

THE RIGHT TO INFORMATION ACT, 2005

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

Information as Para 4(1) b

PROACTIVE DISCLOSURE

GOVERNMENT POLYTECHNIC VADNAGAR

Address : Near Sankleshwar Talav,
Near Government I.T.I.,
Vadnagar,
Dist: Mehsana
Pincode - 384355

Email: gp-vadnagar-dte@gujarat.gov.in

Web Site: <http://www.gpvd.cteguj.in>

Under Commissionerate of Technical Education
(Government of Gujarat)

1. The particulars of organization, functions and duties.

Particulars of Institution

Government Polytechnic, Vadnagar was established in year 2003, with an objective of imparting technical education in various fields of engineering and technology. This institute is recognized by All India Council of Technical Education (AICTE), New Delhi. The college is administrated by Directorate of Technical Education, Gujarat State, Gandhinagar and is affiliated with Gujarat Technological University. This Institute is running 4 courses in regular mode.

Vision :

To emerge as a prominent institute in the field of Diploma Engineering studies keeping in view the demand of industry and society through value based professional education of engineering.

Mission :

- To create an ideal teaching learning environment for quality education according to curriculum through utmost utilization of resources.
- To produce employable diploma engineers as per the need of the industry and society.
- To inculcate professional values and life skills among the students.

Details of courses run by the institute :

Government Polytechnic, Vadnagar offers following Diploma Courses under affiliation of Gujarat Technological University. The duration of this diploma course is 3 Years (6 Semesters). Eligibility of admission to this course is SSC (standard 10) Pass.

Information about Diploma Courses offered is given below.

Sr. No.	Name of Branch	Started Year	Seats
1	Diploma in Mechanical Engineering	2003	60
2	Diploma in Architectural Assistantship	2003	30
3	Diploma in Civil Engineering	2022	60
4	Diploma in Information & Communication Technology (ICT)	2022	60

Facilities available at Institute:

- Boys Hostel
- Library
- Canteen
- Drinking facilities with RO & Water cooler
- Gymkhana Facilities
- Staff Quarters
- Auditorium Hall

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>

Details of committees :

Office Order (Work Distribution)

Following administrative/managerial duties are assigned to corresponding officers/faculties in addition to their regular job specific responsibilities for smooth functioning and overall development of the institute till further order. All are inform to maintain records with proofs and present as and when required.

Sr No	Activity	Convener	Co-Convener	Members
1	<u>Head, Human Resource (Faculty & Staff)</u>			
1	Establishments/Administrative officer, Audit Para	Mr. A V Patil-EC	K M Sutariya-EC	H A Chauhan-Civil M D Patel-Mech K N Mistry-Lab Asst.
2	RTI & Legal matters	N M Kamdar- Mech		
3	Account/IFMS/Income Tax	A R Patel-Gen	R I Trivedi-EC	H P Patel-Gen K R Patel-Co. op D P Chaudhari-Lab. asst
4	CCC	A V Patil-EC	K R Patel-Co. Op.	
5	E-Mail Handling, CTE E-mail correspondence,	K R Patel-Co. Op.	D P Chaudhari-Lab Asst.	
6	RTO Learning License	G H Patel-Gen	N M Kamdar-Mech	
2	<u>Head, Student affairs:</u>			
1	ACPDC Help center, admission, Awareness programme	H N Patel- Mech	C R Patel-Mech	
2	GTU, All GTU Related activity and correspondence Student result Analysis and performance	R D Patel-Mech	R T Dabhi-Archi.	
3	Student Section, Tablet Distribution, Fee Collection(ALL) Student Related Matters etc. Concession bus pass, Bonafide cert., Cancellation of admission Marksheets distribution	P J Dodia-Mech	M D Patel- Mech	
4	Student Scholarship	N M Kamdar-Mech		
5	Gymkhana, Co-Curricular activity	C R Patel-Mech	H N Patel-Mech	

