

**THE RIGHT TO INFORMATION ACT, 2005**  
**CHAPTER II (Right to information and obligations of public authorities)**

**Information as Para 4(1) b**

**PROACTIVE DISCLOSURE**  
**OF**  
**GOVERNMENT POLYTECHNIC**  
**PALANPUR**  
**NEAR MALAN GATE, AMBAJI ROAD**  
**PALANPUR: 385001**

**Under Commissionerate of Technical Education (Govt. of Gujarat)**

## **(I) The particulars of the organization, functions and duties.**

Government Polytechnic, Palanpur is a State Governed institution offering multidiscipline Diploma programmes in engineering recognized by All India Council of Technical Education (AICTE), New Delhi and affiliated with Gujarat Technological University (GTU), Ahmedabad.

Government Polytechnic Palanpur was established in the year 1984. The Government of Gujarat allotted 20 Acres of land on which stands the majestic & sprawling Govt. Polytechnic campus. This institute started in the year 1984 with three Diploma level Engineering courses (Civil, Mechanical, and Elect) for the development of border area district. In 1994 another two courses has been started (E&C ENGG, I&C ENGG) for the advancement in technology. Now days this college has more than 1500 student with faculty members and other supporting staff.

The Library possesses more than 13000 books for all subjects with book bank facility for the needy students. The campus blends beautifully with the green landscaping, aesthetic elegance of structure and vibrant pursuits of knowledge by enthusiastic, energetic and well qualified experienced faculties.

### **Vision**

To produce competent Diploma Engineers as per need of industries and entrepreneurs with ethical values.

### **Mission**

Government Polytechnic, Palanpur strives to impart,

- Industry oriented technical education.
- Excellent teaching and learning environment.
- Promote entrepreneurship activities.
- Continual growth in every sphere of life by developing core human values.

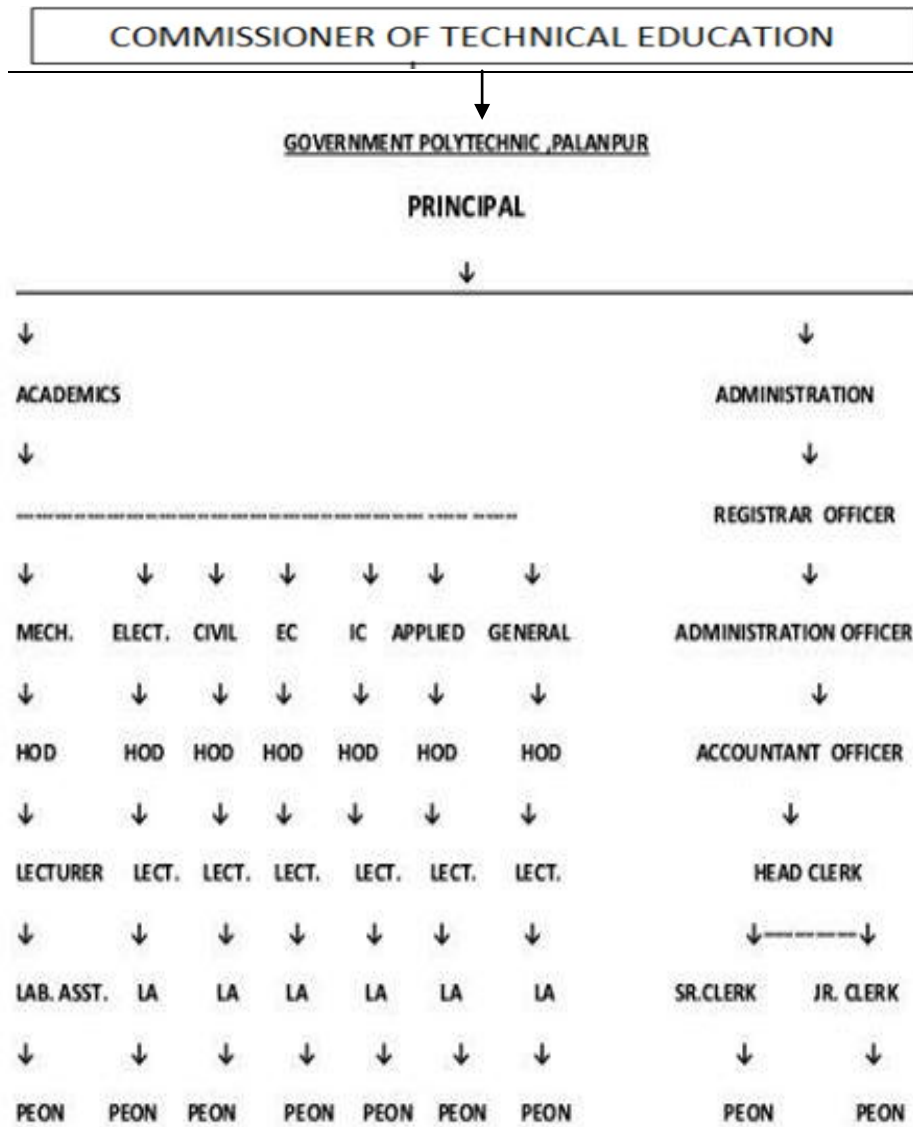
### **Duties**

- Carryout teaching activities and students evaluation as per teaching schemes framed by GTU. Administration and developmental activities as per need of various programmes.
- To plan, develop, execute and monitor technical education programme as per the need of the society in particular and country

as a whole.

