

PROACTIVE DISCLOSURE

GOVERNMENT POLYTECHNIC

HIMATNAGAR

**GADHODA ROAD, NEAR MOTIPURA CIRCLE,
HIMATNAGAR, SABARKANTHA – 383 001**

Phone No: 02772-229285

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Web Site: www.gphn.cteguj.in

1. The particulars of organization, functions and duties.

Particulars of Institution

Government Polytechnic, Himatnagar is situated in Himatnagar on Gadhoda road, near Motipura circle at Himatnagar of Sabarkantha District.

It was established in the year 1983.

Course Details

Government Polytechnic, Himatnagar offers following Diploma Courses under affiliation of Gujarat Technological University.

The duration of this diploma course is 3 Years (6 Semesters). Eligibility of admission to this course is SSC (standard 10) Pass.

Information about Diploma Courses offered is given below.

Sr. No.	Department	Program	Course Duration	Shift	Seats
1	Mechanical Engg.	Regular	6 semester	1	60
2	Electrical Engg.	Regular	6 semester	1	90
3	Information Technology	Regular	6 semester	1	150
4	Civil Engg.	Regular	6 semester	1	90
5	Computer Engineering	Regular	6 Semester	1	60
6	CACD & DM	Regular	6 semester	1	30
7	Renewable Energy	Regular	6 semester	1	30
8	Automobile Engineering	Regular	6 semester	1	30
			Total Intake		540

Accreditation status:

NBA Accreditation Status		
1	Name/ List of Programmes/ Courses Accredited	Following programs of Govt. Polytechnic, Himatnagar are accredited for 3 years upto 30/6/2024 <ul style="list-style-type: none">● Civil Engineering● Electrical Engineering● Mechanical Engineering● CACD & DM (accredited upto 30/6/2025)
2	Applied for Accreditation	
	A. Applied but Visit not happened	Computer Engineering, Information Technology
	B. Visit happened but result awaited	-
3	List of programmes/ courses Not Applied	Renewable Energy, Automobile Engineering

Facilities available at Institute:

- Boys Hostel
- Girls Hostel
- Library
- Canteen
- Student Store
- Drinking facilities with RO & Water cooler
- Sports Facilities
- Staff Quarters

2. The Powers and duties of its Officers and employees.

- Power delegated to the officers and employee is as per government rules.
- Duties of the officers are according to norms set by state government.

3. The procedure followed in the decision-making process, including channels of supervision and accountability.

The Procedure Followed

Principal of the Institute is responsible for overall planning and management of the academic and administrative activities of the institutes including optimal utilization of resources. Principal is the implementing authority of plans and policies of the Government notified from time to time.

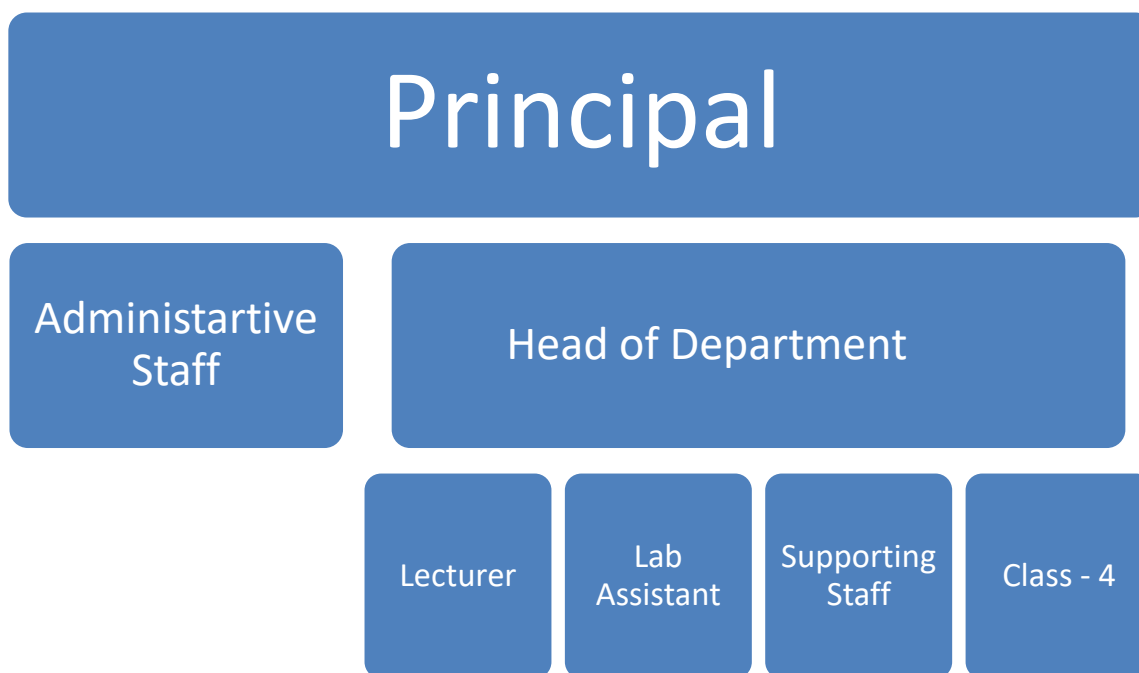
Principal performs the duties of Head of the office at the institute level. He is the competent authority for all cases of Class – 4 employees.

