



Proceeding of the 9th Governing Body Meeting of Government Polytechnic, Jajpur held on 17.12.2024 at 3.30 PM under the Chairmanship of Collector cum District Magistrate, Jajpur .

The 9th Governing Body Meeting of Government Polytechnic, Jajpur was conducted on 17.12.2024 at 3.30 PM under the Chairmanship of Smt. P. Anwesa Reddy, Collector cum DM, Jajpur in the office chamber of Collector. The following members were present.

1. Sri Pravat Basty, District Skill Development officer -Member
 2. Sri Dillip Ku. Nayak, AEE R&B -Member
 3. Sri Tapas Kumar Prusty, AE, R&B -Member
 4. Sri L.D.Sethi, Sr Lect GP Bharak (Representative of SCTEVT) -Member
 5. Representative of OMC, FerroChrome Plant, -Member
 6. Sri A.K.Mishra, HOD metallurgy, GP, Jajpur -Member
 7. Dr Biswambar Mohanty, Sr. Lect M&Sc. , GP Jajpur -Member
 8. Dr Subhanga Kishore Das. Principal, GP Jajpur -Member
- Convener

At the outset, Dr Subhanga Kishore Das, Principal GP, Jajpur welcomed all the members and requested Chairperson to set the context for the meeting. A presentation was done by the Principal on the agenda points with discussion on each. After discussion, the following items are resolved unanimously by the members and concurred by the Chairperson.

Item No.1: Approval of the proceeding of 8th Governing Body Meeting

Principal told that, the proceeding of 8th Governing Body Meeting was circulated to all members vide this office letter no. Letter No.1150 (12)/GP, Jajpur Dt. 21.6.23. Since no comments have been received from members against the decision taken, the proceeding of 8th GB meeting was unanimously accepted.

Item No.2: Decision Held & Action taken of 8th Governing Body Meeting

Principal presented a report on the decisions taken during last GB meeting vis-a vis the action taken. This is mentioned in the table below. Chairperson was made aware of these activities.

Decision Held	Action Taken
Item No.-2:- Admission Status & Extension of Approval (EOA) and affiliation for intake of 2024-25 & implemented Sudakshya Scheme for first time in Polytechnic	Extension of Approval (EOA) for session 2024-25 of AICTE, New Delhi completed in time & implemented Sudakshya Scheme for first time in Polytechnic.
Item No.-3:- Academic Matters & Engagement of PTGFs & PTGLAs	Courses completed in time as per SCTE&VT syllabus & Monthly Review meetings conducted regularly.
	Engaged Guest Faculties (PTGF) & Guest Laboratory Assistant (PTGLA) engaged for smooth conduct of curriculum as per the approved number & rate of Government.

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Item No.- 4 Other Issues	All the Buildings & Quarters Completed by IDCO were handed over to the Superintending Engineer(R&B), Panikoili.
Item No-5 Engagement of required Staff	Completed
Item No.-6: Other activities and planning for Future Development & Activities undertaken under NUA Odisha	Ongoing Program
Item No.-7: NBA accreditation, NABL & QCI	Completed
Item No.9: Centre of Excellence (CoE) of Mechanical. Mining & Electrical department	3D printing Lab. already set up and Training continuing for 2 nd batch, LAB. 20 nos. computers have been order in GeM portal for Mining department.

Item No.3: Admission Status of & Extension of Approval (EOA) and affiliations for intake of 2025-26

The admission status of students for the session 2024-25 was presented before the members for information. The admission was conducted as per the DTE&T guideline through the SAMS portal in online manner in the branches as mentioned in the table below. Chairperson expressed satisfaction on the enrolment of girls which reached 35% in vocational education at GP, Jajpur in various branches and suggested to take all majors to make it further better.

Sl. No.	Name of the Course/ Branch	Sanctioned intake Strength	Seats under TFW (5%) +EWS(10%) of sanctioned Intake	Students admitted in 2024-25
1.	Civil Engg.	60	03+06+06	60+ 03(TFW) +6(EWS) +9 (L)
2.	Electrical Engg.	60	03+06+06	60+03(TFW)+6(EWS)+6(L)+1(LEWS)
3.	Mechanical Engg.	60	03+06+06	60+03(TFW)+6(EWS)+5(L)+1(LTFW)
4.	Mining Engg.	60	03+06+06	60+03(TFW)+6(EWS)+6(L)
5.	Metallurgy	60	03+06+06	60+03(TFW)+6(EWS)+9(L)+1(LEWS)
6.	Precision Manufacturing Engg.	30	01+02	30+1(TFW) +2(TFW)
	Total	300	16+32+30=78	330+16+32+35+1(LT)+2(LEWS)=416