- To provide consultancy, training, research and development opportunity to students, staff, faculty, society and professionals of the field.\_

**Organizational Structure**



## Function

Number of intake of various programmes is as under.

Sr	Name Of Course	Year started	Current Intake	Type	Annual FEE	Admission
1	Civil Engineering	1984	60+30	Full Time	As per Govt.Rules	On Merit Basis through ACPDC
2	Mechanical Engineering	1988	60	Full Time	As per Govt.Rules	On Merit Basis through ACPDC
3	Electrical Engineering	1984	60	Full Time	As per Govt.Rules	On Merit Basis through ACPDC
4	E &C Engineering	1994	30	Full Time	As per Govt.Rules	On Merit Basis through ACPDC
5	ICT Engineering	2022	60	Full Time	As per Govt.Rules	On Merit Basis through ACPDC

## Mechanism available for monitoring the service and public grievances:

Principal is monitoring all the activities of the institute pertaining to the academics and other institute administration and department level academic monitoring is done by the concerned head of the departments under the guidance of the principal.

Department and section in charges resolves academic and other related issues under the guidance of principal. Over and above Grievances are resolved by the principal in consultation with internal management committees of the institute.

Being a state government institution under Commissionarate/Directorate of technical education (CTE/DTE) office of education department, Major grievances related to administration are resolved by CTE/DTE office and academics grievances are resolved by affiliating university, i.e. Gujarat Technological University (GTU).

Women development cell, SC/ST cell and Anti-ragging committee have been formed as per the guidelines of GTU/AICTE/UGC.

### Details of committees

Sr No	Activity	Convener	Co-Convener	Members
<b>1</b>	<b>Head, Human Resource (Faculty &amp; Staff) :</b>			
1	Establishments	R N Patel-E C	V H suthar-Mech	V M Prajapati-Mech A V Gajjar-Elect R.L.Chaudhary-Mech C P Gelot-General A R Patel – Civil
2	IQAC / CAS	Principal	JT Patankar - IC	All HoDs : N N Rajgor-Civil M D Parmar-Applied M B Shah-Elect D D Prajapati-Mech J T Patankar-IC S J Chauhan-EC M F Tank-Gen
3	TNA /FDP Portal /Foreign NOC	A M Qureshi -Elect	N N Chaudhary - Mech	
4	R T I & Legal Matters	C S Pandya-Gen	Y D Chaudhary	
5	Audit Para	M J Mansuri-Applied	N N Rajgor-Civil	Co ordinators of esta, Account & store
6	Account (grant/budget/khar ch patrak/CPF/GPF/T reasury Bills/Fixation order ABC Register/Cashbook /Salary Bill/Arrears/	B B Mor-Gen	J N Chaudhary-Applied H T Patel - Civil	H T Patel-Civil N M Patel -EC J V Kureshi-IC R P Chavda- Elect T D Modi-Mech  Y D Chaudhary-Mech
7	Women Development cell & Internal Complaint Committee	M M Shah-IC	P G Chauhan - Mech	M K Pedhadia-EC F M Patel – Civil
8	Grievance redressal /Internal Complaint Committee	M B Shah - Electrical	D D Prajapati - Mech	DETAIL ORDER

	(Staff & Student )			
9	CCC Fee Reversal	M F Tank-Gen	R P Chavada-Elect	B K Katara-Mech
10	E-Mail Handling	S P Mahant-Mech	S P Joshiyara-EC	
11	SC-ST Cell	M.D.Parmar-Applied	P.G.Chauhan-Mech	Y T Rana - Civil N M Patel -EC
12	Physical Disable Cell	N.A.Modi-Mech	I.P.Karodiya(S.K.)	D.R.Modi(w/s)
13	RTO learning License	C M Prajapati-Mech	S.P.Mahant	Rotational order
<b>2</b>	<b>Head, Student Affairs :</b>			
1	ACPDH Help Center Awareness programme Marketing of college	J T Patankar--IC	M F Tank-Gen	Detail Order
2	GTU	L K Patel-EC	S P Joshiyara-EC	P K Bhavsar -Elect
			S P Mahant-Mech	V B Chauhary-Mech
			A R Patel - Civil	V A Chauhan -IC
3	Student Section; Scholarship AISHE Tab Distribution FEE collection (All) Student Related Matters etc. Concession bus pass Bonafide certi Cancellation of admission Marksheet distribution	M M Shah-IC	M K Pedhadia-EC	F M Patel-Civil
			R C Parmar-EC	M R Zala-Mech N H Oza-Mech
			S N Chauhan-Mech	R M Prajapati-Elect M R Patel-Elect N M Patel-EC
4	Gymkhana/  Co curricular activities Stage decoration Auditorium Maintenance	D N Sheth-Civil	R H Prajapati-Mech	F M Patel-Civil
			V.B Chaudhary	M K Prajapati-Mech
				N M Patel-EC
				J V Kureshi -IC
				J D Modi - General
J N Chaudhary -				

