

**PROCEEDINGS OF THE 7th GOVERNING BODY MEETING OF GOVT.POLYTECHNIC, KENDRAPARA, HELD ON 15.12.2025 AT THE OSWAN CONFORANCE HALL OF COLLECTORATE, KENDRAPARA**

The 7<sup>th</sup> Governing Body meeting of Govt. Polytechnic, Kendrapara was held on 15.12.2025 at 3.00 PM in the Oswan Conference Room, of the Collectorate, Kendrapara under the chairmanship of the Collector & District Magistrate, Kendrapara with the following members present:

- Principal, SIPT, Pattamundai -Member
- District Skill Development & Employment Officer -Member
- District Welfare Officer, Kendrapara -Member
- Superintendent Engineer, R & B Division-II, Kendrapara -Member
- Superintendent Engineer, RWSS, Kendrapara -Member
- Smt. Jotirmayee Samal, Sr. Lect. (Civil), GP, Kendrapara -Member
- Sri Sunil Kumar Sethy, Lect.-II (Mech.), GP, Kendrapara - Member
- Principal, Govt. Polytechnic, Kendrapara -Member Convener

At the outset, the Principal, Govt. Polytechnic, Kendrapara introduced all the members present and welcomed them to the meeting. The point-wise agenda was discussed and the following decisions were taken.

**1. Land Alienation issues :**

- Initiating the discussion the Principal presented before the house that 10 acers of land was allocated to the Govt. Polytechnic, Kendrapara out of which 0.5 acer of Land has been handed over to RSETI (SBI). Further a high tension tower is running across the land for which there is insufficient space for construction of workshop, class room, laboratories, auditorium, hostel, staff quarter and other amenities. In view of this alienation proposal, for 04 acres of additional Land in prescribed format was submitted to the Tahasildar, Derabish on 24.02.2014 for 2<sup>nd</sup> campus of this institution. The Tahasildar, Derabish, had given his consent to allot suitable land of 02 acres as available adjacent to the Women’s College Derabish but till date the above land has not been allotted to the institution.

**The Chairman will discuss this matter with the Tahasildar, Derabish in this regard.**

**2. (a) Building Construction Status / Renovation and Repairing / Re-location of Laboratory**

- i. Delay in finishing of 2<sup>nd</sup> floor of Girls Hostel
- ii. Delay in construction of Quarter
- iii. Construction of 2<sup>nd</sup> floor of Academic Building
- iv. Construction of compound wall, roof ceiling and renovation of Principal Chamber, Reconstruction of internal road, repair of stair case, construction of kitchen room

in the cafeteria / Cow trap / grill / shutter of bus garage , Vehicle parking of staffs and students.

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The Chairman and GB Members expressed their concern over the delay in completion of the ongoing construction works as deadline for completion of various works have been exceeded which hampers the curricular and other activities of the institution.

The representative of Executive Engineer, R&B-II, Kendrapara Division, Kendrapara has assured the house to complete the work immediately and hand over the 2<sup>nd</sup> floor of the Ladies Hostel at the earliest and will submit the estimate for renovation and repairing work.

#### **2.(b) GPH Works**

- Renovation of Toilet in the Academic Building, Workshop, PH Connection to workshop for Refrigeration and Air conditioning Lab, Hydraulics Lab & Thermal Lab and other lab.

**SDO, GPH, Kendrapara, will inspect and submit the detailed estimate for administrative approval and placement of fund.**

#### **3. Repairing of Water Supply Pipe Lines to all buildings:**

- Water supply has been provided to various buildings of the institution through overhead tank. The work is completed and handed over on 26.03.2013, however due to heavy pressure the pipeline is ruptured frequently and there is a disconnection of water supply for which water supply is interrupted to Hostel, Academic building & Quarters etc.

**Representative of Superintendent Engg., RWSS, Kendrapara** have assured to send his staffs to visit the campus for remedial measure, and will submit the estimate for renovation work.

