



# GOVERNMENT POLYTECHNIC, JAMNAGAR.

(Under Commissionerate of Technical Education, Gujarat state)

सरकारी पॉलिटेक्निक, जामनगर.

વાલસુરા રોડ, પોસ્ટ : બેડી,  
જામનગર ૩૬૧૦૦૯  
ગુજરાત, ભારત  
ફોન : (૦૨૮૮) ૨૭૫૫૫૭૦



Valsura Road, Post : Bedi  
Jamnagar - 361009  
Gujarat, India  
Phone : (0288) 2755570

Website : [www.gpjm.cteguj.in](http://www.gpjm.cteguj.in)

Email : [gp-jamnagar-dte@gujarat.gov.in](mailto:gp-jamnagar-dte@gujarat.gov.in)

## THE RIGHT TO INFORMATION ACT2005 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, Jamnagar is a government institute under Commissionerate of Technical Education, Government of Gujarat. With an established reputation as one of the leading Polytechnic institutes of Gujarat state, Government Polytechnic, Jamnagar has become the first choice for many students willing to pursue Diploma Engineering,

The Institute was established in 1983, with an objective of imparting skill based 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 administrated by Commissionerate of Technical Education, Government of Gujarat and is affiliated to Gujarat Technological University (GTU).

Government Polytechnic, Jamnagar is located at Valsura Road, Jamnagar, 6 kms away from S.T. Bus stand, 2 kms away from Railway station and 15 kms away from Air Port. Jamnagar is one of the fastest developing city of Gujarat. Big industries like Reliance Industries Ltd., Essar Industries Ltd. and nos. of Brass works factories are located at Jamnagar and its surrounding areas.

This institute is running 5 courses in Regular mode.

Details of courses run by institute:

Sr.No.	Programme	Intake
1	Diploma in Civil Engineering	120
2	Diploma in Mechanical Engineering	180
3	Diploma in Electrical Engineering	180
4	Diploma in Electronics & Communication Engineering	30
5	Diploma in Computer Engineering	90

## **INSTITUTE VISION:**

To be an elite institute by creating technocrats who will contribute towards the betterment of the society.

## **INSTITUTE MISSION:**

- To be a student-centric institute, imparting fundamental, experimental and innovative skills, addressing societal problems for creating socially responsible citizens.
- To strengthen linkage with employers, industries, alumni and other stakeholders for the betterment of the institute.
- To promote co-curricular and extra-curricular activities for overall personality development of the students.

## **Mandate:**

The Institute offers diploma engineering courses of various branches to cater to the current and future needs of the industry and society. The college is to work in the direction of sustainable development of technical education.

## **Duties:**

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

## **Hierarchical Structure:**

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

## **Course Information:**

To impart education in the area of engineering and Technology for diploma in following programs run by institute

<b>Sr. No.</b>	<b>Course</b>	<b>Level</b>	<b>Year of Starting</b>	<b>Full/ Part Time</b>	<b>Approved Intake</b>	<b>Course Duration(yr)</b>
1	Civil Engineering	Diploma	1983	Full	120	3
2	Mechanical Engineering	Diploma	1983	Full	180	3
3	Electrical Engineering	Diploma	1989	Full	180	3
4	Electronics & Communication Engineering	Diploma	2007	Full	30	3
5	Computer Engineering	Diploma	2007	Full	90	3

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

Academic monitoring is done by concerned head of department. Overall monitoring is done by the principal.

Department/section head resolves academic related issues under the guidance of principal. Women development cell and SC/ST cell, Anti-ragging committee has been formed as per the guidelines of GTU/AICTE/UGC.

**Details of committees:**

Over and above Grievances are resolved by the principal in consultation with internal management committees.

