



# R. C. TECHNICAL INSTITUTE

(Under Commissionerate of Technical Education)

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

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## 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 P A Raval, 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	30
Textile Manufacturing Technology	3 Years	30
Textile Processing Technology	3 Years	30
Information and Communication Technology	3 Years	30

- vi) AICTE Approval –
  1. AICTE Approval F.No: Central/1-36537554858/2023/EOA
- 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](mailto: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.

<b>ACADEMIC</b>	<b>ADMINISTRATION</b>	<b>EXTENSION</b>
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**

<b>Sr.No.</b>	<b>Name of officer</b>	<b>Designation</b>	<b>Class</b>
1	Dr P A Raval	Principal	I
2	Shri K. N. Raval	HOD Computer	I
3	Shri J. R. Mahida	HOD IT	I
4	Mrs. S. A. Dhavan	HOD Electrical	I
5	Shri P. B. Shah	HOD Mechanical	I
6	Shri V J Thekadi	Lecturer in Applied	II
7	Ms. B C Shah	Lecturer in Applied	II
8	Mrs. A C Shah	Lecturer in Applied	II
9	Ku P N Artwani	Lecturer in Applied	II
10	Mrs N J Dave	Lecturer in Civil	II
11	Shri A K Popat	Lecturer in Civil	II
12	Shri A H Shah	Lecturer in Civil	II
13	Mr. S N Shah	Lecturer in Civil	II
14	Shri R B Gohil	Lecturer in Civil	II
15	Shri R B Modha	Lecturer in Civil	II
16	Mr. S D Shah	Lecturer in Computer	II
17	Mrs. H V Katpara	Lecturer in Computer	II
18	Mrs. S R Tiwari	Lecturer in Computer	II
19	Mr. H N Talsania	Lecturer in Computer	II
20	Mrs. P G Modha	Lecturer in Computer	II
21	Mrs. A S Galathia	Lecturer in Computer	II
22	Mrs. S S Dhaniya	Lecturer in Computer	II
23	Shri V B Buddhadev	Lecturer in Computer	II
24	Shri J P Shah	Lecturer in Computer	II
25	Ku. B C Chauhan	Lecturer in Computer	II
26	Mrs. J J Kaneria	Lecturer in Computer	II
27	Shri M A Solanki	Lecturer in Computer	II



28	Mrs. J D Bhatu	Lecturer in Computer	II
29	Shri T B Mehta	Lecturer in Computer	II
30	Shri N A Patel	Lecturer in Computer	II
31	Ku. R S Sheth	Lecturer in Computer	II
32	Ku. J A Suthar	Lecturer in Computer	II
33	Ku. S V Modi	Lecturer in Computer	II
34	Mrs. A L Patel	Lecturer in Computer	II
35	Ku. R P Vasava	Lecturer in Computer	II
36	Ku. B D Mulchandani	Lecturer in Computer	II
37	Mr. D V Patel	Lecturer in Computer	II
38	Ku Alpa A Amin	Lecturer in Electrical	II
39	Shri D R Agrawal	Lecturer in Electrical	II
40	Shri T A Patel	Lecturer in Electrical	II
41	Shri T V Rabari"	Lecturer in Electrical	II
42	Mr. N N. Pandaya	Lecturer in Electrical	II
43	Mrs. P P Raval	Lecturer in Electrical	II
44	Mr. R B Shah	Lecturer in Electrical	II
45	Mr. Y M Holia	Lecturer in Electrical	II
46	Shri H I. Joshi	Lecturer in Electrical	II
47	Shri H R Patel	Lecturer in Electrical	II
48	Shri B R Patel	Lecturer in Electrical	II
49	Shri K R. Gandhi	Lecturer in Electrical	II
50	Shri Payal P Shah	Lecturer in Electrical	II
51	Ku Hiral M Tandel	Lecturer in Electrical	II
52	Shri B K Mehta	Lecturer in Electrical	II
53	Shri M G Parmar	Lecturer in Electrical	II
54	Mr. N B Adhav	Lecturer in Electrical	II
55	Shri P A Patel	Lecturer in Electrical	II
56	Smt R N Parikh	Lecturer in Electrical	II
57	Ms. G D Raval	Lecturer in Electrical	II

