

223

**PROCEEDINGS OF 13<sup>th</sup> GOVERNING BODY MEETING OF GOVT. POLYTECHNIC,  
NAYAGARH HELD ON DATED 07/01/2025**

---

The meeting of the 13<sup>th</sup> Governing Body of Govt. Meeting of Govt. Polytechnic, Nayagarh was held on 7/1/2025 at 11.30 AM in the Conference Hall of Collectorate, Nayagarh under the chairmanship of Sri Karnadev Samaddar, Sub-Collector, Nayagarh. The following members were present in the meeting.

1. The Sub-Collector & SDM, Nayagarh.	Chairman
2. The District Skill Development & Employment Officer, Nayagarh	Member
3. The Executive Engineer, R&B Nayagarh (Representative)	Member
4. The Executive Engineer, GPH, Division-1, BBSR (Representative)	Member
5. The V.C, SCTE&VT, BBSR (Representative)	
Principal, Govt. ITI, Nayagarh	Member
6. The Hon'ble M.LA (Representative), Nayagarh	Member
7. Rajesh Industries, Odagaon, Nayagarh (Representative)	Member
8. The Principal R.S. Mahavidyalaya, Odagaon.	Member
9. Sri Suryamani Sahoo, Sr. Lecturer, G.P, Nayagarh	Member
10. Sri Milan Kumar Sahu, Sr. Lect., G.P, Nayagarh	Member
11. The Principal Government Polytechnic, Nayagarh	Member Secretary

At the Outset, the Principal of the Institute welcomed the Chairman and other members of the Governing Body to the meeting. Thereafter, with permission from the chair, the meeting proceeded as per the Agenda and the corresponding decisions as follows.

**1. Confirmation of the proceedings of 12<sup>th</sup> G.B meeting held on 13.3.2023.**

The Proceedings of the meeting of the 12<sup>th</sup> Governing Body held 13.3.2023 was circulated to all the members vide letter No. 514 dated 31.3.2023. Since no comments are received, the same was confirmed with consents from all members.

**2. Compliances to the Decisions taken in the 12<sup>th</sup> G.B meeting**

The Compliances to the decision taken in the 12<sup>th</sup> G.B is placed at *Annexure-I*. The committee expressed pleasure over the compliances.

**3. Status report of Admission, Results, Scholarship and Placements**

The Principal presented the status Report of the Institute in respect of Admission, Exams. Results, Placement and staff position, which is placed at *Annexure-II*. The Committee also expressed satisfaction over the performance. Regarding staff position, on query from the chairman, the Principal informed that recruitment for Lecturer Stage-I is in progress by OPSC and some new faculty members are expected to join shortly.

2

#### 4. Activities & Achievements

The Principal presented the major activities and achievements of the Institute during one year as follows.

- a. Miss Kirteeparna Sadangi an Alumini of Civil Engineering (2021 pass out) has bagged Gold Medal in India Skill Competition 2024 in Plumbing and represented India in World Skill Competition 2024 in France.
- b. The Girls enrolment in 2024 has touched 37 % of sanctioned intake against state figure 33% .
- c. Placement Figure of the Institute for 2023-24 is more than 60% of intake and more than 75% of passed outs
- d. 17 Girl students have succeeded in getting Pragati Scholarship from AICTE, New Delhi in 2023-24 session.
- e. Conducted Apprentiship Awareness programme through BOPT, Kolkata on 7th Nov. 2024
- f. 600 students have registered for different Add on Courses under Coursera Platform
- g. 2 students selected in PM internship programme in December 2024
- h. AG Audit Para pending is Nil
- i. New Discipline of Computer Science & Engineering is introduced from 2024-25 session with full admission
- j. Govt. have allowed for introduction of ETC discipline from 2025-26 session, for which application will be submitted to AICTE in 2025 and if approved, shall be opened for admission in 2026-27 session.

The committee appreciated the achievements of the Institution.

#### 5. Approval of Expenditure made from PL Development & IRG Funds during the period from dtd. 14.03.2023 to 6.1.2025 (Annexure-III)

The committee approved the expenditure of Rs. 13,80,143 from PL Development & Rs. 2,23,749 from IRG Funds of the Institution, which were beyond the Govt. Allotment funds and generated at the Institution during the period from dtd. 14.03.2023 to 6.1.2025 after discussion.

#### 6. Allocation of Funds provision for various Important activities/heads to be carried out during 2024-25 Academic Session (Annexure-IV)

The budgeted estimated funds allocation of Rs. 27 Lakh for various Important activities/heads under PL Development & IRG Head to be carried out during 2024-25 Academic Session at the Institution was approved by the Committee after discussion.

