



OFFICE OF THE PRINCIPAL  
**GOVERNMENT POLYTECHNIC, SAMBALPUR (RENGALI)**

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(15)  
Letter No. 1683 /Date. 12.12.2023

To

The Regional Officer, Eastern Region Office, AICTE, Salt Lake City, Kolkata- 700098  
Nominee of Director of Technical Education & Training, Odisha, Cuttack  
Nominee of Vice- Chairman, SCTE&VT, Odisha, Bhubaneswar  
Shri S.K. Ray, Faculty Member, G.P. Sambalpur (Rengali)  
Shri S.K. Gokhura, Faculty Member, G.P. Sambalpur (Rengali)  
Principal, Industrial Training Institute, Hirakud, Sambalpur  
Principal, Industrial Training Institute, Rasulpur, Sambalpur  
Regional Assistant Director of Employment, Sambalpur  
District Employment Officer, Sambalpur  
District Welfare Officer, Collectorate, Sambalpur  
The Executive Engineer, RWSS. Division, Near V.S.S. Stadium, Sambalpur  
The Executive Engineer, R&B Division-II, Books Hill, Sambalpur  
The Executive Engineer, G.P.H. Division, Near V.S.S. Stadium, Sambalpur  
The Executive Engineer, SEED, TPWODL, Sambalpur  
The Joint President, Hindalco Ltd, Hirakud, Sambalpur

**Sub:- Circulation of proceedings on Governing Body Meeting of Govt. Polytechnic, Sambalpur (Rengali) held on 29.11.2023 at 3:30 PM**

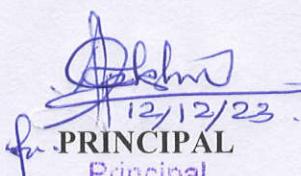
Sir,

With reference to the subject cited above, I am to inform that the Additional Dist. Magistrate (Revenue), Sambalpur has approved the proceedings of Governing Body meeting of Govt. Polytechnic, Sambalpur (Rengali) held on 29.11.2023 in our Institute at 3:30 PM. The approved proceeding is furnished herewith for your kind reference.

You are therefore requested to go through the approved proceedings for necessary follow up action at your end as applicable. Further, comments if any are invited for inclusion & approval in the next Governing Body meeting.

Yours faithfully

Encl: Approved proceedings of G.B. meeting

  
12/12/23  
for PRINCIPAL  
Principal  
Govt. Polytechnic, Sambalpur  
Rengali-768212 (Odisha)

## **PROCEEDINGS OF THE GOVERNING BODY MEETING OF GOVT. POLYTECHNIC, SAMBALPUR, RENGALI HELD AT 3:30 PM ON 29.11.2023 IN THE CONFERENCE HALL OF ACADEMIC BUILDING UNDER THE CHAIRMANSHIP OF THE ADDITIONAL DISTRICT MAGISTRATE (REVENUE), SAMBALPUR.**

The Governing Body meeting, Govt. Polytechnic, Sambalpur, Rengali was held at 3:30 P.M. on 29.11.2023 in the Conference Hall of Academic Building under the **Chairmanship of the Additional Dist. Magistrate (Revenue), Sambalpur** to discuss regarding various matters pertaining to Govt. Polytechnic, Sambalpur.

The following members were present in the meeting. The list containing signature of the members is appended at **Annexure-I**.

1. Sri Soumya Ranjan Mishra, Principal, Govt. ITI, Hirakud (Representative of D.T.E.& T., Odisha) - Member
2. Smt P.A. Xess, Sr. Lect. In Mechanical Engg, GP Sambalpur (Representative of V.C., SCTE&VT, Odisha) – Member
3. Sri Shashikanta Jena, AEE (Estr), R & B Division No-II ,Sambalpur – Member
4. Sri Tankeswar Pradhan, AEE, RWSS Sub-Division, Sambalpur- Member
5. Sri Bhagirathi Patel, District Welfare Officer, Sambalpur- Member
6. Sri Subash Kumar Sahu, Asst. District Welfare Officer, Sambalpur- Member
7. Sri Ashish Kumar Mohanta, SDO, TPWODL, Rengali (Representative of Executive Engineer SEED, TPWODL, Sambalpur) – Member
8. Sri Sankar Chandra Murmu, Regional Asst. Director of Employment, Sambalpur- Member
9. Sri Bighneswar Panda, Head-Corp. Affairs, Hindalco Industries, Sambalpur- Member
10. Sri Subash Oram, Taining Officer, Representative, Principal, Govt. ITI Rasanpur, Sambalpur- Member
11. Sri Sachindra Kumar Gokhura, Sr. Lect. (Electrical) - Member
12. Sri Saroj Kanta Ray, Lect. (Electronics & Telecommunication) - Member
13. Sri Sudhansu Ray, Principal G.P. Sambalpur (Rengali) - Member Secretary

At the outset, The Principal, G.P. Sambalpur welcomed all the members present and conveyed his gratitude for having spared their valuable time for this meeting. Discussions were held on all Agenda points presented by the Principal. The Chairman & all members actively participated in the deliberations on various agenda points and offered their valuable suggestions. After thorough discussion, the following decisions were taken.