	Yoga Day Theleseemia test Blood Donation Tree plantation NSS			Applied P K Bhavsar -Elect (NSS)
5	Ek Bharat Shrestha Bharat(EBSB)	D N Sheth-Civil	R H Prajapati- Mech	F M Patel-Civil
			V.B Chaudhary	M K Prajapati-Mech
				PK Bhavsar - Elect
				N M Patel-EC
				J V Kureshi -IC
			S R Modi-Mech	J D Modi - General
				J N Chaudhary - Applied
P K Bhavsar -Elect (NSS only)				
6	Alumni Association	M D Parmar-Applied	A R Patel -Elect	H P Patel-Civil N A Modi -Mech R N Patel-EC V A Chauhan-IC P K Bhavsar-Elect
7	VISHWA- KARMA YOJNA	N N rajgor -Civil	F M Patel-Civil	S H Chaudhary - Elect
8	MYSY	V M Prajapati-Mech	R L Chaudhari- Mech	
9	Anti Ragging Commitee	S J Chauhan -EC		Detail Order
10	Anti Ragging Squade	D D Prajapati - Mech	N N Rajgor – civil	A N Patel-Civil
				C P Gehlot - General
				A V Gajjar –Electrical
<b>3</b>	<b>Head, Store &amp; Purchase:</b>			
1	Central Store Officer  Purchase on GeM New items/ Vikaslaxi CSS; Tendering Outsourcing etc. Physical	M J Mansuri-Applied	C M Prajapati- Mech	N V Prajapati -Civil
			M F Tank-Gen	P N Artwani-Applied
				J P Fudani-Mech
				R L Chaudhari-Mech
				T P Purohit-Elect
				L K Patel-EC
				J V Kureshi-IC C S Pandya-Gen

	Verification			
2	Local Purchase Committee	Principal	Store Officer As Member Secretary	All HoD As A Member
3	Write-off	J T Patankar-IC	M J Mansuri- Applied	N V Prajapati-Civil
			M.J.Vadhvaniy a-IC	B K Katara-Mech
				A.M Qureshi-Elect
				M K Pedhadia-EC
				M J Vadhvania-IC
				C S Pandya-Gen
				P N Artwani-Applied
				P N Artwani -Girl's hostel
				N N Chaudhary- A Block
	P K Bhavsar - B Block			
	K A Patel – IC - Library			
<b>4</b>	<b>Head, Academics:</b>			
1	Institute Time table  workload calculation Planning of classes and rooms Master TT Institute Overload committee Academic Calendar	M J Vadhvania-IC	T D Modi-Mech	Y T Rana-Civil
				N H Oza - Mech
				A M Qureshi-Elect
				R C Parmar-EC
				K A Patel -IC
				M F Tank-Gen
J N Chaudhary-Applied				
2	AICTE Approval	S J Chauhan-EC	C M Amin-Mech	A R Patel-Civil
			N J Chauhan-EC	D H Desai-Mech
				R P Chavada-Elect
				K A Patel-IC
				B B Mor-Gen
	P N Artwani -Applied			
3	GTU Affiliation	S J Chauhan-EC	C M Amin-Mech	A R Patel-Civil
			N J Chauhan-EC	D H Desai-Mech
				R P Chavada-Elect
				K A Patel-IC



				B B Mor-Gen P N Artwani -Applied
4	NBA	J T Patankar-IC	N V Oza- Mech	H T Patel - Civil
			M K Pedhadiya - EC	C M Prajapati -Mech
			M.J.Vadhvaniya-IC	I D Chaudhary -Elect
				J D Modi - Gen
5	SSIP CIC3 IPR Hackathone	B M Patel-Elect J T Patankar (Mentor) -IC	M J Dabgar-EC	Y T Rana-Civil
				D D Panchal-Mech
				R M Pprajapati-Elect
				V A Chauhan-IC
6	CLEANLINESS	M B Shah-Elect	J D Modi - General	P D Sheth-Civil
				N A Modi -Mech
				A V Gajjar-Elect
				S P Joshiara -EC
				P.G.Chauhan(W/S)
				K.A.Patel(LRUC)
				M M Shah -IC
P N Artwani -Applied				
<b>5</b>	<b>Head, Infrastructure &amp; Maintanance:</b>			
1	Civil Works /maintainance R&B (Civil) Liason For College campus Hostel campus Staff Quarters, Fire N.O.C ,	N N Rajgor-Civil	H.T.Patel -Civil	A N Patel-Civi
				H.P.PATEL-Civil
2	Electrical maintenance , (College + Hostels + street ) Billing R&B (Elect) liason, Solar Panel etc., Fire N.O.C	A R Patel - Elect	T P Purohit - Elect	
3	Mechanical Maintainance RO & Water	N V Oza -Mech	R H Prajapati – Mech V H Suthar -	B.K. Katara-Mech J.D. Chavada-Mech

