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.

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The 9th Governing Body Meeting under the Chairmanship of Dr. Poma Tudu, IAS, Collector & District Magistrate—cum —Chairman of this Institute was convened on 28th 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)	
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.
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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 sysyem in classrooms, Laboratories, Common Spaces, Corridors, ladies hostel & gate, Diesel for DG set, Diesel for bus, AMC of 80 no. Computers & periferals, Maintenance of pumpsets, Electrical Machine Maintenance of Institution & hostels, AMC of 5 nos. Aquaguard, Laboratory Maintenace & 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,

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Chemicals for Institution garden with equipments for sprinking 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 to runnimouusly agreed by the committee members for further requirement of at least 01 no. unanimouusly 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. 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. 3011 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, approximately 209951.00 Sqft. such as 100 seated Boys hostel, Building, Administrative 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 ecoengage 02 nos. of outsider for Greening & Staffs of the institution. The expenditure for which 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.

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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 Chaiman 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
Navagarh

Approved

Chairman of GB - cum -Collector & District Magistrate,

Nayagarh

Annexure-I

Expenditure made from Devolopment Fund of P/L Account from dated 01.11.2019 to 28.12.2020 of Govt.

Polytechnic, Nayagarh for kind approval of Governing Body.

			or kind approval of doverning body.	Payment	Amount
SI. No.	Date	Name of the Firm	Propose	Mode	(Rs.)
1	01.11.2019	Paid to kanhu Nayak & Birendra Behera	2months wages (Oct-19) Cleaning Greaning Campus	NEFT	13458
2	26 11 20191	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		Paid to Sri Bhandar	Snacks item for parents BOC scholarship Meeting	Cheque	2022
5		Paid to Mahanta Creation	Flex banner	Cheque	170
6	03.12.2019	Paid to Radha Krishna Filling	Institute Bus (HSD)	RTGS	5865
7	00.22.20	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		Paid to Raghunath Enterprises	Purchse of Tula Gadi for guest house	Cheque	1922
10	08.12.2019	Paid to Boianika	Purchse of Chadar & Pillow Cover for guest house	Cheque	1716
11		Paid to Raghunath Enterprises	Sanitary item for Guest house	Cheque	1362
	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 contigent item	NEFT	5400
14		Paid to Mahavir Krusi Pratisthana	Pesticide	NEFT	2000
15	04.02.2020	Paid to Krishna Enterprises	Repairing of Aquaguard	NEFT	4799
	27.02.2020	Paid to LIC	Student LIC	NEFT	21248
		Paid to M/S.Prakash Kumar panigrahi	Hired Pvt.Vehicle (04.11.2019 to 21.01.2020	NEFT	17606
18	06 03 2020 I	Paid to kanhu Nayak & Birendra Behera	2months wages (Jan-20 & Feb-20) Cleaning Greaning Campus	NEFT	25346
19	4.6.02.2020	Paid to Mahamta Creation	Flex Banner	Cheque	3162
20	16.03.2020	Paid to S.S.Mallik,Jr.Asst	Purchse of Stam Paper AICTE Work	Cheque	650
	NK NA 2N2N I	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		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
				C.F Total	199755



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	-			B.F	199755
	18.05.2020 F	Paid to S.S.mallik,Jr.Asst	Printer Catrige refilling	Cheque	1600
25	10.05.22	Paid to Prakash kumar Sukla	Purchse 100pages plain Register	Cheque	600
20		Paid to Global IT Sollutation	Printer Catrige refilling	Cheque	1600
21	23.03.2	AH Web Solluttion	Payment of website renewal charges	NEFT	4720
	01.00.23	paid to Orissa Motor vehicle Deptt.	MV Tax of institute Bus	Cheque	3334
30	NA NG 2020 L	Paid to kanhu Nayak & Birendra Behera	wages (May-20) Cleaning Greaning Campus	NEFT	13010
21		Paid to Fresh odisha	Aquaguard filter replacement	NEFT	750
31		Paid to kanhu Nayak & Birendra		NEET	12785
32	N7 N7 2020 I	Behera	wages (Jun-20) Cleaning Greaning Campus	NEFT	12765
33		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		Paid to Raghunath Enterprises	Office contigent item	NEFT	563
36	27.07.2020	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 Navak & Birendra	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		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	1	Paid to Subhalaxmi Tent Hause	Mat (Polyfest-2020)	Cheque	6000
44		Paid to Mediplus	Volini, Glucon-Detc (Polyfest-2020)	Cheque	620
45	09.10.2020	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	3	Paid to Neta Security Service	Breakfast,Lunch,Dinner (polyfest-2020)	Cheque	2147
49	13.10.202	O Paid to Raghunath Enterprises, Odagaon	2nos of Jio fi Recharge	Cheque	698
				C F Total	327140