58	Ms. K S Patel	Lecturer in Electrical	II
59	Ku A Y Pandya	Lecturer in Electrical	II
60	Ku V P Talreja	Lecturer in Electrical	II
61	Shri D K Rathod	Lecturer in Electrical	II
62	Ku S S Patel	Lecturer in Electrical	II
63	Shri S D Patel	Lecturer in Electrical	II
64	Mrs. K M Trivedi	Lecturer Physics	II
65	Shri R R Patel	Lecturer Chemistry	II
66	Shri J S Prajapati	Lecturer Mathematics	II
67	Mrs. S P Malaviya	Lecturer English	II
68	Shri P D Patel	Lecturer Mathematics	II
69	Shri D J Joshi	Lecturer Physics	II
70	Shri V A Dabhi	Lecturer Physics	II
71	Shri H S Patel	Lecturer Mathematics	II
72	Shri R C Bhatt	Lecturer English	II
73	Smt S N Joshi	Lecturer Mathematics	II
74	Ms K M Patel	Lecturer Chemistry	II
75	Shri B G Prajapati	Lecturer in IT	II
76	Shri L C Neenama	Lecturer in IT	II
77	Ku. K K Ratnottar	Lecturer in IT	II
78	Shri D V Patel	Lecturer in IT	II
79	Smt D M Trivedi	Lecturer in IT	II
80	Mrs. D B Gadhvi	Lecturer in IT	II
81	Shri K K Prajapati	Lecturer in IT	II
82	Shri D L Labana	Lecturer in IT	II
83	Shri J C Thakkar	Lecturer in IT	II
84	Shri V G Gajjar	Lecturer in IT	II
85	Shri S R Sarvaiya	Lecturer in IT	II
86	Shri J S Raval	Lecturer in IT	II
87	Mr. N M. Thakkar	Lecturer in IT	II
88	Mrs. A S Shaikh	Lecturer in IT	II
89	Shri A Y Laddha	Lecturer in IT	II
90	Shri D P Israni	Lecturer in IT	II
91	Shri H. R Mandora	Lecturer in IT	II

92	Shri H J Shah	Lecturer in IT	II
93	Shri M. S. Bargaje	Lecturer in IT	II
94	Shri R B Dhruv	Lecturer in Mechanical	II
95	Shri G R Khunt	Lecturer in Mechanical	II
96	Mr. B L Thakor	Lecturer in Mechanical	II
97	Shri P H Patel	Lecturer in Mechanical	II
98	Shri M N Patel	Lecturer in Mechanical	II
99	Dr. V K. Patel	Lecturer in Mechanical	II
100	Shri S S Patel	Lecturer in Mechanical	II
101	Mr M K Patel	Lecturer in Mechanical	II
102	Shri G D. Mistry	Lecturer in Mechanical	II
103	Mrs. M K Gandhi	Lecturer in Mechanical	II
104	Shri A I Pandey	Lecturer in Mechanical	II
105	Mrs. M B. Acharya	Lecturer in Mechanical	II
106	Mrs. N V Shah	Lecturer in Mechanical	II
107	Shri A P Bhabhor	Lecturer in Mechanical	II
108	Shri L P Nibel	Lecturer in Mechanical	II
109	Ku. D M. Harwani	Lecturer in Mechanical	II
110	Mr. P K Patel	Lecturer in Mechanical	II
111	Shri A R Patel	Lecturer in Mechanical	II
112	Shri P M Patel	Lecturer in Mechanical	II
113	Shri M D Shah	Lecturer in Mechanical	II
114	Shri V S. Khadalia	Lecturer in Mechanical	II
115	Mr. N D. Trivedi	Lecturer in Mechanical	II
116	Shri K S Kharadi	Lecturer in Mechanical	II
117	Shri C H Patel	Lecturer in Mechanical	II
118	Shri S M Tank	Lecturer in Mechanical	II
119	Ms A N Mahajan	Lecturer in Mechanical	II
120	Ku. H P. Deshmukh	Lecturer in Mechanical	II
121	Smt. S J Patel	Lecturer in Mechanical	II
122	Shri I R Momin	Lecturer in Mechanical	II
123	Shri N.G.Parmar"	Lecturer in Mechanical	II
124	Mrs. M G. Sheth	Lecturer in Mechanical	II

