

114

PROCEEDINGS OF THE 9TH GOVERNING BODY MEETING OF GOVT.POLYTECHNIC, NAYAGARH HELD ON DATED 28.12.2020 AT GOVT. POLYTECHNIC, NAYAGARH, ODAGAON UNDER THE CHAIRMANSHIP OF THE DISTRICT MAGISTRATE & COLLECTOR, NAYAGARH.

The 9<sup>th</sup> Governing Body Meeting under the Chairmanship of Dr. Poma Tudu, IAS, Collector & District Magistrate-cum -Chairman of this Institute was convened on 28<sup>th</sup> December 2020 at 10:00 A.M in the Conference Hall of Govt. Polytechnic, Nayagarh. The following members were present in the meeting, whose signatures were appended in the Attendance Register.

- |  |                  |
|--|------------------|
| 1. The Collector & District Magistrate, Nayagarh.                    | Chairman.        |
| 2. The Executive Engineer, R&B Nayagarh.                             | Member.          |
| 3. The Executive Engineer, GPH, Division-1, BBSR                     | Member.          |
| 4. The Executive Engineer (TPCODL), Nayagarh.                        | Member.          |
| 5. The DTE&T, Odisha (Representative)<br>Principal, I.T.I, Nayagarh. | Member.          |
| 6. The Hon'ble M.LA(Representative), Nayagarh                        | Member.          |
| 7. The Principal R.S. Mahavidyalaya, Odagaon.                        | Member.          |
| 8. 02 nos. faculty Members nominated by the Principal                | Member.          |
| 9. The Principal Government Polytechnic, Nayagarh                    | Member Secretary |

At the outset, the Principal, G.P, Nayagarh and Member Secretary welcomed all the members of the Committee and exhibited the Power Point Presentation (PPT) to the members present in the meeting. Thereafter, with the kind permission of the Hon'ble Chairman discussions were made on different agenda points and decisions/instructions on various agenda points taken by the committee are depicted as follows.

1. The Proceedings of last Governing Body Meeting held on dated 28.10.2019 was approved.
2. The expenditure made from Development fund of P/L Account from 01.11.2019 to 27.12.2020 of Govt. Polytechnic, Nayagarh amounting of Rs. 5,91,795/- (Rupees five lakhs ninety one thousand seven hundred ninety five) only in Annexure - I for various developmental activities was discussed by the members of the committee and approved by the committee.
3. The activities vis-a-vis Budgetary Provision from Jan - 2021 to June - 2021 of Govt. Polytechnic, Nayagarh amounting of Rs. 5, 71,000/- (Rupees five lakhs seventy one thousand) only in Annexure - II was discussed by the members of the committee and approved by the committee. However Hon'ble Chairman has instructed to make expenditure keeping in view the total collection of development fees from the students in P/L account in a particular year. Further, it was also decided in the meeting to incur various expenditures on priority basis like Maintenance & repair of CCTV system in classrooms, Laboratories, Common Spaces, Corridors, ladies hostel & gate, Diesel for DG set, Diesel for bus, AMC of 80 no. Computers & peripherals, Maintenance of pumpsets, Electrical Machine Maintenance of Institution & hostels, AMC of 5 nos. Aquaguard, Laboratory Maintenance & purchase of lubricants for machines & small tools, Hiring charges of vehicle for movement of Principal & Office, Raw material for various Labs, Sanitiser & related equipments for the upcoming month in view of joining of students after come down of COVID - 19 pandemic,

*[Signature]*  
29.12.20

*[Signature]*  
Principal  
Govt. Polytechnic  
Nayagarh (Page 1/2)

Chemicals for Institution garden with equipments for sprinkling to eradicate white ant & shrubs, Diesel/Petrol run grass cutting machine, Wages for 02 nos. outsider sweeper for both hostels(Boys & Girls) & Setting up of Electrical Laboratory, Mechanical Laboratory & AutoCadd lab. (Procurement of panel boards for various machines including wiring systems).

4. The committee approved the hiring of vehicles on daily basis as and when required instead of monthly basis to avoid early depletion of Development fund. The committee discussed the matter and allowed the use of hired vehicle locally as per the following rates.

