



Government Polytechnic, Porbandar

NEAR OLD AIR-PORT, NH-8B, CHHAYA.

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THE RIGHT TO INFORMATION ACT, 2005

CHAPTER II (Right to information and obligations of public authorities) Information as Para 4(1) b

Proactive Disclosure

1. The particulars of the organization, functions and duties.

Government Polytechnic, Porbandar is a government institute under Commissionerate of Technical Education, Government of Gujarat. With an established reputation as one of the leading engineering institutes of Gujarat state. Government Polytechnic, Porbandar has become the first choice for many students willing to pursue Diploma Engineering.

The Institute was established in the year of 1960 with an objective of imparting higher 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 administered by Commissionerate of Technical Education, Government of Gujarat and is affiliated to Gujarat Technological University (GTU).

Campus also has a facility of separate Girls and Boys Hostel for the students coming from outside of the city.

Vision

To emerge as a leading polytechnic having a value based effective technical education system in the region to meet the future demand of industry and society.

Mission

To impart adequate technical skill and capability to accept challenges and to adopt rapidly changing scenario in technological development as well as to take up higher studies.

Foster close networking with the industry, alumni and the guardians.

Promote professional ethics and human values, integrity, accountability and transparency.

Promote entrepreneurship practices to generate employment opportunities.

Create conducive academic environment.

Functions

To impart education in the area of Diploma engineering in the following programs run by institute.

Duties

Teaching, relevant administration and developmental activities of Diploma Engineering students of various branches as per GTU teaching scheme.

Hierarchical Structure

Principal (Head of Office)						
Admin Officer	Account Officer	Student Section	Store Officer	HODs	Librarian	Rector
O.S.	H.C.	I/ Officer	Store Keeper	Lecturer	Asst. Librarian	Hostel Wardens
Clerks	Cashier	O.S.	Peons	Asst. Lecturer	Peons	Clerks
Peons	Accountant	Clerks		Supporting Staff		Peons
	Clerks	Peons		Lab Asst.		
	Peons			Peons		

In-Take Details

Sr. No	Programme	Level	Year of Starting	Full /Part Time	Approved Intake (Current)			Course Duration
					First Shift	Second Shift	Total	
1	Civil Engineering	Diploma	1960	Full	60+15	00	60+15	3 Years
2	Electrical Engineering	Diploma	1960	Full	60+15	30+8	90+23	3 Years
3	Mechanical Engineering	Diploma	1960	Full	90+22	00	90+22	3 Years
4	Computer Engineering	Diploma	2007	Full	60	30	90	3 Years

Institutional Information

Name and address of the institution: Government Polytechnic, Opp. OldAirport, Chhaya, Porbandar: 360577

Name: Mr. A. K. ZALA

Designation: In Charge Principal

Telephone Number: 0286 - 2220553

Email Id: gpporbandar@hotmail.com

Website: www.gppr.cteguj.in

Government Polytechnic, Porbandar is a Government institution, under the administrative control of the Directorate of Technical Education, Gandhinagar, Gujarat State.

The institution is headed by the Principal. The day-to-day administration and management of the institution is looked after by the principal of the institution.

2. The powers and duties of officers and employees.

- i. **Principal:** As Head of office all administrative and financial powers delegated by Govt. of Gujarat.

Responsibility of Academic administration

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

- Purchase as per procedure power delegated by Government of Gujarat vide financial power(delegation) rules-1998 Manual of office procedure for purchase of stores by the Government Dept., Industries & mines Dept. Government of Gujarat.
 - Consultancy as per power delegated by Government of Gujarat vide GR.No.1973/101105/GH, dt.30/10/73 & 3/11/80
- ii. **Administrative Officer:** To assist in all administrative duties, organization coordination as per instruction from Head of office for the institution.
 - iii. **Accounts Officer:** To manage all financial matters of payment & receipt as per the govt. rule as Drawing and Disbursing Officer.
 - iv. **Store Officer:** To carry purchase of material and equipment as per Institutions requirement and take work from subordinate staff.
 - v. **Librarian:** To manage all library functions for the students & faculty of college.
 - vi. **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.
 - vii. **Rector:** Hostel and mess administration and provide necessary accommodation and other necessary facilities to the students.
 - viii. **Head of the Department:** Supervise and monitoring the departmental academic and administrative activities.
 - ix. **Lecturer:** Teaching and duties imparted by the HOD
 - x. **Lab Assistant & Instructional Staff:** To maintain laboratory and assist in performing experiments.
 - xi. **TPO:** Arranging industrial visits and placement drive for students.

3. The procedure followed in decision making process including channels supervision and accountability.

- Establishment comprising of Administrative officer, Accounts officer, Store officer follows the rule of Government of Gujarat for service, finance and disciplinary power delegated.
- For academic matters GTU rules are followed.

