

**THE RIGHT TO INFORMATION ACT, 2005**  
**CHAPTER II (Right to information and obligations of public authorities)**  
**Information as Para 4(1) b)**

**Proactive Disclosure**

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

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

The Institute was established in the year of 1964 with the objective of imparting higher education in various fields of engineering and technology. This institute is recognized by the All India Council of Technical Education (AICTE), New Delhi. The college is administrated by the Commissionerate of Technical Education, Government of Gujarat, and is affiliated to Gujarat Technological University (GTU).

The campus also has a facility of separate Girls and Boys Hostel for the students coming from Outside of the city.

**VISION**

“To be one of the leading institutes in developing dynamic technical professionals according to evolving industry trends in the national interest.”

**MISSION**

1. To become a model institute for Outcome-Based Education by adopting best practices and improving Infrastructure.
2. To develop critical thinking, problem-solving skills, and interpersonal skills in students to overcome Professional challenges by cultivating a proactive learning environment.
3. To impart affirmative traits and a productive mindset to the students by exemplary mentoring.
4. To collaborate with industries to achieve employer focused learning by regular industrial visits, Vocational training, expert lectures, and providing consultancy services.

### MANDATE

To impart quality technical education to the students of various diploma programs through a variety of modes. To cater to the needs of industries and service to the community.

#### **Duties:**

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

### Hierarchical Structure:

<b>Principal (Head of office)</b>						
		<b>Student</b>	<b>Store</b>		<b>Librarian</b>	<b>Rector</b>
<b>Admin</b>	<b>Account</b>	<b>Section</b>	<b>Officer</b>	<b>HOD</b>	<b>Asst. Librarian</b>	<b>Wardens</b>
Officer	Officer	I/Officer	Purchase	Lecturer	Cataloger Staff	Hostel
----- -	H.C.	Stu. Sec	Store Keeper	Astt.Lecturer	Peons	Clerks
Clerks	Cashier	O.S	Peons	Supporting Staff		Peons
Peons	Accountant	Senior		Lab Asst.		
	Clerks	Clerks		Peons		
	Peons	Peons				

**Function:** To impart education in the area of Diploma engineering in the following programs by institute.

<b>Sr.No</b>	<b>Programme</b>	<b>Level</b>	<b>Year of Starting</b>	<b>Full/Part Time</b>	<b>Approved Intake(current)</b>	<b>Course Duration</b>
1	Civil Engg	Diploma	1964	Full	180	3 Years
2	Electrical Engg	Diploma	1964	Full	180	3 Years
3	Mechanical Engg	Diploma	1964	Full	180	3 Years
4	Plastic Engg	Diploma	1990	Full	60	4 Years
5	Chemical Engg.	Diploma	1970	Full	180	3 Years
6	Information Technology	Diploma	2022	Full	60	3 Years
7	Mechanical (CAD/CAM)	Diploma	2022	Full	30	3 Years

## ORGANISATIONAL STRUCTURE

### Institutional Information

Name and address of the institution: Government Polytechnic Valsad, kosamba road

Valsad: 396001

Name: Smt R.R.Shukla

Designation: I/C Principal

Contact No: 02632253015

Email ID: [principal@gpvalsad.ac.in](mailto:principal@gpvalsad.ac.in)

Website: [gpvalsad.ac.in](http://gpvalsad.ac.in)

**Government Polytechnic, Valsad 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.**

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

1. **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 Govt. of Gujarat.

Other:

Purchase 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.