	Cooler, AC Maintenance , Fire Extinguisher, Fire N.O.C		Mech	
4	Quarter Allotment	M D Parmar - Applied Mechanic	N N Rajgor – Civil	M B Shah –Elect
				D D Prajapati – Mech
				H.T.Patel-Civil
5	Security  ( Monitoring of Institutional Discipline)	B B Mor-Gen	V B Chaudhary- Mech	A N Patel-Civil
				M R Patel -Elect
				N J Chauhan-EC
				M J Vadhavaniya -IC
6	CWAN/ Lease Line/ Internet CCTV NAMO WIFI Video Conferencing.	J S Patel-EC	M J Dabgar EC	J V Kureshi -IC
				D H Desai-Mech
				S P Joshiara – EC
7	Cogent, Website KYC	J.T.Patanker-IC S.R.Modi-Mech	S P Joshiara –EC V.H.Suthar-Mech R.N.Patel-EC	N V Prajapati - Civil
				C M Amin - Mech
				R M Prajapatii -Elect
				N.J.Chauhan-EC
<b>6</b>	<b>Head, Industry &amp; Outreach:</b>			
1	Training and Placement Cell, Placement Fair Industry Linkages MOU etc.	I D Chaudhary- Elect	R H Prajapati-Mech	H P Patel-Civil
			N M Patel-EC	D D Panchal-Mech
				R P Chavda- Elect
2	MAY , PMKVY; DSC, D. Voc (AICTE) BISAG	S J Chauhan-EC	M J Vadhavaniya – IC	H P Patel-Civil
			M K Pedhadiya - EC	J.P.Fudani-Mech
				A V Gajjar-Elect
				N M Patel-EC
3	Finishing school GKS SCOPE Language Lab etc.	C S Pandya - General	T D Modi – Mech	V.A,Chauhan-IC
				S H Chaudhary-Elect
				Y T Rana-Civil
				M J Dabgar-EC
4	RUSA A I S H E	C P Gehlot-Gen	S N Chauhan-Mech	P D Sheth -Civil
				B M Patel – Elect
				R C Parmar-EC
				J V Kureshi -IC

5	CDTP	D D Prajapati-Mech	D N Sheth-Civil	I D Chaudhary – Elect
6	MEDIA CELL VC DATA Inspection data (Academic)	L K Patel-EC	S P Joshiyara-EC	S P Mahant-Mech
7	<b>Head, Amenities</b>			
1	Library	K A Patel-IC		
2	Hostel Rector	S J Chauhan-EC	N N Chaudhary-A BLK	H P Patel –civil
			P K Bhavsar-C BLk	D H Desai-Mech J D Chavda-Mech
			P N Artwai-Girls Hostel	S H chaudhary-elec
				N M Patel-EC
3	Canteen / Mess	S J Chauhan-EC	D D Prajapati- Mech	H T Patel - Civil
				N V Oza - Mech
				I D Chaudhary -Elec
				M M Shah - IC

### Address and contact nos. of Institute

<b>Name of the Institution</b>	<b>Government Polytechnic Palanpur</b>
<b>Address</b>	O/s Malan Gate, Ambaji Road, Palanpur:385001
<b>Land Phone number</b>	02742-245219
<b>FAX Number</b>	02742-262115
<b>Email</b>	<a href="mailto:gp-palanpur-dte@gujarat.gov.in">gp-palanpur-dte@gujarat.gov.in</a>
<b>Website</b>	<a href="http://www.gppp.cteguj.in">www.gppp.cteguj.in</a>
<b>Institute Type</b>	Government
<b>AICTE File No.</b>	
<b>Working Days and Timings</b>	Monday to Saturday(not on 2 <sup>nd</sup> and 4 <sup>th</sup> ) 10:30 to 18:10

### (II) The powers and duties of officers and employees

Excluding the Administrative Officer and Accounts Officer all officers act as faculty in their concerned field. Their duties and responsibilities are as follows:

- Teaching as per the teaching schedule and norms designed by AICTE, GTU, CTE and Government of Gujarat.

- Perform various duties assigned by Head of the Department, Principal, Commissionerate of Technical Education, Education department and Government of Gujarat.

### Principal:

As Head of the office, all administrative and financial powers delegated by Govt. Of Gujarat. And Responsibility of Academic administration,

**Financial:** As per the GFR, contingency rules delegation of financial power laid by Govt. of Gujarat.

#### **Other:**

- Purchases 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 Gujarat.
- Consultancies 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.
- Academic and administrative management of the institution.
- Policy, planning and providing academic and administrative leadership.
- Monitoring and evaluation of academic and research activities.
- Promotion of industry-institution interaction and R & D work. Participation in policy planning at the regional/national level for development of technical education.

