

1. At the outset the Principal welcomed all the members and the esteemed Collector & Dist. Magistrate, Gajapati to the said meeting.
2. **AICTE Affiliation: (AICTE affiliation for the session 2021-22).** 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 2021 with total intake capacity- 210 (Civil-60, Electrical-60, Mechanical -60 & ETC-30).
3. **Admission status:** This year admission status is as follows (Civil- 40/60, Electrical-51 /60, ETC-18 /30 & Mech-60 /60) Total 169/210 (Fresher) and in Lateral Entry (Civil-03, Electrical-32, ETC-10 & Mechanical-17). The Principal informed that this year 44 Nos of High Schools out of 59 High Schools in Gajapati Districts have been visited by the faculties for career counseling. The Principal informed that vacancy found is due to late admission process by our department.
4. **Civil Construction progress / Handing Over of Institution Buildings:** The Institution Buildings and the staff quarters have been constructed by the IDCO, Bhubaneswar. The Executive Engineer, R&B Division, Paralakhemundi has been requested to take over the all the buildings to PWD books as per the instruction of the Director of Technical Education and Training, Odisha, Cuttack. All the relevant documents collected from the IDCO, Berhampur have been submitted to the Executive Engineer, R&B Division, Paralakhemundi. The Executive Engineer has forwarded the submitted documents to the Chief Engineer (Building) for necessary permission. Play Ground is to be set up in other patch of land of Govt. Polytechnic, Gajapati and some staff quarters are to be also constructed in the said land. The same has been discussed on dt. 02.11.2021 in presence of the DTET Odisha, Cuttack in the conference hall of the Collectrate.  
**Action: The Executive Engineer, R&B Division, Paralakhemundi**
5. **Fire Safety Certificate:** 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 and Administrative Building have been received. But the Fire Safety Certificate for workshop building could not be issued due to want of separate staircase (Steps) for exit in each floor. It is requested to direct the Executive Engineer, R&B, Paralakhemundi to submit the estimate towards setting up Iron / steel staircase (steps) to exit from the Workshop building in each floor. It is requested that the Executive Engineer to take up the above work. **Action- Executive Engineer, R&B Division, Paralakhemundi.**
6. **Academic curriculum and engagement of part time guest faculties:** The present staff position of the Institute Lecturer: Civil-02, Elect-01,ETC-01, IT- 01, Mech-03, English-01, Math-01, Physics-01 and Chemistry-01 are available in our institute . Also Lab Assts in Mechanical-01, ETC-01 and Contractual Lab Asst Elect-01 and Civil-01 are available. For the current Academic session the engagement of Part Time 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.  
PTGF: Civil-02, Electrical-02, ETC-02, Mechanical-02, PTGLA (Workshop)-01 and PTGLA (Physics/ Chem)-01.
7. **Expenditures incurred towards procurement of Equipment, Library Books, furniture and Repairing of Lab Equipment.**  
The Commissioner-cum-Secretary, SD&TE, department had visited our Institute on 06-11-2019 along with the Deputy Director (Inspection), the Collector & Dist. Magistrate, Gajapati and other officers of Gajapati District. He had pointed out so many deficiencies in the Laboratories, Maintenance of Laboratories and repairing of Lab equipment etc. As per present Principal has taken over the Financial Charges on 04-11-2019 A. N., show cause notice has been issued by the Commissioner-cum-Secretary to the Ex. Principal. On 08<sup>th</sup> September 2019 the Commissioner-cum-Secretary pointed out the Deficiencies and directed the present Principal to overcome the short falls. Accordingly, we have taken possible steps to meet the short falls as pointed out by the Commissioner-cum-Secretary and as per the requirements of AICTE, New Delhi. The following expenditures have been made for necessary kind approval of the Chairman.