4. The norms set for the discharge of its functions

- Norms are framed by Govt. of Gujarat and Commissionerate of Technical Education for administration.
- For academic matter Gujarat Technological University and AICTE rules are followed.

5. 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.

6. 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	Academic	Syllabus, Course curriculum as per GTU Norms	Personally	Principal Office
2	Administration	Gov. of Gujarat Rules	Personally	Principal Office
3	Financial	Gov. of Gujarat Rules	Personally	Principal Office
4	Purchase	Gov. of Gujarat Rules	Personally	Principal Office

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 policy or implementation thereof

- Policy decisions are being taken by the Government of Gujarat.
- For academic matter Gujarat Technological University and AICTE rules are followed.

8. 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

9. A directory of its officers and employees

Teaching Staff:

Civil Engineering

Sr. No	Name	Gender	Designation	Appointment
1	V.P.KUKADIYA	Male	Lecturer	Regular
2	V.R.MATANG	Female	Lecturer	Regular
3	J.D.ODEDARA	Male	Lecturer	Regular
4	K.R.THANKI	Male	Lecturer	Regular
5	J.G TARANI	Male	Lecturer	Regular
6	M. C. SANANDIA	Male	Lecturer	Regular

Mechanical Engineering

Sr. No	Name	Gender	Designation	Appointment
1	U.O. KHANT	Male	HOD	Regular
2	R.N.MODHA	Male	Lecturer	Regular
3	K.N.GOHEL	Male	Lecturer	Regular
4	M.P.NANDANIYA	Male	Lecturer	Regular
5	M.U.BADI	Male	Lecturer	Regular
6	R.K.BUMATARIA	Male	Lecturer	Regular
7	D.G.KARMATA	Male	Lecturer	Regular
8	R.D.GUJARATI	Male	Lecturer	Regular
9	N.J.PARMAR	Male	Lecturer	Regular
10	A.N.KHUDAIWALA	Male	Lecturer	Regular
11	D.N.GONDALIYA	Male	Lecturer	Regular
12	B.K.PARMAR	Male	Lecturer	Regular
13	D.A.SOLANKI	Male	Lecturer	Regular
14	P.R.GOJIYA	Male	Lecturer	Regular
15	P.B.VYAS	Male	Lecturer	Regular
16	K.D.PARMAR	Male	Lecturer	Regular
17	A.H.NALBANDH	Male	Lecturer	Regular
18	F. R. GAMIT	Male	Lecturer	Regular
19	R. M. DHADIYA	Male	Lecturer	Regular

Electrical Engineering

Sr. No	Name	Gender	Designation	Appointment
1	J.K.SANGANI	Male	Lecturer	Regular
2	A. I. MODI	Male	Lecturer	Regular
3	D.K.ODEDARA	Female	Lecturer	Regular
4	N.R.HANSOLA	Male	Lecturer	Regular
5	B.K.MODHAVADIYA	Male	Lecturer	Regular
6	N.L.ODEDRA	Male	Lecturer	Regular
7	V.B.BHATU	Male	Lecturer	Regular
8	K.J.SOLANKI	Male	Lecturer	Regular
9	N.M.THANKI	Male	Lecturer	Regular
10	A . K. GOJIYA	Male	Lecturer	Regular

Transportation Engineering

Sr. No	Name	Gender	Designation	Appointment
1	P.P.PATEL	Female	Lecturer	Regular
2	K.P.PATEL	Male	Lecturer	Regular
3	M.M.VALA	Female	Lecturer	Regular

Computer Engineering

Sr. No	Name	Gender	Designation	Appointment
1	A. K. ZALA	Male	I/C PRINCIPAL	Regular
2	J. M. PAVAGADHI	FEMALE	HOD	Regular
3	K. U. THANKI	MALE	Lecturer	Regular
4	V. D. CHAVDA	FEMALE	Lecturer	Regular
5	H.A. VADI	FEMALE	Lecturer	Regular
6	J.D.DHANESHA	Male	Lecturer	Regular

7	M.D.GUNDALIYA	Male	Lecturer	Regular
8	S.D.GAJERA	Male	Lecturer	Regular
9	K.J.DETROJA	Male	Lecturer	Regular
10	I H PATHAN	Male	Lecturer	Regular
11	V. N. DANGAR	Male	Lecturer	Regular
12	K. V. RATHOD	Male	Lecturer	Regular
13	C. V. NATHWANI	Male	Lecturer	Regular
14	D. B. MEHTA	Male	Lecturer	Regular

Applied Mechanics

Sr. No	Name	Gender	Designation	Appointment
1	R.M.KHUNTI	Male	Lecturer	Regular
2	Y.H.GORVIYALA	Male	Lecturer	Regular

