

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.

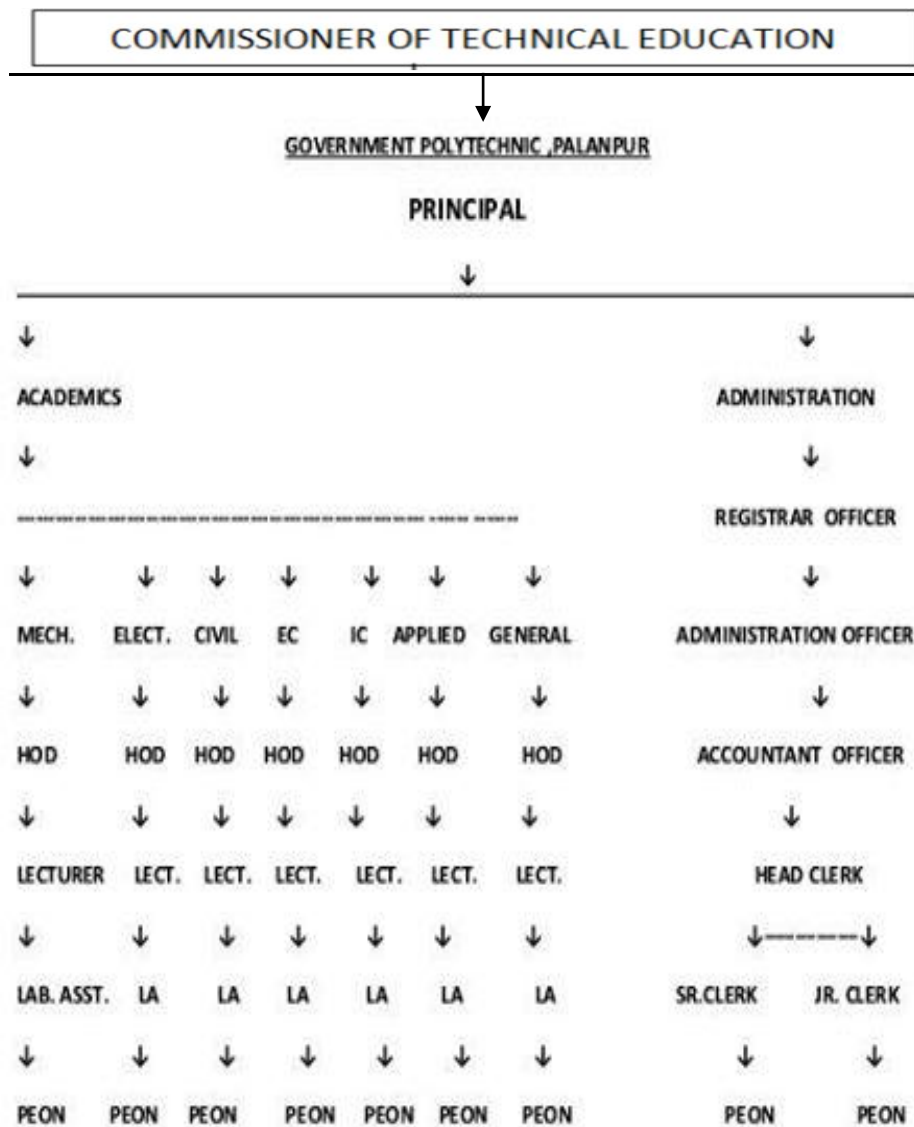
Duties

- 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
6	IT Engineering	2023	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
1	Head, Human Resource (Faculty & Staff) :			
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 (Staff & Student)	M B Shah - Electrical	D D Prajapati - Mech	DETAIL ORDER
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
2	Head, Student Affairs :			
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	D N Sheth-Civil	R H Prajapati-Mech	F M Patel-Civil
			V.B Chaudhary	M K Prajapati-Mech
				N M Patel-EC

	Stage decoration Auditorium Maintenance Yoga Day Theleseemia test Blood Donation Tree plantation NSS			J V Kureshi -IC J D Modi - General J N Chaudhary - Applied P K Bhavsar -Elect (NSS)
5	Ek Bharat Shrestha Bharat(EBSB)	D N Sheth-Civil	R H Prajapati- Mech V.B Chaudhary S R Modi-Mech	F M Patel-Civil M K Prajapati-Mech PK Bhavsar - Elect N M Patel-EC J V Kureshi -IC 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
3	Head, Store & Purchase:			
1	Central Store Officer Purchase on GeM New items/ Vikaslaxi CSS;	M J Mansuri-Applied	C M Prajapati- Mech M F Tank-Gen	N V Prajapati -Civil P N Artwani-Applied J P Fudani-Mech R L Chaudhari-Mech T P Purohit-Elect L K Patel-EC