Consultancy as per power delegated by Govt.of Gujarat vide GR.No.1973/101105/GH, dt.30/10/73 & 3/11/80

2. **Administrative Officer:** To assist in all administrative duties, organization coordination as per instruction from the Head of the office for the institution.
3. **Accounts Officer:** To manage all financial matters of payment & receipt as per the govt. rule as Drawing and Disbursing Officer.
4. **Store Officer:** To carry purchase of material and equipment as per Institutions requirement and take work from subordinate staff.
5. **Librarian:** To manage all library functions for the students & faculty of the college.
6. **Student Section In-charge:** Managing student record and carry, liaising with the university in academic and other student-related activities with the help of subordinate staff.
7. **Rector:** Hostel and mess administration and provide necessary accommodation and other necessary facilities to the students.
8. **Head of the Department:** Supervise and monitor the departmental academic and administrative activities.
9. **Lecturer:** Teaching and duties imparted by the HOD
10. **Lab Assistant & Instructional Staff:** To maintain laboratory and assist in performing experiments.
11. **TPO:** Arranging industrial visits and placement drive for students.

**(II) 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.

**(III) 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.

**(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.

**(VI) A Statement of the categories of the document held**

<b>Sr. no</b>	<b>Category of document</b>	<b>Name of Document</b>	<b>Procedure to obtain document</b>	<b>Held by /Under Control of</b>
<b>1</b>	Academic	Syllabus, Course curriculum as per GTU norms	Personally	Principal office
<b>2</b>	Administration	Govt. of Gujarat rules	Personally	Principal office
<b>3</b>	Financial	Govt. of Gujarat rules	Personally	Principal office
<b>4</b>	Purchase	Govt. of Gujarat rules	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.**

Policy decisions are being taken by the 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

(A) Teaching Staff :

GOVERNMENT POLYTECHNIC VALSAD(629)  
LIST OF TEACHING FACULTIES (2022-23)

