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PROCEEDINGS OF THE 11TH GOVERNING BODY MEETING OF GOVT.POLYTECHNIC, NAYAGARH HELD ON DATED 29.06.2022 AT MINI CONFERENCE HALL OF COLLECTORATE, NAYAGARH UNDER THE CHAIRMANSHIP OF THE COLLECTOR & DISTRICT MAGISTRATE, NAYAGARH.

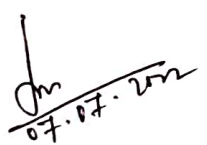
The 11th Governing Body Meeting under the Chairmanship of Dr. Poma Tudu, IAS, Collector & District Magistrate-cum -Chairman of this Institute was convened on 29th June 2022 at 11:00 A.M in the Mini Conference Hall of Collectorate, Nayagarh. The following members were present in the meeting, whose signatures 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, RWSS, Nayagarh | Member |
| 5. The Executive Engineer, GPH, Division-1, BBSR | Member |
| 6. The Executive Engineer (TPCODL), Nayagarh. | Member |
| 7. The DTE&T, Odisha (Representative) Principal, I.T.I, Nayagarh | Member |
| 8. The Hon'ble M.L.A (Representative), Nayagarh | Member |
| 9. The Principal R.S. Mahavidyalaya, Odagaon. | Member |
| 10. Sri Suryamani Sahoo, Sr. Lect., G.P, Nayagarh | Member |
| 11. Smt. Sushrimayee Behera, Lect., Physics, G.P, Nayagarh | Member |
| 12. The Principal Government Polytechnic, Nayagarh | Member Secretary |
| 13. District Welfare Officer, Nayagarh | Special invitee |

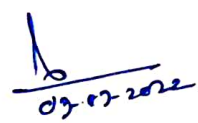
At the outset, the Principal, G.P, Nayagarh welcomed all the members of the Committee and thereafter Honourable Chairman allowed to start the proceeding of the Meeting. Hon'ble Chairman asked about the compliance of the last G.B, Meeting which was held on dtd. 26.10.2021. The Member Secretary explained the difficulties for implementation before the committee & decisions taken on various issues are depicted below:

COMPLIANCE OF THE LAST GOVERNING BODY MEETING:-

1. Frequent Power Cut:- Frequent power cut occurs in the campus as it is connected to rural Feeder (Nandighore), for which the academic activities along with water supply in the hostels and in quarters are severely affected. Hon'ble Chairman enquired on the matter. The representative of Executive Engineer, TPCODL, Nayagarh, present in the meeting intimated that the proposal for lying of 11KV line from Odagaon to GP Nayagarh was sent to TPCODL head office located at Bhubaneswar and the matter is pending with the Superintending Engineer, TPCODL, Bhubaneswar. Hon'ble Chairman instructed Executive Engineer, TPCODL, Nayagarh to complete the work within one month & submit the status report.
(Action: - Executive Engineer, TPCODL, Nayagarh Division, Nayagarh).


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2. **Development of Playground:-** R&B Division, Nayagarh has partly developed the playground due to lack of budgetary provision . It needs huge foreign soils for filling up the playground up to at least 3ft Height. The present ground level of the playground is 8 ft below the RL of main internal road of the Institute. The matter was discussed in the meeting & Hon'ble Chairman pleased to instruct B.D.O, Odagaon to take up of the development of the playground as it is located in rural areas.

(Action: - B.D.O, Odagaon)

3. **Girls students admission in Govt. Polytechnic:-** Hon'ble Chairman expressed displeasure on the admission percentage of girls students of the institute, which is below 10%. Hon'ble Chairman instructed to make it 30% of the total intake as per Govt. norms. Hon'ble Chairman of G.B & Collector & District Magistrate, Nayagarh called District Welfare Officer, Nayagarh to the meeting & instructed DWO, Nayagarh to create awareness among girl students / their guardians / their teachers for the Diploma admission in the high schools of District. District Welfare Officer, Nayagarh is also being instructed to arrange a meeting in the Conference Hall of Block, Odagaon by inviting all Headmaster/ Headmistress of High Schools and Ashram High Schools of the Districts including girls students along with their parents to mobilise the importance of Technical Education among the girl students in order to elevate their overall social upliftment in the District. The date of meeting may be intimated to all concerned.

