

MINUTES OF THE 4<sup>th</sup> MEETING OF THE BOARD OF GOVERNORS HELD AT 12.30PM ON DT.21.12.2022 IN THE VIDEO CONFERENCE HALL OF THE GOVERNMENT POLYTECHNIC, MAYURBHANJ, TIKARPADA.

The 4<sup>th</sup> meeting of the Board of Governors of Government Polytechnic Mayurbhanj was held in the Video Conference Hall of the Institute at 12.30 P.M on dt.21.12.2022 in the presence of the following:

- |   |                   |
|---|-------------------|
| 1. Collector & District Magistrate, Mayurbhanj    | -Chairman         |
| 2. District Employment Officer, Mayurbhanj        | -Member           |
| 3. Executive Engg.GPH, Baripada                   | -Member           |
| 4. Asst.Executive Engg.PH Sub-Division            | -Member           |
| 5. Executive Engg.(R&B) Division, Baripada        | -Member           |
| 6. District Welfare Officer, Mayurbhanj, Baripada | -Member           |
| 7. Sri Thakura Hansdah, Sr.Lect.(Mechanical)      | -Member           |
| 8. Smt.Subhasmita Naik, Sr.Lect.(Civil)           | -Member           |
| 9. Principal, Govt. Polytechnic Mayurbhanj        | -Member-Secretary |

At the outset, the Member-Secretary thanked the Chairman for sparing his valuable time to hold the meeting of the Governing Body. He also briefed the Governing Body regarding the various activities of the Institute for the current Academic session, 2022-23.

**1- Review of academic activities of Government Polytechnic Mayurbhanj**

(a) Intake capacity and admission status for the session 2022-23

Sl. No.	Branch	Intake	Admitted	Vacancy
1	Civil Engineering	60	60	Nil
2	Electrical Engineering	60	60	Nil
3	Mechanical Engineering	60	60	Nil
4	Metallurgy Engineering	60	60	Nil

**(B) Sanction post & man in position:**

Sl No.	Name of the post	No. of posts as per AICTE norms	Man in position	Vacancy	Remark
1	Principal	1	1	0	The Training Superintendent has been placed as In-charge principal of the Institute presently due to deployment of the Principal to the World Skill Centre, Bhubaneswar.
2	Senior Lecturer	6	6	0	-
3	Training Supdt.	1	1	0	-
4	Lecturer	23	10	13	Shortfall is managed through engagement of PTGFs
5	Lab Assistant	10	6	4	Shortfall is managed through engagement of PTGLAs
6	Librarian	1	1	0	-
7	Section officer	1	1	0	-
	Junior Assistant	3	2	1	-



### **(C) Engagement of Guest faculties (PTGF/PTGLA):**

In absence of required number of Regular faculties, Part-Time Guest Faculties and Part-Time Guest Laboratory Assistants have been engaged in the Institute (Enclosed vide Annexure-I) for the current academic session 2022-23 as per the kind instruction of the Director of Technical Education & Training, Odisha vide his letter No. 11054, dt.26.10.2022 & which has already been approved by the Collector & District Magistrate, Mayurbhanj-cum-Chairman of the Governing Body of this Institute.

### **2-Engagement of Essential Staffs like Driver for Bus & Electrician (Outsiders).**

- Keeping in view of the difficulties faced by the students and staff members towards their daily to and fro journey to the institute, the Institute's bus has been made available to them with effect from dt.01.12.2021. As a result, a number of students and staff members belonging to different localities of Baripada town, are availing the said transportation facilities presently. Accordingly, an amount Rs.750/- for pick up points beyond Station Square and Rs. 500/- for pick up points up to Station Square & Jagannath Temple have been fixed on a monthly basis for student/staff availing the said facility to meet the fuel expenses of the Bus as well as remuneration of the Driver. So, it is proposed to engage one driver (Outsider) for the institute's bus on daily-wage basis. 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.
- For the day-to-day electrical maintenance works of the Laboratories, Workshop, Hostels, Cafeteria, class rooms & office etc, it is proposed to engage 01(One) outside Electrician having requisite qualification for the Academic Session, 2022-23 on daily-wage basis. The remuneration of the Electrician is to be met from the P.L.-Development funds/ Hostel Development funds of the Institute. The Committee approved for engagement of 01(one) Electrical maintenance person having a minimum qualification of ITI passed in the Trade of "Electrician" in addition to his/her experience in the field of Electrical maintenance work.

