



R. C. TECHNICAL INSTITUTE

(Under Commissionerate of Technical Education)

Opp. Gujarat High Court, Sola, Ahmedabad: 380 060

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Web site: www.rcti.cteguj.in

RIGHT TO INFORMATION ACT, 2005

CHAPTER II (Right to information and obligations of public authorities)

Information as para 4(1)b

Mandatory Discloser

i) The particulars of its organization, function and duties.

a) Particulars of its organization -

- i) Name of organization- R.C.TECHNICAL INSTITUTE, Ahmedabad
- ii) Head of Organization –Dr.B.B.SONEJI, Principal.
- iii) Status of organization –Gujarat Government Institute, Establishment in 1910.
- iv) Affiliation –Gujarat Technological University, Ahmedabad
- v) Courses – Full time Diploma courses in Engineering in the following discipline.

Name of Branch	Course Duration	Intake
Civil Engineering	3 Years	60
Computer Engineering	3 Years	240
Electrical Engineering	3 Years	240
Information Technology	3 Years	180
Mechanical Engineering	3 Years	240
Printing Technology	3 Years	60
Textile Manufacturing Technology	3.5 Years	30
Textile Processing Technology	3.5 Years	30

- vi) AICTE Approval –
 1. AICTE Approval F.No: Central/1-7012644614/2020/EOA dated 12/06/2020.
- vii) Admission procedure – Centralized admission process as per directives of Admission Committee for Professional Diploma Courses (ACPDC), Gujarat.
Phone No. 079-26305516 & Fax - 079-26300131.

Email-acpdcinfo@gmail.com

Website: <http://www.acpdc.in/>

a) Function –

Functioning of the institution is as per existing Gujarat Government rules.

b) Duties –

- i) To impart Technical education & skill to the students of the institute as per the curriculum of Gujarat Technological University.
- ii) To conduct examination as per Gujarat Technological University norms.
- iii) Research & development
- iv) Revenue generation with the help of teaching faculty, equipment & machinery of the institute.

ii) Powers and Duties of its officers and Employees.

A) Duties of teaching faculty members.

ACADEMIC	ADMINISTRATION	EXTENSION
Class Room Instruction	Academic & Administrative Management of the Institution	Extension services(Community Development through Polytechnics scheme)
Laboratory Instruction	Policy planning, Monitoring & evaluation & promotional activities both at departmental & Institutional level	Interaction with Industry & society
Curriculum Development	Design & development of new programs	Participation in community services
Developing learning Resource Material & Laboratory Development	Preparing project proposal for funding in areas of R&D work laboratory development, modernization, expansion etc.	Providing R&D support, consultancy services to Industry & user agencies.
Students Assessment & Evaluation including Examination work of University	Administration both at departmental & Institutional levels.	Providing non-formal modes of education for the benefit of the community.

Participation in the Co- curricular & extracurricular activities.	Development administration & management of institution facilities.	Promotion of entrepreneurship & job creation
Students Guidance & counseling & helping their personal, ethical, moral & overall character development	Monitoring & evaluation of academic & research activities	Dissemination of knowledge
Continuing education activities	Participation in policy planning at the regional, national level for development of technical education	Providing technical support in areas of social relevance
Keeping Abreast of new knowledge & skills help generate new knowledge & help discrimination of such knowledge through Book Publication, Seminars etc.	Helping mobilization of resources for the Institution. Develop, update & maintains MIS. Plan & implement staff development activities.	
Self-development through upgrading qualification, experience & Professional activities.	Maintain accountability. Conduct performance appraisal	

And any other relevant work assigned by the Head of Institution from time to time.

B) Powers and duties of its employees -

Duties & responsibilities of all employees are assigned by the Principal as per need arising from time to time in concurrence with their post and Gujarat Civil Services Rule.