**Address and contact nos. of Institute:**

Name of the Institution	Government Polytechnic, Jamnagar
Address	Valsura Road, P.O. Bedi Jamnagar - 361009
Land Phone number	(0288) 2755570
Email	<a href="mailto:gp-jamnagar-dte@gujarat.gov.in">gp-jamnagar-dte@gujarat.gov.in</a>
Website	<a href="http://gpjamnagar.ac.in">gpjamnagar.ac.in</a>
Institute Type	Government
AICTE PERMENANT ID	1-431065941
Year of First Approval by AICTE	1994
Working Days and Timings	Monday to Saturday (except 2nd & 4 <sup>th</sup> Saturday) from 10.30 am to 6.10 pm.

**(i) 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 Guj.
- Consultancy 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

**2. Administrative Officer:** To assist in all administrative duties, Contractual for organization coordination as per instruction form Head of office for the institution.

**3. Accounts Officer:** To manage all financial matters of payment & receipt as per the govt. rules 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 college.

**6. 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

**7. Rector:** Hostel and mess administration and provide necessary accommodation and other necessary facilities to the students.

**8. Professor:** Managing the respective academic program development consultancy and contact the subordinate teaching and technical staff.

**9. Associate & Assistant Professor:** Teaching & 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 Contractual or used by its employees for discharging its functions***

1. All the rules regulations as per Government of Gujarat rules applicable time to time.
2. 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 Contractual of</b>
1	Academic	Syllabus, Course curriculum as per GTU norms	Personally	Principal office
2	Administration	Govt. of Gujarat rules	Personally	Principal office
3	Financial	Govt. of Gujarat rules	Personally	Principal office
4	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***

Faculty data is available on the website.

**(x) Work Assignment to Faculties and Relative Portfolios**

<b>Sr. No.</b>	<b>Portfolio / Duty</b>	<b>Details about duty to be performed</b>	<b>Name of Officer in charge</b>	<b>Assistant Officer In charge</b>	<b>Team members</b>
1.	Rector	All activities regarding all Hostels	Shri S.D. Chadniya		Sh. D.D. Chhaiya Sh. S.N. Vegad
2.	Warden – Boys Hostel	All activities regarding boys Hostel	Shri S.Z. Pathan Shri L.K. Jethva		Sh. M.D. Vaishnav Sh. R.H. Prajapati Sh. P.L. Gamit
3.	Warden – Girls Hostel	All activities regarding girls Hostel	Dr. Smt. U.M. Joshi		Ms. H.H. Shah Ms. S.H. Kanjariya
4.	Civil maintenance and Campus development, liaison with JMC, R&B, PWD & Head office	All activities regarding Civil work and Campus work	Shri R.B. Dabhi		Sh. A.V. Nakum Sh. M.D. Vaishnav Sh. A.D. Khant
5.	Store officer	All activities regarding Store	Dr. S.S. Sonigra Head of Store	Shri B.B. Chauhan Store Officer	Sh. C.C. Kamani
6.	Accounts	All activities of Accounts section	Shri M.M. Nathani	Shri. K.M. Shaikh	Dr.. N.H. SHah Sh. M.M. Dalwadi Sh. D.B. Harsora Sh. H.A. Dabhi Ms. N.D. Thakar
7.	Establishment / Court Case	All activities of Establishment section and Court matter	Shri A.N. Joisar	Dr. S.K. Teraiya	Sh. S.D. Chadniya Ms. S.N. Collarwala Sh. K.M. Zala Sh. V.A. Trivedi
8.	R.T.I.	All activities regarding R.T.I.	Dr. V.S. Tejwani (PIO)	Shri A.V. Nakum (APIO)	
9.	Security	All activities regarding Security	Shri R.S. Oza		Sh. S.Z. Pathan Sh. V.V. Gagaliya Sh. K.M. Zala Sh. M.M. Dalwadi Sh. K.M. Chavda
10.	Electrical Maintenance	All activities regarding Electrical Maintenance of entire building including hostels	Shri R.J. Dattani	Sh. H.A. Dabhi	Sh. R.J. Gujarati
11.	House Keeping	All activities regarding House Keeping	Shri S.P. Gori		Sh. M.D. Naraniya (Workshop) Sh. V.R. Avalani Ms. N.V. Khanpara (Main Building) Sh. P.L. Gamit Ms. J.D. Vadaliya (New Building) Sh. V.V. Gagaliya (LRUC Building) Sh. L.K. Jethva Sh. S.Z. Pathan (Hostel) Sh. V.V. Bhuva

