

1. **At the outset the Principal welcomed all the members and the esteemed Collector & Dist. Magistrate, Gajapati to the said meeting.**
2. **Review of last Governing Body Meeting:** - The proceeding of the last Governing Body Meeting had been circulated to all the members and no objection has been received from any member. Hence the proceeding has been confirmed.
3. **AICTE Affiliation: (AICTE affiliation for the session 2024-25).** The Principal appraised that our Institute has got the affiliation from All India Council for Technical Education (AICTE), New Delhi and State Council for Technical Education & Vocational Training (SCTEVT), Odisha for the year 2024-25 with total intake capacity- 210 (Civil-60, Electrical-60, Mechanical -60 & ETC-30).
4. **Admission status:** This year admission status is 100% (Zero Vacancy) (Fresher) and in Lateral Entry (Civil-02, Electrical-09, ETC-03 & Mechanical-06). The Principal conveyed heartiest thank to the District Administration, District Skill & Employment Officer and Dist Education Office for their sincere support to fill up the seats.
5. **Civil Construction progress:** The Institution Buildings has been constructed by the IDCO, Bhubaneswar and transferred to the Books of R&B, Division, Paralakhemundi. Cycle/Motor cycle Stand, Bus shed, Stage for cultural activities, Smart Auditorium, Basket ball play ground, front gate etc are to be constructed inside the campus. A play ground is to be set up in other patch of land of Govt. Polytechnic, Gajapati (Parsurampur) and some staff quarters are to be also constructed in the above said land. The Chairman suggested to Principal put up a letter with a note of the undersigned to Superintending Engineer, R&B Division, Paralahemundi. The Superintending Engineer, R&B shall prepare the estimate and submit the same to Principal, Govt. Polytechnic, Gajapati.

Action- Superintending Engineer, R&B Division, Paralakhemundi.

6. **Fire Safety Certificate:** The Principal appraised that it is mandatory to obtain Fire Safety Certificate for getting affiliation from the AICTE, New Delhi. The fire fighting equipments have been installed by the Executive Engineer, R&B Division, Paralakhemundi. The Fire safety certificates for Academic Building has been rejected by the competent authority with due wanting of approval of building from town planning office and RoR in the name of the Institution. The District Administration shall take the action with direction of Chairman.
7. **Academic curriculum and engagement of Guest Faculty & Guest Lab. Asst. :** The Principal stated the present staff position of the Institute. **Lecturer Stage-I:** Eng-01 & Phy-01, **Lecturer Stage-II:** Civil-02, Elect-01, ETC-01, Mech-01, Math-01, and Chemistry-01, **Sr. Lecturer:** Elect-01, E&TC-01 & Mech.- 02 are available in our institute. Also Lab Assts in Electrical-01, Mechanical-02, ETC-01 are available. For the current Academic session the engagement of Guest Faculties and Lab Assistants all the Department and Section as follows with due approval of Collector & Dist. Magistrate, Gajapati cum Chairman, Governing Body, Govt. Polytechnic, Gajapati as follows GF: Civil-01, Electrical-02, ETC-02, Mechanical-02, Physics—01 & GLA (Civil)-01 and GLA (Chem.)-01.
8. **Expenditures incurred towards procurement of Equipment, Library Books, furniture and Repairing of Labs & Equipment.**

As per the instruction received from the DTE&T, Odisha, Cuttack and subsequently reviewed by the Principal Secretary to Government SD&TE, Department, and as per the requirement prescribed by the academic curriculum. The expenditures incurred towards purchases through GeM has been approved by the Chairman.

**Expenditures incurred towards procurement of Equipment, Library Books, furniture and Repairing of Labs
& Equipment during the period from 01-12-2022 to 30-06-2023**

Sl. No.	Name of Items purchased/ repaired & maintained	Name of supplier	Amount spent	Mode of procurement	Remarks
1	2	3	4	5	6
1	Tools & Equipment for elctrical lab	UNOPOS Enterprises, Bhubaneswar	14148	Direct	Expenditure met from DTET (state fund)
2	Biometric Device	Utkal Technology, Berhampur	27730	Direct	Expenditure met from DTET (state fund)
3	Almirah	Sairam Steel Products, Paralakhemundi	129706	Quotation	Expenditure met from DTET (state fund)
4	CC Camera	Sri Arun Infotech, Rayagada	158445	Quotation	Expenditure met from DTET (state fund)
5	Fuel charges	Hi Tech filling station, Paralahemundi	9764	Direct	Expenditure met from PL fund
6	Fuel charges	Hi Tech filling station, Paralahemundi	6777	Direct	Expenditure met from PL fund
7	For Odisha Skill Conclave, 2023	Sri A padhy, Lect. (Phy.)	20000	Direct	Expenditure met from PL fund
8	For Odisha Skill Conclave, 2023	Sri G. S. Panigrahi, Sr. Lect. (ETC)	20000	Direct	Expenditure met from PL fund
9	CISCO NetaCad Annual Fee	CISCO, ED Create social foundation, Bangalore	29500	Direct	Expenditure met from PL fund
		Total Rs.	416070		
Rupees (Four lakh sixteen thousand seventy) only					