Cases of Class -1 , Class – 2 and Class – 3 also require the approval of Head of Institute before sending for the final approval at the Head Office .

Channels of supervision and accountability

Principal acts as head of the office. Some cases are disposed at the level of Principal and the cases, which require approval of Director or Government, are sent to the Head Office by the Principal.

Every Officer/Official is accountable to the higher level Officer as depicted below: -



4. The norms set by it for the discharge of its functions.

The Institute discharges its function according to norms as below: -

- 1) Gujarat Civil Service Rules.
- 2) Gujarat Financial Rules.
- 3) Instructions given by the Government and Commissioner of Technical Education from time to time.
- 4) The norms and standards as lay down by All India Council for Technical Education.
- 5) Exam rules as laid done by Gujarat Technological University.

5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

The Institute works on the basis of following rules/instructions: -

- 1) Gujarat Civil service rules.
- 2) Gujarat financial rules.
- 4) The instruction manual.
- 5) The general and common conditions of service rules as amended from time to time.
- 6) Institution given by Government and Commissioner of Technical Education.
- 7) Exam rules as laid done by Gujarat Technological University

6. A statement of the categories of documents that are held by it or under its control.

The following documents are kept by the Institute under its control: -

a. Personal file of every officer/official.

This file contains a complete record of the employee right from his appointment in the Institute. It includes details of his service for e.g. postings, promotions, leaves, etc. and also all correspondence related to the employee.

b. Service Book of every officer/official of the Institute.

It includes entries of personal data, increments, promotions, and service verification, leave record, assured career progression scheme and all details of service rendered.

c. Annual confidential report for class IV Staff.

The yearly performance appraisal of class III and IV employee is recorded in the form of annual confidential report.

d. Examination record of the students of the institutions.

Student section keeps the record of the mid-exam result for one year only and external exam record in the form given by GTU.

e. Attendance record of the students presently on roll of the institution.

Every teaching staff members keep subject wise attendance of the students and every week sent to DTE.

f. Placement record of the pass out students.

Pass out student record is kept by placement officer.

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 its policy or administration thereof.

The following schemes include the members of public in the formulation of their policy or administration:-

A. Community Polytechnics scheme (Direct Central Assistance Scheme)

Monitoring & Evaluation.

Monitoring of progress will ensure that the objectives are being realized constantly and no deviation is taking place. To ensure the proper implementation of the Scheme of Community Polytechnics it shall be monitored at institute level by executive committee of the community polytechnic.

It should be the duty of the Executive Committee of the Community Polytechnic to ensure that the work is progressing as per the approved operational plan. They should analyze any deviation and take corrective action.

The composition of Executive Committee shall be as given below: -

Executive Committee

1	Principal of the polytechnic	Chairman
2	Two Representatives of the Faculty	Member
3	Two Representatives of the Village Panchayat/Panchayat Samiti/Zila Parishad for the Extension Centres	Member
4	One Representative of NGOs/Retired Professional	Member
5	One Principal/Project officer from nearby Community Polytechnic	Member
6	Project officer of Community Polytechnic	Member Secretary

Advisory Committee

The Advisory Committee is the main policy making Committee and appraises new projects/ programs to be taken up by the Community Polytechnics. The Committee must meet at least once in six months.

Composition of Advisory Committee shall be as given below:

Advisory Committee.