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

1. Decision making process –

- a) All the decisions related to academic matters & purchases of the departments are taken by the Principal with due discussion with the Heads of departments.
- b) Decisions related to establishment are taken by the Principal & in consultation with authorities like Director of Technical Education and Joint Director of Technical Education.

iv) The norms set by it for the discharge of its functions:-

The institute has to follow norms set by the AICTE, University, Director of Technical Education & State Govt. from time to time.

v) The rules, regulation instruction, manuals and records, held by it or under its control or used by its employees for discharging its function.-

1) The rules, regulation instruction, manuals and records, held by employees of the Institutions

A) Office –

1. Student section-

- 1) All records related to rules and regulations of Admissions to Diploma Engineering.
- 2) All records related to rules and regulations of eligibility.
- 3) All records related to rules and regulations of fee concession & Scholarship.
- 4) All records related to rules and regulation of University Examination process and University Examination Results.
- 5) All detailed records of all students.

2. Accountant –

- 1) Gujarat Treasury Rules.
- 2) All records of bills, which are to be submitted to treasury.
- 3) Records of grants received & expenditure.
- 4) Monthly expenditure records.
- 5) Salary bill records.
- 6) TDS & GPF detail

3. Establishment

- 1) Service books of all employees of the institute.
- 2) EL & ML records.
- 3) Personal file of all employees.
- 4) Records related to new GRs.
- 5) Pension files.
- 6) Confidential records of all employees.

7) Advances / Govt. loan records.

4. Cashier

- 1) Cash book (Govt. and Non Govt. and Bank)
- 2) Cash control.
- 3) Payments of bills & salary, details of remuneration.
- 4) Collection of student fee & distribution of scholarship & Concession.

B) Store keeper –

- 1) All files of purchases of equipment, machinery, consumables & semi consumables.
- 2) Central Dead Stock register and central Furniture register, consumables and Semi consumables register.
- 3) Bill passing records register.
- 4) Report of audit of store & purchase.
- 5) Action taken for removal of the objection in audit of the store.

C) Departments –Following information related to respective departments.

- 1) Syllabus records, timetable, work distribution among staff.
- 2) Casual leave record of all teaching and non-teaching staff in the department.
- 3) Departmental Dead Stock & Consumable and Semi consumable register.
- 4) Manuals of equipment and project & seminar report of the Students in the department.
- 5) Records of issued and non-issued material.
- 6) Assessment record of students.
- 7) Record of R &D and testing & consultancy activities

2) The rules used by its employees for discharging their function.-

1. All the teaching staff of the institute use rules & regulations of the university, for discharging their duties related to examinations. Academic records regarding this are kept under their custody.
2. Gujarat Civil Services Rules are applicable to all employees of the institution for discharging their duties in an efficient manner.

vi) A statement of the categories of documents that are held by it or under its control:-

1. Confidential reports – Principal or person authorized by Principal.
2. All the matter related to bills to be paid - Cashier.

3. Documents related to university examination,
Scholarships & fees - Student section clerk
4. Documents related to accounts - Accountant
5. Documents related to establishment - Establishment clerk
6. Documents related to purchase - Store keeper
7. Documents related to academic
Activities - Respective H.O.Ds &
teachers.
8. Documents related to admission - Admission In-charge or his process
supporting Officer.
9. Documents related to Library - Librarian.
10. Documents related to communication - Concerned Reviewing officer and his
DTE,RO, AICTE, AICTE (WRC),and subordinate.
University

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 its policy or administration thereof.

There is no such procedure for taking consultations of a public representative in formulation of the policies for this institute. However, they can send their representation regarding formulation policies directly to the State Government or through the institution to the Govt. At the same time, Institution has kept a suggestion box for submitting any suggestion by any public representatives.

viii) Officers and Employees in the system (pay and allowances as per AICTE norms.)

