

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., Hariyana | 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, Paralakhemundi            | 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,<br>Bhubaneswar          | 6490  | Direct proc. | PL   |
| 29 | GST                                  | RBI  | 6694  | Direct proc. | RUSA |
| 30 | Fuel for Industrial visit            | Hi-tech filling station,<br>Paralakhemundi   | 9300  | Direct proc. | PL   |
| 31 | Fuel for Industrial visit            | Hi-tech filling station,<br>Paralakhemundi   | 2150  | Direct proc. | PL   |
| 32 | SMS for carrier<br>counselling       | RP Graphics,<br>Bhubaneswar                  | 14986 | Direct proc. | DET  |
| 33 | Flex for E-counselling               | Sk digital flex,<br>Paralakhemundi           | 4818  | Direct proc. | DET  |
| 34 | Engine oil                           | Hi-tech filling station,<br>Paralakhemundi   | 2800  | Direct proc. | PL   |
| 35 | Water Cooler for Boys<br>hostel      | Sanrian International Pvt.<br>Ltd., Hariyana | 69400 | GeM          | DET  |
| 36 | Water Cooler for for girls<br>hostel | Sanrian International Pvt.<br>Ltd., Hariyana | 69400 | GeM          | DET  |
| 37 | Diesel for summer exam               | Hi-tech filling station,<br>Paralakhemundi   | 4660  | Direct proc. | EXAM |
| 38 | Refreshment for<br>Independence day  | Sreekunj restaurant,<br>Paralakhemundi       | 1500  | Direct proc. | PL   |
| 39 | Books for Library                    | STM Journa, New Delhi                        | 14875 | Direct proc. | PL   |
| 40 | Viswakarma puja                      | Puja Bhandar,<br>Paralakhemundi              | 25000 | Direct proc. | PL   |
| 41 | Hospitality charges                  | Kumari Medicos,<br>Paralakhemundi            | 8500  | Direct proc. | PL   |
| 42 | Library books                        | Binodini Enterprises,<br>Bhubaneswar         | 99977 | Quotation    | PL   |
| 43 | Dusbin, Flower & pots                | RS Enterprises,<br>Paralakhemundi            | 30000 | Direct proc. | PL   |
| 44 | Water Can                            | Sai Satyanarayan<br>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<br>Traders, Paralakhemundi  | 5000  | Direct proc. | PL   |
| 47 | Annual Athletic 2025-26              | Laxmi narasingh<br>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<br>needs                  | 1840  | Direct proc. | PL   |



|    |  |                                 |        |              |      |
|----|--|---------------------------------|--------|--------------|------|
| 50 | Cultural prog.                               | Ayyapa light & sound            | 4000   | Direct proc. | PL   |
| 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, Maharastra      | 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 |
|    | Total Rs.                    |  | 42,62 993 |     |      |

**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.**

  
On behalf of Collector & Dist. Magistrate, Gajapati  
The Additional District Magistrate, (General)

O/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.

  
On behalf of Collector & Dist. Magistrate, Gajapati  
The Additional District Magistrate, (General)

O/o. Collectorate, Gajapati.  
Addl. District Magistrate  
Gajapati Paralakhemundi