GOVERNMENT POLYTECHNIC VALSAD				
Sr. No	NAME	REGULAR / CONTRACTUAL	DESIGNATION	DEPARTMENT
1	SMT RINKU RATNESH SHUKLA	REGULAR	I/C PRINCIPAL , HEAD OF DEPARTMENT	ELECTRICAL
2	KUM. NITALBEN VIJAYBHAI PATEL	CONTRACTUAL	LECTURER	APPLIED
3	SHRI UTTAMKUMAR RAJENDRA RAKSHIT	REGULAR	LECTURER	APPLIED
4	SHRI DHARMENDRA BABULAL PRAJAPATI	REGULAR	LECTURER	APPLIED
5	SHRI KAMLESHKUMAR MANHARLAL RANA	REGULAR	LECTURER	APPLIED
6	SHRI PRADIPKUMAR NAGINBHAI GANVIT	REGULAR	LECTURER	APPLIED
7	SHRI HIRAL VASANTLAL RANA	REGULAR	LECTURER	APPLIED
8	SHRI SURESH L RAUT	REGULAR	LAB.ASSI.	APPLIED
9	DR A C DHANESHVAR	REGULAR	HOD	CHEMICAL
10	SHRI JAYDEEP VITTHAL PATIL	CONTRACTUAL	LECTURER	CHEMICAL
11	SHRI CHIRAG JAYANTILAL BHALASOD	CONTRACTUAL	LECTURER	CHEMICAL
12	SHRI SHYAM SAJJAN MISHRA	CONTRACTUAL	LECTURER	CHEMICAL
13	Smt KAJAL J SARERYA	REGULAR	LECTURER	CHEMICAL
14	KUM. DISHANVI PANKAJKUMAR DAS	REGULAR	LECTURER	CHEMICAL
15	SHRI MANISH RAMESHBHAI NASIT	REGULAR	LECTURER	CHEMICAL
16	KUM. SEJALBEN MAHENDRASINH CHAUHAN	REGULAR	LECTURER	CHEMICAL
17	SHRI PARTH DHRUVKUMAR PRAJAPATI	REGULAR	LECTURER	CHEMICAL
18	SHRI SAGAR MAHENDRAKUMAR KAPADIYA	REGULAR	LECTURER	CHEMICAL
19	KUM. KRISHNABEN BHUPESHCHANDRA PATEL	REGULAR	LECTURER	CHEMICAL
20	YOGESH PAWAR	REGULAR	LAB ASSI	CHEMICAL
21	SHRI GHANSHYAMBHAI GANDABHAI RAVAL	REGULAR	LECTURER	CHEMICAL
22	SHRI RAUT JAGDISH DATTATRYA	REGULAR	LECTURER	CHEMICAL
23	SHRI MEHUL PRASHANT DESHPANDE	REGULAR	LECTURER	CHEMICAL
24	SHRI RATHOD JAYESH DINESHBHAI	REGULAR	LECTURER	CHEMICAL
25	SHRI HIRENKUMAR AMBELAL MISTRY	CONTRACTUAL	LECTURER	CIVIL
26	KUM. HITIKSHA PRAMOD OZA	CONTRACTUAL	LECTURER	CIVIL
28	SHRI ASHISHKUMAR JASHUBHAI PATEL	REGULAR	LECTURER	CIVIL
29	SHRI KAYOMARZE PERCY BILLIMORIA	REGULAR	LECTURER	CIVIL
30	SHRI DHAVAL RAMESHCHANDRA SANIAWALA	REGULAR	LECTURER	CIVIL
31	SMT. NIDHI CHIRAG PANDYA	REGULAR	LECTURER	CIVIL
32	KUM. BHAVINIKUMARI PRAKASHCHANDRA PATEL	REGULAR	LECTURER	CIVIL
33	Miss ADITI KAMLESH SHAH	REGULAR	LECTURER	CIVIL
34	Mr. KIRAN CHHEEBUBHAI PATEL	REGULAR	LECTURER	CIVIL
35	Mr. GAURAVKUMAR KANUBHAI PATEL	REGULAR	LECTURER	CIVIL
36	SHRI GAMIT AJAYKUMAR KALANBHAI	REGULAR	LECTURER	CIVIL
37	SHRI MEHTA PRATIK VINODLAL	REGULAR	LECTURER	CIVIL