1.	Chairman Zila parishad or Chief Executive Officer, DRDA or prominent Educationist/Industrialist of the District.	Chairman
2	Professor Incharge of Rural Development at TTTI or his nominee	Member
3	A representative of State DTE	Member
4	A representative of NGOs/Voluntary Organisation	Member
5	Two professional/Reputed Persons actively involved in Community Development work	Member
6	Representative of Women Social Organisations	Member
7	Principal of ITI/Vocational Schools	Member
8	Representative from Panchayats/Sarpanches from Extension Centres (2 Nos).	Member
9	One Principal/Project Officer of nearby Community Polytechnics	Member
10	Representative of KVIC/KVK	Member
11	Representative of local Industries	Member
12	Representative from village Panchayat	Member
13	Representative of NABARD/Lead Bank	Member
14	Principal of Polytechnic	Member Secretary

Note: At least two meetings of the Advisory Committee shall be held every year.

b. Industry Institute Interaction

Institute trains the human resource and supply technical manpower to the industries, which is very vital input for the industries. The success of the institution depends on how useful their products are to the industries. Success of industries also depends in the quality and competency of the products they take from the institutes. Since the requirements of industries are to be satisfied by the institution and industries ultimately get the benefit of efforts taken by the institution, the requirements of industries can be made clear so that the institutes can plan and implement system of education and training to meet the requirements. Any mismatch will result in loss to both; time and energy of education system will go waste and industry will fail to face competition to survive. Thus industries and institutes are to get together, for their own survival. It is therefore necessary to develop a synergic relationship between both of them. Educational institutes should take a leading role in promoting industry Institute Interaction (III) with industries, as they will gain much from such interaction.

Although many things can be done under the meaning of Interaction, mostly following are the key areas on which the mutual interaction among Industry and

Institute can be stressed upon.

- 1) Industrial training for teachers & students.
- 2) Field visit by teachers & students.
- 3) Seminars, Extension Lectures and Conferences.
- 4) Assignment of Project and R & D work, Testing and consultancy work.
- 5) Conduct Education Program for Industry Personnel.
- 6) Curriculum framing involving Industry personnel.

Benefits

Through Industry Institute Interaction (I.I.I) both Institutes and Industries can be benefited a lot. Following are the benefits that can be derived in general.

- 1) Once the students are properly trained in the institute with sufficient exposure on industrial environment there is reduced in house training cost for them once they are recruited.

- 2) Different content updating programmes of the institute help the industry personnel adapt to rapidly changing technology.
- 3) Interaction also helps the industry and its personnel to know the advance techniques to be applied on understanding imported technology.
- 4) I.I.I helps in knowing ways and means of developing indigenous technology.
- 5) R&D work of the industry can be improved by sponsoring R&D projects to institutes.
- 6) I.I.I also helps Industry Personnel to acquire higher qualification through continuing Education Programmed.
- 7) Institute will develop infrastructure facilities through funding of industries on sponsored R&D Projects.
- 8) The quality of education and training will improve through I.I.I.
- 9) Curriculum can be better designed and more acceptable to industries by involving Industry personnel in curriculum framing.
- 10) Teachers and students will realize the complexities and inter disciplinary nature of problems that are handled in industry.
- 11) Students will learn important aspects of dealing with people, communication, motivation and organization culture and factor discipline that exists in industries.
- 12) Teachers get exposed to the operation of specialized plant and equipment, which educational institutes do not have.
- 13) Teachers orient themselves with the new and emerging area of technology in industries.
- 14) Teachers also relate theory and practical, which is needed from effective engineering education.

8. Statement of the boards, councils committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

No boards, councils committees and other bodies constituted.

The Institute functions as per the directive received from Government and Commissioner of Technical Education.

9. A directory of staff of Government Polytechnic, Himatnagar.

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provide in its regulations

A) Monthly Remuneration Received by Officer/Employees.

11. The budgets allocated to each of its agencies, indicating the particulars / of all plans, propose expenditures and reports on disbursement made.

Budget is allotted time to time by head office as per budget sanctioned by government.

12. The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such Programme.

a. Scholarship

Scholarship to students belonging to SC/ST and S.E.B.C. categories by the Social Welfare Department.

13. Particulars of recipients of concession, permits or authorizations granted by it.

The entire student those who are coming from nearby stations of institute get the concession on S.T. BUS and Railway traveling.

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

The following information is available with Government Polytechnic Himatnagar in electronic form.

a. Profile of Department includes:-

- 1) Brief information of departments under the control of Head of Institute.
- 2) Curriculum of different discipline offered at this institute in coordination with Gujarat Technological University.
- 3) Admission, Exam Results.
- 4) Staff Position.
- 5) Library records.

15. The particulars of facilities available to citizens form obtaining information including the working hours of a library or reading room if maintained for public use.

Facility not available.

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

A) The names and designations of the public information officers at Institute are: -

1	Appellate authority	Shri. Hemal M. Dhandhukiya, Principal	02772 – 229285
2	Public Information Officer	Shri C.P. Vithalani, Lecturer	
3	Asst. Public Information Officer	Smt. Rakhi Jain, Lecturer	

17. Any other information

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