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**PROCEEDINGS OF THE 10TH GOVERNING BODY MEETING OF GOVT. POLYTECHNIC, NAYAGARH
HELD ON DATED 26.10.2021 AT CONFERENCE HALL OF COLLECTORATE, NAYAGARH UNDER
THE CHAIRMANSHIP OF THE COLLECTOR & DISTRICT MAGISTRATE, NAYAGARH.**

The 10th Governing Body Meeting under the Chairmanship of Dr. Poma Tudu, IAS, Collector & District Magistrate–cum –Chairman of this Institute was convened on 26th October 2021 at 11:00 A.M in the Conference Hall of Collectorate, Nayagarh. The following members were present in the meeting, whose signatures were appended in the Attendance register.

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| 1. The Collector & District Magistrate, Nayagarh. | Chairman |
| 2. The District Employment Exchange Officer, Nayagarh | Member |
| 3. The Executive Engineer, R&B Nayagarh. | Member |
| 4. The Executive Engineer, GPH, Division-1, BBSR | Member. |
| 5. The Executive Engineer (TPCODL), Nayagarh. | Member |
| 6. The DTE&T, Odisha (Representative)
Principal, I.T.I, Nayagarh. | Member |
| 7. The Hon'ble M.LA (Representative), Nayagarh | Member |
| 8. The Principal R.S. Mahavidyalaya, Odagaon. | Member |
| 9. 02 nos. faculty Members nominated by the Principal | Member |
| 10. 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 briefed various development of the Institution. 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 28.12.2020 was approved.
2. The expenditure made from Development fund of P/L Account from 08.12.2019 to 25.10.2021 of Govt. Polytechnic, Nayagarh amounting of Rs. 3,47,964/- (Rupees three lakhs forty seven thousand nine hundred sixty four) 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 Nov – 2021 to Apr – 2022 of Govt. Polytechnic, Nayagarh amounting of Rs. 7, 05,000/- (Rupees seven lakhs five 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, Maintenance of 140 nos. Computers & periferals, Annual Maintenance of pumpsets in Administrative Building, Workshop, Academic Building, Canteen, Boys & Ladies hostels & DG set, Electrical Machine Maintenance of laboratory including wiring system of Academic Block, AMC of 5 nos. Aquaguard, Laboratory Maintenace & purchase of lubricants for machines & small tools, Hiring charges of vehicle for movement of Principal in official purpose purposes for six months, Raw material for various Labs, Sanitiser & related equipments for newly admitted

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students(COVID Care protection), Chemicals for Institution garden with equipments for sprinkling to eradicate white ant & shrubs, Fuel for grass cutting machine, Wages for 03 nos. outsider sweeper for both hostels (Boys & Girls) & 01 no. of Lady Attendant.

4. The committee approved the hiring of vehicles for the Institution 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 as per the following rates.

Hiring charges of vehicle @ Rs. 1000/- per day with fuel consumption @10 KM/LTR.

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

5. Post – repair of two hostels after closure of COVID Care Centre (Both 100 seated boys hostel & 200 seated Boys hostel):-

The extent of damaged due to conversion of both hostels into Covid Care Centre for Nayagarh District were placed before the committee. Principal apprised the committee that, due to heavy use of sanitiser/Sodium hypo chloride, all steel grills/surfaces of staircase/staircase steps were fully disfigured & corroded. Further, the standing urinals, comboards, latin pans & other sanitary fittings like water taps, bip cocks were fully damage during functioning of the Covid Care Centre. Some water closet in new hostel due to blockage by foreign materials are disfaunt. Hon'ble Chairman of G.B instructed to the Superintending Engineer, PWD, Nayagarh Division, Nayagarh to repair all defects of both hostels out of District Covid funds.

(Action: - Superintending Engineer, PWD (R&B), Nayagarh)

6. The Principal placed the requirement of sweeper & Lady Attendant to maintain & clean the vast infrastructure of this Institution having 2 lakhs sq. Ft. built up area which includes 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 considered on the point & the Chairman allowed to engage the following personnels on daily wages basis.