General Department

Sr. No	Name	Gender	Designation	Appointment
1	R. V. JIYANI	Male	HOD	Regular
2	G.K.KHORASIYA	Male	Lect. Physics	Regular
3	V.D.GOHEL	Male	Lect. English	Regular
4	A.J.PARMAR	Male	Lect. Maths	Regular
5	C.R.KATHAD	Male	Lect. Physics	Regular
6	K.K.RAVIYA	Male	Lect. Physics	Regular

(A) Non-Teaching Staff:

Sr. No	Name	Gender	Designation	Appointment
1	H. V. BHALSOD	Female	Librarian	Regular
2	G.J.MAKWANA	Male	Junior Clerk	Regular
3	K.V.RATHOD	Male	Instructor	Regular
4	N.J.ULVA	Male	Mali	Regular
5	K.H.KODIYATAR	Male	Peon	Regular
6	K.C.PABARI	Male	Peon	Regular
7	S.P.MAKWANA	Male	Hamal	Regular
8	M.K.GOHEL	Male	Hamal	Regular
9	V. B. MODHA	Female	Instructor	Regular
10	M.P.SAGATHIA	Male	Hamal	Regular

The monthly remuneration received by each of its officers and employees

Including the system of compensation as provided on its regulation

- Note: Details given are for the month of DECEMBER 2022.

SR. No.	Name	salary
1	A . K. ZALA	265458
2	U . O. KHANT	259156
3	R.N.MODHA	270566
4	A.I.MODI	148304
5	J.K.SANGANI	171024
6	V.P.KUKADIYA	156824
7	M.P.NANDANIYA	99740
8	M.U.BADI	102036
9	R.V.JIYANI	148162
10	R.K.BUMATARIA	102296
11	D.G.KARMATA	90780
12	R.D.GUJARATI	93192
13	N.J.PARMAR	99740
14	K.V.RATHOD	84262
15	K.N.GOHEL	161510
16	D.K.ODEDARA	156966
17	G.K.KHORASIYA	111668
18	J.M.PAVAGADHI	111668
19	I H PATHAN	90512
20	M C SANANDIA	104850
21	H.G.TARANI	99740
22	Y.H.GORVIYALA	103340
23	R.M.KHUNTI	99740
24	K.K.RAVIYA	94202
25	V.D.GOHEL	104850
26	A.N.KHUDAIWALA	99740
27	D.N.GONDALIYA	99740
28	B.K.PARMAR	102296
29	D.A.SOLANKI	93192
30	P.R.GOJIYA	99740
31	P.B.VYAS	102296
32	K.D.PARMAR	99740
33	A.H.NALBANDH	93192
34	N.R.HANSOLA	99740
35	B.K.MODHAVADIYA	99740
36	N.L.ODEDRA	99740

37	V.B.BHATU	99740
38	K.J.SOLANKI	99740
39	N.M.THANKI	99740
40	V.R.MATANG	90780
41	J.D.ODEDARA	99740
42	K.R.THANKI	99740
43	K.U.THANKI	114650
44	J.D.DHANESHA	102296
45	M.D.GUNDALIYA	102296
46	S.D.GAJERA	93192
47	K.J.DETROJA	102296
48	K.P.PATEL	102296
49	V.N.DANGAR	85534
50	H.M.PADARIYA	86534
51	C.V.NATHWANI	85534
52	V.D.CHAVDA	76114
53	C.R.KATHAD	93460
54	A.J.PARMAR	96006
55	P.P.PATEL	102296
56	M.M.VALA	87966
57	G.J.MAKAVANA	33708
58	H.V.BHALSOD	31340
59	V.B.MODHA	19950
60	K.V.RATHOD	79764
61	N.J.ULVA	23718
62	K.H.KODIYATAR	49720
63	K.C.PABARI	52940
64	S.P.MAKWANA	51140
65	M.K.GOHEL	51140
66	M.P.SAGATHIA	51140

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

Sr.No	Grant Head	Grant Received (01/04/2021 to 27/08/2021)	Expenses during the Year
1	TED 3	Rs. 9,23,47,000	Rs. 7,50,97,000

11. The manner of executive of subsidy programmers, including the amounts allocated and the details and beneficiaries of such programmers.

- Not Applicable

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

- Not Applicable

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

- Institute web site: www.gppr.cteguj.in

14. The particulars of facilities available to citizens 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.

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

Sr. No	Name	Designation	Mobile No.	Email Id	Address
1	A. K. ZALA	Applet Officer	9825424643	-	Government Polytechnic, Porbandar
2	R. N. Modha	Public Information Officer	9825993720	-	Government Polytechnic, Porbandar
3	B. K. PARMAR	Asst. Public Information Officer	9265486686	-	Government Polytechnic, Porbandar