M/S. Patra Hardware,Odagaon Mechanical Lab Material Cheque	7 5				B.F	327140
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Paid to Amazon Mechanical Lab Material Cheque	52		M/S. Patra Hardware,Odagaon	Mechanical Lab Material	Cheque	519
M/S. Sri Jagannath Febrication Mechanical Lab Material Cheque 2	53		Paid to Amazon	Mechanical Lab Material	Cheque	876
Paid to Om Aqua Care Mechanical Lab Material Cheque 44	54	14.10.2020	Paid to Amazon	Mechanical Lab Material	Cheque	439
Paid to Still House Mechanical Lab Material Cheque 5	55		M/S. Sri Jagannath Febrication	Mechanical Lab Material	Cheque	2277
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Paid to Global IT Solution Printer Catrige refilling Cheque 11	58		Paid to Subham Electronic	Mechanical Lab Material	Cheque	566
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Paid to Xenotic Pvt. Ltd. BBSR Internet Switch service charges NEFT 40	63	21.10.2020	Paid to M/S Prakash Kumar panigrahi	•	Cheque	8671
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70 71 Paid to The Samaj Newspaper Advertisement for Outsourcing & SPOT Admission. Paid to New Sport Emporium, Nayagarh. 72 17.12.2020 ISTE, New Delhi Paid to Sri Shashanka Sekhar Malik, Jr. Asst. Paid to M/S.Prakash Kumar panigrahi Paid to M/S.Prakash Kumar panigrahi Paid to Raghunath Enterprises, Odagaon Paid to Raghunath Enterprises, Odagaon Paid to Raghunath Enterprises, Odagaon Advertisement for Outsourcing & SPOT Admission. NEFT 403 Advertisement for Outsourcing & SPOT Admission. NEFT 403 Paid to New Sport Emporium, Nayagarh. 65 nos. of Jursey for student(Sports) NEFT 149 Wages (Nov-20) Cleaning Greaning Campus NEFT 65 Paid to Sri Shashanka Sekhar Malik, Jr. Asst. Hired for attending the audit work to DTE&T, Odisha for 02 times byPvt.Vehicle Paid to Raghunath Enterprises, Odagaon Cheque 12	68		Paid to TRS Engineering	Servicing of DG Set.	NEFT	3762
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71 Paid to New Sport Emporium, Nayagarh. 72 17.12.2020 ISTE, New Delhi 73 18.12.2020 Paid to Sri Shashanka Sekhar Malik, Jr. Asst. 74 23.12.2020 Paid to M/S.Prakash Kumar panigrahi 75 28.12.2020 Paid to Raghunath Enterprises, Odagaon 76 Odagaon 77 Odisha for 02 times byPvt.Vehicle 78 Paid to Raghunath Enterprises, Odagaon 78 Observations of Jursey for student(Sports) NEFT 149 NEFT 149 NEFT 149 NEFT 149 Paid to New Delhi Paid to kanhu Nayak, Sweeper Paid to kanhu Nayak, Sweeper Paid to Sri Shashanka Sekhar Malik, Jr. Asst. Hired for attending the audit work to DTE&T, Odisha for 02 times byPvt.Vehicle Paid to Raghunath Enterprises, Odagaon Cheque 12	70				NEFT	40346
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74 23.12.2020 Paid to M/S.Prakash Kumar panigrahi To Fertiliser & Gendu chaara. Hired for attending the audit work to DTE&T, Odisha for 02 times byPvt.Vehicle Paid to Sh Shashanka Sekhar Maink, Jr. Asst. Hired for attending the audit work to DTE&T, Odisha for 02 times byPvt.Vehicle Paid to Raghunath Enterprises, Odagaon Stationary, water bottles & Tea			l .	Wages (Nov-20) Cleaning Greaning Campus	NEFT	6505
74 23.12.2020 Paid to M/S.Prakash Kumar panigrahi DTE&T, Odisha for 02 times byPvt.Vehicle 75 28.12.2020 Paid to Raghunath Enterprises, Odagaon Expenditure made from purchase of Stationary, water bottles & Tea Hired for attending the audit work to DTE&T, Odisha for 02 times byPvt.Vehicle 84 Expenditure made from purchase of Stationary, water bottles & Tea	73	18.12.2020	Paid to Sri Shashanka Sekhar Mank,	For Fertiliser & Gendu chaara.	NEFT	1440
75 28.12.2020 Odagaon Stationary, water bottles & Tea	74	23.12.202			NEFT	6451
	75	28.12.202	01		Cheque	1260
			- Caagaon		d Total Rs.	591795

