Diploma	1988	120	60	3
3	Computer	Diploma	2002	120	60	3
4	Electrical	Diploma	1988	120	60	3
5	Mining	Diploma	1996	120	60	3
6	Metallurgy	Diploma	2009	60	--	3

Mechanism available for monitoring the service and public grievances:

Academic monitoring is done by concerned head of department. Overall monitoring is done by principal.

Department/section head resolves academic related issues under the guidance of principal. Women development cell and SC/ST cell, Anti-ragging committee has been formed as per the guidelines of GTU/AICTE/UGC.

Details of committees:

Women Development cell:

1. Chairperson of the committee :	1. Kum L.K.Sanghavi
2. Members from the Teaching Staff :	1. Ms. K.V.Harpal 2. Ms B.N. Nakhuva
3. Members from the non-teaching staff :	1. Smt. G.V.Jobanputra
4. Students from the College :	Computer Sem II student

Anti-ragging committee

Sr. No	No. Name Of Member	Designation
1	Prof. B.G. Bhankhar	Principal G.P.Bhuj
2	Chief Officer, Bhuj Municipality, Bhuj	Representative of Civil Administration
3	Police Inspector, Taluka Police Station, Bhuj	Representative of Police Administrator
4	Mr. Dineshbhai Vadiya Mitra Office, Near Indirabai Park, Bhuj	Local Media
5	Mr J.M. Khodiyar HOD, Electrical Department	Faculty Member Representative
6	Mr. N.V. Thakar HOD, Civil Department	Faculty Member Representative
7	Mr. D.D. Pandya Lecturer in Mechanical Engineering	Faculty Member Representative
8	Ms. Aarti D Jansari Lecturer in Computer Engineering	Faculty Member Representative
9	Civil Engg. Dept. Sem II student	Students Representative
	Comp. Dept Sem II student	Students Representative
10	D.T. Chothani Mech. Dept	Non-teaching staff
11	Mr. N.L.Goswami Electrician	Non-teaching staff

Over and above Grievances are resolved by the principal in consultation with internal management committees.

Address and contact nos. of Institute:

Name of the Institution	GOVERNMENT POLYTECHNIC BHUJ
Address	OPP. HILL GARDERN, AIRPORT ROAD, BHUJ KUTCH.
Land Phone number	2832-299222
FAX Number	2832-299222
Email	gpbhuj@yahoo.co.in
Website	www.gpbhuj.org
Institute Type;	Government
AICTE File No	F.NO.P-2/B-III/RC(BB)/93/17526
Date of First Approval by AICTE	15/02/1994
Organization Registration number	370001
Working Days and Timings	Monday to Saturday (except 2nd & 4th Saturday) from 10.30 to 6.10

i) The powers and duties of officers and employees.

1) Principal :

As Head of office all administrative and financial powers delegated by Govt. of Gujarat. Responsibility of Academic administration Financial: As per the GFR, contingency rules delegation of financial power laid by Govt. Of Gujarat.

Other:

Purchase as per procedure power delegated by govt. of Gujarat vide financial power (delegation) rules-1998 Manual of office procedure for purchase of stores by the Govt.Dept., Industries & mines Dept. Govt.of Guj.Consultancy as per power delegated by govt.of Gujarat vide GR.No. 1973/101105/GH dt.30/10/73 & 3/11/80

Hostel admission rules.GR.No.GEC-1074-77/35809 GH dt.26/7/77

2) Administrative Officer:

To assist in all administrative duties, control for organization coordination as per instruction form Head of office for the institution.

3) Accounts Officer:

To manage all financial matters of payment & receipt as per the govt. Rules As Drawing and Disbursing Officer.

4) Store Officer:

To carry purchase of material and equipment as per Institutions requirement and take work from subordinate staff.

5) Librarian:

To manage all library functions for the students & faculty of college.

6) Student Section In-charge:

Managing student record and carry, liaising with university in academic and other student related activities with the help of subordinate staff

7) Rector:

Hostel and mess administration and provide necessary accommodation and other necessary facilities to the students.

8) HOD:

Managing the respective academic program development consultancy and contact the subordinate teaching and technical staff.

9) Lecturer:

Teaching & duties imparted by the HOD

10) Lab Assistant & Instructional Staff:

To maintain laboratory and assist in performing experiments.

i) The procedure followed in decision making process including channels supervision and accountability

Establishment comprising of Administrative officer, Accounts officer, Store officer follows the rule of Government of Gujarat for service, finance and disciplinary power delegated. For academic matters GTU rules are followed.

(iv) The norms set for the discharge of its functions.

Norms are framed by Govt. of Gujarat and Commissionerate of Technical Education for administration. For academic matter Gujarat Technological University and AICTE rules are followed.