### Head of Department:

- Providing leadership in both academic and administrative in relevant field of specifications.
- Policy, planning, monitoring and evaluation and promotional activities both at department and institutional level.
- Curriculum development and developing resource materials.
- Students' assessment and evaluation department and institutional level.
- Continuing education activities department and institutional level.
- Interaction with industry and society.
- Students counseling and interaction including placement.

### Senior Lecturer:

- Teaching including laboratory work.
- Research activities and research guidance.

- Leading consultancy projects and extension services.
- Curriculum development and developing resource materials.
- Students counseling, and interaction including placement & training.
- Students assessment and evaluation

**Lecturer:**

- Teaching.
- Instruction in laboratory field work.
- Students' assessment and evaluation.
- Assisting in consulting and R&D work.
- Developing curriculum, resource materials and laboratory development.
- Co- curricular and extra-curricular activities.
- Assisting in departmental and institutional administration
- Students counseling and interaction, including placement & training

**Registrar:**

- To assist in all administrative duties, control for organization coordination as per instruction of the principal.

**Accountant:**

- To manage all financial matters of payment & receipt as per the govt. rules as per instruction of Drawing and Disbursing Officer.

**Store Officer:**

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

**Librarian:**

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

**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.

**Rector:**

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

### Laboratory Assistant & Instructional Staff:

- To maintain laboratory and assist in performing experiments.

### List of Employees working under Government Polytechnic, Palanpur.

Sr. No.	Name of Employee	Dept.	Cadre	Designation-AppointMent Type	M/F	Date of Joining DTE	Date of Joining Institute
1	SHRI MOHANBHAI DANABHAI PARMAR	APPLIED MECHANICS	I	REGULAR	M	23/Oct/1991	22/Aug/2018
2	SHRI JIGNESHKUMAR NARASANGBHAI CHAUDHARY	APPLIED MECHANICS	II	REGULAR	M	23/Feb/2016	23/Feb/2016
3	SHRI MAKBUHUSEN JAMALBHAI MANSURI	APPLIED MECHANICS	II	REGULAR	M	22/Aug/1991	16/Jan/2016
4	KUM. PINKY NANDLAL ARTWANI	APPLIED MECHANICS	II	REGULAR	F	18/Mar/2016	7/Dec/2019
5	DR. JIGNABEN DAHYALAL MODI	CHEMISTRY	II	REGULAR	F	8/Oct/2010	31/Dec/2014
6	DR. MAHESHKUMAR FULCHANDBHAI TANK	CHEMISTRY	II	REGULAR	M	8/Feb/2010	8/Feb/2010
7	SHRI ARVINDBHAI NARANBHAI PATEL	CIVIL	II	REGULAR	M	7/Feb/2009	21/Jun/2016
8	SHRI ARVINDKUMAR RAMESHBHAI PATEL	CIVIL	II	REGULAR	M	20/Jun/2016	20/Jun/2016
9	SHRI DEVENDRAKUMAR NARAYANBHAI SHETH	CIVIL	II	REGULAR	M	10/Jun/2011	10/Jun/2011
10	SMT. FALGUNIBEN MAULIKKUMAR PATEL	CIVIL	II	ADHOC	F	3/Feb/2009	3/Feb/2009
11	SHRI HARDIKKUMAR PRABHUDAS PATEL	CIVIL	II	REGULAR	M	1/Jul/2016	1/Jul/2016

12	SHRI HITESHKUMAR TRIKAMLAL PATEL	CIVIL	II	REGULAR	M	27/May/2011	27/May/2011
13	SHRI NARENDRAKUMAR NATVARLAL RAJGOR	CIVIL	II	REGULAR	M	21/Sep/1994	4/Dec/2018
14	SHRI NIHARKUMAR VISHNUPRASAD PRAJAPATI	CIVIL	II	REGULAR	M	12/Sep/2018	12/Sep/2018
15	SMT. POONAM DEVENDRAKUMAR SHETH	CIVIL	II	REGULAR	F	7/Oct/2008	30/Jun/2015
16	SHRI YAGNIC TULSIBHAI RANA	CIVIL	II	REGULAR	M	18/Sep/2015	18/Sep/2015
17	SMT. MADHVI BIREN SHAH	ELECTRICAL	I	REGULAR	F	30/Oct/1991	13/Nov/2018
18	SHRI ANKITKUMAR VINODCHANDRA GAJJAR	ELECTRICAL	II	REGULAR	M	4/Nov/2016	4/Nov/2016
19	SHRI ASHFAQ MUSTAFA QURESHI	ELECTRICAL	II	REGULAR	M	15/Nov/2016	15/Nov/2016
20	SHRI ASHOKKUMAR RAMJIBHAI PATEL	ELECTRICAL	II	REGULAR	M	28/Mar/2001	12/Dec/2019
21	SHRI BRIJESHKUMAR MUKUNDBHAI PATEL	ELECTRICAL	II	REGULAR	M	8/Nov/2016	8/Nov/2016
22	SHRI ISHVARBHAI DAHVALAL CHAUDHARY	ELECTRICAL	II	REGULAR	M	11/Mar/2005	22/Jun/2016
23	SHRI MAHESHBHAI RAMABHAI PATEL	ELECTRICAL	II	ADHOC	M	2/Feb/2009	2/Feb/2009
24	SHRI PRASHANT KANAIYALAL BHAVSAR	ELECTRICAL	II	REGULAR	M	22/Nov/2016	22/Nov/2016
25	SHRI RAVINDRAKUMAR PRAVINSINH CHAVDA	ELECTRICAL	II	REGULAR	M	17/May/2017	17/May/2017