### **1. NATIONAL BOARD OF ACCREDITATION (NBA)**

The member were apprised regarding NBA modalities & its importance by the Principal and informed that National Board of Accreditation (NBA) for Mechanical branch has already been applied. The NBA team has already been visited to this institute on 24.11.2023, 25.11.2023 & 26.11.2023 for Physical verification of documents, infrastructure and other facilities for Mechanical Engg. Department. Further, NBA has been applied for another branch i.e Electronics & Telecommunication is under

process. The chairman advised to do the needful for NBA Accreditation and it was approved by the Governing Body.

## **2. REQUIREMENT OF ADDITIONAL NEW BOYS HOSTEL & GIRLS HOSTEL DUE TO UNAVAILABILITY OF SEAT IN EXISTING 02(TWO) BOYS HOSTELS & 01 (ONE) GIRLS HOSTEL.**

The members were explained the current situation how the students are suffering due to non-availability sufficient seats in the existing 02 Boys Hostels and 01 Girls Hostel. As the proposal for construction of additional new Boys & Girls Hostel has already been sent to DTE&T, Odisha, Cuttack. The Governing Body endorsed the necessity of hostels and advised further necessary action by the higher authority for construction of new hostels at the earliest.

## **3. INTRODUCTION OF NEW BRANCH i.e AGRICULTURE ENGG. FROM ACADEMIC SESSION 2024-25**

The members were apprised regarding introduction of a new branch i.e. Agriculture Engg. for this institute as approved by DTE&T, Odisha, Cuttack vide Letter No-11997 dated 25.08.2023.

The Chairman advised that necessary steps should be taken for introduction of New branch and approved by the Governing Body.

## **4. SHORTAGE OF STAFF MEMBERS**

All the members discussed the staff position of different branches in details & The Governing Body suggested to fill the regular vacant post in respective branches by intimating higher authorities. Further the Chairman suggested for engagement of retired faculty/ lecturer from Sambalpur and Jharsuguda districts on Contractual basis as per the Govt. norms to fulfill the scarcity of faculties.

## **5. CONSTRUCTION OF 02 ADDITIONAL BLOCKS OF FLAT TYPE STAFF QUARTER.**

As the institute has 13 nos of Govt. Quarters (one -C-Type, six-D-Type in 01 block and six E-Type in 01 block) which is not sufficient for existing staff, the Governing Body endorsed the necessity of the staff quarters and suggested to initiate further steps for the purpose.

## **6. ENGAGEMENT 01 (ONE) ADDITIONAL WATCHMAN TO STRENGTHEN CAMPUS SECURITY ON DAILY WAGE BASIS TO BE PAID FROM DEVELOPMENT FEES/ WAGES.**

Taking into the consideration of 200 seated new Boys Hostel being operational, the Governing Body accorded approval for engagement of 01 additional Watchman and authorized the Principal to take up the approval at Govt. level. But to meet the urgent requirement he may engage similar type of labourer on daily wage basis. The wages to the above purpose will be met out of fund allotted under wages head. In case inadequate funds under wages, payment will be met out of Development Fund.

## **7. ENGAGEMENT OF 02 (TWO) ADDITIONAL SWEEPERS IN THE INSTITUTE ON DAILY WAGE BASIS TO BE PAID FROM DEVELOPMENT FEES/ WAGES.**

Considering the expansion of infrastructure and hostels, the Governing Body suggested for engagement of 02 additional Sweepers in the Hostels and authorized the Principal to take up the matter at government level for approval. As an interim measure to meet the urgency of cleanliness, the Principal may do the sweeping work by engagement of two labourers in daily wage basis. He may meet the cost towards wages out of funds allotted under wages head. In case of inadequate funds under wages, payment will be met out of Development Fund.

## **8. INTERNAL REVENUE GENERATION**

### **a) RATES OF IRG (CIVIL)**

The Principal has been given complete autonomy for fixation & distribution of rates for generation of IRG Scheme as per existing circular of R&B from time to time vide Letter No- 2210 dt. 15.02.2023 of Deputy Director (TT), O/O DTE&T, Odisha, Cuttack. The same has been approved by Governing Body as the existing circular of the R&B being as per Govt. guidelines.

### **b) IRG SCHEME FOR OTHER DEPARTMENT**

The proposal to conduct the following Skill Development training programme for outsiders is approved by the Governing Body to utilize the machines/ equipments optimally in the off hour.