**Hiring charges of vehicle @ Rs. 850/- per day with fuel consumption @10 KM/LTR.**

**Type of vehicle allowed:-Any vehicle available with the above price.**

5. The committee discussed the problems arised in the management of the institute with reduced outsourced manpower as approved vide DTE&T, Odisha Letter No. 9646 dtd. 30.07.2020. After vigourous discussion the Hon'ble Chairman instructed to place the actual requirement of manpower personnel for various services before DTE&T, Odisha/Govt. prior to running of Institution in real mode after completion of COVID – 19 pandemic. It was unanimously agreed by the committee members for further requirement of at least 01 no. of Peon, 01 no. of Watchman& 01 no. Sweeper raising the total number from 12 to 15. Principal to place DO Letter on the above matter for kind signature of Hon'ble Chairman. The committee advised to engage manpower personnel through manpower service provider agency as per the guidelines as contained in the Finance Memorandum No. 37323 dtd. 30.11.2018.(Action:- Principal, G.P,Nayagarh)
6. The committee realised that, at present 01 no. sweeper engaged through Manpower Service Provider is not sufficient to clean the entire campus having built up area approximately 209951.00 Sqft. such as 100 seated Boys hostel, 200 seated Boys hostel, 100 seated Ladies hostel, Canteen, Guest House, Academic Building, Administrative Building, Workshop Building, internal road systems etc.The committee approved to engage 02 nos. of outsider for Greening & Cleaning of the entire campus to make it eco-friendly and safe for the students & staffs of the institution. The expenditure for which shall be incurred out of development fund of P/L account.
7. The admission status of the academic session 2020-21 was discussed in the meeting. In spite of COVID-19 pandemic, 95%of the approved intake was filled up, which was appreciated by the Hon'ble Chairman& committee members.
8. The placement details of the Institute was discussed in the meeting from which it was found that the placement status of Civil Engg. branch is not satisfactory. Hence emphasis should be given to raise the placement of Civil Engg. branch upto the mark.
9. Benefit of various scholarships was thoroughly discussed by one of the Sr. Faculty of this Institution. The Hon'ble Chairman proposed to encourage the girls students to avail the benefits under various scholarship schemes.

*Abhinnu*  
29.12.20

**Principal**  
**Boys Polytechnic**  
**Nayagarh**

10. The matter of development of playground of the institution was discussed in the meeting. The District Magistrate & Collector – cum - Hon'ble Chairman instructed the Executive Engineer, R&B, Nayagarh Division to frame the estimate immediately & submit it to District Administration for consideration of release of funds.

**(Action: - The Executive Engineer, R&B, Nayagarh Division, Nayagarh).**

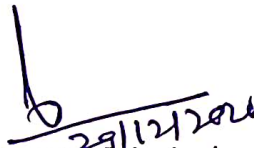
11. The Executive Engineer, R&B, Nayagarh Division, Nayagarh was requested to hand over the 200 seated Boys hostel. The District Magistrate & Collector – cum - Hon'ble Chairman also stressed to install lightening arrester in the newly constructed 200 seated Boys hostel as the area is more susceptible to lightening. Hon'ble Chairman also instructed to procure furnitures for the new hostel by EP&M rate contract.


**(Action: - The Executive Engineer, R&B, Nayagarh Division, Nayagarh).**

12. No maintenance work has been taken up by the R&B, Nayagarh Division, Nayagarh till date since inception of the Institution. Hence the Hon'ble Chairman instructed the Executive Engineer, R&B, Nayagarh Division, Nayagarh to complete the maintenance work like repairs of doors & windows in various class rooms & lavatories, provision of wiremess in various opening of the classrooms, lavatories, various section of workshops, hostels to protect entry of parrots/birds which creates a lot of nuisance & destroy of the various provisions of the building.

**(Action: - The Executive Engineer, R&B, Nayagarh Division, Nayagarh).**

Since there is no other issue, the meeting ended with vote of thanks to the Chair.

  
Member Secretary- cum-Principal  
Govt. Polytechnic, Nayagarh  
**Principal**  
**Govt. Polytechnic**  
**Nayagarh**

Approved  
  
Chairman of GB - cum -  
Collector & District Magistrate,  
Nayagarh

## Annexure-I

Expenditure made from Development Fund of P/L Account from dated 01.11.2019 to 28.12.2020 of Govt. Polytechnic, Nayagarh for kind approval of Governing Body.

