

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 2025-26).** 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 2025-26 with total intake capacity- 210 (Civil-60, Electrical-60, Mechanical -60 & ETC-30). The enhance capacity of all the branches should be sixty (60) as per the direction of the DTE&T, Odisha, Cuttack. Hence, we have applied before AICTE to enhance the seat strength for E&TC branch from 30 to 60. The TER charges shall be levied for extension of approval from AICTE approximately Rs. 40,000/- and the amount shall be met out from PL fund.
4. **Admission status:** The admission status for the Academic Year 2025-26 is 100% (Zero Vacancy) (Fresher) and in Lateral Entry (Civil-04, Electrical-10, ETC-04 & Mechanical-06). The Principal conveyed heartiest thank to the District Administration, Dist. Skill Development & Employment Officer and District Education Officer for their sincere support to fill up the seats.
5. **Civil Construction progress.** The Institution Buildings and the staff quarters' have been constructed by the IDCO, Bhubaneswar has been transferred to the Books of R&B, Division, Paralakhemundi. The proposal for Cycle Stand, Bus Garage, Smart Auditorium, Front Gate, Open pandal, Partition walls in the classrooms for set up of new labs and basketball court are to be constructed inside the campus. A 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 estimate for the staff quarter and smart auditorium has already been issued from Superintending Engineer, R&B Division, Paralakhemundi which were already forwarded to the DTE&T, Cuttack for sanction of fund. The Superintending Engineer, R&B shall prepare the estimate of above said works & submit the same to the Principal, Govt. Polytechnic, Gajapati for onward transmission to the DTE&T, Odisha, Cuttack for sanction of fund.

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

6. **NBA Accreditation Status:** Electrical Branch of this Institute is accredited by NBA this year and proposal for NBA Accreditation shall be applied for another two branches and approximate expenditure towards proposal cost will be Rs. 5, Lakhs (Five lakhs).

**7. 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 Superintending 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. We have requested to the DGP Fire Service & Emergency Service, HG,CD, Cuttack, Odisha for issuance of Fire Safety Certificate for the Govt. Polytechnic, Gajapati vide This Officer Letter No. 1439 dtd. 30-07-2025 under the Amendment Rule, 2025 vide Notification No.11664/home-FS-RULE-0001-2004-FS, Bhubaneswar but, the Action by the DGP, Fire Service & Emergency Service is still pending. **The District Administration shall take the action with direction of Chairman.**

**8. Academic curriculum and engagement of part time guest faculties:** The present staff position of the Institute. Lecturer: Civil-01, Elect-02, ETC-02, Mech-03, English-01, Physics-01 and Computer Sc.-01 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 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 as follows GF: Civil-01, Electrical-02, ETC-02, Mechanical-01, Mathematics-01, Physics-01, and GLA: Civil-02, (Physics/ Chem)-01. Additional requirement of Guest Faculties shall be engaged as per the prevailing guidelines.

**9. 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 following expenditures have been made through GeM & other method of procurement for necessary kind approval of the Chairman.

**Expenditure incurred towards procurement of equipment, library books, furniture & repairing of Laboratory & equipment during the period from 01-01-2025 to 31-12-2025.**

Sl. No.	Name of Items purchased/ repaired & maintained	Name of supplier	Amount spent	Mode of procurement	Remarks
1	2	3	4	5	6
1	MDF board table top and metal	Little space furniture, Paralakhemundi	359543	GeM	DTET
2	GST	RBI	6200	-	DTET
3	Steel Almirah	Raja Steel Industries, Ranipeta	61765	EPM	DTET

4	GST	RBI	1064	Quotation call	DTET
5	Water Cooler for Academic building	Sanrian International Pvt. Ltd., Haryana	69400	GeM	DTET
6	E I Electrical connection for CNC simulation lab	NMS India, Ankuli, Berhampur	153155	GeM	DTET
7	Books for Library	Binodini Enterprises, Bhubaneswar	99977	Quotation	DTET
8	UPS	IBC Computer, Paralakhemundi	4800	Direct proc.	DTET
9	Stone chips	Viswamata stone crosser	4200	Direct proc.	Face lifting
10	Pipe	Vikrant & rani RCC pipes	9440	Direct proc.	Face lifting
11	Zinc pipe & color sheet	Patro & Co, Paralakhemundi	19900	Direct proc.	Face lifting
12	Ceiling Fan (rewinding)	Viswakarma Elect.	9204	Direct proc.	Hostel
13	Contingency items	Krupal agency	3200	Direct proc.	Hostel
14	Contingency items	Krupal agency	10600	Direct proc.	PL
15	T shirt	Pratima Garment	9980	Direct proc.	PL
16	Sports items	Namaste Enterprises	25000	Direct proc.	PL
17	Refreshment for sports	Chevittama Suppliers	5000	Direct proc.	PL
18	Refreshment for Girls enrollment	Varun Sweets & bakery	9600	Direct proc.	IEC
19	Flag hosting	Sreekunj Restaurant	1500	Direct proc.	PL
20	Excel bond paper	Jagannath Traders	374	Direct proc.	EXAM.
21	Maintenance of computer	ITC computers	2500	Direct proc.	EXAM.
22	GST	RBI	5856	Direct proc.	EXAM.
23	Spare parts	Sai Electrical, Parlakhemundi	2006	Direct proc.	HOSTEL
24	GST	RBI	3306	Direct proc.	RUSA
25	GST	RBI	508	GeM	RUSA
26	GST	RBI	1650	Direct proc.	RUSA
27	Stationary item for Admn. Section	Lakshmi book store, paralakhemundi	19720	Direct proc.	DET