ACADEMIC YEAR 2024-25 OF GOVERNMENT POLYTECHNIC, JAJPUR														
S L #	Branch	Total Stre ngth	1st Semester				3rd Semester				5th Semester			
			Rep orte d (Incl EWS & TF W)	Mal e	Tot al Gir l Rep orte d	Gir l's Ad mis sion %	Read mitte d (Incl EWS & TFW)	Mal e	To tal Gir l Re po rte d	Gir ls Admi ssion %	Read mitte d (Incl EWS & TFW)	Mal e	To tal Gir l Re po rte d	Gir ls Admi ssion %
1	CIVIL	60	69	45	24	35	59	34	25	42	65	40	25	38
2	ELECT RICAL	60	69	36	33	48	73	47	26	36	64	48	16	25
3	MECH ANICA L	60	69	47	22	32	74	61	13	18	67	58	9	13
4	META LLUR GY	60	69	43	26	38	70	51	19	27	72	58	14	19
5	MININ G ENGG	60	69	51	18	26	62	62	0	0	70	70	0	0
6	Precisi on manfac turing engg.	30	33	22	11	33								
	TOTAL	330	378	244	134	35	338	255	83	25	338	274	64	19

Principal presented a statistics on the current students studying at the Institute as mentioned in the table above for the information of the members. Total Students currently studying in Campus: 1054 (773 Boys & 281 Girls)

Principal apprised the members that, the application for Extension of Approval (EOA) for Government Polytechnic, JAJPUR, Odisha for the Session 2025-26 already submitted to AICTE, New Delhi in their on line web Portal & similarly Affiliation from SCTE&VT, Odisha also will be applied in due time. The AICTE has recommended 60 seats in precision manufacturing for admission for Academic session 2024-25 but as per DTET and GOVT. instruction 33 students took admission in the academic session 2024-25. Proposal has been sent to govt. for approval for increasing admission intake from 30 to 60. This was unanimously agreed by the members.

Item No.4: Academic / Placement Matters & Services of Guest Faculties (GF):

a) Academic progresses

Principal apprised the members that, the Regular Classes 1st and 3rd & 5th Semester courses started from Dt. 16.08.2024 & Dt.01.07.2024 as per the Academic calendar given by the SCTE&VT, Odisha. Monthly Review meetings are being conducted regularly. The feedback of each faculty, students and alumni have been taken regularly. Adequate text books are already procured & issued to the students through library. The Principal & Academic

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Coordinator are supervising the activity regularly to ensure proper conduct of classes. The others assigned jobs are completed in time:

- The process of financial support to the son/ward of Building and other construction workers, Sudhanya, MCP, PMS, Topper, VISA STEEL & JSL Financial assistance to poor students, PRAGATI, Saksham, Minorities Scholarship processes are being undertaken.
- Most of the Laboratories are equipped with modernized Equipment. The procurement processes of few equipment for some departments are already in progress..
- The Passout versus placement information for last 4 years is mentioned for information of the members.

Passout & Placement Batch wise - (For 2021,2022,2023, 2024)

Sl. No	COURSE	2021 Passout		2022 Passout		2023 Passout		2024 Passout		TOTAL	
		Passed	Placed	Passed	Placed	Passed	Placed	Passed	Placed	Passed	Placed
1	Civil Engineering	44	19	45	30	47	19	39	9	175	77
2	Mechanical Engineering	56	20	35	36	45	24	48	40	184	120
3	Electrical Engineering	53	26	42	31	49	48	42	41	186	146
4	Metallurgy Engineering	43	18	18	11	42	18	31	38	134	85
5	Mining Engineering	49	48	52	43	64	36	64	30	229	157
	TOTAL	245	131	192	151	247	145	224	158	908	585

b) Shortage of Staff and stop-gap arrangement for smooth running of Academic Programs:

At present the few teaching posts are laying vacant which is affecting the normal academic as well as other works to a great extent. However, to manage this stop gap arrangement, the services of *Guest Faculty (GF)* have been utilized as per the approved rate of Govt. of Odisha, SDT&E Dept. (No.5028/SDTE/ Dt.1.11.18) @Rs.400/- & @Rs. 200/-(Per Theory Class & Practical Class) maximum up to Rs.24000.00 per month.