(V) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

1. All the rules regulations as per Government of Gujarat rules applicable time to time.
2. Academic and Examination rules as per GTU applicable time to time.

(vi) A Statement of the categories of the document held

Sr. No.	Category of document	Name of Document	Procedure to obtain Document	Held by /Under control of
1	Academic Syllabus, Course curriculum	As per GTU norms	Personally	Principal office
2	Administration	Govt. of Gujarat rules	Personally	Principal office
3	Financial	Govt. of Gujarat rules	Personally	Principal office
4	Purchase	Govt. of Gujarat rules	Personally	Principal office

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

Policy decisions are being taken by the Government of Gujarat.

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it Additional information as to whether the meeting of these are open to the public, or the minutes of such meetings are accessible to the public.

Not applicable

(ix) A directory of its officers and employees and

(x) The monthly remuneration received by each of its officers and employees; including the system of compensation as provided on its regulation

Sr No	Name	Gender	Post	Class	PayScale	
					6th CPC	7th CPC
1	Bharat Gokaldas Bhankhar	Male	HOD Applied Mech./ I.C Principal	II	37400-67000	N.A.
2	Rajesh Janardan Hathi	Male	Lecturer	II	37400-67000	N.A.
3	Kalpa Vashrambhai Harpal	Female	Lecturer	II	15600-39100	N.A.
4	Jahanvi Narendra Thacker	Female	Lecturer	II	15,600-39,100	N.A.
5	Thaker Nikunj Vishnuprasad	Male	Lecturer	II	15,600-39,100	N.A.
6	Thacker Bharat Virjibhai	Male	Lecturer	II	15,600-39,100	N.A.
7	Patel Bhavesh Pravinbhai	Male	Lecturer	II	15,600-39,100	N.A.
8	Sitapara Bindiya Bakulbhai	Female	Lecturer	II	15,600-39,100	N.A.
9	Jethva Yashraj Devenrasinh	Male	Lecturer	II	15,600-39,100	N.A.
10	Dave Isha Hardikkumar	Female	Lecturer	II	15,600-39,100	N.A.
11	Virda Haresh Arjanbhai	Male	Lecturer (Contract Base)	II	25000 FIX	N.A.
12	Khemchandani Vinod Shankarlal	Male	Lecturer (Contract Base)	II	25000 FIX	N.A.
13	Prajapati Naresh Vajabhai	Male	Lecturer (Contract Base)	II	25000 FIX	N.A.
14	Joshi Hitesh Ambashanker	Male	Lecturer	II	37400-67000	N.A.
15	Joshi Harish Ambashanker	Male	Lecturer	II	37400-67000	N.A.
16	Sanghavi Lopa Kiranbhai	Female	Lecturer	II	15,600-39,100	N.A.
17	Joshi Dipam Jentilal	Male	Lecturer	II	15,600-39,100	N.A.
18	Patel Hirenkumar Dharamashibhai	Male	Lecturer	II	15,600-39,100	N.A.
19	Gauswami Nikhilgiri Maheshgiri	Male	Lecturer	II	15,600-39,100	N.A.
20	Shivani Manasi Sarswat	Female	Lecturer	II	15,600-39,100	N.A.
21	SHIVKUMAR GOVINDLAL SRIVASTAV	Male	Lecturer	II	15,600-39,100	N.A.
22	Pranavkumar Yogeshkumar Trivedi	Male	Lecturer	II	15,600-39,100	N.A.
23	Shrijal Chandrashekhar Dabhekar	Male	Lecturer	II	15,600-39,100	N.A.
24	Samay Sanjaybhai Shah	Male	Lecturer	II	15,600-39,100	N.A.
25	Heruvala Sagar Navinchandra	Male	Lecturer	II	15,600-39,100	N.A.
26	Thakor Chirag Vijaykumar	Male	Lecturer	II	15,600-39,100	N.A.
27	Gohil Sejalben Karshanbhai	Female	Lecturer (Contract Base)	II	25000 FIX	N.A.
28	Mistry Ravi Jayantilal	Male	Lecturer (Contract Base)	II	25000 FIX	N.A.
29	Ravikumar Ganshyambhai Prajapati	Male	Lecturer (Contract Base)	II	25000 FIX	N.A.
30	Patel Keyuree Vinodkumar	Female	Lecturer (Contract Base)	II	25000 FIX	N.A.
31	Mr.Samarsinh Laxmansinh Chauhan	Male	Lecturer	II	37600-70000	N.A.