Sl. No	Name of the Item	Amount spent from DTET funds towards Purchase from 15.10.2019 to 31.08.2021 in Rs	Amount spent from P/L Development funds towards Purchase from 15.10.2019 to 31.08.2021 in Rs	Remark
01	Gas Pipe line installation in Chemistry laboratory	59,850/-		Through Open Quotation
02	Steel Almira (78"X36"X19") with four shelves	1,90,452/-		Purchased in two phases as per EPM rate contract
03	Compact Desk-cum-Bench (Dual Desk) with size 42"LX33"WX30"H	1,82,607/-		Purchased in two phases as per EPM rate contract
04	Conference Table	69,188/-		through Open Quotation
05	Single Computer Table	31,860/-		through Open Quotation
06	Installation of CC Camera 21 nos. IP Dome and 11 nos. IP Bullet Camera	2,30,842/-		Purchases in three phases through Open Quotation
07	Fire extinguisher stand with provision of hanging 4 numbers of buckets for sand	14,700/-		Direct Purchase
08	Fire extinguisher 02 kg Powder type	15,000/-		Direct Purchase
09	Drawing Table	1,03,200/-		Purchases in two phases through Open Quotation
10	Iron Stool	99,224/-		through Open Quotation
11	Multifunction Machine MFM	49,868/-		Purchase through GeM in 02 orders
12	600 VA UPS	23,085/-		Purchase through GeM
13	Kaspersky Antivirus 1 PC year	7,824/-		Purchase through GeM
14	Electrical Lab Equipment	15,300/-		Purchase through GeM
15	Revolving Chair With ARM central tilt synchronic	23,000/-		Purchase through GeM
16	3 Seater Public Place Seating Chair	18,200/-		Purchase through GeM
17	Dry Erase Writing Board	36,696/-		Purchase through GeM
18	Almira for Library	1,29,800/-		Purchase through GeM
19	Revolving Chair	2,41,800/-		Purchase through GeM
20	Electronics Lab Kits	3,21,700/-		Purchase through GeM in 13 orders
21	Physics Lab equipment	66,000/-		Purchase through GeM in 04 orders
22	UPS battery for Comp. Lab	1,47,136/-		Purchase through GeM
23	Library Books	1,66,153/-		Through Open Quotation
24	Maintenance of Lab Equipments	21,00/-	PL Maintenance	In different phases
25	Maintenance of English Communication Lab	32,000/-		Through the patent supplier
26	Electrical Lab installation	2,97,776/-		Through Open Quotation

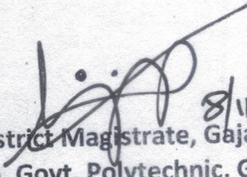
8. **PL Institute Development funds:** The Principal appraised that the DTE&T, Odisha, Cuttack is placing the fund towards procurement of new equipment but not placing adequate funds towards repairing of equipment. Only Rs 100/- is being deposited by each student per year under maintenance (Totaling 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 5 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 and four Nos of Computer Labs.

The collector has instructed to put up in a separate file in each case. **Action- Principal, Govt Polytechnic, Gajapati**

9. **Outsourcing of Manpower / Support Service:** Two nos for Data updating, One for Driving, three for watch & ward, two nos for Cleaning & Sweeping, and four for Attendant works have been engaged as per the approval of the DTE&T, Odisha Cuttack on out sourcing basis through open tender.
10. **Issue of RoR (Patta) to the Govt. Polytechnic, Gajapati:** It is mandatory to upload the land documents like RoR (Patta) of the Institute in the AICTE website during affiliation process. It is ascertained that the alienation files for two patches of land is available with Tahasildar Gumma and Paralakhemundi. They have been requested by the Additional District Magistrate, Gajapati for necessary further action.
11. **PH Water Supply to the Institute:** It has been appraised that the Executive Engineer, PH Division, Berhampur had been requested to submit the estimate for laying Pipe lines from Betaguda PH water source but the estimates not sent as our Institute Buildings has not yet been transferred in the book of PWD/ R&B Division, Paralakhemundi. The Executive Engineer RWSS, had been requested under the signature of the Collector, Gajapati and obtained the estimates for the said work. Payment has been made after the Administrative Approval of the DTE&T, Odisha, Cuttack. The work is on progress.
12. **Repairing of PH works of Hostels, Academic Building and Workshop Building:** The Principal expressed that the Executive Engineer, PH Division, Berhampur had been requested to submit the estimate for repair and maintenance of PH fittings but the estimates not sent as our Institute Buildings has not yet been transferred in the book of PWD/ R&B Division, Paralakhemundi. The Executive Engineer PH Division-1, Bhubaneswar had been requested and obtained the estimates for the said work. Payment has been made after the Administrative Approval of the DTE&T, Odisha, Cuttack. The work has been started.
13. **Provision of Solar Street light and Rain water Harvesting:** As there is frequent power failure in the campus of the Institute, 15 nos of Solar Lights have been purchased from OREDA and installed in the campus with the kind approval of the Chairman.  
Now it is proposed to take up the work of Rain Water Harvesting through PD / APD Watershed.  
**Action: PD, Watershed**
14. **Any other point for discussion with permission of the Chair:-** The solar lighting installation is proposed under the support of Indian Rare Earth Limited, OSCOM, Chhatrapur (CSR Fund) for the Institution. This would help to run units of the campus and hostels. The installation will be an effective tool for training tool for the students of our Institution under RENEWAL ENERGY PROGRAMME OF GOVT OF ODISHA. Also it is essential for getting AICTE affiliation. The Chairman agreed to the above proposal.  
**Action- The CGM & Head, IREL, OSCOM, Chhatrapur.**

The meeting ended with vote of thanks to the Chair.

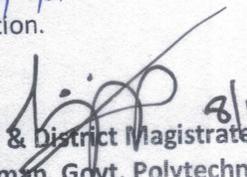
  
Collector & District Magistrate, Gajapati-cum-  
Chairman, Govt. Polytechnic, Gajapati

**GOVERNMENT POLYTECHNIC, GAJAPATI**

Memo No 1237

Date 09/11/20

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

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