

**PROCEEDINGS OF THE GOVERNING BODY MEETING OF GOVT. POLYTECHNIC, SAMBALPUR,
RENGALI HELD AT 11.00 AM ON DT.11.12.2025 IN THE VIDEO CONFERENCE HALLOF THE
ACADEMIC BLOCK OF THE INSTITUTION**

The Governing Body meeting of Government Polytechnic Sambalpur, Rengali was held in the Video Conference Hall of the Institute at 11.00 A.M on dt.11.12.2025 in presence of the following:

- | | |
|---------------------------------------------------------------------------------------------------------|-------------------|
| 1. Sub-Collector & SDM, SadarSambalpur
(on behalf of the Collector & District Magistrate, Sambalpur) | - Chairperson |
| 2. Principal, ITI Hirakud (Rep. of DTE&T, Odisha) | -Member |
| 3. Principal, ITI Rasanpur | -Member |
| 4. Addl. District Welfare Officer, HQ sambalpur | -Member |
| 5. SDO, TPWODL, Rengali | -Member |
| 6. Asst Executive Engg. R&B Division-II Sambalpur | -Member |
| 7. Junior Engg. GPH Division, Sambalpur | -Member |
| 8. Smt Rupa Bhengraj, Sr. Lecturer(Mechanical) | -Member |
| 9. Smt Swetapadma Sahoo, Sr.Lect.(Civil) | -Member |
| 10. Smt. Lipsarani Bagh, Lecturer, Stage-II (Electrical) | -Member |
| 11. Sri Papin Kumar Sahoo, Lecturer, Stage-I (ETC) | -Member |
| 12. Principal, GP Sambalpur | -Member Secretary |

At the outset, the Principal, GP 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 Chairperson and 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-Review of academic activities of GP Sambalpur

(a) Intake capacity and admission status for the session 2025-26

Sl. No	Branch	Intake	Admitted	Vacancy
1	Civil Engineering	60	60	Nil
2	Electrical Engineering	120	120	Nil
3	Mechanical Engineering	60	60	Nil
4	Electronics & Telecomm Engg	30	30	Nil
5	Agriculture Engineering	30	30	Nil

- Percentage of Girl students admitted: 30 %

16/12/25

(b)Sanction post & man in position:

Sl No	Name of the post	Required as per AICTE norms	Man in position	Vacancy	Remark
1	Principal	1	0	1	HoD(AE&I) is the Principal in-charge
2	HoD (AE&I)	2	0	0	-
3	Sr. Lecturer	7	2	5	-
4	Lecturer	26	9	17	Shortfall is managed through engagement of Guest Faculties
6	Lab Assistant	7	6	1	Shortfall is managed through engagement of Guest Lab Assts.
7	Librarian	1	1	0	-
8	Section officer	1	0	0	One Sr Asst deployed from ITI Hirakud is in-charge of SO
9	Jr. Asst	3	1	2	-

(c) Engagement of Guest faculties (GF/GLA):

In absence of required number of Regular faculties, Guest Faculties and Guest Laboratory Assistants selected through Walk-in-interview basis have been engaged in the Institute (Enclosed vide Annexure-I) for the current academic session 2025-26 as per the kind instruction of the Director of Technical Education & Training, Odisha vide his letter No. 12315 dt 08.09.2025. The committee approved the engagement of Guest Faculties & Guest Lab Assts for the session 2025-26.

(d) Increase in intake capacity/ Introduction of new branch:

It is decided in the last Principals review meeting to increase the intake capacity of the institution in order to make it two times within next three years. Accordingly the proposal for increase in intake/introduction of new branch from 2026-27 session submitted to DTE&T, Odisha was discussed. The Chairperson advised to do the needful in this regard.