28	Website	Starsoft technology, Bhubaneswar	6490	Direct proc.	PL
29	GST	RBI	6694	Direct proc.	RUSA
30	Fuel for Industrial visit	Hi-tech filling station, Paralakhemundi	9300	Direct proc.	PL
31	Fuel for Industrial visit	Hi-tech filling station, Paralakhemundi	2150	Direct proc.	PL
32	SMS for carrier counselling	RP Graphics, Bhubaneswar	14986	Direct proc.	DET
33	Flex for E-counselling	Sk digital flex, Paralakhemundi	4818	Direct proc.	DET
34	Engine oil	Hi-tech filling station, Paralakhemundi	2800	Direct proc.	PL
35	Water Cooler for Boys hostel	Sanrian International Pvt. Ltd., Haryana	69400	GeM	DET
36	Water Cooler for for girls hostel	Sanrian International Pvt. Ltd., Haryana	69400	GeM	DET
37	Diesel for summer exam	Hi-tech filling station, Paralakhemundi	4660	Direct proc.	EXAM
38	Refreshment for Independence day	Sreekunj restaurant, Paralakhemundi	1500	Direct proc.	PL
39	Books for Library	STM Journa, New Delhi	14875	Direct proc.	PL
40	Viswakarma puja	Puja Bhandar, Paralakhemundi	25000	Direct proc.	PL
41	Hospitality charges	Kumari Medicos, Paralakhemundi	8500	Direct proc.	PL
42	Library books	Binodini Enterprises, Bhubaneswar	99977	Quotation	PL
43	Dusbin, Flower & pots	RS Enterprises, Paralakhemundi	30000	Direct proc.	PL
44	Water Can	Sai Satyanarayan Traders, PKD	2350	Direct proc.	PL
45	Stationary items	Konark book centre, pkd	4862	Direct proc.	EXAM
46	Annual Athletic 2025-26	M/S Satyanarayan Traders, Paralakhemundi	5000	Direct proc.	PL
47	Annual Athletic 2025-26	Laxmi narasingh enterprises	1800	Direct proc.	PL
48	Annual Athletic 2025-26	Vishal mega mart	1360	Direct proc.	PL
49	Annual Athletic 2025-26	K Kumar Gem & Puja needs	1840	Direct proc.	PL

50	Cultural prog.	Ayyapa light & sound	4000	Direct proc.	PL RUSA
51	Viswakarma puja	Ayyapa flower stall	8000	Direct proc.	PL
52	Viswakarma puja	Sreekunj Restaurant	3000	Direct proc.	PL
53	Maintenance of Internet server	Poonam Electrical	3200	Direct proc.	PL
54	Lock	Eswar Hardware	1074	Direct proc.	PL
55	Annual athletic	Namaste Enterprises	15000	Direct proc.	PL
56	Annual athletic	Namaste Enterprises	14998	Direct proc.	PL
57	Annual athletic	Om sai medical store	4988	Direct proc.	PL
58	Annual athletic	Digipix media works, pkd	4819	Direct proc.	PL
59	UPS Battery & LEAD acid battery	Priyadarshini Enterprises, BBSR	60996	GeM	RUSA
60	Sharp multifunction machine	JK Infotech, Rajasthan	171000	GeM	RUSA
61	HP intel core i5	Vishal Digital, Maharashtra	339644	GeM	RUSA
62	GST	RBI	5856	GeM	RUSA
63	HQLPS ring & star and bus for networking	JMD Sales, New Delhi	37680	GeM	RUSA
64	Vineet single value power supplies	Vineet engineers, New delhi	37680	GeM	RUSA
65	HQLPS ring & star and bus for networking	JMD Sales, New Delhi	46800	GeM	RUSA
66	HQLPS ring & star and bus for networking	JMD Sales, New Delhi	28000	GeM	RUSA
67	HQLPS ring & star and bus for networking	JMD Sales, New Delhi	44730	GeM	RUSA
68	Welloma ring topology for networking trainer	Smart Technology, Delhi	20641	GeM	RUSA
69	Welloma ring topology for networking trainer	A V Technology, Delhi	37323	GeM	RUSA
70	Welloma ring topology for networking trainer	A V Technology, Delhi	19899	GeM	RUSA
71	ZHQPLS ring topology for networking	Smart Technology, Delhi	25344	GeM	RUSA