(Action: - District Welfare Officer, Nayagarh)


4. **Taking over all Buildings of Govt. Polytechnic, Nayagarh:-** The taken over of all residential & non-residential buildings of Govt. Polytechnic, Nayagarh was discussed in the meeting. The Executive Engineer, R&B Division, Nayagarh present in the meeting informed that the recommendation for taking over of all buildings of G.P Nayagarh has been sent to the Chief Engineers (Buildings), Odisha vide their Office Letter No. 2684 dated 21.04.2022.(for inclusion in their book of record). It was decided in the meeting that the Executive Engineer, R&B Division, Nayagarh to include all such buildings of Govt. Polytechnic, Nayagarh in their book of record and take up regular annual maintenance of the institute as students are paying rents for hostels.


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

Thereafter, the other agenda points were discussed & decisions taken by the committee are recoded below for implementation by Principal G .P, Nayagarh and other Departments,

5. The expenditure made from Development fund of P/L Account from Dt. 11.10.2021 to 29.06.2022 of Govt. Polytechnic, Nayagarh amounting of Rs. 11,28,734/- (Rupees eleven lakh twenty eight thousand seven hundred thirty four) only in **Annexure - I** for various developmental activities were discussed by the members of the committee and approved.

6. The activities vis-a-vis Budgetary Provision from July-2022 to Dec-2022 of Govt. Polytechnic, Nayagarh amounting of Rs. 10, 65,000/- (Rupees ten lakhs sixty five thousand) only in **Annexure - II** was discussed by the members of the committee and approved.


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7. 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.
8. The placement details of the Institute were discussed in the meeting. District employment Officer was agreed to arrange on campus placement drive by contacting recruiters within one month after receipt of requisition from Principal GP Nayagarh.
(Action: - District Employment Officer, Nayagarh/ Principal GP, Nayagarh)
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 create awareness among the girls students to avail the benefits under various scholarship schemes.
(Action: - District Welfare Officer, Nayagarh Division, Nayagarh)
10. Floor tiles of toilets & commodes in Boys Hostel have been damaged and creating an unhygienic condition. Hon'ble Chairman instructed the Executive Engineer, GPH, Nayagarh Division to replace the floor tile with new ones.
(Action: - Executive Engineer, GPH, Nayagarh Division, Nayagarh).
11. Due to transfer /posting/ deputation of various faculties & staffs of the institution during last one year the following positions are lying vacant for which the academic curriculum are seriously affected with,
 1. One Lecturer of Civil Engg. Department vacant.
 2. One Lecturer of Mechanical Engg. Department vacant.
 3. One Sr. Lecturer of Mechanical Engg. Department vacant (Deployed to BOSE, Cuttack).
 4. One Lecturer of Chemistry of Math & Sc. Department vacant.
 5. One Lecturer of Electrical Engg. Department vacant.
 6. One Lecturer of Training Supdt. of institution vacant (Deployed to ITI, BBSR as Principal).
 7. One Lecturer of Electronics lying vacant (Deployed to ITI, PURI as Principal)..
 8. One Lab Asst. of Math & Sc. Department vacant.
 9. One Lecturer of Computer Science of Math & Sc. Department vacant (attached to SCTE&VT, BBSR).
 10. One Lab Asst. of Civil Engg. Department to mobilise IRG activities.
 11. One PTGF of Mechanical Engg. Department vacant.

The matter was thoroughly discussed in the meeting and chairman approved to engage 09 nos. Part Time Guest Faculty (02nos. for Civil, 04 nos. Mechanical, 01 no of Electrical, 01nos. Chemistry, 01 no. Computer Science), 02 nos Part Time Guest Laboratory Assistant (PTGLA) as per AICTE requirement during Academic Session 2022-23 for smooth management of curricular activities of institution.