Sl. No.	Date	Name of the Firm	Propose	Payment Mode	Amount (Rs.)
1	01.11.2019	Paid to kanhu Nayak & Birendra Behera	2months wages (Oct-19) Cleaning Greaning Campus	NEFT	13458
2	26.11.2019	Paid to Nigam Competh & Services pvt.ltd.	10user Quick heal Antivirus	NEFT	10800
3	29.11.2019	Paid to Sri Jagannath Febrication	Raw material for Mechanical Lab	Cheque	9145
4	03.12.2019	Paid to Sri Bhandar	Snacks item for parents BOC scholarship Meeting	Cheque	2022
5		Paid to Mahanta Creation	Flex banner	Cheque	170
6		Paid to Radha Krishna Filling Station	Institute Bus (HSD)	RTGS	5865
7		Paid to Maa Padmalaya Puja Bhandar	Arrangement for GB Meeting	Cheque	4098
8		Paid to Sadasiba Book World	Pen,Spiral Note Book,Folder File etc. (For GB Meeting)	Cheque	1448
9	08.12.2019	Paid to Raghunath Enterprises	Purchase of Tula Gadi for guest house	Cheque	1922
10		Paid to Boianika	Purchase of Chadar & Pillow Cover for guest house	Cheque	1716
11		Paid to Raghunath Enterprises	Sanitary item for Guest house	Cheque	1362
12	03.01.2020	Paid to kanhu Nayak & Birendra Behera	2months wages (Nov-19 & Dec-19) Cleaning Greaning Campus	NEFT	25570
13	09.01.2020	Paid to Raghunath Enterprises	Office contingent item	NEFT	5400
14	04.02.2020	Paid to Mahavir Krusi Pratisthana	Pesticide	NEFT	2000
15		Paid to Krishna Enterprises	Repairing of Aquaguard	NEFT	4799
16	27.02.2020	Paid to LIC	Student LIC	NEFT	21248
17	28.02.2020	Paid to M/S.Prakash Kumar panigrahi	Hired Pvt.Vehicle (04.11.2019 to 21.01.2020)	NEFT	17606
18	06.03.2020	Paid to kanhu Nayak & Birendra Behera	2months wages (Jan-20 & Feb-20) Cleaning Greaning Campus	NEFT	25346
19	16.03.2020	Paid to Mahamta Creation	Flex Banner	Cheque	3162
20		Paid to S.S.Mallik,Jr.Asst	Purchase of Stam Paper AICTE Work	Cheque	650
21	06.04.2020	Paid to kanhu Nayak & Birendra Behera	wages (Mar-20) Cleaning Greaning Campus	NEFT	13010
22	07.05.2020	Paid to P.C.Murmu,Lect.Civil	1 year Google (Gmail store increase Capacity charges)	Cheque	1300
23	15.05.2020	Paid to M/S.Prakash Kumar panigrahi	Hired Pvt.Vehicle (10.02.2020 to 06.04.2020)	NEFT	15994
24		Paid to kanhu Nayak & Birendra Behera	wages (Apr-20) Cleaning Greaning Campus	NEFT	11664
<b>C.F Total</b>					<b>199755</b>