- (1) 01 no. sweeper for Ladies hostel,
- (2) 01 no. Lady Attendant for Ladies Hostel &
- (3) 02 nos. of sweepers for entire campus.

The wages of all above 04 nos. shall be incurred out of development fund of P/L account of this Institution & development fund of hostel.

7. The admission status of the academic session 2021-22 was discussed in the meeting. Principal apprised the current vacancy of this year. (Civil-57/60, Electrical-60/60 & Mechanical-60/60). Only 03 nos. of Civil Engg. seats lying vacant The committee discussed on the matter & the Chairman advised to make proper planning by involving the District Welfare Officer, Nayagarh to achieve Zero vacancy & in particular the intake percentage of girls student must be increased.
8. The placement details of the Institute were discussed in the meeting. Principal, Govt. Polytechnic, Nayagarh intimated that, due to COVID situation, the placement percentage is not encouraging & will take suitable measure to enhance more campus placement in next academic session.

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- 9. The benefit of various scholarships availed by the students of this Institution was discussed in the meeting & appreciated by all the members. Hon'ble Chairman proposed to encourage the girls students to avail the benefits under various scholarship schemes. Further, Hon'ble Chairman instructed that, no girl child in the district is deprived of getting admission in Dilpma stream due to non deposit of admission fees. Hon'ble Chairman also instructed to Principal to bring this matter to the kind notice of the District Administration for a solution.
- 10. The matter of development of playground of the institution was discussed before the committee & the Principal intimated that the Institution is constructed in low land by diverting a natural stream for which there is always seepage in the playground from the higher level, which makes the playground unfit for use by the students. The committee considered the importance of the playground for the students & the Hon'ble Chairman instructed the PWD (R&B), Nayagarh Division to frame the estimate & explore the provision of the funds at the earliest for the interest of the students out of District fund.
(Action: - PWD (R&B), Nayagarh Division, Nayagarh).
- 11. Maintenance of the Building: - The maintenance work of various building of G.P, Nayagarh undertaken by PWD (R&B) Nayagarh Division, Nayagarh since last one year was discussed in the meeting & all esteemed members expressed satisfaction on the quality of execution of work by the PWD (R&B) Division, Nayagarh. The Chairman of the committee advised to take up of the repair work on priority basis out of District fund as budgetary provision of this Institution is meagre & not sufficient. The Superintending Engineer, PWD(R&B) Division has assured to take up of the maintenance work of the buildings on priority basis in a phased manner.
(Action: - PWD (R&B), Nayagarh Division, Nayagarh).
- 12. Maintenance of 02 nos. transformer was installed in the Institution alongwith power cut was discussed in the meeting. Due to frequent power cut in the Institution, the various state level examination/Dist level examination were affected seriously & need attention immediately. Hon'ble Chairman instructed the Executive Engineer, TPCODL to take immediate action on the score.
(Action: - Executive Engineer, TPCODL, Nayagarh Division, Nayagarh).
- 13. Digging of Bore-well in the Hostel: - The non-availability of water for the hostel boarders during power cut period was discussed in the meeting & the SDO, RWSS is present in the meeting assured to dig a deep bore well in the hostel for daily needs of the boarders.
(Action: - Executive Engineer, RWSS, Nayagarh Division, Nayagarh).
- 14. Hon'ble Chairman approved the requirement of Part Time Guest Faculty (PTGF) of this Institution in the Notesheet Page No. 19 dated 01.10.21 in the PTGF file. & instructed Principal to give some responsibility to the Part Time Guest Faculty (PTGF) like student discipline, career counseling etc. & Hon'ble Chairman also emphasized the presence of all Part Time Guest Faculty (PTGF) in the Institution from 10:00 AM to 5:00 PM.