26	SHRI ROHITKUMAR MANUBHAI PRAJAPATI	ELECTRICAL	II	REGULAR	M	2/Nov/2016	14/Dec/2016
27	SHRI SANJAY HARIBHAI CHAUDHARY	ELECTRICAL	II	ADHOC	M	25/Sep/2008	12/Jan/2016
28	SHRI TEJPAL PUNMARAM PUROHIT	ELECTRICAL	II	REGULAR	M	10/Nov/2016	10/Nov/2016
29	SHRI SUNIL JETHALAL CHAUHAN	EC	I	REGULAR	M	7/Dec/1993	30/Dec/2017
30	SHRI JAYESHKUMAR SADABHAI PATEL	EC	II	REGULAR	M	9/May/2011	9/May/2011
31	SHRI LAUKIKKUMAR KANTIBHAI PATEL	EC	II	REGULAR	M	28/Apr/2011	14/Jul/2015
32	SHRI MILAV JAYESHKUMAR DABGAR	EC	II	REGULAR	M	2/Nov/2016	2/Nov/2016
33	SMT. MITTAL KALABHAI PEDHADIYA	EC	II	REGULAR	F	26/Apr/2011	9/Jan/2016
34	SHRI NIKUNJ MOHANLAL PATEL	EC	II	REGULAR	M	2/Sep/2015	2/Sep/2015
35	SHRI NIRAV JASHVANTKUMAR CHAUHAN	EC	II	REGULAR	M	1/Jul/2017	1/Jul/2017
36	SHRI RAHUL CHANDRAKANT PARMAR	EC	II	REGULAR	M	28/Oct/2016	28/Oct/2016
37	DR. RATANSING NANJIBHAI PATEL	EC	II	REGULAR	M	28/Oct/2016	28/Oct/2016
38	SHRI SNEHILKUMAR PRABHUDAS JOSHIARA	EC	II	REGULAR	M	25/May/2017	25/May/2017
39	DR. CHIRAGKUMAR SHANTILAL PANDYA	ENGLISH	II	REGULAR	M	26/May/2011	26/May/2011



40	SHRI DEVARSH JITENDRAKUMAR MODI	IC	II	REGULAR	M	17/Oct/2015	17/Oct/2015
41	SHRI JABBAR VALIBHAI KURESHI	IC	II	REGULAR	M	20/Oct/2015	20/Oct/2015
42	SMT. KINJAL ASHOKKUMAR PATEL	IC	II	REGULAR	F	15/Dec/2009	15/Dec/2009
43	SHRI MAHESH JERAMBHAI VADHAVANIYA	IC	II	REGULAR	M	17/Nov/2000	5/Mar/2015
44	SMT. MEGHANA MAYANK SHAH	IC	II	REGULAR	F	23/Mar/2000	9/Mar/2015
45	SHRI VISMAY ARVINDBHAI CHAUHAN	IC	II	REGULAR	M	21/Oct/2015	21/Oct/2015
46	SHRI CHETAN PRAHLADBHAI GELOT	MATHS	II	REGULAR	M	26/May/2011	12/Dec/2019
47	SHRI SURESHKUMAR DALABHAI DABHI	MECHANICAL	I	REGULAR	M	24/Apr/1992	30/Jan/2019
48	SHRI BHARATBHAI KANJIBHAI KATARA	MECHANICAL	II	CONTRACTUAL	M	4/Mar/2013	4/Mar/2013
49	SHRI CHIRAGKUMAR MOHANBHAI PRAJAPATI	MECHANICAL	II	REGULAR	M	7/Jan/2002	7/Dec/2013
50	SHRI CHIRAGKUMAR MAHENDRABHAI AMIN	MECHANICAL	II	REGULAR	M	9/Nov/2016	9/Nov/2016
51	SHRI DHARAKKUMAR HIMANSHUBHAI DESAI	MECHANICAL	II	REGULAR	M	5/Nov/2016	5/Nov/2016
52	SHRI DHAVAL DINESHKUMAR PANCHAL	MECHANICAL	II	REGULAR	M	4/Nov/2016	4/Nov/2016
53	SHRI DINESHKUMAR DAHIALAL PRAJAPATI	MECHANICAL	II	REGULAR	M	8/May/1992	19/Jun/2018