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12. The matter of renewal of outsourcing agency was discussed in the meeting and committee approved the renewal of the outsourcing agency i.e Group No. 5 Security services, BBSR, as it regularly settles claims of the outsourcing personnel. Principal informed that during COVID period there was an order from DTE&T, Odisha to reduce the manpower personnel from 17 no to 12 no. In pursuance to the instruction, the number of outsourced manpower was fixed at 12 but the remuneration were being distributed among 17 no employees so as to keep expenditure within the budgetary provisions, without terminating their contract of 5 nos. of personnel. The matter was discussed in the meeting and committee allowed Principal to distribute budget allotment available for 12 no outsourced personnel among all 17 no outsourced personnel on daily wage basis as per the existing Government Labour rates.
(Action: - Principal, G.P, Nayagarh)

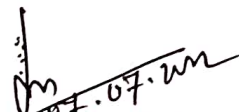
13. The member Secretary placed the requirement of sweeper & Lady Attendant to maintain & clean the vast infrastructure of this Institution having 2 lakh sq. ft. built up area located in 10 acres of single patch land, which includes 100 seated Boys hostel, 200 seated Boys hostel, 100 seated Ladies hostel, Canteen, Guest House, Academic Building, Administrative Building, Workshop Building, internal road systems etc. The committee considered on the point & allowed Principal to engage the following personnel on daily wages basis.

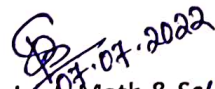
- 01 no. sweepress for Ladies hostel
- 02 nos. of sweepers for entire campus.

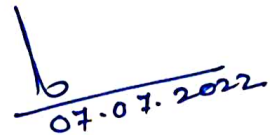
The wages of all above 03 nos. shall be met out of development fund of P/L account of this Institution & development fund of hostel.

14. It was proposed by Principal GP, Nayagarh to utilise the interest money amounting Rs. 22.4 lakh incurred out of State Fund & RUSA fund towards procurement of Tools & Equipments which is available in MHRD cash book. The matter was discussed in the meeting and committee approved the expenditure for the interest money for procurement of Tool and Equipments for the student's benefits as per Govt. guidelines.


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


Sr. Lect. Electrical
(Nominated Member.1)
Govt. Polytechnic, Nayagarh


Sr. Lect. Math & Sc(1/c)
(Nominated Member-2)
Govt. Polytechnic, Nayagarh


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 11.10.2021 to 29.06.2022 of Govt. Polytechnic, Nayagarh for kind approval of Governing Body.

