

PROCEEDING OF THE GOVERNING BODY MEETING OF
GOVT. POLYTECHNIC, GAJAPATI HELD ON 06.08.2018 AT
4.00 PM IN THE CONFERENCE ROOM OF DIST.
COLLECTOR CUM MAGISTRATE, GAJAPATI

The Governing body meeting of Govt. Polytechnic, Gajapati was held on 06.08.2018 at 4.00 pm in the Conference room of Dist. Collector cum Magistrate, Gajapati under the chairmanship of the Collector & District Magistrate, Gajapati. The following members were present.

- 1) District Welfare Officer, Gajapati, Paralakhemundi.
- 2) District Employment Officer, Gajapati, Paralakhemundi.
- 3) Executive Engg., R & B, Gajapati, Paralakhemundi.
- 4) Executive Engg., RWSS, Gajapati, Paralakhemundi.
- 5) Pricipal, Govt. ITI, Chandragiri, Gajapati.
- 6) Pricipal, Govt. ITI, Rayagada, Gajapati.
- 7) Pricipal, Govt. ITI, Gumma, Gajapati.
- 8) Principal, Govt. Polytechnic, Gajapati.
- 9) Sri Kahnu Charan Das, Sr. Lect. (Civil)
- 10) Sri Bipin Kumar Dash, Lect. (Mech.)

At the outset the Principal, Govt. Polytechnic, Gajapati welcomed the Honorable Collector & District Magistrate, Gajapati and all the members present in the meeting.

Detail point wise agenda note has been discussed thoroughly and it was decided as per following:

1- Institution Profile: The Govt. Polytechnic, Gajapati was established in the year 2013 after inaugurated by the Chief Minister Sri Naveen Patnaik on Dt. 22.01.2013. The institution is affiliated to the State Council for Technical Education & Vocational Training (SCTE&VT) Odisha, Bhubaneswar, approved by AICTE (All India Council of Technical Education) and is under the Administrative control of the Director of Technical Education and Training, Odisha, Cuttack which comes under the Skill Development & Technical Education, Dept. Govt. of Odisha. Presently the institution is running 3 years diploma courses with 4 leading branches with intake capacity as follows.

Sl. No.	Branch	Intake Capacity	Admission figure during 2017-18
1	Civil Engg.	120	33
2	Electrical Engg.	60	47
3	ETC Engg.	60	05
4	Mechanical Engg.	60	60
Total		300	145

Because of low admission on ETC branch (05 nos out of 60) and Civil branch nos out of 120), during the session 2018-19, proposal may be submitted to Govt. to reduce the Civil Intake to 60 nos from 120 & to abolish ETC branch.

2-Awareness Campaign: To encourage the high school students to undertake diploma education, leaflets were distributed in all the high schools covering 7 number of blocks in the districts. Flexi banners were pasted at strategic points of Paralakhemundi, Gumma, Mohana, Garabandha, Gosani, Kashinagar, Rayagada etc. The Principal along with staff members visited 35 numbers of high schools of the district, interacted with the students, Headmasters & B.D.Os explaining them the importance of diploma education. With the help of District Employment Officers a conference held which was attended by the Headmaster of all the Govt. & aided high schools of the districts. The process of awareness will continue in future.

3-Engagement of Guest Faculty: As per the norms laid down by the Skill Development & Technical Education department, every year a walk-in-interview was held at beginning of the academic session to fulfill the shortage of teaching faculty. The process is also carried out this year with due advertisement in newspaper Sambad Dtd. 07-07-2018. A panel of Guest Faculty were prepared by the expert committee taking care of carrier marks, experience & demonstration class as per SCTE&VT norms and to be approved by Governing Body members. After approval by Governing Body members, the same will be sent to DTE&T, Odisha, Cuttack for further approval.

The present position of Guest Faculties to be engaged during the year 2018-19 is as per following break-up.

Branch	No.of PTGF to be engaged During the year 2018-19	No.of PTGLA to be engaged During the year 2018-19	Remarks
English	01	-	To fulfill the vacancy and to safe guard and comply with AICTE norms and requirement (1:25 teacher:student ratio) and increasing academic load.
Civil Engg.	05	01	
Electrical Engg.	04	01	
ETC Engg.	05	-	
Mechanical Engg.	03	-	
Total	18	02	

4-Out Sourcing of Manpower: As per the instruction of DTE&T, our Institution is authorized to engage 17 numbers (maximum) of manpower through Out Sourcing by maintaining Govt. norms & other formalities. In the year 2018-19 the following manpower were engaged as per the break-up and will be effective after approval from Governing Body members.