	and Extra Curricular activity Stage decoration, Yoga Day Thalassemiatest, Blood donation Tree plantation			
6	NSS,NCC ,Ek Bharat Shrestha Bharat (EBSB) VISHWA- KARMA YOJANA etc	H P Patel(Gen)		
7	Alumni association, Student Chapter , Professional Body	P B Kumbhar-Mech		
8	MYSY	K A Chaudhari- Mech	P B Kumbhar- Mech	
3	<u>Head Store & Purchase</u>			
1	Central Store Office Purchase on GeM New items/ VikasLaxi CSS,Tendering,Outsourcing Physical Verification Write-off	N J Patel-Mech	R T Dabhi- Arch.	K M Sutariya-EC A R Patel- Gen H A Chauhan-Civil P J Dodia-Mech P U Patet- Store Keeper Local Purchase Committee- All Hods As a Member , Store officer , Store keeper and Store representative of department
4	<u>Head, Academics</u>			
1	Institute Time Table Work load Calculation Planning of classes and Rooms Master TT,Institute Overload Committee,AcademicCalendar, First Year Co-ordination	H P Patel-Gen	R T Dabhi-Arch	K A Chaudhari -Mech T J Vegda- Civil A V Patil-EC
2	Academic Inspection (DTE & GTU), Institute Audit, NIRF	J A Joshi-Gen		All Hods as Members
3	AICTE approval	K M Sutariya-EC	N J Patel- Mech	
4	GTU Affiliation	K M Sutariya-EC	N J Patel- Mech	
5	AISHE	G H Patel-EC		
6	NBA	S S Patel- EC	J A Joshi-Gen	
7	SSIP, Startup Innovation and Design School,CIC3(Community Innovation & Co-Creation Centre)	R I Trivedi-EC	C B Patel-Mech	

	IPR,Hackathone,Centre of Excellence			
8	Cleanliness,LLCC, Housekeeping and gardening	R T Dabhi-Arch.		All Hods as members
5	<u>Head, Infrastructure & maintenance</u>			
1	Civil Works /Maintainance R & B (Civil) Liason for college campus,Hostel Campus Staff quartus allotment, Fire N.O.C ,Fire Extinguisher, Auditorium hall allocation	T J Vegda-Civil	H A Chauhan-Civil	All Hods as members
2	<u>Electrical Maintanance</u> (College + Auditorium+Hostels+street) Billing,R& B Electrical Liason,Solar panel etc <u>Mechanical Maintenance</u> RO & Water Cooler, AC maintenance	S S Patel-EC	C R Patel-Mech	
3	Security (Monitoring of Institute discipline)	M D Patel- Mech		
4	CWAN/ Lease Line/ InternetFacility,CCTV, NAMO WIFI, Video Conferencing	S S Patel-EC	G H Patel-EC	
5	Cogent ,Website,KYC(Know your College) portal	A V Patil-EC	G H Patel-EC	
6	<u>Head ,Industry & outreach</u>			
1	Training & Placement Cell,TPO Placement Fair Industry Linkages, CII(Confederation of Indian Industry) MOU, etc	C B Patel-Mech	P B Kumbhar-Mech	G H Patel-EC
2	MAY, PMKVY, D.VoC(AICTE) BISAG	P B Kumbhar-Mech	C B Patel-Mech	
3	Finishing school, Skill development program, GKS	A P Patani-Mech	K A Chaudhari - Mech	
4	Language Lab & SCOPE	H P Patel-Gen		

5	RUSA & Other Government Scheme	K M Sutariya-EC	N J Patel-Mech	
6	Media Cell, VC data, newsletter, Institute brochure	J A Joshi-Gen	N J Patel-Mech	
7	<u>Head, Amenities</u>			
1	Library	R I Trivedi-EC	A R Patel-Mech	T J Vegda-Civil A P Patani-Mech R T Dabhi- Arch.
2	Hostel	T R Parmar-EC	J A Joshi-Gen	All Hods as members K N Misrty –Lab Asstst. As Hostel Clerk
3	Canteen, Mesh, Medical facility	M D Patel-Mech		All Hods as members

Note: For Portfolio specific goals and responsibilities and related information refer TEIM for GPs.
Responsibilities of concerned conveners/members:

1. Prepare an annual action plan with clear objectives by following standard methodology considering NBA requirements as benchmark for overall development/smooth functioning of the institute.