Teaching

Sr.No.	Name of officer	Designation	Class
1	Dr. B B Soneji	Principal	I
2	Shri M P Parmar	HoD in IT	I
3	Shri S B Dhami	HoD in Computer	I
4	Shri P B Shah	HoD in Mechanical	I
5	Shri A M Patel	HoD in Electrical	I
6	Shri D G Soni	Lecturer in Applied	II
7	Shri V J Thekdi	Lecturer in Applied	II
8	Shri M G Bagani	Lecturer in Applied	II
9	Smt. A C Shah	Lecturer in Applied	II
10	Shri M N Thakkar	Lecturer in Civil	II
11	Shri P A Pandya	Lecturer in Civil	II
12	Shri K P Jasodani	Lecturer in Civil	II
13	Smt. N J Dave	Lecturer in Civil	II
14	Shri A K Popat	Lecturer in Civil	II
15	Shri A H Shah	Lecturer in Civil	II
16	Shri M L Patel	Lecturer in Civil	II
17	Shri S N Shah	Lecturer in Civil	II
18	Shri V A Vyas	Lecturer in Computer	II
19	Shri S D Shah	Lecturer in Computer	II
20	Shri S A Valaki	Lecturer in Computer	II
21	Ku. S R Tiwari	Lecturer in Computer	II
22	Shri H N Talsaniya	Lecturer in Computer	II
23	Smt. S S Dadhania	Lecturer in Computer	II
24	Smt. A S Galathiya	Lecturer in Computer	II
25	Smt. P G Modh	Lecturer in Computer	II
26	Shri T B Mehta	Lecturer in Computer	II
27	Kum. J J Kaneria	Lecturer in Computer	II
28	Shri V B Buddhdev	Lecturer in Computer	II
29	Shri J P Shah	Lecturer in Computer	II

30	Kum. R S Sheth	Lecturer in Computer	II
31	Kum. B D Mulchandani	Lecturer in Computer	II
32	Kum. A L Patel	Lecturer in Computer	II
33	Shri M A Solanki	Lecturer in Computer	II
34	Kum. J A Suthar	Lecturer in Computer	II
35	Kum. S V Modi	Lecturer in Computer	II
36	Shri N A Patel	Lecturer in Computer	II
37	Kum. B C Chauhan	Lecturer in Computer	II
38	Kum. J D Bhatu	Lecturer in Computer	II
39	Smt. R P Vasava	Lecturer in Computer	II
40	Shri D V Patel	Lecturer in Computer	II
41	Kum. H J Parikh	Lecturer in Computer	II
42	Kum. A D Soni	Lecturer in Computer	II
43	Kum. A A Amin	Lecturer in Electrical	II
44	Smt. N A Gupta	Lecturer in Electrical	II
45	Shri D R Agrawal	Lecturer in Electrical	II
46	Shri J P Patel	Lecturer in Electrical	II
47	Shri T A Patel	Lecturer in Electrical	II
48	Shri R D Parmar	Lecturer in Electrical	II
49	Shri N N Pandya	Lecturer in Electrical	II
50	Shri J B Bhati	Lecturer in Electrical	II
51	Smt. P P Raval	Lecturer in Electrical	II
52	Smt. A D Mehta	Lecturer in Electrical	II
53	Shri Y M Holiya	Lecturer in Electrical	II
54	Shri T V Rabari	Lecturer in Electrical	II
55	Dr. H I Joshi	Lecturer in Electrical	II
56	Shri H R Patel	Lecturer in Electrical	II
57	Shri K R Gandhi	Lecturer in Electrical	II
58	Shri B R Patel	Lecturer in Electrical	II
59	Shri D N Thakkar	Lecturer in Electrical	II
60	Smt. R N Parikh	Lecturer in Electrical	II
61	Kum. G D Raval	Lecturer in Electrical	II
62	Shri P K Jani	Lecturer in Electrical	II
63	Shri N B Adhav	Lecturer in Electrical	II