As per guidelines for Engagement the panel of qualified personal from which the Guest faculty shall be engaged during the current session, should be approved by the Governing Body of the Institute vide letter no 9695/Dt. 19.8.16 of the DT&ET, Odisha. The number of GFs for current session approved for engagement during the current session 2024-25 by the DTE&T, Odisha vide letter no 10358/Dated 21.7.2023 of the DTE&T, Odisha. The department wise merit list which was prepared by the selection committee has been placed for post facto approval of GB. At present 19 nos of Guest Faculties (GF) for current session are utilized for Academic purposes against the required and 22 numbers approved by DTE&T, Odisha. This engagement of 19 nos of GF as per the following table was apprised by Principal and unanimously approved by the GB & by the Chairperson.



SL No	Branch	Intake 2024-25	Regular Faculty in Position (Sr Lect+ Lect)	GF engaged during 2023-24	GF to be engaged during 2024-25	Justification for Additional requirement
1.	CIVIL	60	1+2 =3(one lect. Vacant)	04	02	Based on Work Load
2.	ELECTRICAL	60	1+3=4	02	04	Based on Work Load
3.	MECHANICAL	60	1+2 =3	04	03	Based on Work Load
4.	MINNING	60	0+1=1(one Sr Lect & one Lect vacant)	03	02	Based on Work Load & one Sr Lect & one Lect vacant
5.	METTURLUGY	60	1+2=3	02	02	Based on Work Load
6.	MATH. SC.		1+4=5 (one comp Sc lect vacant)	06	06	Based on Work Load & one comp Sc lect vacant
7.	Workshop					Sr Lect attached to WSC & No lecturer post
	TOTAL			21	19	

As regards the watch & ward, Security Services, typing work, Sweeper, Lab attendant etc. it was approved by GB to engage persons on outsourcing basis from the existing organization, in the different Sections /Department/Hostel (G&L) of this institution as per the requirement.

c) Creation of Posts for new Branch Precision Manufacturing

AICTE has approved intake for Precision Manufacturing Branch from Academic Session 2024-25 and 30 students have been admitted in this branch. Till date, no post has been created for this branch. Members of GB suggested for sending proposal to DTE&T regarding this.

Item No.5: Infrastructure (i.e. Civil & Electrical) Issues

a) Construction Civil Works: The status on progress of construction works at GP, JAJPUR & was presented by Principal before the members as per the following table.

SI No	Name of Buildings	Progress as on till date	Pending at
1	200 seated Gents Hostel -4(GF)	Tender pending	SE(R&B)
2	Construction of 100 KVA Sub Station & Power Supply to Hostel /Workshop Building	Estimate pending	TPNODL
3	Institution Auditorium / Amphitheater , additional Staff Quarter, Moderation of Playground ,additional Dining hall for 2nd Hostel ,	Estimate pending	SE(R&B)



	Coloring of Different Buildings	Estimate pending	SE(R&B)
4	Repairing work of Electrical	Estimate to be prepared R&B	R&B
6	Renovation of PH work	AA of DTET sought	DTE&T
7	Construction of a workshop shed, furnishing of CoE for Mini tool Room , 3D Printing lab, Repair maintenance of Principal & staff quarter	Estimate pending	R&B

Chairperson instructed AEE, R&B to compete the pending tender by 15th January 2025 and submit the ending estimates to Principal GP by 23rd December 2024 for further processing to get administrative Approval from DTE&T.

Item No.6: Approval of Expenditure & Annual budgetary provision for the PL development funds of the institute under different activities.

- I. Principal presented the updated quarterly fund receipt & Utilization for procurement of Equipment & Furniture as per the following table for information of GB.

SANCTIONED AND UTILISATION OF FUNDS IN RESPECT OF GOVT. POLYTECHNIC, JAJPUR, AT- RAGADI											
Sanctioned Amount (in Lakh)							Utilised Amount (in Lakh)			C.B as in Quarter wise	
Sl No.	Institute Name	Financial Year	Scheme Name	Balance (in Lakh)	Amount Received From DTE&T (in Lakh)	Year wise interest	Progressive Amount	Amount Utilised in Quarter wise	Quarter Name		
			DTE&T Funds	32.54370						32.54370	
1	G.P Jajpur	2023-24				0.23863		7.28287	Apr To June (1st Quarter)	25.4995	
2			DTE&T Funds		20	0.18009		19.30686	July to Sept (2nd Quarter)	26.3727	
3							0.21736		3.28174	Oct to Dec (3rd Quarter)	23.3083
4							0.17694		5.58945	Jan to Mar (4th Quarter)	17.89580
5		2024-25					0.12796		3.18792	Apr To June	14.8358



								(1st Quarter)	
6					0.11116		0	July to Sept (2nd Quarter)	14.94700
Total			32.5437	20	1.05214	53.5958	38.64884		14.94700

- II. Principal proposed the details of Income & Expenditure plan for 2024-25 budget for PL (Personal Ledger) development fund as given in the following table for kind approval of IMC. The same was unanimously approved by the GB.