					Sh. A.M. Galani (Other than bldg.)
12.	Gymkhana	All activities regarding Gymkhana	Shri A.M.Bhatt	Sh. M.M. Dalwadi	Sh. S.Z. Pathan Sh. K.M. Shaikh Ms. S.N. Collarwala Dr. K.P. Raichura Sh. J.V. Shaparia Sh. M.D. Bhanderi
13.	RUSA	All activities regarding RUSA	Shri S.P. Kotak	Dr. K.P. Raichura	Sh. D.D. Vadaliya Sh. M.M. Boda Sh. M.D. Bhanderi
14.	Finishing School	All activities regarding Finishing School	Dr. K.P. Raichura	Shri S.P. Kotak	Sh. H.A. Dabhi Sh. R.J. Dattani Ms. P.V. Patel Sh. K.M. Chavda Sh. M.D. Vaishnav
15.	Student Section	All activities regarding Student Section	Shri R.H. Gokani		Sh. J.L. Chandpa Sh. M.M. Boda Sh. K.M. Shaikh Sh. S.A. Pithia Ms. H.H. Shah Ms. P.V. Patel
16.	Training and Placement Officer	All activities regarding Training & Placement	Shri R.S. Oza	Sh. N.R. Suchak	Sh. D.B. Harsora Sh. J.V. Shaparia Sh. M.D. Vaishnav Sh. S.A. Pithia
17.	Video Surveillance System (CCTV)/ Video conference	All activities regarding Video Surveillance System	Shri M.M. Dalwadi	Sh. P.L. Gamit	Sh. S.A. Pithia Sh. B.B. Chauhan Sh. C.C. Kamani Sh. V.A. Trivedi
18.	CWAN	All activities regarding Network & Internet	Shri J.V. Shaparia	Shri V.A. Trivedi	Sh. P.L. Gamit Dr. S.K. Teraiya Sh. H.A. Dabhi Sh. A.D. Khant
19.	NSS	All activities regarding NSS	Shri R.S. Oza	Shri A.V. Nakum	Sh. V.R. Avalani Dr. H.J. Parekh Sh. M.D. Naraniya Ms. P.V. Patel Sh. A.C. Akbari
20.	GTU	All activities at GTU and Exam	Dr. V.S. Tejwani (Co-ordinator)	Shri N.B. Sanghani Shri H.J. Vadhvana (Co-coordinator)	Ms. N.V. Khanpara Sh. D.D. Chhaiya Sh. V.V. Gagaliya Ms. J.D. Vadaliya Sh. A.N. Joisar Sh. M.M. Dalwadi
21.	Library	All activities regarding Library under the guidance of Shri V.V. Bhuva	Dr. H.J. Parekh	Sh. V.V. Gagaliya	Sh. N.H. Kodyatar
22.	Overload/ Working Professional	All activities regarding Overload and Working Professional	Dr. N.H. Shah	Dr.. U.M. Joshi	Sh. V.R. Avalani Sh. R.H. Prajapati
23.	Time Table	All activities regarding Time Table	Dr. N.H. Shah	Sh. N.R. Suchak	Dr. U.M. Joshi Sh. R.H. Prajapati