<b>SI No.</b>	<b>Type of Training</b>	<b>Duration</b>	<b>Fees Payable</b>	<b>Batch size</b>
1	CNC Turning	3 months	6000/-	20
2	Auto Cad	3 months	6000/-	20
3	Electrical motor winding & repair of Electrical Home appliances.	1 month	800/-	20

As per the guidelines 50% of Revenue earned under IRG Scheme will be kept in Development fund. Balance fund will be utilized towards remuneration to be paid to the concerned faculty & expenditures for raw materials. Our students will be provided training free of cost. The same has been endorsed by Governing Body along with the resolution of proceeding of the departmental meeting regarding distribution of earned Revenue as per guidelines.

## **9. IMPARTING PRE-PLACEMENT TRAINING AT OUR INSTITUTE.**

The Governing Body accorded Approval for continuing Pre-Placement training to final year students in the institute on AutoCad and PLC etc. beyond their syllabus. The expenditure occurred is to be met out of Development Fund as the training is provided to students on free of cost by the Institute.

## **10. INSTALLATION OF SMART BOARD IN EACH DEPARTMENT'S CLASSROOM**

The Governing Body accorded approval for installation of smart board for each Department.

## **11. COMPLETION OF WORKSHOP BUILDING WORK PENDING SINCE LONG.**

As the construction is pending since long, the matter was discussed with R&B official, the Chairman instructed AEE (Estr.) Sambalpur under R&B Div-II to finish pending work such as colouring, grading & plastering, railing etc. by using their unutilized money and hand over to the institute after completion of all pending works within one month.

## **12. INSTALLATION OF ADDITIONAL SOLAR STREET LIGHTS IN THE CAMPUS**

The R&B Division-II official informed that the process of installation of solar street lights is underway and will be completed soon.

## **13. SEPARATE DOMESTIC SUPPLY OF ELECTRIC CONNECTION TO THE STAFF QUARTERS**

After thorough discussion with the SDO, TPWODL, Rengali about the matter, the chairman suggested to collect security deposits from quarter residents and also advised SDO to take over the transformers from the institute so that repair and maintenance work can be done by the TPWODL authority. The SDO TPWODL, Rengali present in the meeting agreed to explore the possibilities as per their norms and assured that the problem will be resolved in whichever manner possible at the earliest.

## **14. ISSUE OF ROR FOR ADDITIONAL 4.83 ACRE LAND FOR NEW BOYS HOSTEL**

The Chairman looked into the matter as it is pertaining to the Revenue Department and advised Principal to co-ordinate with Tahasildar to get the RoR as soon as possible.

## **15. CONDUCT OF PLACEMENT DRIVE & INTERNSHIP OF STUDENTS IN LOCAL INDUSTRIES**

The matter was discussed and the Head-Corp. Affairs, Hindalco Industries, Sambalpur, present in the meeting agreed to conduct Placement drive & Internship for both Lapanga and Hirakud plant on requisition of the institute.

**16. APPRENTICESHIP TRAINING OF PASS OUT STUDENTS IN LOCAL INDUSTRIES.**

Hindalco Industry came forward to allow pass out students of this institute for Apprenticeship in their industries. Chairman advised to arrange a meeting at the Collectorate with permission of the Collector regarding discussion on the matter of Apprenticeship, Placement & Internship with other local industries of Sambalpur and Jharsuguda district.

**17. ANNUAL MAINTENANCE CONTRACT FOR WATER TREATMENT PLANT (BEHIND THE WORKSHOP) & 02 DG SETS OF 125 KVA & 15 KVA.**

The Governing Body approved for Annual maintenance Contract (AMC) for water treatment plant (behind the Workshop building) and two no. of DG sets of 125 KVA and 15 KVA for smooth functioning of the Academic activities.

**18. DEVELOPMENT WORK TO BE UNDERTAKEN DURING 2023-24.**

- i. The Governing Body approved for construction of one Blacksmithy Shop with smoke exhaust facility adjacent to the existing Workshop Building. The institute will request to R&B Division-II, Sambalpur for prepare of estimates. Accordingly steps to be initiated with concerned department.
- ii. The Governing Body approved for installation of additional CCTV Cameras at the appropriate locations of Academic Building, Workshop Building, Boys & Girls Hostel for better surveillance.

**19. PROVIDING WATER SUPPLY POINTS TO OUR CAMPUS FOR EMEMGENCY BY RWSS, SAMBALPUR**

The members understood the suffering of the boarders due to scarcity of water in summer season. As Executive Engineer, RWSS, Sambalpur has already been requested vide this office Letter No- 515 dt 11.03.2022 for providing at least one water supply point to the campus for emergency use by students during Summer, the AEE, RWSS, Sambalpur, present in the meeting agreed to provide the water supply points with sump by exploring different possibilities out of ongoing plans of the RWSS.