PL Income & Expenditure w.e.f 01.04.2024 to 31.10.2024			
Opening Balance as on 01.04.2024			Opening balance
Month	Income	Expenditure	Closing Balance
Apr-24	95,035	1,93,859	58,43,698.59
May-24	1,02,220	1,69,170	57,76,748.59
Jun-24	1,23,213	1,70,737	57,29,224.59
Jul-24	21,06,440	4,32,825	74,02,839.59
Aug-24	6,01,183.1	2,12,602	77,91,420.69
Sep-24	2,06,570	6,79,436	73,18,554.69
Oct-24	73,195.8	4,08,374	69,83,376.49
Total	33,07,856.9	22,67,003	69,83,376.49

- III. Principal proposed a tentative budget of Rs 25, 70,000/- under various major heads as per the requirement of the Institute for 2024-25 from the PL development fund as given in the following table which was approved by the members & Chairperson.

SI No	MAJOR ITEMS	Proposed 2024-25
1	Remuneration to be paid to the guest faculty	30,000.00
2	Remuneration to the daily labor staff including PMU/ etc for service through outsourcing	11,00,000.00
3	Gardening & Campus beautification	3,00,000.00
4	Purchase of RAW materials	50,000.00
5	Electric and water charges in absence of sufficient allotment of funds from Govt	20,000.00
6	First aids and common medicines & Medical urgencies	5,000.00
7	Purchase of essential Equipment & furniture of Smart Class Room	10,00,000.00
8	Conduct of Seminars/Conference for improving the communicative skill, entrepreneurship and other subject related to skill	10,000.00
9	Installation of equipment/machinery purchased	30,000.00
10	Coaching expenditure for weaker students	5,000.00
11	Expenditure in connection With preparation of model/projects for Technical exhibition	10,000.00
12	Campus Interview & Training	1,00,000.00
13	Vehicle, Transport & DG Sets	1,00,000.00

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14	Telephone/Internet charges	20,000.00
15	Misc Expenditure	2,00,000.00
16	Hostel Development	1,10,000.00
17	Hostel Contingencies	80,000.00
18	Cultural	2,00,000.00
19	Athletic & Games	1,00,000.00
TOTAL		25,70,000.00

a) Procurement of Tools, Equipment & Computer and its peripherals:

Due to minor change of syllabus, some of the essential equipment, Furniture, Books as per SCTE&VT, Odisha required to procure in order to conduct Classes. Principal was authorized by GB to procure these items following OGFR guideline.

b) Principal presented the activities undertaken / to be undertaken before the GB members for information. He mentioned that, these activities have been done / planned in future, as per the resolution of the academic counsel of the Institute comprising of all branch heads, in the interest of quality training of the students. It was appreciated and approved by the GB members & Chairperson. The activities mentioned below undertaken / to be undertaken for institution Development as per the decision of the academic counsel of the Institution by utilizing Govt./ PL Development fund was approved by the GB.

- i. Left out Laboratory & Classroom will be upgraded with Govt of Odisha / Development Funds (ie SMART Class with Digital Interactive Boards).
- ii. Furniture / Cots for Class Rooms & Hostel may be procured as and when required following OGFR guideline utilizing Development / Hostel Contingency fund.
- iii. Furniture required for the CoE lab for Mining / EV/ Solar may be procured utilizing development fund.
- iv. For campus beautification & development of Gardens cleaning of the campus, one no. of daily labor on Govt. prescribed minimum wages for unskilled labor is engaged. Procurement of manure, plant & pesticide etc. is being done as per the season. The GB approved this to be met out of the development fund.
- v. Repair & maintenance of pump, PH & electricity etc. is being undertaken as & when required. The expense for this is being met from development / maintenance fund, which was approved by GB.
- vi. The cost of Installation of lab & equipment may be spent from the PL development funds in case non-Recurring Funds are not available.
- vii. AMC of Computer, Xerox machines, CCTV, DG sets, Aqua guards (Water purifiers) and others will be met from development fund
- viii. Wi-Fi and Internet & Library Books etc. to be procured as per requirement utilizing Govt./ PL Development fund as per availability.
- ix. Installation of ACs for HOD rooms to be done utilizing Govt./ PL Development fund as per availability.
- x. Expenditure for NBA accreditation to be done by utilizing Govt./ P Development fund as per availability.
- xi. Expenditure for Conducting Campus interview, Science Exhibit, Seminars, Project works may be met out of Govt./ PL Development fund as per availability.
- xii. Principal may co-ordinate with other funding agencies for augmenting financial resources of the institution