2. Do allotment of work among members related to said portfolio.
3. Collection of previous data/documents/proofs from Ex. Convener/ In-charge if required and processed further to achieve the target as planned in action plan..
4. Motivate the team to accomplish the plan work as per annual action plan.
5. Coordinate with committee/members/representatives at regular interval to identify progress/lagging/follow ups, Submit progress report to principal.
6. Submit confidential report of members related to efficiency of members in fulfilling goals of particular portfolio to Principal to be reflected in PAR and also helping for 360 feedback of individual faculty
7. In absence of convener, co convener has to function as convener. If faculty name is in convener or co convener then that faculty must carried out duty as department member also.

2. The Powers and duties of its Officers and employees.

- Power delegated to the officers and employee is as per government rules.
- Duties of the officers are according to norms set by state government.

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

The Procedure Followed

Principal of the Institute is responsible for overall planning and management of the academic and administrative activities of the institutes including optimal utilization of resources. Principal is the implementing authority of plans and policies of the Government notified from time to time.

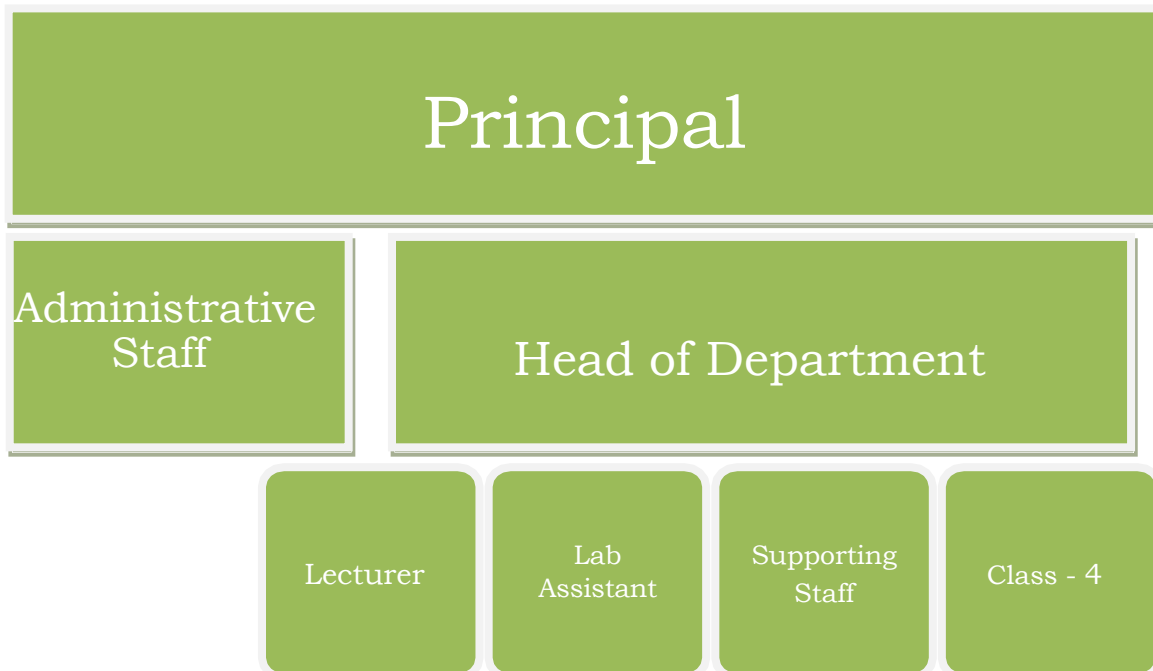
Principal performs the duties of Head of the office at the institute level. He is the competent authority for all cases of Class – 4 employees.