	Tendering Outsourcing etc. Physical Verification			J V Kureshi-IC C S Pandya-Gen
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
4	Head, Academics:			
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
5	Head, Infrastructure & Maintanance:			
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 Cooler, AC Maintenance , Fire Extinguisher, Fire N.O.C	N V Oza -Mech	R H Prajapati – Mech V H Suthar - Mech	B.K. Katara-Mech J.D. Chavada-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
6	Head, Industry & Outreach:			
1	Training and Placement Cell, Placement Fair Industry Linkages MOU etc.	I D Chaudhary- Elect	R H Prajapati-Mech N M Patel-EC	H P Patel-Civil D D Panchal-Mech R P Chavda- Elect
2	MAY , PMKVY; DSC, D. Voc (AICTE) BISAG	S J Chauhan-EC	M J Vadhavaniya – IC M K Pedhadiya - EC	H P Patel-Civil 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	C P Gehlot-Gen	S N Chauhan-Mech	P D Sheth -Civil

	A I S H E			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	Head, Amenities			
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
			P N Artwai-Girls Hostel	J D Chavda-Mech
				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

Name of the Institution
Address

Government Polytechnic Palanpur

O/s Malan Gate,
Ambaji Road, Palanpur: 385001

Land Phone number

02742-245219

FAX Number

02742-262115

Email

gp-palanpur-dte@gujarat.gov.in

Website

www.gppp.cteguj.in

Institute Type

Government

AICTE File No.

**Working Days and
Timings**

Monday to Saturday (not on 2nd and 4th)
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.	NAME OF EMPLOYEE	DEPT.	CADRE	DESIGNATION-	M/F	DATE OF JOINING	DATE OF JOINING INSTITUTE
1	SHRI R J PATEL	APPLIED MECHANICS	II	REGULAR	M	26/05/2011	1-Nov-22
2	SHRI JIGNESHKUMAR NARASANGBHAI CHAUDHARY	APPLIED MECHANICS	II	REGULAR	M	23-Feb-16	23-Feb-16
3	DR. JIGNABEN DAHYALAL MODI	CHEMISTRY	II	REGULAR	F	8-Oct-10	31-Dec-14
4	DR. MAHESHKUMAR FULCHANDBHAI TANK	CHEMISTRY	II	REGULAR	M	8-Feb-10	8-Feb-10
5	SHRI ARVINDBHAI NARANBHAI PATEL	CIVIL	II	REGULAR	M	7-Feb-09	21-Jun-16
6	SHRI ARVINDKUMAR RAMESHBHAI PATEL	CIVIL	II	REGULAR	M	20-Jun-16	20-Jun-16
7	SHRI DEVENDRAKUMAR NARAYANBHAI SHETH	CIVIL	II	REGULAR	M	10-Jun-11	10-Jun-11
8	SMT. FALGUNIBEN MAULIKKUMAR PATEL	CIVIL	II	ADHOC	F	3-Feb-09	3-Feb-09
9	SHRI HARDIKKUMAR PRABHUDAS PATEL	CIVIL	II	REGULAR	M	1-Jul-16	1-Jul-16
10	SHRI NIHARKUMAR VISHNUPRASAD PRAJAPATI	CIVIL	II	REGULAR	M	12-Sep-18	12-Sep-18
11	SMT. POONAM DEVENDRAKUMAR SHETH	CIVIL	II	REGULAR	F	7-Oct-08	30-Jun-15
12	SHRI YAGNIC TULSIBHAI RANA	CIVIL	II	REGULAR	M	18-Sep-15	18-Sep-15
13	SHRI ANKITKUMAR VINODCHANDRA GAJJAR	ELECTRICAL	II	REGULAR	M	4-Nov-16	4-Nov-16
14	SHRI ASHFAQ MUSTAFA QURESHI	ELECTRICAL	II	REGULAR	M	15-Nov-16	15-Nov-16
15	SHRI ASHOKKUMAR RAMJIBHAI PATEL	ELECTRICAL	II	REGULAR	M	28-Mar-01	12-Dec-19
16	SHRI BRIJESHKUMAR MUKUNDBHAI PATEL	ELECTRICAL	II	REGULAR	M	8-Nov-16	8-Nov-16
17	SHRI ISHVARBHAI DAHYALAL CHAUDHARY	ELECTRICAL	II	REGULAR	M	11-Mar-05	22-Jun-16
18	SHRI PRASHANT	ELECTRICAL	II	REGULAR	M	22-Nov-16	22-Nov-16