125	Ku. Vinita B Patel	Lecturer in Printing	II
126	Shri Sanjay D Gohel	Lecturer in Printing	II
127	Shri Devang D Raval	Lecturer in Printing	II
128	Shri S M Zala	Lecturer in TMT	II
129	Mrs. P M Parmar	Lecturer in TMT	II
130	Shri DH Panchal	Lecturer in TMT	II
131	Mrs. S P Patel	Lecturer in TMT	II
132	Shri R J Prajapati	Lecturer in TMT	II
133	Shri H N Upadhyaya	Lecturer in TMT	II
134	Mr. R D. Joshi	Lecturer in TPT	II
135	Shri Chintan R Madhu	Lecturer in TPT	II
136	Mrs. Parul Prajapati	Lecturer in TPT	II
137	Ms. R D. Pachauri	Lecturer in TPT	II

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

<b>Sr.No.</b>	<b>Name of officer</b>	<b>Designation</b>	<b>Class</b>
1	Ku. Saroj Ninama	Head Clerk	III
2	Smt. R R Nair	Sr.Clerk	III
3	Shri H A Shah	Sr.Clerk	III
4	Ku H J Chaudhari	Sr.Clerk	III
5	Ku D V Chavda	Sr.Clerk(Fix Pay)	III
6	Shri K K Soni	Jr.Clerk(Fix Pay)	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 S K Trivedi	Computer Operator	III
18	Kum. H. D. Dhamat	Lab. Assistant	III
19	Shri J M Chuahan	Hamal	IV
20	Shri S K Dutt	Hamal	IV
21	Shri D P Solanki	Hamal	IV
22	Shri B S Vaghela	Hamal	IV

## ix) Fee-Structure

<b>SEMESTER-1 ALL BRANCHES</b>		
<b>FEE DETAILS</b>	<b>AMOUNT FOR BOYS</b>	<b>AMOUNT FOR TFW &amp; GIRLS</b>
<b>PART-A</b>		
ENROLLMENT(GTU)	150	150
ACPDC FEES AT TIME OF ADMISSION	500	0
<b>PART-B</b>		
MID EXAM	100	100
GYMKHANA	46	46
LIBRARY	4	4
CAUTION MONEY	50	50
I CARD (Temporary + Permanent)	50	50
THELESAMIA	150	150

<b>SEMESTER-2,3,4,5,6 (TFW,BOYS AND GIRLS) ALL BRANCHES</b>		
<b>FEE DETAILS</b>	<b>AMOUNT FOR BOYS</b>	<b>AMOUNT FOR TFW &amp; GIRLS</b>
TUTION FEE	500	0
MID EXAM*	100	100
GYMKHANA	46	46
LIBRARY	4	4
*MID EXAM Fee Rs. 100/- is exempted only for students of 6 <sup>th</sup> semester of Printing Branch.		

- 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 B L Thakor  
Designation – Lecturer (Mechanical)
2. Assistant Public Information Officer –  
Name - Shri N N Pandya  
Designation –Lecturer (Electrical)
3. Appellate Authority -  
Name – Dr.P A Raval  
Designation –Principal

**xiv) Such other information as may be prescribed**

Nil