38	SMT. V. D.GARASIYA	REGULAR	LAB.ASSI.	CIVIL
<b>39</b>	Miss VANDANABEN JESINGBHAI PATEL	REGULAR	LECTURER	GENERAL
40	Mr. MAHIM MAHENDRABHAI GAMIT	REGULAR	LECTURER	GENERAL
41	Dr. PRAVINKUMAR BHIKHABHAI PRAJAPATI	REGULAR	LECTURER	GENERAL
42	Miss NIBHA ARVIND THAKORE	REGULAR	LECTURER	GENERAL
<b>43</b>	Miss AVANI RAMESHBHAI PARMAR	REGULAR	LECTURER	GENERAL
44	MR DARSHAN K CHAUDHARI	REGULAR	LECTURER	GENERAL
<b>45</b>	MR.PATEL BHAVINKUMAR RAICHANDBHAI	REGULAR	LECTURER	GENERAL
46	MR. BAROT SWAGAT RAMESHCHANDRA	REGULAR	LECTURER	GENERAL
<b>47</b>	Ku. ANJNA D PATEL	REGULAR	LECTURER	ELECTRICAL
48	Mr. AMITKUMAR RAMESHBHAI DARJI	REGULAR	LECTURER	ELECTRICAL
49	Mr. HIRENBHAI CHAMARBHAI PATEL	REGULAR	LECTURER	ELECTRICAL
<b>50</b>	Miss NAMRATA MANUBHAI PATEL	REGULAR	LECTURER	ELECTRICAL
51	Mr. SHYAMAL DINESHBHAI CHOKSHI	REGULAR	LECTURER	ELECTRICAL
<b>52</b>	Ku. VIBHUTI K PATEL	REGULAR	LECTURER	ELECTRICAL
53	Miss NEHABEN ANILBHAI PATEL	REGULAR	LECTURER	ELECTRICAL
<b>54</b>	Mr. NILESHKUMAR CHHAGANBHAI PRAJAPATI	REGULAR	LECTURER	ELECTRICAL
55	Mrs. ANJU ROHITKUMAR SHAH	REGULAR	LECTURER	ELECTRICAL
56	Mr. BHAVESHKUMAR PARSHOTTAMBHAI GOLAKIYA	REGULAR	LECTURER	ELECTRICAL
<b>57</b>	Mr. DHAVAL RASHMIKANT SHAH	REGULAR	LECTURER	ELECTRICAL
58	Mr. JITENDRAKUMAR GHANSHYAM PANDIT	REGULAR	LECTURER	ELECTRICAL
<b>59</b>	Ku. D C PATEL	REGULAR	LECTURER	ELECTRICAL
<b>60</b>	Shri NIRAV S PATEL	REGULAR	LECTURER	ELECTRICAL
61	Mr. MUKESHKUMAR BENDUBHAI GAVIT	REGULAR	LECTURER	ELECTRICAL
62	Mr. NARESHKUMAR CHHAJURAM KUMAVAT	REGULAR	LECTURER	ELECTRICAL
<b>63</b>	Miss MANALI PRAVINCHANDRA PATEL	REGULAR	LECTURER	ELECTRICAL
64	Mr. HARSHAL BABULAL SHARMA	REGULAR	LECTURER	ELECTRICAL
<b>65</b>	SMT.VACHHANI PARULA DENISH	REGULAR	LECTURER	ELECTRICAL
66	MR. HARSHAD N LAD	REGULAR	LECTURER	ELECTRICAL
<b>67</b>	MR. PATEL VIGNESHBHAI JAYANTILAL	REGULAR	LECTURER	ELECTRICAL
68	MR. JIGNESH B PATEL	REGULAR	LAB.ASSI.	ELECTRICAL
<b>69</b>	SMT.ASHWINI M PATEL	REGULAR	LAB.ASSI.	ELECTRICAL
70	Mr KAUSHAL H TANDEL	REGULAR	LECTURER	ELECTRICAL
<b>71</b>	Mr. BHAVESHKUMAR VASANTBHAI CHAUDHARY	REGULAR	LECTURER	MECHANICAL
72	Mr. SANDEEPBHAI KANTILAL LAD	REGULAR	LECTURER	MECHANICAL
<b>73</b>	Mr. NISHIDHKUMAR DAMUBHAI VASAVA	REGULAR	LECTURER	MECHANICAL
74	Mr. RAHULKUMAR SHANTUBHAI PATEL	REGULAR	LECTURER	MECHANICAL
<b>75</b>	Mr. SUMITKUMAR ARVINDBHAI PATEL	REGULAR	LECTURER	MECHANICAL
<b>76</b>	Mr. BHARATKUMAR BHIMJIBHAI BELADIYA	REGULAR	LECTURER	MECHANICAL
77	Mr. SHAILESHKUMAR PRABHUBHAI TANDEL	REGULAR	LECTURER	MECHANICAL
<b>78</b>	Mr. MAHENDRABHAI KHALAPBHAI PATEL	REGULAR	LECTURER	MECHANICAL
79	Mr.BHAVESHBHAI NANUBHAI PATEL	REGULAR	HEAD	MECHANICAL
80	Mr. HEMANT B PATEL	REGULAR	HEAD	MECHANICAL
81	Mr TARUN B PATEL	REGULAR	LECTURER	MECHANICAL
82	Smt BHUMICA C SHAH	REGULAR	LECTURER	MECHANICAL
83	MR DEEP R PATEL	REGULAR	LECTURER	MECHANICAL
84	MR T M GHEEWALA	REGULAR	LECTURER	MECHANICAL
<b>85</b>	Mr. KAMLESHBHAI M.PATEL	REGULAR	LECTURER	MECHANICAL
<b>86</b>	MR P A GAVIT	REGULAR	LECTURER	MECHANICAL