					Sh. M.D. Vaishnav Sh. A.V. Nakum Sh. M.M. Dalwadi Sh. A.M. Galani
24.	Student Feedback	All activities regarding Student Feedback	Dr. N.H. Shah	Sh. R.H. Gokani	Sh. R.K. Borsaniya Ms. S.N. Collarwala Sh. J.L. Chandpa Ms. J.D. vadaliya
25.	Academic Monitoring	All activities regarding Academic Monitoring	Sh. P.H. Kanani	Sh. V.V. Bhuva	Sh. A.M. Galani Sh. C.G. Ajudiya
26.	COGENT Portal	All activities regarding COGENT Portal	Shri C.C. Kamani	Shri V.A. Trivedi	Sh. A.N. Joisar Sh. P.L. Gamit Sh. D.D. Chhaiya Sh. S.N. Vegad Ms. S.N. Collarwala
27.	SSIP	All activities regarding SSIP	Shri R.K. Borsaniya (Co-ordinator)	Shri M.D. Naraniya	Dr. H.J. Parekh Ms. S.N. Collarwala Sh. R.H. Prajapati Sh. M.D. Bhanderi
28.	Center of Excellence (COE)	All activities regarding Center of Excellence	Sh. A.M. Bhatt	Sh. S.P. Gori	Sh. R.H. Gokani Sh. M.D. Bhanderi
29.	Learning License	All activities regarding Learning License	Shri K.M. Chavda	Shri L.K. Jethva	Sh. D.D. Chhaiya Sh. S.H. Makrani
30.	AICTE / GTU Affiliation/ CCC / AISHE	All activities regarding AICTE, GTU affiliation, CCC and AISHE	Shri C.G. Ajudiya	Shri V.A. Trivedi	
31.	NBA	All activities regarding NBA	Shri R.B. Dabhi		Sh. M.D. Naraniya Sh. R.J. Dattani Sh. C.G. Ajudiya Sh. R.K. Borsaniya Sh. A.N. Joisar
32.	ISTE Faculty Chapter	All activities regarding ISTE Faculty Chapter	Shri A.M. Patel (Chairman)	Shri B.B. Chauhan (Secretary cum Treasurer)	Sh. R.J. Dattani Sh. D.B. Harsora Sh. C.C. Kamani Sh. M.M. Dalwadi Sh. K.M. Shaikh
33.	ISTE Student Chapter	All activities regarding ISTE Student Chapter	Shri J.L. Chandpa (Faculty Adviser)		Sh. R.K. Borsaniya Sh. S.D. Chadniya Sh. C.G. Ajudiya Sh. B.B. Chauhan Ms. N.V. Khanpara Sh. H.J. Wadhvana
34.	Institute Website and Blog	All activities regarding Institute Website and Blog	Shri R.H. Prajapati		Sh. A.N. Joisar Sh. R.K. Borsaniya Sh. A.V. Nakum Sh. D.D. Vadaliya Sh. J.L. Chandpa Sh. V.A. Trivedi
35.	Transgender Monitoring	All activities regarding Transgender	Shri A.M. Bhatt	Shri V.R. Maniyar	Sh. K.M. Shaikh Ms. P.V. Patel Sh. H.J. Wadhvana



		Monitoring			
36.	Entrepreneurship Development Cell	All activities regarding Entrepreneurship Development Cell	Shri R.S. Oza	Shri N.R. Suchak	Sh. D.B. Harsora Sh. M.D. Vaishnav Sh. S.A. Pithia Sh. J.V. Shaparia
37.	Internship Cell	All activities regarding Internship Cell	Shri R.S. Oza	Shri N.R. Suchak	Sh. D.B. Harsora Sh. M.D. Vaishnav Sh. S.A. Pithia Sh. J.V. Shaparia
38.	Mechanical Maintenance	All activities regarding Mechanical Maintenance including Water purifier and Cooler maintenance	Shri S.P. Gori	Shri L.K. Jethva	Sh. D.D. Chhaiya Sh. K.M. Zala Sh. S.H. Makrani
39.	Various Help Centers	All activities regarding Help Centers	Sri A.M. Galani (ACPC - 12+ Admission) Dr. N.H. Shah (ACPC - MBA/MCA) Shri S.N. Vegad (ACPDC) Shri R.S. Oza (D to D) Shri M.M. Nathani (DDSET)		
40.	Disciplinary Committee	All activities regarding Institute Discipline	Shri V.V. Bhuvva	Shri A.M. Galani	Sh. R.B. Dabhi Sh. R.S. Oza Sh. S.D. Chadniya
41.	CAS Committee	All activities regarding CAS	Dr. N.A. Dani	Shri M.M. Nathani	Dr. V.S. Tejwani Sh. A.M. Bhatt Sh. C.G. Ajudiya Sh. A.N. Joisar Dr. S.K. Teraiya Sh. N.H. Joshi
42.	Road Safety Cell	All activities regarding Road Safety	Shri R.B. Dabhi	Shri K.M. Zala	Sh. A.C. Akbari Sh. S.A. Pithia Sh. N.H. Kodiyatar
43.	MYSY	All activities regarding MYSY	Shri S.A. Pithia (Wednesday & Saturday)	Shri N.H. Kodiyatar (Monday & Thursday) Shri A.C. Akbari (Tuesday & Friday)	Sh. P.J. Parmar Sh. A.D. Khant Ms. S.H. Kanjariya
44.	Apprenticeship Committee	All activities regarding Apprentice	Shri N.R. Suchak	Shri M.D. Bhanderi	Sh. K.M. Chavda Sh. M.M. Dalwadi Sh. J.V. Shaparia Sh. M.D. Vaishnav