  
**Principal**  
**Govt. Polytechnic**  
**Nayagarh**

137

				B.F	199755
25	18.05.2020	Paid to S.S.mallik,Jr.Asst	Printer Catrige refilling	Cheque	1600
26	29.05.2020	Paid to Prakash kumar Sukla	Purchse 100pages plain Register	Cheque	600
27	29.05.2020	Paid to Global IT Sollutation	Printer Catrige refilling	Cheque	1600
28	01.06.2020	AH Web Solluttion	Payment of website renewal charges	NEFT	4720
29	02.06.2020	paid to Orissa Motor vehicle Deptt.	MV Tax of institute Bus	Cheque	3334
30	04.06.2020	Paid to kanhu Nayak & Birendra Behera	wages (May-20) Cleaning Greaning Campus	NEFT	13010
31	25.06.2020	Paid to Fresh odisha	Aquaguard filter replacement	NEFT	750
32	07.07.2020	Paid to kanhu Nayak & Birendra Behera	wages (Jun-20) Cleaning Greaning Campus	NEFT	12785
33	08.07.2020	Paid to Idea techon Sollutation	Purchse of IR theromometer,ppe kit highblitter sodium hypochlrite,Hand globes,Sanitiser(5ltr),face shield,three ply mask etc.	Cheque	14654
34	22.07.2020	Paid to Sai Enterprises	Purchse of IR theromometer,ppe kit highblitter sodium hypochlrite,Hand globes,Sanitiser(5ltr),face shield,three ply mask etc.	Cheque	9900
35	27.07.2020	Paid to Raghunath Enterprises	Office contigent item	NEFT	563
36		Paid to S.S.mallik,Jr.Asst	Stam paper	Cheque	260
37	28.07.2020	Paid to Orissa scientific compny	Purchse of Chemistry Lab material	NEFT	2111
38	06.08.2020	Paid to kanhu Nayak & Birendra Behera	wages (July-20) Cleaning Greaning Campus	NEFT	11216
39	17.09.2020	Paid to kanhu Nayak	Wages (Aug-20) Cleaning Greaning Campus	NEFT	6729
40	09.10.2020	Paid to Smita Nayak,Libraian	Labour Charges of Library sifting	Cheque	5608
41		paid to S.S.Malik,Jr.Asst	Repairing of Office Almira & table draw luck	Cheque	4100
42		Paid to Neta Security Service	Breakfast,Lunch,Dinner (polyfest-2020) Cricket Match	Cheque	5750
43		Paid to Subhalaxmi Tent Hause	Mat (Polyfest-2020)	Cheque	6000
44		Paid to Mediplus	Volini,Glucon-D etc(Polyfest-2020)	Cheque	620
45		Paid to Neta Security Service	Breakfast,Lunch,Dinner (polyfest-2020)	Cheque	6350
46		Paid to Neta Security Service	Breakfast,Lunch,Dinner (polyfest-2020)	Cheque	6080
47		Paid to Neta Security Service	Breakfast,Lunch,Dinner (polyfest-2020)	Cheque	6200
48		Paid to Neta Security Service	Breakfast,Lunch,Dinner (polyfest-2020)	Cheque	2147
49	13.10.2020	Paid to Raghunath Enterprises, Odagaon	2nos of Jio fi Recharge	Cheque	698
				<b>C F Total</b>	<b>327140</b>

Principal  
Govt. Polytechnic  
Nayagarh

(136)

				B.F	327140
50		M/S. Sri Jagannath Febrication	Steel Pipe	Cheque	782
51		M/S. Patra Hardware, Odagaon	Mechanical Lab Material	Cheque	560
52		M/S. Patra Hardware, Odagaon	Mechanical Lab Material	Cheque	519
53		Paid to Amazon	Mechanical Lab Material	Cheque	876
54	14.10.2020	Paid to Amazon	Mechanical Lab Material	Cheque	439
55		M/S. Sri Jagannath Febrication	Mechanical Lab Material	Cheque	2277
56		Paid to Om Aqua Care	Mechanical Lab Material	Cheque	4150
57		Paid to Still House	Mechanical Lab Material	Cheque	5499
58		Paid to Subham Electronic	Mechanical Lab Material	Cheque	566
59	15.10.2020	Paid to kanhu Nayak, Sweeper	Wages (Sep-20) Cleaning Greaning Campus	NEFT	6505
60		Paid to Global IT Solution	Printer Catrige refilling	Cheque	1600
61	20.10.2020	Paid to M/S. Rajendra Service	Fuel for Bus Polyfest-2020	Cheque	6544
62		Paid to Radha Krishna Filling Station	Fuel for Bus Polyfest-2020	Cheque	7791
63	21.10.2020	Paid to M/S Prakash Kumar panigrahi	Hired Pvt.Vehicle (27.04.2020 to 13.10.2020)	Cheque	8671
64		Paid to GDY BBSR	Purchase of CCTV Camera	Cheque	99083
65	22.10.2020	Paid to Xenotic Pvt. Ltd. BBSR	Internet Switch service charges	NEFT	4000
66		Paid to Xenotic Pvt. Ltd. BBSR	web camera	NEFT	6680
67	06.11.2020	Paid to Sai Solution, BBSR	1 year AMC for Toshiba e-Studio Xerox Machine	NEFT	14927
68		Paid to TRS Engineering	Servicing of DG Set.	NEFT	3762
69	10.11.2020	Paid to kanhu Nayak, Sweeper	Wages (Oct-20) Cleaning Greaning Campus	NEFT	6505
70	20.11.2020	Paid to The Samaj Newspaper	Advertisement for Outsourcing & SPOT Admission.	NEFT	40346
71		Paid to New Sport Emporium, Nayagarh.	65 nos. of Jursey for student(Sports)	NEFT	14999
72	17.12.2020	ISTE, New Delhi	DD for Member Charges	NEFT	11918
73	18.12.2020	Paid to kanhu Nayak, Sweeper	Wages (Nov-20) Cleaning Greaning Campus	NEFT	6505
		Paid to Sri Shashanka Sekhar Malik, Jr. Asst.	For Fertiliser & Gendu chaara.	NEFT	1440
74	23.12.2020	Paid to M/S.Prakash Kumar panigrahi	Hired for attending the audit work to DTE&T, Odisha for 02 times byPvt.Vehicle	NEFT	6451
75	28.12.2020	Paid to Raghunath Enterprises, Odagaon	Expenditure made from purchase of Stationary, water bottles & Tea	Cheque	1260
				Grand Total Rs.	591795