72	Digital rockwell & testing	Dinesh Scientific, Hariyana	191694	GeM	RUSA
73	Gage block	Dinesh Scientific, Hariyana	95728	GeM	RUSA
74	Vaccum pump air tank	Dinesh Scientific, Hariyana	29485	GeM	RUSA
75	GST	RBI	5464	GeM	RUSA
76	Online UPS	Priyadarshini Enterprises, Khurda	388306	GeM	RUSA
77	Speed wall mount split	S K Sales, Jharkand	351408	GeM	RUSA
78	Online UPS	HR Associates, Khalikote	221750	GeM	RUSA
79	Single Seater Cluster	Little Space Furniture pvt. Ltd, Ranipeta	218236	GeM	RUSA
80	Revolving Chair	Little Space Furniture pvt. Ltd, Ranipeta	271322	GeM	RUSA
81	Digital storage oscilloscope	Vineet Enterprises, Delhi	88000	GeM	RUSA
82	2 channel Generator	Vineet Enterprises, Delhi	72900	GeM	RUSA
83	Monitor	Nigam comptech and services pvt. Ltd, Khurda	10872	GeM	RUSA
84	Software Antivirus	Priyadarshini Enterprises, Khurda	95946	GeM	RUSA
		<b>Total Rs.</b>	<b>42,62 993</b>		

Rupees (Forty two lakh sixty two thousand nine hundred ninety three) only

**10. PL Institute Development funds:** The Principal appraised that the DTE&T, Odisha, Cuttack is placing the fund towards procurement of new equipment but not funding towards repairing of equipments as per need. 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 Rupees Two Lakhs maximum from the PL Development fund and Rupees Two Lakhs from PL maintenance fund 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 Lab, 125 KVA DG Set and Rs 60,000/- towards Industrial visit of the students.

The requirement of alternate internet connection of 100 Mbps (ILL) has already been completed but firewall & campus wifi work still pending which may kindly be recommended to install and the expenditure for the purpose of Rs. 7 lakhs shall be met out of PL Development fund.

Lighting arrester for Institute Buildings required to be provided for safety of Electrical & Electronic equipments and the expenditure for the purpose amounting Rs. 10 lakhs.

A computerized English Language Lab is required to establish for amounting Rs. 50 Lakhs.

The Chairman suggested to create the Green Environment in & around the Institute Campus for improving the education ambience and the expenditure for the purpose will be approximately 2 Lakhs which will be met out of available PL Development fund.

**The Chairman approved the above-mentioned proposals.**

**11. 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, two for Peon and two for Attendant services have been engaged on out sourcing basis after a fresh tender has been advertised and work order issued from the month of June-2025 to the New Service Provider i.e. M/S. Encourage Multiple Services Pvt. Ltd, Bhubaneswar. Finally, the committee approved the engagement of manpower. The further engagement of outsourcing personnel after end of contract may be renewed considering the efficiency & performance of the service provider.

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

**12. 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 is requested to enquire from the Additional District Magistrate (Revenue) the alienation file. **The District Administration shall take the action with direction of Chairman for RoR in the name of Principal, Govt. Polytechnic, Gajapati.**

**Action- The Deputy Collector, Revenue**

**13. 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.
- B. The Principal also requested towards proposal for the Open Gym equipment has been requested to the OSCOM IREL, Chhatrapur from CSR fund.

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

**14. The meeting ended with vote of thanks by the faculty of Govt. Polytechnic, Gajapati.**

*15/01/26*  
On behalf of Collector & Dist. Magistrate, Gajapati  
The Additional District Magistrate, (General)  
AO/o, Collectorate, Gajapati.  
Gajapati, Paralakhemundi



**GOVERNMENT POLYTECHNIC, GAJAPATI, PARALAKHEMUNDI**

At: Betaguda, Po: Jhami, Via: Paralakhemundi, Dist: Gajapati - 761201  
E-mail: gpgajapati2013@gmail.com / website: www.gpgajapati.in

Memo No. 056 Dt. 15th Jan 2026

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

*15/01/26*  
On behalf of Collector & Dist. Magistrate, Gajapati  
The Additional District Magistrate, (General)  
O/o. Collectorate, Gajapati.  
Addl. District Magistrate  
Gajapati, Paralakhemundi