Cases of Class -1, Class – 2 and Class – 3 also require the approval of Head of Institute before sending for the final approval at the Head Office.

Channels of supervision and accountability

Principal acts as head of the office. Some cases are disposed at the level of Principal and the cases, which require approval of Director or Government, are sent to the Head Office by the Principal.

Every Officer/Official is accountable to the higher level Officer as depicted below: -



4. The norms set by it for the discharge of its functions.

The Institute discharges its function according to norms as below:

- Gujarat Civil Service Rules.
- Gujarat Financial Rules.
- Instructions given by the Government and Commissioner of Technical Education from time to time.
- The norms and standards as lay down by All India Council for Technical Education.
- Exam rules as laid done by Gujarat Technological University.

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

The Institute works on the basis of following rules/instructions:

- Gujarat Civil service rules.
- Gujarat financial rules.
- The instruction manual.
- The general and common conditions of service rules as amended from time to time.
- Institution given by Government and Commissioner of Technical Education.
- Exam rules as laid done by Gujarat Technological University
- Hostel admissions as per Government guidelines.

6. A statement of the categories of documents that are held by it or under its control.

The following documents are kept by the Institute under its control: -

a. Personal file of every officer/official.

This file contains a complete record of the employee right from his appointment in the Institute. It includes details of his service for e.g. postings, promotions, leaves, etc. and also all correspondence related to the employee.

b. Service Book of every officer/official of the Institute.

It includes entries of personal data, increments, promotions, and service verification, leave record, assured career progression scheme and all details of service rendered.

c. Annual confidential report for class IV Staff.

The yearly performance appraisal of class III and IV employee is recorded in the form of annual confidential report.

d. Attendance record of the students presently on roll of the institution.

Every teaching staff members keep subject wise attendance of the students.

e. Placement record of the pass out students.

Pass out student record is kept by placement officer.

7. 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.

- Regarding academic matters, reforms are set and approved by affiliating university i.e. Gujarat Technological University, Ahmedabad and AICTE, New Delhi. While, Administrative reforms and other major policy criteria are set and approved by the Directorate of Technical Education, Government of Gujarat.

8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

- No boards, councils committees and other bodies constituted.
- The Institute functions as per the directive received from Government and Commissioner of Technical Education.

9. A directory of its officers and employees

Web Site: <http://www.gpvd.ctegui.in>

10. The monthly remuneration received by each of its officers and employees. Including the system of compensation as provided on its regulation.

- As per rules and regulation lay down by the Government of Gujarat, Directorate of Technical Education Gujarat, AICTE, New Delhi and Gujarat Technological University, Ahmedabad.

11. 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 which the budget/grant is to be allocated.

12. The manner of executive of subside programmes, including the amounts allocated and the details and beneficiaries of such programmes.

- **Scholarship**

Scholarship to students belonging to SC, ST and S.E.B.C. categories by the Social Welfare Department.

13. Particulars of recipients of concession, permits or authorizations granted by it.

- The entire student those who are coming from nearby stations of institute get the concession on S.T. BUS and Railway traveling.

14. Details in respect of the information, available to or held by it, reduced in an electronic form.

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15. The particulars of facilities available to citizens form obtaining information including the working hours of a library or reading room if maintained for public use.

- Facility not available.

16. The names, designations and other particulars of the public information officers.

A) The names and designations of the public information officers at Instituteare: -

Sr No.	Name	Designation in College	Designation as per RTI Act	Contact No
1	Shri. T. R. Parmar	In charge Principal	I/C Principal & First Appellate Authority Government Polytechnic, Vadnagar	9099063228
2	Shri. N. M. Kamdar	Lecturer (Mechanical Engineering)	Public Information Officer, Government Polytechnic, Vadnagar	9099063228
3	Shri N. J. Patel	Lecturer (Mechanical Engineering)	Assistant Public Information Officer, Government Polytechnic, Vadnagar	9099063228

17. Any other information

- Nil