#### 7. Renewal of work order for Outsourcing agency for the year 2024-25 Academic session.

There are different categories engaged on Out sourcing basis with due sanction from DTE&T, Odisha. Such engagement on outsourcing basis is made through the Manpower Service Provider (M/S Group No. 5 Security Service, BBSR). The last renewal was done upto November 2024. There after such engagement is renewed from 1<sup>st</sup> December 2024 to July 2025 (the end of Academic session 2024-25). The norms of remuneration of engagement shall be as per GA& PG Department guideline issued vide No. 7982 dated 7.3.2024. The above renewal of engagement of manpower through the above Agency up to 31<sup>st</sup> July 2025 (end of Academic session) was approved by Committee.

(Action: Principal)

### 8. Engagement of Additional Manpower under Outsourcing basis in view of increased Branches of Courses and increased students strength

The Principal informed that, the Institution is established without sanction of any Group D post. Only 13 number of manpower positions are sanctioned by DTE&T to manage the work. Over the time, the admission scenario is improved, Girls admission has been increased, New additional discipline like Computer Science & Engineering is already opened. Another additional discipline of Electronics & Telecommunication Engineering has been approved to be introduced.

It was submitted by him that, To effectively manage the Institution with more students, increased hostel boarders strength, increased Laboratories and class rooms, there is need of additional manpower of 2 Nos. of Attendants for Labs, 1 no. of Security service, 2 No. of Sweeper on outsourcing basis. He submitted that on approval from Governing Body, the proposal shall be submitted to DTE&T, Cuttack for permission for engagement of these additional manpower on outsourcing basis. The committee agreed for engagement of above additional manpower on outsourcing basis subject to availability of funds under Govt. Allotment and which shall be executed after due approval from DTE&T, Cuttack.

Similarly it was informed that, at present 3 No. of Sweepers are additionally engaged on daily wage basis in the 1 number of Girls Hostel and 2 numbers of Boys Hostels and Institution Campus, to cater to the daily needs and hygiene of the students in Hostels and the & cleaning and sweeping the Institution premises, as per the decision of the 12<sup>th</sup> Governing Body. This expenditure is made from PL Development/ Hostel Contingency Account. The members emphasised that cleanliness and hygiene of students both in the Hostels and Institution should be maintained with due importance. The further Continuance of above engagement of 3 nos. of additional sweepers on daily wage basis done as per 12<sup>th</sup> GB meeting was approved for 2024-25 academic session from PL A/c of the Institution.

(Action: Principal)

### 9. Approval of panel of Guest Faculties and Guest Labs Asst. for 2024-25

Due to shortage of regular faculties, DTE&T has sanctioned 7 no. of Guest faculties to be engaged in the Institution. Following such approval, News paper advertisement was published for walk in interview and panel of Guest faculties were prepared by committee of Faculties, from which 7 no. of Guest faculties have been engaged. Similarly, with approval of DTE&T for 2 number of Guest Lab Asst., and following the news paper advertisement, panel of Guest Lab Asst. have been prepared by committee of Faculties, from which 2nos. Guest Lab Asst. have been engaged. The panel of Guest Faculties and Guest Lab Asst.s and their engagement are approved by the committee.

(Action: Principal)

### 10. Renewal of Fire Safety Certificate

The Principal informed that, the renewal of Fire Safety Certificate of the Institution is not getting renewed due to want of approved Building Plans of the Institutions and adequate operational Fire safety measures. Recently the Building plan approval is obtained for the purpose. Application is being submitted to Fire Authority for such certificate after which they will cause inspection. The Fire safety measures installed by GED needs checking and operationalization before such inspection, to ease issue of Fire Safety Certificate by DFO, Puri. Fire Safety Certificate is an essential document for AICTE approval of the Institute. He said that the technical knowhow on the fire safety pipeline laid down and related equipments installed, is not available at the Institution. The matter was discussed in detail. It was decided that Executive Engineer (R&B), Naygarh shall take steps to depute the concerned Agency who executed the work through GED or such agency executing such work, to facilitate the Fire safety inspection and get the clearance from DFO, Puri.

(Action: Principal, R&B)

*[Handwritten signature]*

### 11. Procurement of Bolero Jeep from IRG Funds

It was informed that, Mechanical Engineering Discipline has Automobile Lab for which there is a need of a vehicle for students practice. There is also need of a Jeep to contact different establishments/industries to enhance Industrial connections and also increase in IRG activities. The Institution has generated a good revenue through IRG activities. It is proposed to buy one Bolero Jeep from IRG Funds, generated by Institution on its own (not Govt. Funds), which will facilitate the enhancement of IRG activities and help students lab practice also. He informed that JES, Jharsuguda (a sister Institute) has procured one Bolero Jeep from their IRG funds also with approval from their GB and then from DTE&T, Cuttack. Now, Upon approval from the Governing Body, the vehicle shall be procured with further approval from DTE&T. The committee approved the proposal of procurement of one Bolero Jeep from IRG Funds of the Institute, which is not from Govt. allotment, but from the Institute generated Funds. The procurement can be done, only after approval from DTE&T, Cuttack.