54	SHRI JAYDIP DASHRATHSINH CHAVADA	MECHANICAL	II	CONTRACTUAL	M	10/Oct/2008	10/Oct/2008
55	SHRI JAYPRAKASH PARSHOTTAMDAS FUDANI	MECHANICAL	II	REGULAR	M	28/Oct/2016	28/Oct/2016
56	SHRI MANOJKUMAR KHODABHAI PRAJAPATI	MECHANICAL	II	REGULAR	M	28/Oct/2016	28/Oct/2016
57	SHRI MUKESHBHAI RAMESHBHAI ZALA	MECHANICAL	II	REGULAR	M	9/Nov/2016	9/Nov/2016
58	SHRI NANJIBHAI NILABHAI CHAUDHARY	MECHANICAL	II	REGULAR	M	28/Oct/2016	28/Oct/2016
59	SHRI NIGAM VITTHALDAS OZA	MECHANICAL	II	REGULAR	M	8/Jan/2001	3/Dec/2020
60	SHRI NILESHKUMAR ASHOKKUMAR MODI	MECHANICAL	II	REGULAR	M	28/Oct/2016	28/Oct/2016
61	SHRI NITINKUMAR HARGOVANBHAI OZA	MECHANICAL	II	REGULAR	M	29/Oct/2016	29/Oct/2016
62	KUM. PAYAL GOVABHAI CHAUHAN	MECHANICAL	II	REGULAR	F	25/Feb/2005	20/Nov/2020
63	SHRI RAJESH LAVJIBHAI CHAUDHARI	MECHANICAL	II	REGULAR	M	28/Oct/2016	28/Oct/2016
64	SHRI RAKESHKUMAR HARJIVANDAS PRAJAPATI	MECHANICAL	II	REGULAR	M	28/Oct/2016	28/Oct/2016
65	SHRI SANDIPKUMAR PURANKUMAR MAHANT	MECHANICAL	II	REGULAR	M	28/Oct/2016	28/Oct/2016
66	SHRI SHIVAM RAJESHKUMAR MODI	MECHANICAL	II	REGULAR	M	28/Oct/2016	28/Oct/2016
67	SHRI SOMESHVARBHAI NARSINHBHAI	MECHANICAL	II	REGULAR	M	28/Oct/2016	28/Oct/2016

	CHAUHAN						
68	SHRI TARUNKUMAR DINESHCHANDRA MODI	MECHANICAL	II	REGULAR	M	28/Oct/2016	28/Oct/2016
69	SHRI VIKRAMBHAI BABUBHAI CHAUDHARI	MECHANICAL	II	REGULAR	M	28/Oct/2016	28/Oct/2016
70	SHRI VIPULKUMAR MANUBHAI PRAJAPATI	MECHANICAL	II	REGULAR	M	28/Oct/2016	28/Oct/2016
71	SHRI VISHAL HARESHKUMAR SUTHAR	MECHANICAL	II	REGULAR	M	28/Oct/2016	28/Oct/2016
72	SHRI YOGENDRAKUMAR DALSANGBHAI CHAUDHARI	MECHANICAL	II	REGULAR	M	2/Nov/2016	17/Jan/2020
73	DR. BHUPENDRAKUMAR BHAVANBHAI MOR	PHYSICS	II	REGULAR	M	6/Feb/2012	29/Jun/2015
74	MR. KANTIBHAI HATHIBHAI ALSANGA	STORE KEEPER	III	REGULAR	M	13/12/1989	13/02/1989
75	MR. IBRAHIMBHAI PIRABHAI KHARODIYA	STORE KEEPER	III	REGULAR	M	08/05/1995	08/05/1995
76	MR. DHIRAJKUMAR SHIVRAMDAS MEVADA	CURETOR	III	REGULAR	M	13/05/1997	13/05/1997
77	MR. NAJIRMAHAMMAD GULABKHAN CHAVDA	ELECTRICIAN	III	REGULAR	M	23/11/1989	26/06/2012
78	MR. DIGVIJAY RATILAL MODI	WELDER	III	REGULAR	M	10/07/1991	20/08/2002
79	MR. BALDEVBHAI JESHINGBHAI DESAI	LAB ASSISTANT	III	REGULAR	M	02/03/1994	02/03/1994