### **3-Review of construction activities**

#### **(a) R & B Division**

- **Rectification of defects required on Civil works**

The Member Secretary informed the Governing Body regarding the following constructional defects, as pointed out by the team of officials of the Directorate of Technical Education & Training, Odisha during its visit to this institution on dt.20.05.2022.



Sl.No.	Name of the work
1	Repairing of cracks developed in different buildings
2	Seepage in Toilet sections of Academic, Workshop and Metallurgy Block
3	Staircase Head Room
4	Construction of Lift
5	Completion of drain works
6	Approach Road to Girls' Hostel and E-type staff quarters
7	Repair of damaged Boundary walls
8	Roof column coping
9	Colouring of Hostels & staff Quarters with Skill colour
10	Repairing of doors in Toilets of different buildings
11	Plinth projection of Workshop building

The Chairman instructed the construction agency, R&B, division to take necessary immediate steps for rectification of the noted defects.

- **Epoxy Flooring and Anti-termite work**

The Member- secretary brought to the notice of the Governing Body for completion of the Epoxy flooring work of different laboratories and anti-termite treatment of different buildings on a priority basis. In this regard, the Executive Engineer, R&B Division, Mayurbhanj has already been requested vide this office letter No-1784, dt.19.12.2022 for submission of an estimate to this office for onward transmission to Director, Technical Education & Training, Odisha to obtain administrative approval. The Chairman instructed the R&B Division, Mayurbhanj for submission of the estimate at early.

**(b) GPH Division**

The Member-Secretary informed the Governing Body regarding resubmission of the estimate for the following works in a consolidated manner instead of splitting manner in order to obtain the administrative approval of the DTE&T, Odisha, Cuttack. The Chairman instructed the GPH Division to submit the estimate in the like manner at an early.

- (I) Bath complex near Boys' Hostel
- (II) Dedicated water Tank for Boys' Hostel's Kitchen
- (III) Barrier-free toilets in Academic Block & workshop
- (IV) PH Maintenance works in Metallurgy block

**(c) TPNODL**

- **Change of Electric power supply from Rural-feeder to Urban-feeder:**

The Chairman was apprised of the frequent failures of Electric power supply to the institution, which is rural feeder-based, resulting in disruption of the academic activities in the institution as well as studies of Boarders of both the Hostels during evening hours. The Chairman instructed the TPNODL agency to take necessary steps in this regard for larger interest of the students.



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

The Member Secretary informed the Governing Body regarding the availability of L.T. Distribution system at Government Polytechnic Mayurbhanj in order to provide separate Electric power supply to the Principal & staff quarters as proposal to this effect has already been submitted to the Executive Engineer (TPNODL), Baripada. The Chairman instructed the agency to take steps for completion of single phase metering works.

#### 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 13.80 Lakh towards the Institute's Development funds, as collected from students, and out of which the following amounts can be utilized towards different developmental activities of the Institute, as per the action plan drawn for the academic session 2022-23, as detailed:

Sl. No	Name of the activity	Amount (In Rs.)
1	Installation of machineries in Labs & Workshops	90,000
2	Maintenance of Equipments	1,00,000
3	Preparation of Models & Projects	90,000
4	Fuel expenses in connection with study tour of students to different industries/ establishments	1,80,000
5	Purchase of Raw materials	2,20,000
6	Payment of Remuneration to Bus Driver on daily wage basis	1,00,000
7	Tool Display Board, Job Display Board, Notice Boards, Wall painting etc	1,00,000
8	2KVA inverter with batteries for Cafeteria	50,000
9	CC Camera installation in Workshop	1,00,000
10	Role models display at prominent place with vinyl board and acrylic cover	1,40,000
11	Guest House Furniture and furnishing and	80,000
12	AMC of Water Purifier	50,000
13	Campus beautification and gardening	80,000