<b>87</b>	MR P P CHAVDHARU	REGULAR	LECTURER	MECHANICAL
<b>88</b>	MR B H PRAJAPATI	REGULAR	LECTURER	MECHANICAL
89	Mr. PATEL RAJENDRAKUMAR JAGUBHAI	REGULAR	LECTURER	MECHANICAL
<b>90</b>	Mr. DHIREN PRAKASH PATEL	REGULAR	LECTURER	MECHANICAL
<b>91</b>	Mr. VIPULKUMAR RANGILBHAI PATEL	REGULAR	LECTURER	MECHANICAL
92	Mrs. KINNARI SANATKUMAR DAMANIA	REGULAR	LECTURER	MECHANICAL
<b>93</b>	Mr. RAJNIKUMAR MANUBHAI PIPALIYA	REGULAR	LECTURER	MECHANICAL
94	Mr. HITESHBHAI SHANKARBHAI PATEL	REGULAR	LECTURER	MECHANICAL
<b>95</b>	Mr. MAKWANA PRATIKKUMAR CHANDUBHAI	REGULAR	LECTURER	MECHANICAL
96	Mr. PATEL ASHISH DHIRUBHAI	REGULAR	LECTURER	MECHANICAL
<b>97</b>	Mr. SHAH AMARKUMAR RAJESHBHAI	REGULAR	LECTURER	MECHANICAL
98	Mr, PATEL DIVYESH RAJUBHAI	REGULAR	LECTURER	MECHANICAL
99	Mr. KALARA SURESH DEVISING	REGULAR	LECTURER	MECHANICAL
<b>100</b>	Mr. MOHAMMADTAUSIF NASIRUDDIN ANSARI	REGULAR	LECTURER	MECHANICAL
101	Mr. NISHITH SHASHIKANT RANA	REGULAR	LECTURER	MECHANICAL
102	MR S N PATEL	REGULAR	INSTRUCTUR	MECHANICAL
103	MR S A GAVIT	REGULAR	INSTRUCTUR	MECHANICAL
104	MR B B PATEL	REGULAR	INSTRUCTUR	MECHANICAL
105	MR M S DESMUKH	REGULAR	INSTRUCTUR	MECHANICAL
<b>106</b>	Mr. DHARMENDRA MAHENDRABHAI MAKWANA	REGULAR	HEAD	PLASTIC
107	Mr. VIPULBHAI SURAJIBHAI PATEL	REGULAR	LECTURER	PLASTIC
<b>108</b>	Ms. NISHA VINODCHANDRA TANK	REGULAR	LECTURER	PLASTIC
109	Mr. VISHALBHAI RAMUBHAI JADAV	REGULAR	LECTURER	PLASTIC
<b>110</b>	Mr. KIRANKUMAR NATVARLAL PATEL	REGULAR	LECTURER	PLASTIC
111	Mrs. SNEHA KAMLESHBHAI SOLANKI	REGULAR	LECTURER	PLASTIC
<b>112</b>	Mr. AMIN AJAYKUMAR SURESHBHAI	REGULAR	LECTURER	PLASTIC
113	MR TUSHAR A RAVAL	REGULAR	LECTURER	PLASTIC
<b>114</b>	Mr. BHINDARWALA ALIASGAR ABBASBHAI	REGULAR	LECTURER	PLASTIC

**Non-Teaching Staff:**

Sr. No	Name of staff
<b>CLASS-3</b>	
1	YOGITABEN S PATEL
2	YOGESHBHAI MOHANBHAI MISTRY
3	VATSALKUMAR NARESHBHAI TANDEL
4	DIPESHBHAI NAGIBHAI GAYAKVAD
5	HETALBEN RAMESHBHAI DESHMUKH
6	NILESHKUMAR BALUBHAI PATEL
7	RIPAL R PATEL
<b>CLASS-4</b>	
1	RANJITBHAI MOHANBHAI PATEL
2	SHIVAJIBHAI GAMANBHAI PATEL

