

## Government Polytechnic - Junagadh

Bilkha Road, To: Khadiya, Taluka & District: Junagadh

Email: gp-junagadh-dte@gujarat.gov.in Contact: 0285-

2681123

# Right to Information (R.T.I)

## **Proactive Disclosure**

Under the RTI Act, 2005

### I. Particulars of Organization, Function and Duties

### Particulars of Organization:

Name of organization: Government Polytechnic – Junagadh.

**Head of organization:** Mr. V. C. Jagani, I/C Principal.

**Status of organization:** Government, Establishment in 2006. **Affiliation:** Gujarat Technological University, Ahmedabad.

**Programme:** Full time Diploma Programme in Engineering in the following discipline.

Sr. No.	Name of Programme	Duration	Intake (Approved/Current)
1	Civil Engineering	3 Years	60/60
2	Electrical Engineering	3 Years	60/60
3	Mechanical Engineering	3 Years	60/60

**A.I.C.T.E** approval: A.I.C.T.E Approval F. No: Central/1-3509409289/2018/EOA dated 04/04/2018.

Admission procedure: Centralized admission process as per directives of A.C.P.D.C, Gujarat.

Phone No.: 079-26305516 & Fax: 079-26300131

Email: acpdcinfo@gmail.com
Website: http://www.acpdc.in/

#### Function:

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

#### Duties:

- ✓ To impart Technical education & skill to the students of the institute as per the curriculum of G.T.U (Gujarat Technological University).
- ✓ To conduct examination as per G.T.U (Gujarat Technological University) norms.
- ✓ Research & Development.
- ✓ Revenue generation with the help of teaching faculty, equipment & machinery of the institute.

## II. Powers and Duties of Officers and Employees

### Officers:

ACADEMIC	ADMINISTRATION	EXTENSION
Classroom instruction	Academic and administrative management of the institution.	Extension services (Community Development through Polytechnics Scheme)
Laboratory instruction	Policy planning, monitoring, evaluation and promotional activities both at departmental & institutional level.	Interaction with industry & society.
Curriculum development	Design and development of new programs.	Participation in community services.
Developing learning resource material and 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 and user agencies.
Students' assessment and 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 and extra-curricular activities.	Development administration and management of institution facilities.	Promotion of entrepreneurship and job creation.
Students' guidance, counseling and helping their personal, ethical, moral and overall character development.	Monitoring and evolution of academic and 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 and skills help generate new knowledge and help discrimination of such knowledge through book publication, seminars etc.	Helping mobilization of resources for the institution and Plan & implement staff development activities.	-
Self-development through upgrading qualification, experience & professional activities.	Maintain accountability and Conduct performance appraisal.	-

Apart from (As motioned above) any other relevant work assigned by the Head of Institution from time to time.

### 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

### Decision making process:

- ✓ All the decisions related to academic matters & purchases of the departments are taken by the Principal with due discussion with the Heads of Departments.
- ✓ Decisions related to establishment are taken by the Principal & in consultation with authorities like Commissionerate of Technical Education.

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

The institute has to follow norms set by the A.I.C.T.E, University, Commissionerate 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

## The rules, regulation instruction, manuals and records held by employees of the Institution: A) Office

#### 1. Student section

- ✓ All records related to rules and regulations of admissions to Diploma Engineering.
- ✓ All records related to rules and regulations of eligibility.
- ✓ All records related to rules and regulations of fee concession & scholarship.
- ✓ All records related to rules and regulation of university examination process and university examination results.
- ✓ All detailed records of all students.

#### 2. Accountant

- ✓ Gujarat Treasury Rules.
- ✓ All records of bills, which are to be submitted to treasury.
- ✓ Records of grants received & expenditure.
- ✓ Monthly expenditure records.
- ✓ Salary bill records.
- ✓ T.D.S & G.P.F detail.

#### 3. Establishment

- ✓ Service books of all employees of the institute.
- ✓ E.L & M.L records.
- ✓ Personal file of all employees.
- ✓ Records related to new GRs.
- ✓ Pension files.
- ✓ Confidential records of all employees.
- ✓ Advances / Govt. loan records.

#### 4. Cashier

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

#### B) Store keeper

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

#### C) Departments (Following information related to respective departments)

- ✓ Syllabus records, timetable, work distribution among staff.
- ✓ Casual leave record of all teaching and non-teaching staff in the department.
- ✓ Departmental Dead Stock & Consumable and Semi consumable register.
- ✓ Manuals of equipment and project & seminar report of the Students in the department.
- ✓ Records of issued and non-issued material.
- ✓ Assessment record of students.
- ✓ Record of R &D and testing & consultancy activities.