Sl No	Branch	Present Intake	Addl increase in intake
1	Civil Engg.	60	0
2	Electrical Engg.	120	0
3	Mechanical Engg.	60	60
4	Electronics & Telecomm. Engg.	30	30
5	Agriculture Engg.	30	0
6	Metallurgy Engg.	0	60

MA
16/12/25

(e) NBA Accreditation of Branches:

The Member Secretary appraised the committee members regarding the need of applying for NBA Accreditation of different branches/programs and informed that NBA for Civil Engg, Electrical Engg. & Renewal of Mechanical Engg. have already been applied. The NBA Expert team is likely to visit the institute for physical verification of documents, infrastructure and other central facilities by the end of March-2026. The Chairperson advised to make all compliances in this regard and approved to meet the expenditure towards application fee and to comply the deficiencies during the process of grant of accreditation out of the development fund of this institute.

(f) Engagement of Essential Staffs (Sweepers for Hostels and campus)

Considering the expansion of infrastructure and Hostels, The Governing Body suggested for engagement of 02 additional sweepers and authorized the Principal to take up the matter at the government level for approval. As an interim measure to meet the urgency of cleanliness, the Principal may do the sweeping work by engagement of 02(two) labourers on 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 of the institution.

(g) Institute Bus Service:

Keeping in view of the difficulties faced by the students and staff members towards their journey (to and fro) to the institute, the institute bus has been made available to them from Aug-2025. As a result, a number of students and staff members belonging to different localities of Sambalpur town, are availing the said transportation facilities presently. Accordingly, an amount Rs.4,000/-per semester for pick-up points beyond Majhipali and Rs. 2,000/- per semester for pick-up points up to Majhipali have been fixed for students/staffs availing the said facility in order to meet the fuel expenses of the Bus. In this regard, the shortage amount, if any, may be met out of the PL Development funds of this institute. The Governing Body, after a thorough discussion, approved the same for the larger interest of the students as well as staff members of the institute.

11/12/25

2- Review of construction activities

(a) R&B Division

- **Submission of estimates and to take up the works**

The Member Secretary brought to the notice of the Governing Body regarding the following civil works need to be completed before visit of the NBA expert team.

Sl. No.	Name of the work
1	Construction of one 100 seated Girls Hostel
2	Construction of machine bases in Electrical & Civil Lab
3	Repairing of doors & windows of Old Boys hostel
4	Colouring of Old Boys Hostel, Academic block and Workshop building

In this regard, the Chairperson instructed the construction agency i.e. R&B, division, Sambalpur to take necessary immediate steps for completion of the above works by end 28th February-2025.

(b)GPH Division

The member Secretary informed the Governing Body regarding the request made to GPH division for the following PH works. The Chairperson instructed the GPH Division to submit the estimate in the like manner and to take up the work at an early.

- (I)Barrier-free-toilets in each floor of Academic Block & workshop
- (li) S/R work of toilet section of Academic block
- (iii) Provision of proper drainage of wash water in the premises of Girls Hostel
- (iv) Digging up a new deep bore well in the premises of New Boys Hostel

(c) TPWODL

- **Provision of single phase metering to Staff quarters:**

The Member Secretary informed the Governing Body regarding the availability of L.T. Distribution system at Government Polytechnic, Sambalpur in order to provide separate Electric power supply to the Principal & staff quarters and proposal to this effect has already been submitted to the Executive Engineer (TPWODL), Sambalpur. The Chairperson instructed the agency to take steps for completion of single-phase metering to all staff quarters by 15th Jan-2025.

MA
16/12/25

4. Action plan for utilization of development funds of the Institute:

- The Member-Secretary appraised the Governing Body regarding availability of a total amount of Rs 17.08 Lakh towards the Institute's Development funds, as collected from students, out of which the following amounts can be utilized towards the following developmental activities of the Institute on basis of the Annual action plan drawn for the academic session 2025-26, as detailed:

Sl. No	Name of the activity	Amount (In Rs.)
1	Installation of machineries in Labs & Workshops	2,00,000
2	Maintenance of Equipments	1,00,000
3	Preparation of Models & Projects	1,00,000
4	Fuel expenses in connection with study tour of students to different industries/ establishments	2,00,000
5	Purchase of Raw materials	2,00,000
6	Payment of Remuneration to sweepers on daily wage basis	2,00,000
7	Steel Signage, fixing of name plates of different Labs, class rooms, Wall painting & other central facilities	1,00,000
8	CC Camera installation in Academic & Workshop Building	2,00,000
9	Installation of Projectors in Classrooms	2,40,000
10	Campus beautification and gardening	40,000
11	Campus cleaning	80,000
12	Newsletter/ Journals	48,000

5. Imparting Pre-placement training at our institute:

The Governing body accorded approval for continuing Pre-placement training to final year and 2nd year students in the institute on PLC and AutoCAD beyond their syllabus which will be helpful to students after passing out from the institute. The expenditure towards conduct of the aforesaid training is to be met from the development fund of the institute.

6. Setting up of AutoCAD Lab:

The Principal appraised the committee regarding the requirement of a dedicated AutoCAD Lab in the institute consisting of 45 computers for regular practice of the students of Mechanical & Civil Engg. as a part of their syllabus. The committee approved to meet the expenditure towards furnishing of the proposed lab with all accessories along with procurement of computers from the State fund allotted to the institution.

7. Shifting of Electrical Machine Lab & Material Testing Lab to Academic Building:

Keeping in view of the setting up of Agriculture Engg Lab, it is required to shift the Electrical Machine Lab & Material testing Lab from Workshop to the Academic Building. The R&B division has been requested to submit estimate for construction of machine bases and necessary electrical installations. The Chairperson instructed the construction agency i.e. R&B division Sambalpur to submit the estimate and to take up the work on priority basis.

8. Procurement of Furniture and other accessories for Hostel & Guest House:

The Governing body accorded approval for procurement of the following furniture and other items for Hostel (Boys & Girls) and Guest House to meet the requirement of boarders/visiting faculties from the Hostel fund /development fund of the institute.

Sl No	Name of the item	To be used for	Quantity	Mode of purchase
1	Single bed cot	Hostel & Guest House	100 Nos	EPM
2	Study table	Hostel & Guest House	100 Nos	EPM
3	Bed Mattress	Hostel & Guest House	100 Nos	GeM
4	Steel Almirah	Guest House	08 Nos	EPM
5	2KVA Inverter with battery	Hostel & Guest House	04 Sets	GeM

9. Conduct of Students' Motivational Programme:

- The Member Secretary appraised the Members regarding various motivational programmes conducted in the institute for raising the aspiration level of the students such as
 - Guest lecture sessions/ Technical seminars
 - Role model interactive sessions,
 - Convocation ceremony,
 - Alumni meets,
 - Annual Function
 - Orientation programme for fresher's / Welcome ceremony
 - Study visits to different industries/ establishments
 - A **Techfest** named **ENGINEERS EDGE** is being organized by this institute on 15th September, 2025 on the occasion of celebration of Engineers' day with participation of students from both Govt & Pvt Polytechnics of all nearby districts

16/12/25

The following rate of Honorarium/remuneration is proposed for the purpose as detailed below which is to be met from PL Development fund the institute.

- Guest Lecturers: Rs. 2,000/- per session
- Subject expert: Rs. 2,000/- per day
(Walk-in-interview)
- Role Models : Rs. 500/- per session
- Study Visits: Rs. 120/-per student/escort staff per day

The committee unanimously approved the proposed rates of Honorarium/remuneration and also the expenses in conducting of students' motivational programme out of the PL development of this institute.

10. Fire safety Certificate:


The Member Secretary appraised the Governing Body the need of Fire safety certificate which is also mandatory requirement for AICTE extension of approval & NBA accreditation. The Chairperson instructed the R&B division to issue necessary certificates required for obtaining the Fire safety certificate of the institute.

11. Issue of RoR for additional 4.83 Acres of land :

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

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


Principal
(MEMBER SECRETARY)
16/12/25


Sub-Collector & SDM, Sadar, Sambalpur
(on behalf of the Collector and District
Magistrate-cum-Chairman, Governing Body)
Sub-Collector
Sadar, Sambalpur
16-12-25