Sl. No.	Date	Name of the Firm	Propose	Payment Mode	Amount (Rs.)
1	27.10.21	Raghunath Enterprise	Purchase of Contingency Material for G B Meeting.	Cheque	1570
2	02.11.21	Patra Hardware Store	Purchase of Hostel Sanitary Item	NEFT	10305
3	02.11.21	Bharat Nayak	Wages(Repairing of Ph Works in hostel)	NEFT	1866
4	11.11.21	Paid to Rahul kumar Nayak & Malati Nahak	wages (sweeper) for the month of October -21	NEFT	12909
6	06.12.21	Sai Solution	Purchase of Toshiba Xerox Machine Toner	NEFT	7875
7	07.12.21	Paid to Rahul kumar Nayak, Kanhu Nayak & Malati Nahak	wages (sweeper) for the month of November -21	NEFT	24500
10	13.12.21	Chand Steel	Purchase of 50 nos. single bed cots for hostel	NEFT	249400
12	13.12.21	Chand Steel	2 % TDS Challan against Chand Steel	NEFT	4300
13	14.12.21	Mahaveer Krushi Pratisthan	Purchase of pesticide	NEFT	880
14	04.01.22	Paid to Rahul kumar Nayak, Kanhu Nayak & Malati Nahak	wages (sweeper) for the month of December -21	NEFT	24000
17	04.01.22	M/S Mahi Malati Nersery	Purchase of Plant Sapling	NEFT	4450
18	06.01.22	Govt. Printing Press , Cuttack	Purchase of Govt. Calander-2022	NEFT	564
19	25.01.22	AH Web Solution	Website Design & Maintenance	NEFT	14160
20	04.02.22	Paid to Rahul kumar Nayak, Kanhu Nayak & Malati Nahak	wages (sweeper) for the month of January -22	NEFT	20120
23	02.03.22	Patra Hardware Store	Purchase of Hammer , Screw Driver for Electrical Deptt.	NEFT	1550
24	02.03.22	Linent System	Computer AMC of System	NEFT	86848
25	09.03.22	Paid to Rahul kumar Nayak, Kanhu Nayak & Malati Nahak	wages (sweeper) for the month of February -22	NEFT	23310
28	29.03.22	Suresh Arts, Odagaon	Institute Bus Stikering	NEFT	3823
29	29.03.22	RTO , Nayagarh	Institute Bus Pollution Certificate	NEFT	177
30	29.03.22	Govt. of Odisha, Cyber Treasury	Institute Bus MV Tax	NEFT	1317
31	29.03.22	M/S Pradhan Electrical Workshop	Washing Machine Motor Binding for Ladies Hostel	NEFT	2714
32	29.03.22	Ganesh General Store	Purchase of Sanitary Item for Hostel	NEFT	12544
33	29.03.22	M/S Mahaveer Krushi Pratisthan	Purchase of pesticide	NEFT	3000
34	29.03.22	Anuradha Agency	Purchase of Hand Sanitizer	NEFT	250
35	29.03.22	Top print Catridge	Purchase of 1 no. of Catridge	NEFT	720
36	30.03.22	Bikash Kumar Ojha	Wages(Repairing of Ladies Hostel Door)	NEFT	2000
37	30.03.22	Pen House	Purchase of Office Stationary	NEFT	11996
38	30.03.22	Pal Medical Agency	Purchase of Face Mask	NEFT	648
39	30.03.22	Pradosh Kumar Pattanaik	Court Affidavit for AICTE Affiliation	NEFT	900
40	31.03.22	Omm Arts, Khurdha	Purchase of Flex Banner for Placement Cell	NEFT	2000
41	05.04.22	Paid to Rahul kumar Nayak, Kanhu Nayak & Malati Nahak	wages (sweeper) for the month of March -22	NEFT	28350
42	05.04.22	Hotel Trisakti	Purchase of Tiffin towards Visit of Girls Students	NEFT	2100
43	07.04.22	Ganesh General Store	Purchase of Sanitary Item for Hostel	NEFT	14899
44	08.04.22	Pen House	Purchase of Office Stationary	NEFT	13104
45	08.04.22	Pen House	Purchase of Office Stationary	NEFT	6765
46	09.04.22	Mahanta Creation	Purchase of 65 nos. of Vinyl Board for Mech. Lab & Workshop	NEFT	10431
47	13.04.22	M/S Pradhan Electrical Workshop	A C Repairing	NEFT	3894
48	13.04.22	M/S Pradhan Electrical Workshop	A C Repairing	NEFT	2124
49	13.04.22	Manu Arts	Purchase of 2 nos. of Acrylic Board	NEFT	3540
50	13.04.22	Raghunath Enterprise	Purchase of Snacks items towards visit of DTE&T Deligates	Cheque	5940
51	21.04.22	LIC India	Student Group Insurance	NEFT	32214