64	Smt. P P Shah	Lecturer in Electrical	II
65	Kum. K S Patel	Lecturer in Electrical	II
66	Shri D K Rathod	Lecturer in Electrical	II
67	Smt. S S Patel	Lecturer in Electrical	II
68	Shri S D Patel	Lecturer in Electrical	II
69	Smt. K M Trivedi	Lecturer Physics	II
70	Shri R R Patel	Lecturer Chemistry	II
71	Dr. J S Prajapati	Lecturer Mathematics	II
72	Dr. P R Thanki	Lecturer English	II
73	Dr. P D Patel	Lecturer Mathematics	II
74	Shri H S Patel	Lecturer Physics	II
75	Shri V A Dabhi	Lecturer Physics	II
76	Shri R C Bhatt	Lecturer Mathematics	II
77	Dr. J N Mehta	Lecturer English	II
78	Shri N P Patel	Lecturer Mathematics	II
79	Kum. S N Joshi	Lecturer Chemistry	II
80	Shri B G Prajapati	Lecturer in IT	II
81	Shri D V Patel	Lecturer in IT	II
82	Ms D M Trivedi	Lecturer in IT	II
83	Ms D B Gadhavi	Lecturer in IT	II
84	Shri V G Gajjar	Lecturer in IT	II
85	Shri J C Thakkar	Lecturer in IT	II
86	Shri D L Labana	Lecturer in IT	II
87	Shri K K Prajapati	Lecturer in IT	II
88	Shri J S Raval	Lecturer in IT	II
89	Shri S R Sarvaiya	Lecturer in IT	II
90	Shri D P Israni	Lecturer in IT	II
91	Shri H J Shah	Lecturer in IT	II
92	Kum. A S Shaikh	Lecturer in IT	II
93	Shri A Y Ladha	Lecturer in IT	II
94	Shri N M Thakkar	Lecturer in IT	II
95	Shri M S Bargaje	Lecturer in IT	II
96	Shri H R Mandora	Lecturer in IT	II
97	Kum. K K Ratnottar	Lecturer in IT	II

98	Shri L C Ninama	Lecturer in IT	II
99	Shri B L Thakor	Lecturer in Mechanical	II
100	Shri K S Parmar	Lecturer in Mechanical	II
101	Smt S P Dayal	Lecturer in Mechanical	II
102	Dr. P A V Aghela	Lecturer in Mechanical	II
103	Shri H J Yadav	Lecturer in Mechanical	II
104	Shri A C Ninama	Lecturer in Mechanical	II
105	Dr. V K Patel	Lecturer in Mechanical	II
106	Smt. H N Dave	Lecturer in Mechanical	II
107	Shri A I Pandey	Lecturer in Mechanical	II
108	Smt. M K Gandhi	Lecturer in Mechanical	II
109	Shri G D Mistry	Lecturer in Mechanical	II
110	Shri P M Patel	Lecturer in Mechanical	II
111	Smt. A N Mahajan	Lecturer in Mechanical	II
112	Shri V S Khadalia	Lecturer in Mechanical	II
113	Shri P K Patel	Lecturer in Mechanical	II
114	Shri M D Shah	Lecturer in Mechanical	II
115	Shri A R Patel	Lecturer in Mechanical	II
116	Shri N D Trivedi	Lecturer in Mechanical	II
117	Kum. D M Harwani	Lecturer in Mechanical	II
118	Shri L P Nibel	Lecturer in Mechanical	II
119	Smt. H P Deshmukh	Lecturer in Mechanical	II
120	Smt. M B Acharya	Lecturer in Mechanical	II
121	Smt. M G Sheth	Lecturer in Mechanical	II
122	Shri R B Dhruv	Lecturer in Mechanical	II
123	Shri N G Parmar	Lecturer in Mechanical	II
124	Shri T S Raol	Lecturer in Mechanical	II
125	Shri S S Patel	Lecturer in Mechanical	II
126	Shri I R Momin	Lecturer in Mechanical	II
127	Shri S M Tank	Lecturer in Mechanical	II
128	Shri C H Patel	Lecturer in Mechanical	II
129	Shri R M Solanki	Lecturer in Mechanical	II
130	Shri D P Patel	Lecturer in Mechanical	II
131	Shri B V Patel	Lecturer in Mechanical	II

132	Shri D D Raval	Lecturer in Printing	II
133	Kum. V B Patel	Lecturer in Printing	II
134	Shri S D Gohel	Lecturer in Printing	II
135	Shri S P Patel	Lecturer in TMT	II
136	Shri S M Zala	Lecturer in TMT	II
137	Smt P M Parmar	Lecturer in TMT	II
138	Shri D H Panchal	Lecturer in TMT	II
139	Shri H N Upadhyay	Lecturer in TMT	II
140	Shri R J Prajapati	Lecturer in TMT	II
141	Shri R D Joshi	Lecturer in TPT	II
142	Smt P A Prajapati	Lecturer in TPT	II
143	Shri C R Madhu	Lecturer in TPT	II
144	Smt. R. D. Pachauri	Lecturer in TPT	II