The manpower under Outsourcing will not be paid less than the minimum wages notified by Labour Commissioner Deptt. From time to time. Enhancement of Daily wages of man power under Outsourcing Agency will be carried out w.e.f. 01-06-18 as per the strict guidelines & letter no. 4904 dtd. 30-04-18 of Labour Commissioner Deptt., Odisha with admissible EPF, Other Statutory dues after fresh agreement with the existing outsourcing agency.

Sl.No.	Designation	Number of person to be engaged during the year 2018-19	Remarks
1	Data Entry Operator	02	To watch guard & safe guard the different labs, workshop, Boys & Girls Hostel, Canteen Quarters & Administrative Building.
2	Peon	04	
3	Watchman	05	
4	Driver	01	
5	Lady Matron	01	
6	Hostel Attendant (Boys & Girls)	02	
7	Sweeper	02	
Total =		17	

5-Utilisation of Fund: The following purchase activity will be carried out for the financial year 2018-19 because of Instruction of DTE&T & need based.

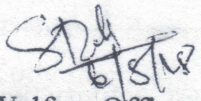
An amount of 1,18,00,000/- has been received from DTE&T, Cuttack for procurement of tools, equipment, machineries, books, furnitures, software etc. as per letter no. 29925 dtd. 16-10-2015 of DTE&T, Cuttack. As per the letter the institute can utilize the portion of the funds towards procurement of above items. Hence as per requirement of the institute and to fulfill the requirement of AICTE norms the following purchase activities may be taken.

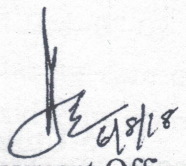
As per the instruction & norms of AICTE the following points need to be the implemented and carried out at an early date after approval from the Governing Body members.

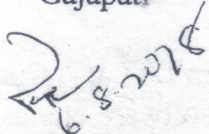
1. Lan connection to Academic, Administrative Building, including Internal Lan connectivity of Library & Auto cad Lab worth an approximate estimate of Rs. 5,00,000/- to be implemented by inviting quotations with wide circulation within the financial limit which is to be met out of DTE&T fund. Up gradation of existing 2 Mbps ILL to 4 Mbps ILL (Internet Lease Line) in future (present requirement is 32Mbps as per AICTE norms). DTE&T will be requested to place additional fund in this regard or may utilize the existing fund after approval from DTE&T, Cuttack, Odisha.
2. Purchase of Library books & subscription of minimum 12 number of National & International Journals, purchase of Legal Application Software, Multimedia PC on urgent basis as per to fulfill the deficiency pointed out by AICTE team, worth an estimate of Rs. 5,00,000/- to be met out of RUSA fund of 1.18 crore with inviting quotation/ tender on wide circulation basis as per financial rule.

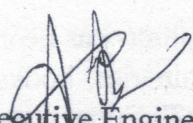
3. Maintenance of existing computers by up gradation of software, installation of antivirus, change of parts (if required), maintenance of printer, UPS, water purifier & others if required worth an estimate of Rs. 2,00,000/- which is to be made from the maintenance and installation fund of 4 lakhs placed to the institute as per letter no. 11334 dtd. 06-05-2015 of DTE&T, Cuttack, Odisha.
4. Purchase of classroom furniture, white boards, racks for library worth an estimate of Rs. 7,00,000/- on EPM rate contract out of 1.18 crores received under R&B plan as per letter no. 29925 dtd. 16-10-2015 to fulfill the deficiency pointed out by AICTE, New Delhi.
5. Set up of smart classroom, purchase of Printers, water purifiers and providing fire extinguishers & other fire safety equipments.
6. AMC of DG set supplied by IDCO will be assigned to an outside party for maintenance and operation.

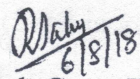
The meeting ended with vote of thanks to the chair.

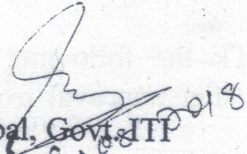

District Welfare Officer
Gajapati

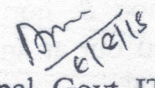

District Employment Officer
Gajapati

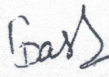

Executive Engineer,
R&B Division
Paralakhemundi

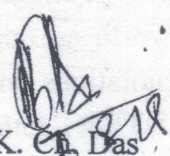

Executive Engineer,
RWSS, Gajapati
Paralakhemundi

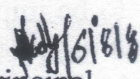

Principal, Govt. ITI
for Chandragiri

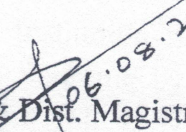

Principal, Govt. ITI
Gumpha


Principal, Govt. ITI
Rayagada


Sri Bipin Kumar Das
Lect. (Mech.)


Sri K. Ch. Das
Sr. Lect. Civil


Principal
Govt. Polytechnic,
Gajapati


Collector & Dist. Magistrate
Gajapati
Collector & Dist. Magistrate
Gajapati, Paralakhemundi