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52	21.04.22	Mahanta Creation	Purchase of 65 nos. of Vinyl Board for Elect. Lab.	NEFT	4248
53	22.04.22	Hotel Trisakti	Purchase of Meals towards visit of QCI Team.	NEFT	3075
54	06.05.22	Paid to Rahul kumar Nayak, Kanhu Nayak & Malati Nahak	wages (sweeper) for the month of April -22	NEFT	26576
55	11.05.22	Raghunath Enterprise	Purchase of Snacks items towards visit of Margadarshak	Cheque	1405
56	11.05.22	Hotel Trisakti	Purchase of Meals items towards visit of Margadarshak	NEFT	1020
57	11.05.22	M/S Pradhan Electrical Workshop	AC installation & Repairing for Civil Branch	NEFT	25488
58	11.05.22	Maa Enterprises	Electrical Maintenance of Academic building	NEFT	11564
59	11.05.22	Prakash Panigrahi	Heir of PVT Vehicle towards visit of high schools of Nayagarh District. & Principal Tour Programme	NEFT	49202
60	11.05.22	Samantara Electrical	Purchase of LED Bulbs & LED Tube Lights for Ladies Hostel	NEFT	5550
61	11.05.22	M/S Pradhan Electrical Workshop	Purchase of Electrical raw materials for Workshop Maintenance	NEFT	3870
62	11.05.22	M/S Patra Hardware	Purchase of Electrical raw materials for Workshop Maintenance	NEFT	2124
63	11.05.22	Maa Electrical	Purchase of Electrical raw materials for Workshop Maintenance	NEFT	9558
64	11.05.22	Gajanan Printers	Purchase of Catridge for Civil Department.	NEFT	3009
65	11.05.22	Ganesh General Store	Purchase of Sanitary Item, Door Screen, Table Glass, Steel Pipe, File binding Cloth for Mech. Department , Workshop & Office	NEFT	30510
66	11.05.22	M/S Pradhan Electrical Workshop	Hostel Sub-mersible Motor	NEFT	3068
67	11.05.22	M/S Pradhan Electrical Workshop	Hostel Sub-mersible Motor	NEFT	3434
68	20.05.22	Samaya Advertisements	Admission Advertisements	NEFT	19346
69	20.05.22	Bagdevi Printers	Purchase of 51 nos. Binding Registers	NEFT	8319
70	20.05.22	Omm Aqua Care	Repairing of Ladies Hostel Aquaguard	NEFT	3550
71	27.05.22	Google	Purchase of 100 GB Storage for Gmail account.	Cheque	1300
72	04.06.22	Paid to Rahul kumar Nayak, Kanhu Nayak & Malati Nahak	wages (sweeper) for the month of May -22	NEFT	18300
73	23.06.22	M/S Maa Tarini Bastralaya, Odagaon	Purchase of Door Screen for Civil Deptt.	NEFT	5985
74	23.06.22	M/S Patra Hardware ,Odagaon	Purchase of Godrej Door Closer for Civil Deptt.	NEFT	3000
75	23.06.22	Shopy Circle Enterprises	Purchase of Notice Board for Civil Deptt.	NEFT	748
76	23.06.22	The Paper House,BBSR	Purchase of White Board for Civil Deptt.	NEFT	4838
77	23.06.22	M/S Sri Raghunath Ply & Glass House	Purchase of Door Screen fitting material for Civil Deptt.	NEFT	2925
78	23.06.22	Prakash Panigrahi	Heir of PVT Vehicle towards visit DTE&T Odisha, GP , BBSR & Nirman Soudha ,BBSR	NEFT	10265
79	27.06.22	NBA	NBA Accreditation Fee	NEFT	212400
Grand Total					1128734

Eleven lakhs twenty eight thousand seven hundred thirty four only

Principal
 Govt. Polytechnic, Nayagarh
 Nayagarh
 21/07/2022

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 JUN – 2022 to NOV – 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. 70,000/-
2	Diesel for DG set during power cut-off in hostel, Academic & Administrative Buildings.	Rs. 70,000/-
3	Diesel for Bus for Industrial visit.	Rs. 1,00,000/-
4	Maintenance & repair of 140 nos. Computers & peripherals.	Rs. 1,20,000/-
5	Annual Maintenance of pumpsets in Administrative Building, Workshop, Academic Building, Canteen, Boys & Ladies Hostel and DG set.	Rs. 80,000/-
6	Annual Maintenance of Institution Website & Extra Storage space in Google Drive.	Rs. 30,000/-
7	Electrical Machine Maintenance of laboratory including wiring system of Academic Block.	Rs. 50,000/-
8	AMC of 5 nos. Aquaguard.	Rs. 60,000/-
9	Laboratory Maintenance & purchase of lubricants for machines & small tools.	Rs. 70,000/-
10	Hiring charges of vehicle for movement of Principal in Official purposes for 6 months.	Rs. 60,000/-
11	Raw material for various Labs.	Rs. 80,000/-
12	Sanitiser & related equipments for newly admitted students (COVID Care protection).	Rs. 20,000/-
13	Chemicals for Institution garden for sprinkling to eradicate white ant & shrubs.	Rs. 25,000/-
14	Fuel for grass cutting machine.	Rs. 10,000/-
15	Wages for 02 nos. outsider sweeper for both hostels (Boys & Girls) for 12 months	Rs. 2,20,000/-
	Total Rs.	Rs. 10,65,000/-

Rupees Ten lakhs sixty five thousand only.

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

Principal
Govt. Polytechnic, Nayagarh

Member Secretary
Govt. Polytechnic, Nayagarh

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