32	Mr.Ehjajehmad Usmanbhai Ghanchi	Male	Lecturer	II	15,600-39,100	N.A.
33	Mr.Sandeep Keshavji Parmar	Male	Lecturer (Contract Base)	II	25000 FIX	N.A.
34	Jiten Mohanlal Khodiyar	Male	Lecturer	II	15,600-39,100	N.A.
35	Mayur Sureshbhai Thacker	Male	Lecturer	II	15,600-39,100	N.A.
36	Mitesh Kanubhai Raval	Male	Lecturer	II	15,600-39,100	N.A.
37	Vasim Abubakar Mistry	Male	Lecturer	II	15,600-39,100	N.A.
38	Ku. Roopa Amritlal Vyas	Female	Lecturer	II	15,600-39,100	N.A.
39	Pandya Astha	Female	Lecturer	II	15,600-39,100	N.A.
40	Harshadkumar Naranbhai Lad	Male	Lecturer	II	15,600-39,100	N.A.
41	Yogendrabharthi Pritambharthi Gusai	Male	Lecturer	II	15,600-39,100	N.A.
42	Nirav Jashvantbhai Patel	Male	Lecturer	II	15,600-39,100	N.A.
43	Keyurkumar Hasmukhbhai Patel	Male	Lecturer	II	15,600-39,100	N.A.
44	Manmit Umakantbhai Vadher	Male	Lecturer	II	15,600-39,100	N.A.
45	Shruti Kamleshbhai Parmar	Female	Lecturer	II	15,600-39,100	N.A.
46	Nisha Chandrakant Trivedi	Female	Lecturer (Contract Base)	II	25000 FIX	N.A.
47	Ajit Yadav	Male	Lecturer (Contract Base)	II	25000 FIX	N.A.
48	Shankha Banerjee	Male	Lecturer (Contract Base)	II	25000 FIX	N.A.
49	Narvatsinh Sonabhai Patel	Male	Lecturer (Contract Base)	II	25000 FIX	N.A.
50	Krupal Babubhai Parmar	Male	Lecturer (Contract Base)	II	25000 FIX	N.A.
51	Sagarkumar Lalitbhai Oza	Male	Lecturer (Contract Base)	II	25000 FIX	N.A.
52	Pandya Deven Dhirajlal	Male	Lecturer	II	15,600-39,100	N.A.
53	Sorathia Harilal Shambhubhai	Male	Lecturer	II	15,600-39,100	N.A.
54	Zala Bhagirathsinh Harpalsinh	Male	Lecturer	II	15,600-39,100	N.A.
55	Suthar Dineshkumar Lalji	Male	Lecturer	II	15,600-39,100	N.A.
56	Lokwani Divyansu Bhagavandas	Male	Lecturer	II	15,600-39,100	N.A.
57	Bavaliya Sureshbhai Babubhai	Male	Lecturer	II	15,600-39,100	N.A.
58	Chauhan Dipeshkumar Mohanlal	Male	Lecturer	II	15,600-39,100	N.A.
59	Patel Virenkumar Dashrathbhai	Male	Lecturer	II	15,600-39,100	N.A.
60	Rana Mayur Motilal	Male	Lecturer	II	15,600-39,100	N.A.
61	Tank Hardikkumar Dhirajlal	Male	ADHOC LECTURER	II	8000-275-13500	N.A.
62	Makani Jignesh Chturbhai	Male	Lecturer	II	15,600-39,100	N.A.
63	Gadhavi Valji Mohanbhai	Male	Lecturer	II	15,600-39,100	N.A.
64	Yadav Upendra Gopaldas	Male	Lecturer (Contract Base)	II	25000 FIX	N.A.