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

Principal 291121200 Govt.Polytechnic,Nayagarh

Principal Govt. Polytechnic Nayagarh **Counter Signature**

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

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<u>ANNEXURE – II</u>

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

	The Budgetti V Hovision Hom Jan – 2021 to June – 2021.				
SI. No.	Activity Date !!-	Approx.			
51161	Activity Details	Budgetary			
	Maintenance & repair of CCTV sysyem in classrooms,	Provision (in Rs.)			
1	Laboratories Common Spaces Corridors ledice bestel 8 gate	Rs. 56,000/-			
	Laboratories, Common Spaces, Corridors, ladies hostel & gate.				
2	Diesel for DG set during power cut-off in hostel, Academic &	Rs. 1,50,000/-			
2	Administrative Buildings.				
3	Diesel for Bus for Industrial visit.	Rs. 50,000/-			
4	Maintenance & repair of 80 no. Computers & periferials.	Rs. 50,000/-			
	Maintenance of pumpsets in Administrative Building,	Rs. 1,00,000/-			
5	Workshop, Academic Bulding, Canteen, Boys & Ladies Hostel	NS. 1,00,000/-			
	and DG set.				
6	Electrical Machine Maintenance of Institution & hostels.	Rs. 50,000/-			
	Electrical Watriffe Walliterialice of Histitution & Hostels.				
7	AMC of 5 nos. Aquaguard.	Rs. 60,000/-			
8	Laboratory Maintenace & purchase of lubricants for machines &	Rs. 70,000/-			
0	small tools.				
9	Hiring charges of vehicle for movement of Principal & Office for	Rs. 50,000/-			
9	6 months.				
10	Dave weaks wild for a vericus labor	Rs. 80,000/-			
10	Raw material for various Labs.				
11	Sanitiser & related equipments for the upcoming months after	Rs. 50,000/-			
11	opening of the Institution & joining of the students.				
12	Chemicals for Institution garden with equipments for sprinking	Rs. 20,000/-			
12	to eradicate white ant & shrubs.				
13	13 Diesel/Petrol run grass cutting machine				
4.4	Wages for 02 nos. outsider sweeper for both hostels	Rs. 35,000/- Rs. 1,68,000/-			
14	(Boys & Girls)				
	Setting up of Electrical Laboratory, Mechanical Laboratory &				
15	AutoCadd lab. (Procurement of panel boards for various	Rs. 2,50,000/-			
	machines including wiring systems).				
	Total Rs.				

(Rupees five lakhs seventy one thousand only).

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

Member Secretarp durcipalipal
Govt. Polytechnic Nayagarh

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

Counter Signature