- xiii. IRG generation & testing center registration may be initiated by the Institute.
- xiv. Installation of CCTV in the Institute & hostel for security & vigilance of the campus & students. The expenditure may be met out of Govt./ PL Development fund as per availability.
- xv. Engagement of Caretaker in Ladies hostel on daily wages basic.
- xvi. Maintenance of computers and repair / procurement of UPS for all the computers. This may be done by utilizing Govt./ PL Development fund as per availability.

The GB members approved these activities to be undertaken in the interest of quality training of the students & suggested to meet the expenditure from Govt./ PL Development fund as per availability.

Item No.7: NBA accreditation, NABL & QCI

- A. NBA: Principal told that, the application form duly filled after obtaining permission of Govt/DTE&T for NBA in one course Mechanical for the Session 2022-23 was already submitted in NBA e-web Portal. But due to shortage of faculty, our application was not accorded on the basis of Student Faculty Ratio only. Further other branch like Mechanical & Electrical branch have been directed to prepare the required documents of last three academic years and application will be submitted for NBA accreditation where the guest faculties engaged will be mentioned to fulfil the SFR. The GB approved the application for NBA for two branches to be submitted for this year.
- B. NABL: As per direction of the DTE&T, Odisha regarding NABL Accreditation steps are being taken for proposal for each department for at least one laboratory in department for NABL Accreditation. The GB members approved this.

Item No.8: Other activities and planning for Future Development

- a. Principal urges that, MoU may be signed with the reputed partners like CIPET, CTTC, Tata Steel, VISA Steel & other Local industries for developing the skill of the students for better employment opportunity for kind approval of the honorable members. Further nearby industries may be requested to provide practical Training to the students in phase manner during summer vacation. GB advised Principal to go ahead with this initiative for achieving the goal.
- b. Principal apprised the GB that, MoU is signed between Jindal Stainless (JSL) foundation and Government Polytechnic, Jajpur with the objective to train youths in Stainless Steel fabrication in the institute at Ragadi. Accordingly, as on date 10 batches of training comprising of 20 students each have been conducted at GP Jajpur in Stainless-Steel Fabrication skill training. The training program was facilitated by India's largest stainless-steel manufacturer, Jindal Stainless in collaboration with Govt. Polytechnic Jajpur. Similarly, 2 batches of students (50 nos) have been trained in 3D printing and 2 batches (66 nos) are being trained in GioVia Surpack mine planning software in the CoE.
- c. Principal requested the following facilities to be provided at GP Jajpur for better living of the staff & the students. These were approved by the GB and Principal was authorized to take appropriate steps to execute these.
 - ATM cum e-corner in the campus.

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- Assistance of Mobile Medical Camp by monthly by District Medical Officer, Jajpur
- The DFO for approval for 2.5 Acres and palli sabha at andheri panchayat for conversion of jungle kism as required Thasildar

The members may kindly take appropriate decision in this matter.

Item No.9: Centre of Excellence (CoE) of Mechanical. Mining & Electrical department

Principal suggested for establishment of CoE at GP, jajpur in the following domains to have value addition of the students and for conducting short courses for other boys & girls also.

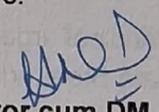
1. CoE in Electric vehicle.
2. CoE in Solar technology
3. Establishment of STEM lab

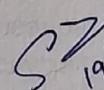
The GB approved the proposals for establishment of the CoE observing OGFR guideline, utilizing funds allotted by DTE&T for equipment through RFP on turnkey basis.

Item No.10: Any other matter with kind permission to the Chair.

1. Principal mentioned that, around 800 students and 50 staff are residing in the campus which is away from the main town. In order to meet in medical and other exigencies, GP jajpur requires a vehicle. Further this will be utilized by the Principal to visit Industries for creating better Industry-Institute linkage & coordination with other line departments.. Considering these Chairperson approved for provision of a vehicle (Four wheeler) on hire basis where the hiring & fuel charges shall be met from the DMF fund and advised Principal to send a proposal in this regard.

The meeting ended with vote of thanks to the Chair and members.


**Collector cum DM &
Chairperson, Governing Body**


19/12/24