

Proceedings of the 8th Governing Body Meeting of Government Polytechnic, Jajpur held on dt. 15.12.2023 at 4.30 PM at the Collectorate Jajpur

The 8th Governing Body Meeting of Government Polytechnic, Jajpur was held on dt. 15.12.23 at 04.30 PM at the office chamber the ADM, Jajpur under the chairmanship of the ADM(General),Jajpur.

At the outset, the Principal welcomed the Chairman of the committee & all members' participants and briefed on the purpose of the meeting. After deliberation and detailed discussion of the points of agenda, the following decisions were taken by the Committee members.

Item No.1: Approval of the proceeding of 7th Governing Body Meeting

The proceeding of 7th Governing Body Meeting circulated to all members vide this office 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 7th GB meeting accepted and confirmed by all the committee members.

Item No.2: Decision Held & Action taken of 7th Governing Body Meeting

The Principal appraised the decision held & action taken during the 7th Governing Body to all the committee members.

Item No 3. Admission Status & Extension of Approval (EOA) and affiliation for intake of 2023-24 & 2024-25

The Principal appraised the admission Status & Extension of Approval (EOA) and affiliation for intake of 2023-24 to the committee members. The members of the Committee approved the proposal for Extension of Approval and affiliation of institute. The Principal appraised the emphasizing for increase Girls Enrolment in Govt. Polytechnic for their skill development & enhancing employability as a part of women empowerment and also implemented **Sudakshya** Scheme for first time in Polytechnic and members appreciated girl admission enhanced from 16.67 % to 31.67% and agreed to achieve the more target mobilization of girls enrolment in Govt ITI/Govt. Polytechnic Institution in Jajpur district. The details of students including Girls, SC,ST and other categories apprised to committee members.

The Principal appraised for **Extension of Approval (EOA)and new introduction course for Government Polytechnic, JAJPUR, Odisha** for the **Session 2024-25** will be 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 opening of new course in the **Precision Manufacturing Engg.** approved by the Committee Members from session 2024-25.

Item No.4: Academic Matters& Engagement of PTGIs & PTGLAs :

- The Principal & Academic Coordinator assigned to monitor the academic activity regularly to ensure proper conduct of classes in time.
- Engagement of approved 24 nos of Guest Faculties(GF) & 10 nos of Guest Laboratory Assistant(GLA) for current session for Academic purposes approved by committee as per the Government remunerations. Also Principal Suggested for additional 02 nos of GF against the proposal send to the DTE&T,Odisha against the regular vacancy on merit basis. The Committee members approved.

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- Creation of new posts of 03 (Lecturers) & 01 (Senior Lecturer) in Metallurgy branch, 01 (Lecturer in Geology) & 01 (Lecturer in Mine survey) in Mining Branch & 01 post of Lab Assistant in Metallurgy was also decided to move Govt/DTE&T for creation.
 - The watch & ward, Security Services, Data Entry Operator, Sweeper, Lab attendant etc, the required personnel's have been outsourced basing on approval of the DTE&T, Odisha in the different Sections /Department/Hostel(G&L) of this institution approved by members.
 - The DTET, Odisha/SDTE department may be requested to fill up the vacant post of the Senior Lecturers (Mining), Lecturers in Mining, Physics & Civil & 03 nos Junior Clerks & creation of new posts of the Lecturers-03nos & Senior Lecturer-01 nos in Metallurgy branch, lecturer in Geology-01no & Lecturer in Mine survey-01no in Mining Branch & 01 post of Lab Assistant in Metallurgy at an early date.

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

- The Assistant Engineer (R&B), Jajpur Road will take up for the minor repair of civil works & color of all Buildings.
- The Superintending Engineer(R&B), Panikoili advised to start the tender process for Institution 200 seated Gents Hostel-4(GF), additional Staff Quarter, Moderation of Playground, additional Dining hall for 2nd Hostel at an early date.
- The Executive Engineer TPNODL, Jajpur Road advised to give estimate for additional power requirement, Installation another 100 KVA transformer exclusively required for both the hostel/Workshop building immediately with one month .
- The principal apprise the proposal for Smart class Rooms with modern Furniture and fixture, ACs, projectors, Smart boards with audio equipment etc complete in nature @ 4 Smart Class Room 66 seated each and Furnishing the Furniture and fixture complete of Mini Auditorium for 100 seated for extensive use in imparting Life skill training activities as a part of course curricula of Govt Polytechnic, Jajpur from DMF funds available through outside Agency at an early date for approval of the DTE&T, Odisha, the members agreed the proposal.

Item No.6: Approval of Expenditure & Annual budgetary provision

The committee approved the Income & Expenditure 2023-24 & 2023-24 budgets for PL (Personal Ledger) development fund. Further the committee agreed to incurred the expenditure for procurement of essentials equipment, Tools, Furniture & Books, Journals for the Library, one mini Auditorium having capacity of 300 nos in available space for academic purposes which will be met from PI development fund.