**20. PROCUREMENT OF FURNITURE (FOR CLASS ROOMS, HOSTEL & INSTITUTION) & LIBRARY BOOKS, SMALL TOOLS & EQUIPMENTS & OTHER ESSENTIAL ITEMS.**

The members were explained that the 2<sup>nd</sup> Boys Hostel was made functional & regarding the increase in the admission of Girls Hostel due to implementation of Sudakshya Scheme. The expenditure on following furniture items which have already been procured for the hostels as well as other departments taking into the view of NBA Accreditation in EPM rate contract and by duly following financial procedures in the financial year 2021-22, 2022-23 & 2023-24.

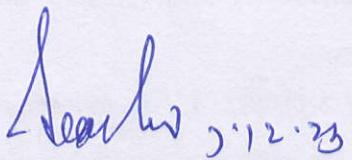
SI. No.	Description of Goods	Used for	Qnty	Purchase Date	Total Amount
1	Composite Office Table	Boys Hostel	80Nos.	03.04.2021	1,39,995.00
2	Composite Office Table (E.D. Table)	Civil Engg. Dept.	85Nos.	08.07.2021	1,48,745.00
3	Single Bed Cot	Boys Hostel	25Nos.	31.05.2022	1,26,850.00
4	Single Bed Cot	Boys Hostel	30Nos.	22.07.2022	1,52,220.00
5	Steel Shelving Cabinet (Steel Almirah)	Elect Engg. Dept. & Mech Engg. Dept	10Nos.	12.11.2022	1,29,706.00
6	Dining Table made in MS Square pipe & Top fitting in 18mm granite (30"x72"x36")	Boys Hostel	10Nos.	14.12.2022	1,48,000.00
7	Dining Bench made in Square pipe & Top fitting in 18mm Sunmica board (20"x72"x10")	Boys Hostel	20Nos.		
8	Steel Shelving Cabinet (Steel Almirah)	Civil/Elect./Mech./ Office	10No.	16.12.2022	1,29,706.00
9	Composite Office Table (36"x60"x30")	Mech./ Elect.	12Nos.	12.01.2023	97,492.00
10	Composite Office Table (42"x24"x30")	Boys Hostel	46Nos.	12.01.2023	95,424.00
11	Single Bed Cot	Boys Hostel	10Nos.	26.12.2022	56,026.00
12	Stool make with 25x25mm Square pipe, Top fitting with Sunmica board	Elect.	70Nos.	14.02.2023	91,000.00
13	Stool make with 25x25mm Square pipe, Top fitting with Sunmica board	Elect.	10Nos.	17.02.2023	13,000.00
14	ED Table (36"x42"x36")	Mech.	35Nos.	22.02.2023	99,750.00
15	ED Table (36"x42"x36")	Mech.	35Nos.	05.03.2023	99,750.00
16	Stool make with 25x25mm Square pipe, Top fitting with Sunmica board	Mech.	70Nos.	09.03.2023	91,000.00
17	Single Bed Cot	Boys Hostel & Girls Hostel	30Nos.	19.07.2023	1,68,079.00
18	Single Bed Cot	Girls Hostel	30Nos.	23.08.2023	1,68,079.00
19	S Chair Steel	Math & Sc	04Nos.	03.09.2023	14,400.00
20	Revolving Chair	Mech./Trg & Placement	10Nos.	28.09.2023	42,500.00
21	Adjustable Rack (Six Shelves) (78"x36"x15")	Mech./ Math & Sc	14Nos.	09.10.2023	1,69,000.00
22	Notice Board (36"x36")		10Nos.		
23	Stool make with 25x25mm Square pipe, Top fitting with Sunmica board		60Nos.		
24	Armless Steel Chair with Cushion	Library	08Nos.	29.10.2023	45,902.00
25	Revolving Chair Executive	Office (Principal)	01No.		
26	Armless Steel Chair with Cushion	Library	12Nos.	31.10.2023	46,728.00
				<b>TOTAL</b>	<b>22,73,352.00</b>

Approval for the above expenditures was accorded by the Governing Body.

**21. ILLUMINATION OF MAIN ROAD FROM RAILWAY CROSSING TO THE INSTITUTION CAMPUS.**

The members were apprised that the main road from Railway Crossing to the institute remains dark at night. As Rengali is not under municipality, the Chairman instructed the Hindalco authority to explore the possibility for installation of street light with 03 years of AMC as CSR activities from Railway crossing to the institute for better movement of students and staff members during night.

The meeting ended with a vote of thanks to the Chair and all participants.



Additional District Magistrate (Revenue), Sambalpur  
On behalf of Collector & District Magistrate-cum-  
Chairman, Governing Body