	KANAIYALAL BHAVSAR						
19	SHRI RAVINDRAKUMAR PRAVINSINH CHAVDA	ELECTRICAL	II	REGULAR	M	17-May-17	17-May-17
20	SHRI ROHITKUMAR MANUBHAI PRAJAPATI	ELECTRICAL	II	REGULAR	M	2-Nov-16	14-Dec-16
21	SHRI TEJPAL PUNMARAM PUROHIT	ELECTRICAL	II	REGULAR	M	10-Nov-16	10-Nov-16
22	SHRI SUNIL JETHALAL CHAUHAN	EC	I	REGULAR	M	7-Dec-93	30-Dec-17
23	SHRI LAUKIKKUMAR KANTIBHAI PATEL	EC	II	REGULAR	M	28-Apr-11	14-Jul-15
24	SHRI MILAV JAYESHKUMAR DABGAR	EC	II	REGULAR	M	2-Nov-16	2-Nov-16
25	SMT. MITTAL KALABHAI PEDHADIYA	EC	II	REGULAR	F	26-Apr-11	9-Jan-16
26	SHRI NIRAV JASHVANTKUMAR CHAUHAN	EC	II	REGULAR	M	1-Jul-17	1-Jul-17
27	SHRI RAHUL CHANDRAKANT PARMAR	EC	II	REGULAR	M	28-Oct-16	28-Oct-16
28	DR. RATANSING NANJIBHAI PATEL	EC	II	REGULAR	M	28-Oct-16	28-Oct-16
29	SHRI SNEHILKUMAR PRABHUDAS JOSHIARA	EC	II	REGULAR	M	25-May-17	25-May-17
30	DR. CHIRAGKUMAR SHANTILAL PANDYA	ENGLISH	II	REGULAR	M	26-May-11	26-May-11
31	SHRI DEVARSH JITENDRAKUMAR MODI	IC	II	REGULAR	M	17-Oct-15	17-Oct-15
32	SHRI JABBAR VALIBHAI KURESHI	IC	II	REGULAR	M	20-Oct-15	20-Oct-15
33	SMT. KINJAL ASHOKKUMAR PATEL	IC	II	REGULAR	F	15-Dec-09	15-Dec-09
34	SHRI MAHESH JERAMBHAI VADHAVANIYA	IC	II	REGULAR	M	17-Nov-00	5-Mar-15
35	SHRI VISMAY ARVINDBHAI CHAUHAN	IC	II	REGULAR	M	21-Oct-15	21-Oct-15
36	SHRI CHETAN PRAHLADBHAI GELOT	MATHS	II	REGULAR	M	26-May-11	12-Dec-19
37	SHRI SURESHKUMAR DALABHAI DABHI	MECHANICAL	I	REGULAR	M	24-Apr-92	30-Jan-19
38	SHRI CHIRAGKUMAR MAHENDRABHAI AMIN	MECHANICAL	II	REGULAR	M	9-Nov-16	9-Nov-16
39	SHRI DHARAKKUMAR HIMANSHUBHAI DESAI	MECHANICAL	II	REGULAR	M	5-Nov-16	5-Nov-16
40	SHRI MANOJKUMAR KHODABHAI PRAJAPATI	MECHANICAL	II	REGULAR	M	28-Oct-16	28-Oct-16
41	SHRI MUKESHBHAI RAMESHBHAI ZALA	MECHANICAL	II	REGULAR	M	9-Nov-16	9-Nov-16
42	SHRI NANJIBHAI NILABHAI CHAUDHARY	MECHANICAL	II	REGULAR	M	28-Oct-16	28-Oct-16
43	SHRI NIGAM VITTHALDAS OZA	MECHANICAL	II	REGULAR	M	8-Jan-01	3-Dec-20
44	SHRI NILESHKUMAR ASHOKKUMAR MODI	MECHANICAL	II	REGULAR	M	28-Oct-16	28-Oct-16