(Action: Principal)

### 12. Setting up of EV Lab and IoT Lab

EV Lab is in the list of recommended list of Lab equipment of SCTE&VT for Mechanical branch. Electrical branch has one paper on EV also. Similarly IoT Lab is also in the list of recommended list of Lab equipment of SCTE&VT for CSE branch. All the above courses/branches are available in the Institution. It is proposed to set up EV Lab and IoT Lab for updating and upgrading skill of students of the above branch as well as other branches. The Equipments shall be procured with due approval from DTE&T. Administrative Approval for furnishing the Lab rooms & other works of Workshop building have been accorded by DTE&T, Cuttack. R&B authorities are required to complete the SR at the earliest. The committee agreed to the above proposal of Lab set up for academic development of the Institute. The representative of R&B Authority agreed to take the SR repair work at the earliest.

(Action: Principal, R&B)

### 13. Minor Repair & Maintenance work of Buildings and Hostels

The Principal reported that, this is the only state level Govt. Technical Institution in the district where students from different districts are studying. There are requirements of Minor Maintenance of Buildings and Hostels which needs to be taken up by different Executing Agencies. The same need to be addressed by respective agencies of Govt. The Principal also informed that NBA team from Delhi shall visit some time after February for accreditation purpose with sort notice. The matter was discussed in detail. It was decided that R&B authorities along with representatives from associated wings, shall visit the campus one day under intimation to the Principal and study the requirements. They will do all needful for minor maintenance to facilitate NBA team visit to the Institution. They will submit estimate for other major works for funds placement from DTE&T, Cuttack.

(Action: Principal, R&B)

### 14. Facility of visit of Doctor and Health Professional to the Institution for health check up

There are about 600 students staying inside the campus. Health issues are getting reported frequently by students and more in case of Girls students. AICTE norms also prescribes for Health facility in the campus. It was proposed that Doctors from Local Govt. Medical centre to visit the Institution at least once a month for one hour and attend to the health issues of the students. The Chairman agreed to take up the matter with CDMO, Nayagarh. However, he advised the Principal to write a letter to CDMO also for the purpose.

(Action: Principal)

2

# 15. Any other point with permission of the Chair

## a. Engagement of Supporting Staff for undertaking IRG activities in Civil Engg.

The Principal reported that, due to shortage of Faculties and Supporting staff, the IRG activities is getting affected and mostly the staff have to work overtime to complete the task received. It was proposed to engage additional supporting staff on daily wage basis as per skilled manpower rate, and as per need. The expenditure to be met from IRG funds generated as per norms prescribed by DTE&T. The committee agreed to the proposal with advise that such engagement should be need based.

(Action: Principal)

## b. PH Connection to the Institution with water supply from treatment source.

PH Connection is yet to be provided to the Institute, Hostel and Quarters. Though 2 numbers of UGR have been constructed, these are not connected to main supply line. It is required to take up further work and make connections to the Hostels, Quarters etc. and connect to the main water supply line. It was decided that the Principal shall take up the matter with local PH authorities under intimation to the Chairman, GB. It was also decided that a request proposal shall be submitted by Principal to the Sub Collector, Nayagarh for inclusion of the Institute under Mega Water supply project.

(Action: Principal, PHD)

## c. Issue regarding TPCODL Billing

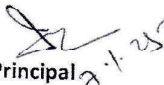
There are issue regarding Bills raised by TPCODL in respect of the Institution. The meter reading and corresponding slab of charge amount reflected in the monthly Tariff Bill of the Institution is not properly understood. Despite the personal efforts made by staff of the institute to have a clear understanding on the above issue, it has not succeeded so far. Similarly, every month the meter rent is charged, though the Institute has its own Transformer and established since long. Personal visit to the office is yet to yield result. Though, Ex.Engineer, TPCODL, Nayagarh is a member of the Governing, no representative was present. The matter was discussed. It was decided that the Principal shall write to TPCODL authorities under intimation to the Chairman GB to settle the issue.

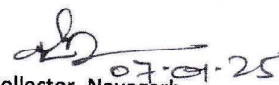
(Action: Principal, TPCODL)

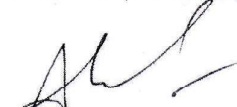
## d. LaCCmi Bus arrangement to different Block Hqrs with GP Nayagarh Touch point at 10 AM and 5 PM Daily

The Hostels both Boys & Girls are over crowded with boarders. As this institute is a state level institute and students from different Districts are studying and as students intake is increasing, it is not possible to cater to the needs of students demand for hostel seats. It is proposed that, if Laccmi Bus service to the neighbouring areas can be provided adjusting to the time table of GP Nayagarh Destination at 10 AM and 5PM, then local students staying hostel may commute from their houses daily and the load on hostel can be reduced. The chairman agreed to impress upon the concerned authorities on the above front. He advised the Principal to send the proposal to the effect.

(Action: Principal)

  
Principal  
Govt. Polytechnic, Nayagarh

  
Sub-Collector, Nayagarh  
Chairman of the Meeting

  
Collector & DM, Nayagarh-Cum-  
Chairman of Governing Body,  
Govt. Polytechnic, Nayagarh