### The rules used by its employees for discharging their function:

- ✓ 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.
- ✓ 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 document that are held by it or under its control

Sr. No.	Category of Document	Held by or Under Control of
1	Confidential reports	Principal or Officer authorized by Principal
2	All the matter related to bills to be paid	Cashier
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 and Faculties
8	Documents related to admission	Admission in-charge officer or Supporting officer
9	Documents related to library	Librarian
10	Documents related to communication – C.T.E, A.I.C.T.E ,University and Others (As applicable)	Concerned Reviewing officer and 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 implementation 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. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or etc.

Not applicable

## IX. A Directory of its officers and employees

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## X. The monthly remuneration received by each of its officers and employees including the system of compensation

Teaching: (Pay & Allowance as per A.I.C.T.E norms followed by Government of Gujarat)

Sr. No.	Name of Officer	Sex	Designation	Programme	Class	Appointment Type	Category
1	Ms. S. R. MAHESHWARI	F	LECTURER	CIVIL ENGG.	II	REGULAR	GENERAL
2	Mr. N. D. VINZUDA	M	LECTURER	CIVIL ENGG.	II	REGULAR	SC
3	Ms. V. R. GHODA	F	LECTURER	CIVIL ENGG.	II	REGULAR	GENERAL
4	Mr. A. F. VANANK	M	LECTURER	CIVIL ENGG.	II	REGULAR	GENERAL
5	Mr. J. R. ARDESHNA	M	LECTURER	CIVIL ENGG.	II	REGULAR	GENERAL
6	Mr. M. R. KUKADIYA	M	LECTURER	CIVIL ENGG.	II	REGULAR	SEBC
7	Mr. J. J. LIMBANI	M	LECTURER	CIVIL ENGG.	II	CONTRACTUAL	GENERAL
8	Mr. V. C. JAGANI	M	HOD & I/C PRINCIPAL	ELECTRICAL ENGG.	I	REGULAR	GENERAL
9	Mr. R. K. PARMAR	M	LECTURER	ELECTRICAL ENGG.	II	REGULAR	SC
10	Mr. R. D. VANRA	M	LECTURER	ELECTRICAL ENGG.	II	REGULAR	SEBC
11	Mr. K. K. MEHTA	M	LECTURER	ELECTRICAL ENGG.	II	REGULAR	GENERAL
12	Mr. V. J. DAVE	M	LECTURER	ELECTRICAL ENGG.	II	REGULAR	GENERAL
13	Ms. D. V. SODHA	F	LECTURER	ELECTRICAL ENGG.	II	REGULAR	GENERAL
14	Mr. M. D. MUCHHADIYA	M	LECTURER	ELECTRICAL ENGG.	II	REGULAR	SC

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15	Mr. V. M. PARAMAR	M	LECTURER	ELECTRICAL ENGG.	II	REGULAR	SEBC
16	Mr. S. K. SINGAL	M	LECTURER	ELECTRICAL ENGG.	II	REGULAR	SC
17	Mr. K. M. VADAR	M	LECTURER	ELECTRICAL ENGG.	II	REGULAR	SEBC
18	Mr. R. R. KORIYA	M	LECTURER	ELECTRICAL ENGG.	II	REGULAR	SEBC
19	Mr. V. K. PATOLIA	M	LECTURER	GENERAL (CHEMISTRY)	II	REGULAR	GENERAL
20	Ms. T. K. JOSHI	F	LECTURER	GENERAL (CHEMISTRY)	II	REGULAR	GENERAL
21	Mr. S. M. PATAT	M	LECTURER	GENERAL (MATHEMATICS)	II	REGULAR	SEBC
22	Mr. Y. D. PIPALIYA	M	LECTURER	GENERAL (MATHEMATICS)	II	REGULAR	SEBC
23	Mr. K. H. JOSHI	M	LECTURER	GENERAL (ENGLISH)	II	AD-HOC	GENERAL
24	Mr. B. D. PARMAR	M	LECTURER	MECHANICAL ENGG.	II	REGULAR	SEBC
25	Mr. A. R. KOTADIYA	M	LECTURER	MECHANICAL ENGG.	II	REGULAR	GENERAL
26	Mr. M. B. RAVAL	M	LECTURER	MECHANICAL ENGG.	II	REGULAR	GENERAL
27	Mr. M. D. MATHUKIA	M	LECTURER	MECHANICAL ENGG.	II	REGULAR	GENERAL
28	Mr. J. M. BHATT	M	LECTURER	MECHANICAL ENGG.	II	REGULAR	GENERAL
29	Mr. A. M. GIRACH	M	LECTURER	MECHANICAL ENGG.	II	REGULAR	SEBC
30	Mr. V. E. BHADARKA	M	LECTURER	MECHANICAL ENGG.	II	AD-HOC	SEBC
31	Mr. A D. MODI	M	LECTURER	MECHANICAL ENGG.	II	REGULAR	GENERAL