Rupees five lakhs ninety one thousand seven hundred ninety five only.

Principal  
Govt.Polytechnic,Nayagarh

Principal  
Govt. Polytechnic  
Nayagarh

Counter Signature

Chairman, G.B of G.P,Nayagarh - cum -  
Collector & District Magistrate, Nayagarh

1135

**ANNEXURE – II**

**Activities vis-a-vis Budgetary Provision from Jan – 2021 to June – 2021.**

Sl. No.	Activity Details	Approx. Budgetary Provision (in Rs.)
1	Maintenance & repair of CCTV system in classrooms, Laboratories, Common Spaces, Corridors, ladies hostel & gate.	Rs. 56,000/-
2	Diesel for DG set during power cut-off in hostel, Academic & Administrative Buildings.	Rs. 1,50,000/-
3	Diesel for Bus for Industrial visit.	Rs. 50,000/-
4	Maintenance & repair of 80 no. Computers & peripherals.	Rs. 50,000/-
5	Maintenance of pumpsets in Administrative Building, Workshop, Academic Building, Canteen, Boys & Ladies Hostel and DG set.	Rs. 1,00,000/-
6	Electrical Machine Maintenance of Institution & hostels.	Rs. 50,000/-
7	AMC of 5 nos. Aquaguard.	Rs. 60,000/-
8	Laboratory Maintenance & purchase of lubricants for machines & small tools.	Rs. 70,000/-
9	Hiring charges of vehicle for movement of Principal & Office for 6 months.	Rs. 50,000/-
10	Raw material for various Labs.	Rs. 80,000/-
11	Sanitiser & related equipments for the upcoming months after opening of the Institution & joining of the students.	Rs. 50,000/-
12	Chemicals for Institution garden with equipments for sprinkling to eradicate white ant & shrubs.	Rs. 20,000/-
13	Diesel/Petrol run grass cutting machine	Rs. 35,000/-
14	Wages for 02 nos. outsider sweeper for both hostels (Boys & Girls)	Rs. 1,68,000/-
15	Setting up of Electrical Laboratory, Mechanical Laboratory & AutoCadd lab. (Procurement of panel boards for various machines including wiring systems).	Rs. 2,50,000/-
	<b>Total Rs.</b>	<b>Rs. 5,71,000/-</b>

**(Rupees five lakhs seventy one thousand only).**

**N.B:- To be carried on phased manner in top priority basis.**

29/12/2020  
Member Secretary  
Principal  
Govt. Polytechnic  
Nayagarh

Counter Signature  
Chairman, G.B of G.P, Nayagarh &  
Collector & District Magistrate, Nayagarh