

**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 KHEDA
- ii) Head of Organization –Shri P R Dave, Principal.
- iii) Status of organization –Gujarat Government Institute, Establishment in 2013.
- 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	60
Mechanical Engineering	3 Years	60
Electrical Engineering	3 Years	60
Computer Engineering	3 Years	60
Information Technology	3 Years	60

- vi) AICTE Approval –
  - 1. AICTE Approval F.No: Central/1-9318868356/2021/EOA
- 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](mailto: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.
- iii) Research & development
- iv) Revenue generation with the help of teaching faculty, equipment & machinery of the institute.

**ii) Powers and Duties of its officers and Employees.**

**A) Duties of teaching faculty members.**

<b>ACADEMIC</b>	<b>ADMINISTRATION</b>
Class Room Instruction	Involvement of various government project work like RUSA, Purchase etc.
Laboratory Instruction	Policy planning, Monitoring & Evaluation & promotional activities both at departmental & Institutional level
Curriculum Development	Design & development of New Programme
Developing learning Resource Material & Laboratory Development Students Assessment & Evaluation including Examination work of University	Preparing project proposal for funding in areas laboratory development management, Involvement of various government project work like RUSA, Purchase etc.
Participation in the Co- curricular & extra curricular activities.	Development administration
Students Guidance & counselling & helping their personal, ethical, moral & overall character development	
Continuing education activities	
knowledge Updation	
Self development through upgrading qualification,	

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 its control:-**

1.	<b>Confidential reports</b>	Principal or person Authorized by Principal
2.	<b>All the matter related to bills to be paid</b>	Cashier
3.	<b>All the matter related to Students</b>	Student section clerk
4.	<b>Documents related to accounts</b>	Accountant
5.	<b>Documents related to establishment</b>	Establishment clerk
6.	<b>Documents related to purchase</b>	Store keeper
7.	<b>Documents related to academic Activities</b>	Respective H.O.Ds & faculties
8.	<b>Documents related to admission process</b>	Admission In-charge or his supporting Officer
9.	<b>Documents related to Library</b>	Librarian
10.	<b>Documents related to communication DTE,RO, AICTE, AICTE (WRC),and University</b>	Concerned Reviewing officer and his supporting Officer

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**

**Teaching Staff** : (pay and allowances as per AICTE norms.)

<b>Sr. No.</b>	<b>Name of Employee</b>	<b>Designation</b>	<b>Gender</b>	<b>Department</b>
1.	Shri P R Dave	Principal	Male	Civil Engg
2.	Rehana Baiju Mampilly	Lecturer	Female	General Department
3.	Jigneshkumar Babubhai Chauhan	Lecturer	Male	General Department
4.	Ishan Asheshkumar Bhavsar	Lecturer	Male	General Department
5.	K. C Bhatt	Lecturer	Male	Applied Mechanics
6.	Nisha Pradipkumar Shah	Lecturer	Female	Applied Mechanics
7.	Ketankumar Chhaganlal Varmora	Lecturer	Male	Civil Engg
8.	Margee Milisi	Lecturer	Female	Civil Engg
9.	Nirav Maheshchandra Gajjar	Lecturer	Male	Civil Engg
10.	Komal D Bhijwani	Lecturer	Female	Civil Engg
11.	Jaydeep P Parmar	Lecturer	Male	Civil Engg
12.	Alpesh M Patel	HOD	Male	Electrical Engg
13.	Jignesh N Pandya	Lecturer	Male	Electrical Engg
14.	Dipak G Parmar	Lecturer	Male	Electrical Engg
15.	Niketa K Chaudhari	Lecturer	Female	Electrical Engg
16.	Alpa D Mehta	Lecturer	Male	Electrical Engg
17.	Priti Sharma	Lecturer	Female	Electrical Engg
18.	Jayesh D Jani	Lecturer	Male	Mechanical Engg
19.	Pinkesh R Shah	Lecturer	Male	Mechanical Engg
20.	Arvindkumar V Prajapati	Lecturer	Male	Mechanical Engg
21.	Vijay R Chavda	Lecturer	Male	Mechanical Engg
22.	Sanjaykumar J Patel	Lecturer	Male	Mechanical Engg
23.	Riddhi A Patel	Lecturer	Male	Mechanical Engg

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

<b>Sr. No.</b>	<b>Name of Employee</b>	<b>Designation</b>	<b>Gender</b>
1	P K Patel	Administrative Officer	Male
2	Bansari B Patel	Jr. Clerk	Female
3	S S Kalaswa	Lab Asst	Male
4	B L Asari	Instructor	Male
5	Punambhai	Peon	Male

**i) Fee-Structure**

GTU Affiliation Fee and Exam fees as per GTU Norms. 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.

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.

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

Nil

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

<b>Sr. No.</b>	<b>Post</b>	<b>Name</b>	<b>Designation</b>
1	Appellate Authority	Shri P R Dave	Principal
2	Public Information Officer	Shri A M Patel	HOD Electrical

**vi) Such other information as may be prescribed**

Nil