## Non-Teaching: (Pay & Allowances as per Government of Gujarat norms)

Sr. No.	Name of Employee	Sex	Designation	Class	Appointment Type	Category	Remarks (Ifany)
1	Mr. N. V. CHAVDA	M	SENIOR CLERK	III	REGULAR	ST	-
2	Mr. M. V. TRIVEDI	M	COMPUTER OPERATOR	III	AD-HOC	GENERAL	DEPUTATION
3	Mr. D. R. BHATU	M	INSTRUCTOR-GRADE B (MECHANICAL ENGG.)	III	REGULAR	SEBC	-
4	Mr. S. J. BORISAGAR	M	LABORATORY ASSISTANT (ELECTRICAL ENGG.)	III	REGULAR	SEBC	-
5	Mr. A. G. DADHANIYA	M	LABORATORY ASSISTANT (MECHANICAL ENGG.)	III	REGULAR	GENERAL	-
6	Mr. P. N. PANDYA	M	PEON	IV	REGULAR	GENERAL	-
7	Mr. S. J. DUNGARSHI	M	HAMAL	IV	REGULAR	SC	-
8	Mr. K. R. JETHVA	M	WATCHMEN	IV	REGULAR	SEBC	-
9	Mr. D. S. KARAMTA	M	WATCHMEN	IV	REGULAR	ST	-
10	L. V. SINDHAL	F	SENIOR CLERK	III	REGULAR	ST	-
11	B. V. DHANKECHA	M	HAMAL	IV	REGULAR	SC	-
12	A G. VACHHANI	M	SENIOR CLERK	III	REGULAR	GENERAL	GTHS* STAFF

\*GTHS= GOVERNMENT TECHNICAL HIGH SCHOOL-JUNAGADH

Note: Directory of officers and employees as on November-2022

## XI. The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

#### Statement of grant received and expenses occurred for the year ended 2021-2022

Sr. No.	Grant Head	Grant Received Expenses Occurred		Remarks (If any)
1	NON-PLAN	-	-	-
		95C1 - ₹ 11800000/-	95C1 - ₹ 11775000/-	
2	PLAN	9C1 - ₹ 39721000/-	9C1 - ₹ 39721000/-	_
<b>_</b>	FLAIN	9C2 - ₹ 910000/-	9C2 - ₹909000/-	-
		9C3 - ₹ 4313000/-	9C3 - ₹ 4313000/-	
3	SCP	-	-	-
4	CNP	-	-	-

XI. The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

Not applicable

## XIII. Particulars of recipient of concessions, permits or authorizations granted by it

Not applicable

## XIV. The details in respect of the information, available to or held by it, reduced in an electronics form.

The information is available at Government Polytechnic - Junagadh in electronic form. Some of them are placed in the institute's websites: http://www.gpj.cteguj.in

XV. The particulars of facilities available to citizen for obtaining information, including the working hours of a library or 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, designation and other particulars of the Public Information Officers

Sr. No.	Name of Officer	Designation	Assigned Duty (R.T.I)	Contact No.	E-mail ID	Address
1	Mr. V. C. Jagani	I/C Principal	First Appellate Authority	+91 94262 27523  Office No. (0285-2681123)	1	Junagadh nagadh-362263
2	Mr. K. K. Mehta	Lecturer (Electrical Engineering)	Public Information Officer	+91 9924838331 <u>Office No.</u> (0285-2681123)	gpjunagadh@yahoo.in	Government Polytechnic – Junagadh Bilkha Road, To: Khadiya, Taluka & District: Junagadh-362263
3	Mr. S. M. Patat	Lecturer (Mathematics)	Assistant Public Information Officer	+91 96627 03832 <u>Office No.</u> (0285-2681123)	[dB	Governm To: Khadiya, Ta

## XVII. Such other information as may be prescribed

Nil