45	SHRI NITINKUMAR HARGOVANBHAI OZA	MECHANICAL	II	REGULAR	M	29-Oct-16	29-Oct-16
46	KUM. PAYAL GOVABHAI CHAUHAN	MECHANICAL	II	REGULAR	F	25-Feb-05	20-Nov-20
47	SHRI RAJESH LAVJIBHAI CHAUDHARI	MECHANICAL	II	REGULAR	M	28-Oct-16	28-Oct-16
48	SHRI SANDIPKUMAR PURANKUMAR MAHANT	MECHANICAL	II	REGULAR	M	28-Oct-16	28-Oct-16
49	SHRI SOMESHVARBHAI NARSINHBHAI CHAUHAN	MECHANICAL	II	REGULAR	M	28-Oct-16	28-Oct-16
50	SHRI TARUNKUMAR DINESHCHANDRA MODI	MECHANICAL	II	REGULAR	M	28-Oct-16	28-Oct-16
51	SHRI VIKRAMBHAI BABUBHAI CHAUDHARI	MECHANICAL	II	REGULAR	M	28-Oct-16	28-Oct-16
52	SHRI VIPULKUMAR MANUBHAI PRAJAPATI	MECHANICAL	II	REGULAR	M	28-Oct-16	28-Oct-16
53	SHRI VISHAL HARESHKUMAR SUTHAR	MECHANICAL	II	REGULAR	M	28-Oct-16	28-Oct-16
54	SHRI YOGENDRAKUMAR DALSANGBHAI CHAUDHARI	MECHANICAL	II	REGULAR	M	2-Nov-16	17-Jan-20
55	DR. BHUPENDRAKUMAR BHAVANBHAI MOR	PHYSICS	II	REGULAR	M	6-Feb-12	29-Jun-15
56	SHRI ALKESH DHIRAJLAL SHAH	ELECTRICAL	I	REGULAR	M	8-Mar-94	13-Sep-22
57	SHRI PARESH N SOLANKI	ELECTRICAL	II	REGULAR	M	1-May-26	1-May-26
58	SHRI HAJABHAI T PRAJAPATI	civil	II	REGULAR	M	19-May-26	19-May-26
59	SHRI JITENDRAKUMAR BECHARBHAI PATEL	MECHANICAL	II	REGULAR	M	12-May-11	2-Nov-22
60	SHRI DHANRAJBHAI PREMAJIBHAI JUDAL	MECHANICAL	II	REGULAR	M	28-Oct-16	1-Nov-22
61	SMT. VIRALBAHEN GANPATBHAI PATEL	MECHANICAL	II	REGULAR	F	25-Nov-16	2-Nov-22
62	SHRI NARENDRAKUMAR KANAIYALAL PATEL	EC	II	REGULAR	M	25-Mar-26	25-Mar-26
63	SHRI VIPULKUMAR PRAHLADBHAI PATEL	CIVIL	II	REGULAR	M	16-Jun-16	1-Nov-22
64	SHRI FANAN AKBARBHAI MUKHI	CIVIL	II	REGULAR	M	12-Jul-16	1-Nov-22
65	SHRI BHARATBHAI N PRAJAPATI	MECHANICAL	II	REGULAR	M	10-Nov-11	1-Nov-22
66	MRS. MINALBEN DEVENDRABHAI ACHARYA	LAB ASSISTANT	III	REGULAR	F	11/08/1998	11/08/1998
67	MR. RAMESHBHAI BHEMJIBHAI KATHAROTIYA	LAB ASSISTANT	III	REGULAR	M	13/12/2013	13/12/2013
68	MR. BHAVESHKUMAR NATVARLAL RAVAL	LIBRARIAN	III	REGULAR	M	14/07/2017	14/07/2017
69	MR. NIRAV MAFATLAL CHAUHAN	SENIOR CLERK	III	REGULAR	M	22/05/2017	22/05/2017
70	MS. KAILASHBEN BHAGVANBHAI DESAI	SENIOR CLERK	III	REGULAR	F	16-05-2017	18-09-2018
71	MR. MAHESHBHAI BHAVANBHAI VALAGOT	HEAD CLERK	III	REGULAR	M	27/08/2013	09/09/2022

72	MRS. VARSHABEN P PATEL	SENIOR CLERK	III	REGULAR	F	21/08/2013	30/06/2025
73	MR. VASIMKHAN SIKANDERKHAN SAMA	LAB ASSISTANT	III	REGULAR	M	12/01/2015	05/09/2019
74	MRS. NEHAL PRAFULBHAI JETHAVA	LAB ASSISTANT	III	REGULAR	F	13/12/2013	04/09/2019
75	MR. PRAKASH N THAKOR	INSTRUCTOR	III	REGULAR	M	04/09/2025	16/10/2017
76	MR. VISHNUPRASAD AMULAKHBHAI TRIVEDI	MALI	IV	REGULAR	M	07/06/1991	17/03/1994
78	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 criteria 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

Land Phone number	02742-245219
FAX Number	02742-262115
Email	gppalanpur05@rediffmail.com
Website	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 subsidy 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.

<https://gppalanpur.in/>

(XV) 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.

(XVI) The names, designations, and other particulars of the public information Officers.

Sr No.	Name	Designation	Duty	Contact No
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