***(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 Contractual of this office to whom the budget/grant is to be allocated.

***(xii) The manner of executive of subsider 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.***

Institution web site

***(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.



# GOVERNMENT POLYTECHNIC, JAMNAGAR.

(Under Commissionerate of Technical Education, Gujarat state)

સરકારી પોલિટેકનિક, જામનગર.

વાલસુરા રોડ, પોસ્ટ : બેડી,  
જામનગર ૩૬૧૦૦૯  
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## *(xvi) The names, designations, and other particulars of the public information officers*

સરકારી અધિકારીઓનાં નામ, હોદ્દા અને અન્ય વિગતો  
જાહેર સત્તા મંડળ : સરકારી પોલિટેકનિક, જામનગર.

આચાર્યશ્રી અને એપલેટ અધિકારીશ્રી :

ક્રમ	નામ	હોદ્દો	STD કોડ	ફોન નંબર	ઇ-મેઇલ	સરનામું
૧.	શ્રી. એ.એમ. પટેલ	આચાર્ય	૦૨૮૮	૨૭૫૫૫૭૦	gpjamnagar@yahoo.com	સરકારી પોલિટેકનિક, જામનગર

માહિતી અધિકારીશ્રી :

ક્રમ	નામ	હોદ્દો	STD કોડ	ફોન નંબર	ઇ-મેઇલ	સરનામું
૧.	ડો. વી.એસ. તેજવાણી	વ્યાખ્યાતા ઇલેક્ટ્રીકલ એન્જી.	૦૨૮૮	૨૭૫૫૫૭૦	gpjele@gmail.com	સરકારી પોલિટેકનિક, જામનગર

*(xi) Such other information as may be prescribed and thereafter updated every year.*

**The salary of the teaching staff is given as per AICTE 7<sup>th</sup> pay scale at present. The data is updated in July, 2024 and has been published herewith.**



# GOVERNMENT POLYTECHNIC, JAMNAGAR.

(Under Commissionerate of Technical Education, Gujarat state)

सरकारी पॉलिटेक्निक, जामनगर.

વાલસુરા રોડ, પોસ્ટ : બેડી,  
જામનગર ૩૬૧૦૦૯  
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## ***Mandatory disclosure for NBA & NAAC Accreditation status***

<b>NBA Accreditation Status</b>		
1	Name/ List of programmes / Courses Accredited	Computer Department Mechanical Department
2	Applied for accreditation	
	A. Applied but visit not happened	EC Department
	B. Visit happened but result awaited	- NIL -
3	List of programmes / courses Not applied	Civil Department Electrical Department

<b>NAAC Accreditation Status</b>		
1	Accredited	- NIL -
2	Applied for Accreditation	
	A. Applied but visit not happened	- NIL -
	B. Visit happened but result awaited	- NIL -
3	Not Applied	Computer Department Civil Department Electrical Department EC Department Mechanical Department