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15. Principal GP Nayagarh intimated to the committee that, the Internal Revenue Generation Scheme (IRG Scheme) has been implemented in the Institution in which more than seven lakh rupees has been collected from various departments of East Coast Railway, Bhubaneswar and R&B Division, Nayagarh, RWSS, Nayagarh etc. by way of testing and certification of engineering materials supplied by them for self-sustainability of the Institution. The committee appreciated the move and chairman of the committee approved the expenditure towards repair and maintenance of various machine and equipment utilised out of fund collected under IRG programme.

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

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

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

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Annexure-I

Expenditure made from Development Fund of P/L Account from dated 08.12.2019 to 25.10.2021 of Govt. Polytechnic, Nayagarh for kind approval of Governing Body. 1144

Date	Name of the Firm	Propose	Payment Mode	Amount (Rs.)
17.12.20	Paid to ISTE , New Delhi	member charges	DD	11918
18.12.20	Paid to Kanhu Nayak, sweeper	wages (nov-20) Cleaning Greaning Campus	NEFT	6505
18.12.20	Paid to Trilochan Seeds and nersery	purchase of Gendu chara	Cheque	1440
4 19.12.20	Paid to NETA security	Towards Breakfast , drinking water , launch, dinner for Polyfest	Cheque	3723
5 28.12.20	Paid to Prakash Kumar Panigrahi, Odagaon	Heir of PVT Vehicle	NEFT	6451
6 28.12.20	Paid to Raghunath Enterprises	Purchase of Office stationary item	Cheque	1260
7 13-01-21	Paid to Kanhu Nayak, sweeper	wages (Dec-20) Cleaning Greaning Campus	NEFT	6729
8 13-01-21	Paid to PCR Groups, Bhubaneswar	Purchase of hand sanitizer , spray, mask	NEFT	16800
9 22-01-21	Paid to Ajit Agency	Purchase of pipe	NEFT	2407
10 22-01-21	Paid to Prakash Kumar Shukla, Prop. Bagdevi Printer	Purchase of leaflet, press stamp & rubber stamp	Cheque	2465
11 08-02-21	Paid to Kanhu Nayak & Rinku Nayak	wages (Jan-21) Cleaning Greaning Campus	NEFT	14260
12 04-03-21	Paid to Kanhu Nayak & Rinku Nayak	wages (Feb-21) Cleaning Greaning Campus	NEFT	16080
13 10-03-21	Paid to Ganesh General Store , Odagaon	Purchase of Dustbin,Spray Bottle & Lock	NEFT	15718
14 10-03-21	Paid to Eureka Forbes, BBSR	One year AMC of Four nos. Aquaguard .	NEFT	44172
15 18-03-21	Paid to Global IT Solution, Nayagarh	Purchase of HP Printer Catridge	NEFT	2478
16 19-03-21	Paid to Raghunath Enterprises, Odagaon	Purchase of Refreshment item, office stationary item towards visit of minister of HDT&TE , Govt. of Odisha .	NEFT	3735
17 19-03-21	Paid to Prakash Kumar Panigrahi, Odagaon	Heir of PVT Vehicle	NEFT	13154
18 22-03-21	Paid to Capital Student Store, BBSR	Purchase of Cellotape cutter, cellotape, Barcode label	NEFT	1451
19 28-03-21	Paid to Raghunath Enterprises, Odagaon	Jiofi Recharge	NEFT	948
20 15-04-21	Paid to Kanhu Nayak & Rinku Nayak	wages (Mar-21) Cleaning Greaning Campus	NEFT	16080
21 23-04-21	Paid to Prakash Kumar Panigrahi, Odagaon	Heir of PVT Vehicle	NEFT	6405
22 23-04-21	Paid to M/s Pradhan Electrical Workshop, Odagaon	Repairing of Air Conditioner in exam section	NEFT	5380
23 20-05-21	Paid to Kanhu Nayak & Rinku Nayak	wages (Apr-21) Cleaning Greaning Campus	NEFT	16080
24 02-06-21	Paid to Kanhu Nayak & Rinku Nayak	wages (May-21) Cleaning Greaning Campus	NEFT	12136
25 04-06-21	Paid to AH Web Solution	Website renewal charges	NEFT	4720
26 08-07-21	Paid to Sanjulata Nayak	wages (Jun-21) Cleaning Greaning Campus	NEFT	9019
27 27-07-21	Paid to Mahaveer Krushi Pratistan	Pesticide	NEFT	2500
28 05-08-21	Paid to Google Pay	extended 1 TB space for Gmail	NEFT	1300