Sl. No.	Name of Items purchased/ repaired & maintained from 01-07-2023 to 03-01-2025	Name of supplier	Amount spent	Mode of procurement	Remarks
1	2	3	4	5	6
1	Unbranded stationary value lead acid battery	Priyadarshini Enterprises, Bhubaneswar	66180	GeM	Expenditure met from DTET (state fund)
2	Single bed cot	Raja Steel Industries, Ranipeta	196092	EPM Contract	Expenditure met from DTET (state fund)
3	Library books	Laxmi Book Store, Paralakhemundi	183173	Quotation call	Expenditure met from DTET (state fund)
4	GST	RBI	6712	-	Expenditure met from DTET (state fund)
5	GST	RBI	4800	-	Expenditure met from DTET (state fund)
6	8 seated restaurant table	Raja Steel Industries, Ranipeta	278400	GeM	Expenditure met from DTET (state fund)
7	Classroom Stools	MJ Steel Industries, Ranipeta, Gajapati	389288	GeM	Expenditure met from DTET (state fund)
8	Adtron plastic fiber	Advance Electronic Industries, Mumbai	19350	GeM	Expenditure met from DTET (state fund)
9	1000 mm wice 2175 mm high metal solving rack	MJ Steel Industries, Ranipeta, Gajapati	221186	GeM	Expenditure met from DTET (state fund)
10	GST	RBI	3814	GST	Expenditure met from DTET (state fund)
11	Barcode Printer	Adarsha Infotech, Bhubaneswar	24500	Direct proc.	Expenditure met from DTET (state fund)
12	Scanner (Honey well) with accessories	Adarsha Infotech, Bhubaneswar	15275	Direct proc.	Expenditure met from DTET (state fund)
13	Sanitary Napkin vending machine	Integrated Solution, Maharastra	23498	GeM	Expenditure met from DTET (state fund)
14	Repair & maintenance of kerb of civil work	Eswar Hardware, Paralakhemund	10679	Direct proc.	Expenditure met from DTET (state fund)
15	Vinyl sun board	SK Digital flex, Paralakhemundi	9440	Direct proc.	Expenditure met from DTET (state fund)
16	Stainless steel board with zince sheet	SVL Steels, Paralakhemundi	9099	Direct proc.	Expenditure met from DTET (state fund)
17	Cashing clamp	Mahashakti Enterprises, Paralakh emundi	160	Direct proc.	Expenditure met from DTET (state fund)
18	Cashing chip	Mahashakti Enterprises, Paralakh emundi	240	Direct proc.	Expenditure met from DTET (state fund)
19	Stationary & cleaning items	Krishna Ladies Corner, Paralakhemundi	5000	Direct proc.	Expenditure met from PL fund

20	Raw material for ETC Lab		5000	Direct proc.	Expenditure met from PL fund
21	NBA pre qualifier Regn. Fees	Online	23610	-	Expenditure met from PL fund
22	NBA cost of Proposal Fee 2023-24	NBA	212410.01	Online	Expenditure met from PL fund
23	AICTE TER charges 2024-25	AICTE	45000	Online	Expenditure met from PL fund
24	Adhar Based Biometric Machine	NMSIndia Berhampur	59650	GEM	Expenditure met from PL fund
25	Affiliation charges	SCTE&VT ,BBSR	45023.6	Online	Expenditure met from PL fund
26	Fuel Charges	Bharat Petroleum ,Paralakhemundi	10000	NEFT	Expenditure met from PL fund
27	Fuel Charges	Hightech filling statioOn ,Paralakhemundi	10000	NEFT	Expenditure met from PL fund
28	Maintenance of Language Lab	Skill Junction WB,Khragpur	54828	direct proc.	Expenditure met from PL fund
29	Application Charges fire Saftey	Fire Safety Cuttack	15690	NEFT	Expenditure met from PL fund
30	Fuel Charges	Hightech filling statioOn ,Paralakhemundi	5000	NEFT	Expenditure met from PL fund
31	CISCO training fee, 2024-25	CISCO ED Create, Social foundation, Bangalore	29500	Direct proc.	Expenditure met from PL fund
32	Regn. Fee for Alumni Association	OGES (G), registration fee	50	challan	Expenditure met from PL fund
33	Interactive panel for ETC branch	Venus Enterprises, Berhampu	305703	GeM	Central Assistant fund (RUSA)
34	Excide regulalised lead acid batteries	Priyadarshini Enterprises, Bhubaneswar	152195	Gem	Central Assistant fund (RUSA)
35	Adtron Analog digital Circuit	Advance Electronic Industries, Mumbai	14500	GeM	Central Assistant fund (RUSA)
36	Welfare fee	DTE&T, Cuttack	8400	NEFT	Expenditure met from PL fund
37	Evota LARGE FORMAT DISPLAY	Venus Enterprises, Berhampu	305703	GeM	Central Assistant fund (RUSA)
38	LED acid battery, 12vol	Priyadarshini Enterprises, Bhubaneswar	152195	GeM	Central Assistant fund (RUSA)
39	Platform step ladder	Safal Ladders, Maharastra	18754	GeM	Central Assistant fund (RUSA)