65	Wadhawana Hirenkumar Jayeshbhai	Male	Lecturer (Contract Base)	II	25000 FIX	N.A.
66	Surani Prajeshkumar Bhailal	Male	Lecturer (Contract Base)	II	25000 FIX	N.A.
67	Solanki Vipulkumar Shamalbhai	Male	Lecturer	II	15,600-39,100	N.A.
68	Chaudhari Kirankumar Ambarambhai	Male	Lecturer	II	15,600-39,100	N.A.
69	Judal Dhanrajbhai Premajibhai	Male	Lecturer	II	15,600-39,100	N.A.
70	Rami Divyang Prahladbhai	Male	Lecturer (Contract Base)	II	25000 FIX	N.A.
71	Kanji Hamirbhai Siju	Male	Lecturer	II	15,600-39,100	N.A.
72	Prajapati Navneet Kanjibhai	Male	Lecturer	II	15,600-39,100	N.A.
73	Baldha Nirav Amrutlal	Male	Lecturer	II	15,600-39,100	N.A.
74	Limbad Narendrasinh Virsangbhai	Male	Lecturer	II	15,600-39,100	N.A.
75	Gami Dharamkumar Jaysukhlal	Male	Lecturer	II	15,600-39,100	N.A.
76	Shah Latika Lalitkumar	Female	Lecturer (Contract Base)	II	25000 FIX	N.A.
77	Engineer Chetna Devendrabhai	Female	Lecturer (Contract Base)	II	25000 FIX	N.A.
78	Goswami Nishant Jaydevgiri	Male	Lecturer	II	15,600-39,100	N.A.
79	Ritesh Kumar H. Prajapati	Male	Lecturer	II	15,600-39,100	N.A.
80	Nakhuva Bhumi Nileshbhai	Female	Lecturer	II	15,600-39,100	N.A.
81	G V Lakhani	Male	Lecturer	II	15,600-39,100	N.A.
82	Arjun Valjibhai Katuva	Male	Lecturer (Contract Base)	II	25000 FIX	N.A.
83	Kamal Shankarlal Manek	Male	Lecturer	II	15,600-39,100	N.A.
84	Aarti Dayarambhai Jansari	Female	Lecturer	II	25000 FIX	N.A.
85	Mayur Girish Taunk	Male	Lecturer	II	15,600-39,100	N.A.
86	Divyarajsinh Indrasinh Jadeja	Male	Lecturer (Contract Base)	II	25000 FIX	N.A.
87	Sakariya Devraj Vashrambhai	Male	Lecturer	II	15,600-39,100	N.A.
88	Bhagora Rohitkumar Punabhai	Male	Lecturer (Contract Base)	II	25000 FIX	N.A.
89	Gohel Vishal Hasmukhbhai	Male	Lecturer (Contract Base)	II	25000 FIX	N.A.
90	Dineshdan Hajudan Gadhvi	Male	Lab Assistant	III	N.A.	33300
91	Antani Nitin Bansilal	Male	CURATOR	III	N.A.	39900-126600
92	Naredra Laxmangiri Goswami	Male	LAB ASSISTANT	III	N.A.	29200-92300
93	Chothani Dharmesh Tulsidas	Male	LAB ASSTT.	III	N.A.	29200-92300
94	Shri Suresh Ratilal Vora	Male	Head Clerk	III	N.A.	35400 - 112400
95	Smt. Geeta Mahadevmal Issrani	Female	Sr. Clerk	III	N.A.	35400 - 112400
96	Shri Abdulrazak Bavala Rayma	Male	Driver	III	N.A.	25500-81100

97	Smt. Geeta Vithaldas Jobanputra	Female	Counter Att.	III	N.A.	25500-81100
98	Shri Punit Vijaykumar Vyas	Male	Jr. Clerk	III	N.A.	FIX 19,950
99	Dhanjibhai Khimjibhai Manvar	Male	PEON	IV	N.A.	15000-47600
100	Jethi Dipak Nanalalbhai	Male	HAMAL	IV	N.A.	15700-50000
101	Vinjoda Harshidaben Jayantilal	Female	Hamal	IV	N.A.	14800-47100
102	Pravin Ishwarlal Rajgor	Male	PEON	IV	N.A.	15700-50000
103	Dineshkumar Fulchandabhai Chavariya	Male	HAMAL	IV	N.A.	15000-47600
104	Kalidas Maganbhai Vala	Male	PEON	IV	N.A.	15000-47600
105	Shri Nilesh Jashraj Gadhvi	Male	PEON	IV	N.A.	15700-50000
106	Shri Narendra Hathiram Sompura	Male	PEON	IV	N.A.	15700-50000
107	Shri Mohanlal Bhagvanji Parmar	Male	PEON	IV	N.A.	15700-50000
108	Shri Mulji Ravji Rathod	Male	PEON	IV	N.A.	15700-50000
109	Shri Dhanji Laxman Vaghela	Male	PEON	IV	N.A.	15700-50000
110	Shri Arvind Nanala Rajgor	Male	MALI	IV	N.A.	15700-50000

(xi) The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

There is no agency under the control of this office to whom the budget/grant is to be allocated

(xii) The manner of executive of subsider programmes, including the amounts allocated and the details and beneficiaries of such programmes.

Not applicable

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

Not applicable

xiv) Details of the information available to or held by it reduced in an electronic form.

Institution web site: www.gpbhuj.org

(xv) The particulars of facilities available to citizens for obtaining information including the working hours of a library of reading room if maintained for public use.

The library and reading room are not for public use. It's available for the students and faculty of this institute.

(xvi) The names, designations, and other particulars of the public information officers

Details of Public Information Officers appointed at G.P. Bhuj

Public Information Officer

Sr No	Name	Designation	Phone no.		Fax	email id	Address
			Office	Resi.			
1)	Hitesh A Joshi	Lecturer in Physics and I/C HOD General	02832-299222	-	-	gpbhujrti@gmail.com	Government Polytechnic, Bhuj

(xvii) Such other information as may be prescribed and thereafter updated every year.

Information is updated In APRIL 2017