- Further the committee decided to procure the following items as per Govt. Norms:
 - i. Left out Laboratory & Classroom will be upgraded with MHRD/PH/Govt of Odisha Funds (ie SMART Class with Digital Interactive Boards).
 - ii. Furniture / Cots for Class Rooms & Hostel (under EPM/GEM rate Contract if available).
 - iii. Campus beautification with development of Gardens.- Landscape/gardening & cleaning of the campus greening& cleaning by engaging one no's of daily labor on Govt. prescribed minimum wages for unskilled labor & procurement of manure, plant & pesticide etc. Expenditure Rs 2,00,000/-, is placed for kind perusal of the honorable members.
 - iv. Repair & maintenance of pump, PH & electricity etc.
 - v. Installation of C.C. CAMERA to the rest portion of Institution & hostel for the safety & security of girl's student & in the class room/examination hall /Labs / computer center for academic monitoring.

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- vi. The cost of Installation of lab & equipment will be spent from the PL development funds as non-Recurring Funds are not available.
 - vii. Additional requirement for COE and setting up modernised Laboratories.
 - viii. AMC of Computer, Xerox machines, CCTV, DG sets, Aqua guards (Water purifiers) and others
 - ix. Wi-Fi and Internet & Library Books etc
 - x. Installation of ACs for HOD rooms
 - xi. Expenditure for NBA accreditation
 - xii. Additional manpower requirement for new Hostel, department, Library, Study visit , Awareness programme, AICTE essential requirements
 - xiii. Expenditure for Conducting Campus interview, Science Exhibit, Seminars, Project works
 - xiv. Consider, examine and initiate projects for development of the institution.
 - xv. Supervise and monitor the administrative and academic activities of the institution.
 - xvi. Promote internal resource generation by the institute.
 - xvii. Co-ordinate with other funding agencies for augmenting financial resources of the institution
 - xviii. IRG generation & testing center registration
 - xix. Startup & Incubations center incitation
 - xx. Engagement of extra lady Caretaker in Ladies hostel on daily wages basic.
 - xxi. IRG generation & testing center registration
 - xxii. Startup & Incubation center initiation
 - xxiii. Any additional requirements.
 - xxiv. Engagements of four nos. of outsider Lab attendant/attendants exclusively for the department i.e. Civil, Workshop, Mining, Metallurgy department purposes through outsourcing agencies/daily wages and the expenditure will be met out of PL head till grant received from Government

b) Activities undertaken under NUA Odisha

The Principal appraised new scheme of NUA Odisha of state Govt. to improve employability and self-employability with handful of enterprising confidence through production/service activities in own trade/disciplines. The Committee suggested for taking more **IRG (Internal Revenue Generation)** at institution for individual activities like testing of Civil Materials and also approved the revised rates as per Agenda for soil Test, Aggregate Test, steel Test, Brick test etc based on prevailing rates of Works department and implemented as per guidelines issued by the DTE&T, Odisha.

Item No.7: NBA accreditation, NABL & QCI

- The Vision & Mission of Institution & other Departments including PEOs have prepared and approved by the Institution committee and stock holders as required by NBA affiliation and placed in institution website.
- The Principal apprised regarding non accredited NBA in one course Mechanical for the Session 2022-23 due to Part time Guest Faculty application has not accorded due to SFR only. It was decided to move the appeal against the decision for reconsideration to NBA and for this purposes Rs 1,50,000.00+ 18% will be deposited from PL development funds for reconsideration for benefit of Institution. The members are agreed this propose.

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- Further other branch like Electrical & Metallurgy branch have been directed to prepare the required documents of last three academic years and apply for NBA accreditation by 30th January-2024.
 - The Committee approves for the NABL Accreditation steps are being taken for proposal for each department for at least one laboratory in department and expenditure will be met from PL development funds.

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

- The committee agreed to take appropriate steps towards sign the MoU with the reputed trainers like CIPET, CTTC, Tata Steel, VISA Steel. JSL capability Development, Asseler Mittal & Local industries to conduct in house short term courses, Internship & Industry need based training programme for the students on profit sharing basis for developing the skill of the students for better employment opportunity.
- The Committee apprised regarding MoU signed between **Jindal Stainless (JSL) foundation** and **Government Polytechnic, Jajpur** with the objective to train 60 youths per year in Stainless Steel fabrication in the institute at Ragadi. Accordingly, the two batch of Stainless-Steel Fabrication skill training camp was organised at Government Polytechnic, Jajpur.
- *The Committee approved the Center of Excellence of Govt Polytechnic, Jajpur and Ultra Tech for Civil department of this Institution.*
- *Implementation of Mo College Abhijan-formation of college level committee, opening of Accounts in bank, Alumni Registration, Alumni association & Implementation 5T etc approved by committee.*

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

The Committee approves the CoE has been initiated for IRG generation & provide Skill training for Build a world-class integrated Development infrastructure, Improved faculty competency at Institutions, Centres of Excellence to train students with Industry relevant skills, Improved Research and Development Activities ,Industry partnership, Research & Development activities & Innovation & Entrepreneurship in **Add on Manufacturing** sector and **Electric Vehicle Skill development Center -cum-Center of Excellency** under **OMBADC funds** and necessary MOU may please be signed for implement the above . The members agreed to send the proposal to DTET Odisha .

As there was no other matter for discussion the meeting ended with thanks to member participants.


**Collector-cum-Chairman,
Government Polytechnic, Jajpur**