(Rupees Thirteen Lakh & Eighty Thousand only)

Total=Rs.13, 80,000-00



## **5. Construction of Boys' Hostel:**

During discussion, the Member-Secretary informed the Governing Body regarding the availability of only 01(one) Boys' Hostel of 100 beds in the campus. He also informed regarding the urgent need of another Boys' Hostel for the institution towards providing accommodation facilities to those students coming from distant places. Presently, a total of 320 boarders (boys) are being accommodated in the vacant Halls of the newly constructed Metallurgical Engineering Block of the institute on a temporary basis in addition to the said Hostel building. In this regard, the District Welfare Officer, Mayurbhanj has already submitted the project proposal to the Director, OBC, ST & SC Development M&BCW Department, Government of Odisha vide his letter No-229 dt 20.01.2022 for construction of one 100 seated OBC Boys' Hostel for this institute. The Chairman instructed the DWO to pursue the matter with the Directorate.

## **6. Projects under OMBADC funding:**

### **(a) Centre of Excellence (CoE) in Advanced Mechatronics**

The Member Secretary appraised the Charman and other members that, a state-of-the-art skill centre comprising of latest advanced technology in Advanced Mechatronics is going to be functional in this institute for providing skill development of youth in high-end technological areas suitable for their wage/self-employment by way of upgrading existing skills. Meanwhile, setting up of 03(three) Laboratories with installation of machines and furnishing work have been completed in all respects. However, verification of the machineries are yet to be completed.

### **(b) On-Grid Rooftop 50KW Solar Power Plant**

Installation of one 50KW on-Grid rooftop solar power plant has already been completed in this institute and necessary survey work of which has also been completed by TPNODL and MRT division. The net-metering of the above project is to be completed in order to make it functional.

## **7. Allotment of patch of land towards Development of the Sport infrastructure:**

- The Member- Secretary appraised the Governing Body for requirement of an additional patch of Government land of about 3.0 to 4.0 Acres, adjacent to this institution, for development of sports infrastructure like construction of Badminton Court, Volley Ball Court, Basket Ball Court and Football field. The Chairman advised to check the availability of land from the office of the Tahasildar, Shyamakhunta and to submit the proposal accordingly for the said purpose.

## **8. Development of the connecting road to Government Polytechnic:**

- During discussion, the Governing Body came to know regarding the displeasure shown by the Director of Technical Education & Training, Odisha during his visit to this institution on dt. 11.09.2021 in connection with the deteriorated condition of the approach road from Nurudihi Chhak of Baripada-Udala S.H. to the Institute. The Chairman advised to discuss the matter with the BDO, Shyamakhunta, Mayurbhanj.




### 9. Conduct of Students' Motivational Programme:

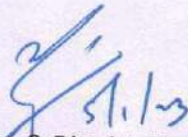
• The Member-Secretary appraised the Board of Governors regarding the various motivational programmes conducted by the institute for raising the aspiration level of the students such as Guest lecture sessions, Role model interactive sessions, Convocation ceremonies, Alumni meets, Annual Function and Study visits to different industries. The following rate of Honorarium/remuneration is proposed for the purpose as detailed below which is to be met from PL Development fund of the institute.

- |                    |   |
|--------------------|---|
| • Guest Lecturers: | Rs. 1,500/- per session                   |
| • Role Models :    | Rs. 500/- per session                     |
| • Study Visits :   | Rs. 100/-per student/escort staff per day |

The committee approved the proposed rates of Honorarium/remuneration.

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

  
Principal 04/01/2023  
(MEMBER-SECRETARY)  
**Principal**  
**Govt. Polytechnic Mayurbhanj**  
**Tikarpada**

  
Collector & District Magistrate,  
Mayurbhanj  
(CHAIRMAN)