40	Analog digital circuit 10v	Advance Electronic Industries, Mumbai	20895	GeM	Central Assistant fund (RUSA)
41	Analog digital circuit 5v	Advance Electronic Industries, Mumbai	20895	GeM	Central Assistant fund (RUSA)
42	Analog digital circuit 5v	Advance Electronic Industries, Mumbai	21000	GeM	Central Assistant fund (RUSA)
43	Adtron Analog digital circuit 5v	Advance Electronic Industries, Mumbai	14500	GeM	Central Assistant fund (RUSA)
44	Brother multifunction machine	Techno Bangla, Kolkata	72570	GeM	Central Assistant fund (RUSA)
45	Unbranded flywheel with 10 thickness mm	M/s Shri Ji Scineific Works, Gwalior	22387	GeM	Central Assistant fund (RUSA)
46	Unbranded parallel law of forces apparater	Grace Vulcanizing Service, U. P.	5870	GeM	Central Assistant fund (RUSA)
47	AARSON Cast iron plastic box	Saraswati scientific surgical, Himachal pradesh	20738	GeM	Central Assistant fund (RUSA)
Total Rs.			3138952.61		

Rupees (Thirty one lakh thirty eight thousand nine hundred fifty two & sixty one paisa) only/-

9. **PL Institute Development funds:** The Principal appraised that the DTE&T, Odisha, Cuttack is placing the fund towards procurement of new equipment but not placing adequate funds towards repairing of equipment. Only Rs 100/- is being deposited by each student per year under maintenance (Totaling to Rs 30,000/- per year approximately) which is not at all sufficient to meet the expenditures towards maintenance of equipment of different laboratories.

Hence, it is proposed that the Principal may kindly be authorized to spend total of Rs. 3 Lakhs maximum from the PL Development Funds to meet the one time expenditures toward repairing of equipments of Mechanical Engg Lab, Workshop, LAN Connection, CCTV Camera Connection, Civil Engg Lab, Electrical Engg. Lab. and four Nos of Computer Lab, 125 KVA DG Set and Rs 50,000/- Rupees (Fifty thousand) only towards Industrial visit of the students.

The requirement of an internet connection of 50/100 Mbps (ILL) in alternative to BSNL along with firewall system for approximately expenditure of Rs. 7 Lakhs Rupees (Seven Lakhs only) towards installation is recommended. The expenditure for the purpose shall be met out of PL development fund.

The requirement of computerized English Language Laboratory establishment for amounting of Rs. 50. Lakhs (Rupees fifty lakhs) is also recommended. The fund to meet the expenditure shall be from PL Development or DTE&T fund.

The Chairman approved the above mentioned proposals.

10. **Outsourcing of Manpower / Support Service:** The DTE&T has approved to engage 12 Nos of manpower on out sourcing basis like Two nos for Data Processing Assistant, One for Driving , three for watch & ward, two nos for Cleaning & Sweeping, and four for Attendant works have been engaged on out sourcing basis after renewal for one year. The committee approved the engagement of manpower. The Chairman advised to go for Fresh Tender for engaging manpower through Outsourcing in place of renewal basis.

Action:- The Principal, Govt. Polytechnic, Gajapati.

11. **Issue of RoR (Patta) to the Govt. Polytechnic, Gajapati.** The Principal appraised that RoR (Patta) has not yet been issued for Govt Polytechnic, Gajapati. The Chairman enquired from the Additional District Magistrate (Revenue) the alienation file will be ready soon and will be to send to the RDC, Berhampur.

Action:- The Deputy Collector, Revenue

12. Any other point for discussion with permission of the Chair.

- A. The Principal informed that the OSCOM IREL has been requested to install Mini Mast Light (05 nos) & Solar Street Lights (15 nos) in the campus under CSR fund.
- B. The Proposal for the Open Gym equipments has been requested to the OSCOM IREL, Chhatrapur from CSR fund.

The Chairman agreed to the proposal and directed the Principal to put up & send the requisition letter along with proceeding under the note of undersigned.

Action:- The Principal, Govt. Polytechnic, Gajapati.

The meeting ended with vote of thanks to the Chair.


Collector & District Magistrate, Gajapati-cum-
Chairman, Govt. Polytechnic, Gajapati



GOVERNMENT POLYTECHNIC, GAJAPATI, ODISHA

At: Betaguda, Po: Jhami, Via: Paralakhemundi, Dist: Gajapati -761201

E-mail: gpgajapati2013@gmail.com / Website: www.gpgajapati.in

Memo No. 42

Date. 4th Jan 2025

Copy forwarded to all concerned officer for kind information and necessary action.


Collector & District Magistrate, Gajapati-cum-
Chairman, Govt. Polytechnic, Gajapati