**(Pay and allowances as per Government of Gujarat norms.)
Non-Teaching**

Sr.No.	Name of officer	Designation	Class
1	Shri A G Thakkar	Storekeeper	III
2	Smt. R R Nair	Sr.Clerk	III
3	Kum. T B Vaniya	Jr.Clerk	III
4	Shri G S Rana	Mechanic	III
5	Shri G D Patil	Instructor Grade B Mechanical	III
6	Shri A S Prajapati	Instructor Grade B Electrical	III
7	Shri D A Chaudhari	Lab. Assistant	III
8	Shri D B Patel	Storekeeper	III
9	Shri D S Patel	Librarian	III
10	Shri N R Patani	Assi. Librarian	III
11	Kum S S Agrawat	Lab. Assistant	III
12	Kum M C Ninama	Lab. Assistant	III
13	Kum P P Someshwara	Lab. Assistant	III
14	Kum S S Prajapati	Lab. Assistant	III
15	Shri J G Mer	Lab. Assistant	III
16	Shri A D Dantani	Lab. Assistant	III
17	Shri N M Patel	Lab. Assistant	III
18	Shri S K Trivedi	Computer Operator	III
19	Kum. H. D. Dhamat	Lab. Assistant	III
20	Shri J M Chuahan	Hamal	IV
21	Shri S K Dutt	Hamal	IV
22	Shri D P Solanki	Hamal	IV
23	Shri B S Vaghela	Hamal	IV
24	Shri H N Parmar	Pump Operator	IV

ix) Fee-Structure

SEMESTER-1 ALL BRANCHES		
FEE DETAILS	AMOUNT FOR BOYS	AMOUNT FOR TFW & GIRLS
PART-A		
ENROLLMENT	150	150
ACPDC FEES AT TIME OF ADMISSION	500	0
PART-B		
MID EXAM	50	50
GYMKHANA	46	46
LIBRARY	4	4
CAUTION MONEY	50	50
GTU AFFILIATION	300	300
I CARD	40	40
THELESAMIA	50	50

SEMESTER-2, 4, 6 (TFW,BOYS AND GIRLS)		
ALL BRANCHES		
FEE DETAILS	AMOUNT FOR BOYS	AMOUNT FOR TFW & GIRLS
TUTION FEE	500	0
MID EXAM*	50	50
GYMKHANA	46	46
LIBRARY	4	4
*MID EXAM Fee Rs. 50/- is exempted only for students of 6 th semester of Printing Branch.		
SEMESTER-3,5(TFW,BOYS AND GIRLS)-ALL BRANCHES		
FEE DETAILS	AMOUNT FOR BOYS	AMOUNT FOR TFW & GIRLS
TUTION FEE	500	0
MID EXAM	50	50
GYMKHANA	46	46
LIBRARY	4	4
GTU AFFILIATION	300	300

SEMESTER-7 DTMT & DTPT BRANCHES		
FEE DETAILS	AMOUNT FOR BOYS	AMOUNT FOR TFW & GIRLS
TUTION FEE	500	0
GYMKHANA	46	46
LIBRARY	4	4
GTU AFFILIATION	300	300

- In addition to that Theory GTU Exam fees (Regular/Remedial) as per circular.

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

Institute has authority to grant to and fro railway & bus concessions as per state / Central Govt. norms.

xi) Details in respect of the information, available to or held by it, reduced in an electronics form.

- a. List of books available in library.
- b. List of the equipment available in the Institute.
- c. List of the students admitted in the Institute.

xii) The particulars of facilities available to citizen for obtaining information, including the working hours of a reading room, if maintained for public use.

Nil

xiii) The names, designation and other particulars of the public Information Officers.

1. Public Information Officer –
Name - Shri P. B. Shah
Designation – HoD Mechanical
2. Assistant Public Information Officer –
Name - Shri T.S.Raol
Designation –Lecturer (Mechanical)
3. Appellate Authority -
Name – Dr.B.B.Soneji
Designation –Principal

xiv) Such other information as may be prescribed

Nil