



GOVERNMENT POLYTECHNIC, VADNAGAR

(Under Commissionerate of Technical Education)

Near Government ITI , Vadnagar - 384355

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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 , Vadnagar
- ii) Head of Organization –Smt FALGUNI D. VATSRAJ, I/C Principal.
- iii) Status of organization –Gujarat Government Institute, Establishment in 2003.
- iv) Affiliation –Gujarat Technological University, Ahmedabad
- v) Courses – Full time Diploma courses in Engineering in the following discipline.

Name of Branch	Course Duration	Intake
Mechanical Engineering	3 Years	60
Diploma in Architectural assistantship	3 Years	60

- vi) AICTE Approval –
 1. AICTE Approval F.No: Central/1-9318712525/2021/EOA dated 25/06/2021.
- vii) Admission procedure – Centralized admission process as per directives of Admission Committee for Professional Diploma Courses (ACPDC), Gujarat.
Phone No. 079-26305516 & Fax - 079-26300131.
Email-acpdcinfo@gmail.com
Website: <http://www.acpdc.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.
- iii) Research & development.

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:-

1. Confidential reports – Principal or person authorized by Principal.
2. All the matter related to bills to be paid - Cashier.

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| 3. Documents related to university examination,
Scholarships & fees | - Student section clerk |
| 4. Documents related to accounts | - Accountant |
| 5. Documents related to establishment | - Establishment clerk |
| 6. Documents related to purchase | - Store keeper |
| 7. Documents related to academic
& Activities | - Respective H.O.Ds
teachers. |
| 8. Documents related to admission | - Admission In-charge or his
process supporting Officer. |
| 9. Documents related to Library | - Librarian. |
| 10. Documents related to communication
DTE,RO, AICTE, AICTE (WRC),and
University | - Concerned Reviewing officer and his
subordinate. |

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 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	Smt. F.D.Vatsraj	I/c Principal	I
2	Shri T R Parmar	HoD in Ec	I
3	Shri R D Patel	I/c HoD in Mechanical	II
4	Shri S S Patel	Lecturer in Ec	II
5	Shri R I Trivedi	Lecturer in Ec	II
6	Shri A V Patil	Lecturer in Ec	II
7	Smt. K M Sutariya	Lecturer in Ec	II
8	Shri G H Patel	Lecturer in Ec	II
9	Shri A D Patel	Lecturer in Mechanical	II
10	Shri M D Patel	Lecturer in Mechanical	II
11	Shri C B Patel	Lecturer in Mechanical	II
12	Shri C R Patel	Lecturer in Mechanical	II
13	Shri N J Patel	Lecturer in Mechanical	II
14	Shri H N Patel	Lecturer in Mechanical	II
15	Shri P B Kumbhar	Lecturer in Mechanical	II
16	Shri A P Patani	Lecturer in Mechanical	II
17	Shri P J Dodiya	Lecturer in Mechanical	II
18	Shri N M Kamdar	Lecturer in Mechanical	II
19	Shri H A Chauhan	Lecturer in Civil	II
20	Shri T J Vegda	Lecturer in Civil	II
21	Shri R T Dabhi	Lecturer in Architecture	II
22	Shri J A Joshi	Lecturer in Mathematics	II
23	Shri A R Patel	Lecturer in Physics	II
24	Shri H P Patel	Lecturer in English	II

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

Sr.No.	Name of officer	Designation	Class
1	Smt. P U Patel	Storekeeper	III
2	Shri K R Patel	Computer Operator	III
3	Shri K C Chaudhari	Instructor Grade B Mechanical	III
4	Shri D P Chaudhari	Lab. Assistant	III
5	Shri K N Mistry	Lab. Assistant	III
6	Shri K P Chaudhari	Chokidar	IV
7	Shri B B Thakor	Peon	IV

ix) Fee-Structure

SEM	REGULAR	TFWS/FEMALE
01, 03(CTOD) SEMESTER (NEW ADMISSION)	1. LOCKER FEES 1	1. LOCKER FEES 1
	2. GYMKHANA FEES 50	2. GYMKHANA FEES 50
	3. SOCIAL GATHERING FEES 10	3. SOCIAL GATHERING FEES 10
	4. COLLEGE INTERNAM EXAM FEES 100	4. COLLEGE INTERNAM EXAM FEES 100
	5. GTU ENROLLMENT FEES 150	5. GTU ENROLLMENT FEES 150
	6. THALASSEMIA TEST FEES 150	6. THALASSEMIA TEST FEES 150
	7. DEPOSIT FEES 50	7. DEPOSIT FEES 50
	8. GTU AFFILIATION FEES 300	8. GTU AFFILIATION FEES 300
	9. EDUCATION FEES 0	9. EDUCATION FEES 0
	10.LATE FEES 0	10.LATE FEES 0
	TOTAL FEES 811	TOTAL FEES 811
03, 05 – SEMESTER REGULAR	1. LOCKER FEES 1	1. LOCKER FEES 1
	2. GYMKHANA FEES 50	2. GYMKHANA FEES 50
	3. SOCIAL GATHERING FEES 10	3. SOCIAL GATHERING FEES 10
	4. COLLEGE INTERNAM EXAM FEES 100	4. COLLEGE INTERNAM EXAM FEES 100
	5. GTU ENROLLMENT FEES 0	5. GTU ENROLLMENT FEES 0
	6. THALASSEMIA TEST FEES 0	6. THALASSEMIA TEST FEES 0
	7. DEPOSIT FEES 0	7. DEPOSIT FEES 0
	8. GTU AFFILIATION FEES 300	8. GTU AFFILIATION FEES 300
	9. EDUCATION FEES 500	9. EDUCATION FEES 0
	10.LATE FEES 0	10.LATE FEES 0
	TOTAL FEES 961	TOTAL FEES 461
02, 04, 06 SEMESTER REGULAR	1. LOCKER FEES 1	1. LOCKER FEES 1
	2. GYMKHANA FEES 50	2. GYMKHANA FEES 50
	3. SOCIAL GATHERING FEES 10	3. SOCIAL GATHERING FEES 10
	4. COLLEGE INTERNAM EXAM FEES 100	4. COLLEGE INTERNAM EXAM FEES 100
	5. GTU ENROLLMENT FEES 0	5. GTU ENROLLMENT FEES 0
	6. THALASSEMIA TEST FEES 0	6. THALASSEMIA TEST FEES 0
	7. DEPOSIT FEES 0	7. DEPOSIT FEES 0
	8. GTU AFFILIATION FEES 0	8. GTU AFFILIATION FEES 0
	9. EDUCATION FEES 500	9. EDUCATION FEES 0
	10.LATE FEES 0	10.LATE FEES 0
	TOTAL FEES 661	TOTAL FEES 161

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

Institute has authority to grant to and 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 N. J. Patel Designation
- Lecturer Mechanical
2. Assistant Public Information Officer –
Name - Shri K. R . Patel
Designation – Computer Operator
3. Appellate Authority -
Name – Smt F.D.Vatsraj
Designation – I/c Principal

xiv) Such other information as may be prescribed

Nil