80	MR. CHANDRAKANT DAYARAMBHAI NAGAR	LAB ASSISTANT	III	REGULAR	M	03/03/1994	03/03/1994
81	MR. VASANTLAL CHUNILAL PARMAR	LAB ASSISTANT	III	REGULAR	M	07/03/1994	07/03/1994
82	MR. SOMABHAI KAMABHAI METIYA	LAB ASSISTANT	III	REGULAR	M	20/09/1995	20/09/1995
83	MRS. MINALBEN DEVENDRABHAI ACHARYA	LAB ASSISTANT	III	REGULAR	F	11/08/1998	11/08/1998
84	MR. RAMESHBHAI BHEMJIBHAI KATHAROTIYA	LAB ASSISTANT	III	REGULAR	M	13/12/2013	13/12/2013
85	MR. BHAVESHKUMAR NATVARLAL RAVAL	LIBRARIAN	III	REGULAR	M	14/07/2017	14/07/2017
86	MR. NIRAV MAFATLAL CHAUHAN	JUNIOR CLERK	III	REGULAR	M	22/05/2017	22/05/2017
87	MS. KAILASHBEN BHAGVANBHAI DESAI	JUNIOR CLERK	III	REGULAR	F	16-05-2017	18-09-2018
88	MR. KINJAN VISHNUBHAI PATEL	INSTRUCTOR	III	REGULAR	M	16/10/2017	16/10/2017
89	MRS. HEMANGI NATAVARLAL PATEL	INSTRUCTOR	III	REGULAR	F	17/10/2017	17/10/2017
90	MR. AKASHKUMAR MAHESHBHAI PATEL	INSTRUCTOR	III	REGULAR	M	13/03/2018	13/03/2018
91	MRS. ASHABEN AMITBHAI PRAJAPATI	SENIOR CLERK	III	REGULAR	F	29/08/2013	08/01/2020
92	MR. MAHADEVBHAI BHALABHAI BHUBHALIYA	SENIOR CLERK	III	REGULAR	M	23/08/2013	19/12/2019
93	MR. VASIMKHAN SIKANDERKHAN SAMA	LAB ASSISTANT	III	REGULAR	M	12/01/2015	05/09/2019

94	MRS. NEHAL PRAFULBHAI JETHAVA	LAB ASSISTANT	III	REGULAR	F	13/12/2013	04/09/2019
95	MR. VALIBHAI DAMABHAI MIR	PEON	IV	REGULAR	M	01/03/1988	06/03/2009
96	MR. BASIRMAHMAD USHMANBHAI BEHALIM	PEON	IV	REGULAR	M	21/04/1990	21/04/1990
97	MR. BABULAL MOHANLAL JOSHI	PEON	IV	REGULAR	M	18/12/1985	03/03/2009
98	MR. VISHNUPRASAD AMULAKHBHAI TRIVEDI	MALI	IV	REGULAR	M	07/06/1991	17/03/1994
99	MR. SHANKARBHAI DHULABHAI MAKWANA	HAMAL	IV	REGULAR	M	21/04/1990	21/04/1990
100	MR. LALUBHAI RUPABHAI CHAUHAN	HAMAL	IV	REGULAR	M	24/04/1990	24/04/1990
101	MR. DATTGIRI BHANUGIRI GOSWAMI	HAMAL	IV	REGULAR	M	11/08/1997	13/06/2000

**(III) The procedure followed in decision making process including channels supervision and accountability.**

- Establishment comprising of Registrar, Accountant, Store officer follows the rule of Government of Gujarat for service, finance and disciplinary power delegated.
- For students' academic matters, university rules are followed.
- For academic matter, Head of the department opinion is considered, if unbiased.

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

- Norms are framed by Government of Gujarat and Directorate 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.

- All the rules regulations as per Government of Gujarat rules applicable time to time.
- Academic and Examination rules as per GTU applicable time to time.
- Hostel admissions as per Govt guidelines.
- Testing and Consultancy as per Govt guidelines.
- Stores purchase as per Govt guidelines

(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	Institutional	Academic syllabus and course curriculum	From respective departments	Head of the department
2	Institutional	Administration	Personally	Principal office
3	Institutional	Financial	Personally	Principal office
4	Institutional	Purchase	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.

- 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 criterions are set and approved by the Directorate of Technical Education, 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
- |                          |                             |
|--------------------------|-----------------------------|
| <b>Land Phone number</b> | 02742-245219                |
| <b>FAX Number</b>        | 02742-262115                |
| <b>Email</b>             | gppalanpur05@rediffmail.com |
| <b>Website</b>           | www.gppp.cteguj.in          |
- (X) 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 laid down by the  
Government of Gujarat, Directorate of Technical Education  
Gujarat and AICTE, New Delhi**
- (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 subside 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.

[www.gppp.cteguj.in](http://www.gppp.cteguj.in)

- (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.

<b>Sr No.</b>	<b>Name</b>	<b>Designation</b>	<b>Duty</b>	<b>Contact No</b>
1	Shri S D Dabhi	In charge Principal	I/c Principal & First Appellate Authority Government Polytechnic, Palanpur	02742-245219 9825697278
2	Dr C.S. Pandya	Lecturer (English)	Public Information Officer, Government Polytechnic, Palanpur	02742-245219 9998089654
3	Shri Y D Chaudhari	Lecturer, Mech Engineering	Assistant Public Information Officer, Government Polytechnic, Palanpur	02742-245219 6355100730