	06-08-21	Paid to Sanjulata Nayak	wages (July-21) Cleaning Greaning Campus	NEFT	9330
	10-08-21	Paid to Garv Computer, BBSR	Purchase of TOSHIBA printer cartridge	Cheque	5900
31	10.08.21	Paid to Raghunath Enterprises	Purchase of Tiffin for Independence day	Cheque	2000
32	10.08.21	Paid to Global IT Solution	Purchase of 2 nos of HP Printer Cartridge	Cheque	1900
33	10.08.21	Paid to Pal Medical Agency	Purchase of sergical masks	Cheque	350
34	10.08.21	Paid to Raghunath Enterprises	purchase of Biscuits and Water Bottles for Independence day	Cheque	112
35	12.08.21	Paid to M/S Smart IQ, Bhubaneswar	purchase of sanitiser	NEFT	4100
36	12.08.21	Paid to National Infromatics Center services	purchase of E-granthalaya software	RTGS	21275
37	13.08.21	Paid to TRS Engineering	servicing of DG set	NEFT	4275
38	07.09.21	Paid to Sanjulata Nayak	wages (August & September-21) Cleaning Greaning Campus	NEFT	10885
39	09.09.21	Paid to Prakash Kumar Panigrahi, Odagaon	Heir of PVT Vehicle	NEFT	14524
40	09.09.21	Paid to DR Trading, Cuttack	Purchase of PET bottle with dispenser	Cheque	690
41	10.10.21	Paid to Rahul kumar Nayak & Malati Nahak	wages (sweeper) for the month of September - 21	NEFT	9019
		Paid to Pradhan Electronics workshop	Machine repairing charges (IRG Development/Machine depreclation, stationary & others.	NEFT	18290
Grand Total Rs.					347964

Rupees Three Lakh forty seven Thousand nine Hundred sixty Four only.

Principal
Govt. Polytechnic, Nayagarh

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


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ANNEXURE – II**Activities vis-a-vis Budgetary Provision from Nov – 2021 to Apr – 2022.**

Sl. No.	Activity Details	Approx. Budgetary Provision (in Rs.)
1	Annual Maintenance & repair of CCTV system in classrooms, Laboratories, Common Spaces, Corridors, ladies hostel & gate.	Rs. 60,000/-
2	Diesel for DG set during power cut-off in hostel, Academic & Administrative Buildings.	Rs. 60,000/-
3	Diesel for Bus for Industrial visit.	Rs. 50,000/-
4	Maintenance & repair of 140 nos. Computers & peripherals.	Rs.95,000/-
5	Annual Maintenance of pumpsets in Administrative Building, Workshop, Academic Building, Canteen, Boys & Ladies Hostel and DG set.	Rs. 80,000/-
6	Electrical Machine Maintenance of laboratory including wiring system of Academic Block.	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 in Official purposes for 6 months.	Rs. 50,000/-
10	Raw material for various Labs.	Rs. 80,000/-
11	Sanitiser & related equipments for newly admitted students (COVID Care protection).	Rs. 20,000/-
12	Chemicals for Institution garden with equipments for sprinkling to eradicate white ant & shrubs.	Rs. 20,000/-
13	Fuel for grass cutting machine.	Rs. 10,000/-
14	Wages for 03 nos. outsider sweeper for both hostels (Boys & Girls) & 01 no. of Lady Attendant.	Rs. 3,80,000/-
	Total Rs.	Rs. 7,05,000/-

Rupees seven lakhs five thousand only.

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


 Member Secretary – cum – Principal
 Govt. Polytechnic, Nayagarh

Approved

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