#### **4. Out Sourcing of Manpower:**

- Seventeen numbers of post was sanctioned vide DTE&T, Odisha order No.15180(8)/Dt.03.09.2013 for engaging people on Outsourcing basis for different works. Subsequently vide Order No.9646 /Dt.30.07.2020, Government has reduced to 12 nos. of post for different works on outsourcing basis through Service Provider. At present 12 no. of persons are engaged on outsourcing basis as follows (Front Desk Management-02, Attendant-02, Watchman-02, Peon-2, Sweeper-01, Matron-01, Driver-01, Hostel Attendant-01) through Service Provider M/s Reliable Security & Intelligence Services Orissa, Pvt. Ltd. and the contract has been renewed for one year i.e. from 01.08.2025 to 31.07.2026. Further it is to be mentioned that the institution was declared as COVID Hospital and since then the GB have not been formed and it has been not approved. The G.B. approved the above proposal and suggested to call for fresh tender before 02 to 03 months of expiry of the present contract period.

### 5. Engagement of Guest Faculty / Guest Lab Asst.

- As per the direction of the DTE&T, Odisha Guest Faculties and Guest Lab Assistant have been engaged in different department of the institutions following the prescribed norms in the Academic Session 2025-26. The list of candidates selected in the Walk-In-Interview have been prepared on merit basis prior to the commencement of the academic session 2025-26 and now 19 Nos. of Guest Faculty and 01 No. of Guest Lab Asst. are engaged for conducting classes. The merit list of Guest Faculty (Electrical-04, Mech.-05, ETC-04, Chemistry-04, Physics-04, Math-03, English-02, Computer Sc.-04, Civil-04) and Guest Lab Asst. (Civil-03, ETC-01, Elect.-02, Mech-02, Chemistry-01, Computer Sc.-01) for the academic session 2025-26 has placed before the committee for approval.

#### **The G.B. approved of the merit list enclosed at Annexurer-I.**

### 6. Purchase of tools, equipment, books, furniture etc. from the funds received from DTE&T, Odisha and PL Account.

- Items like furniture, books, small tools and equipments , computers, printers and accessories, raw materials to be procured at the institution level as per requirement from DTE&T, Odisha funds / PL Account. Some of the major tools and equipments have been send to DTE&T, Odisha for procurement at DTE&T Level.

The chairman advised to adhere to the purchase procedure as laid down by the Finance Department during the procurement and instructed the Principal to do needful during the 2025-26 Academic Session.

- The expenditure of Rs.29,32,711.00 from PL Development fund as attached at **Annexure-II** was approved by the committee.

#### **Repair and Maintenance of tools & equipment's:0**

- Various maintenance work like Civil, PH, Electrical and computer maintenance work is done periodically from the PL fund / IRG Fund.
- Annual maintenance work of computer is done by Portal Infotech as per rate approved by OCAC .This may please be approved.
- Annual maintenance work of Aqua Guard water purifier is being done by concerned company.

#### **The committee approved the above proposal.**

### 7. Internal Revenue Generation activities.

Various Outside agencies are conducting Online Examination (TCS, Merit Track, Edu Soft, NSEIT) in the computer centre and pay charges for Centre Charges, staff remuneration, DG Charges etc..

Revenue Generated	Rs.28,79,786.00
Expenditure to staff remuneration and other expenses	Rs.10,42,554.00
Balance	Rs.18,37,232.00

The Expenditure for computer maintenance and electric repairing, PH work and other activities may be done from this fund (IRG).

**The committee approved the above proposal.**

**8. Disposal of Old Student Records / Covid Hospital Items / Condonation of un-serviceable tools and Equipments**

- Old Students Records like I.A, class test and assignment Copies, Practical records and its evaluation copies to be disposed from 2013 to 2018.
- Condonation to be done for unserviceable items and completely damaged furnitures, tools, and equipments following due procedure.
- Some of the COVID Hospital unserviceable items are to be disposed off following due procedure.

The committee suggested to form a committee and to contact professional shredding and disposal agencies for disposal of the items following due procedure.

**9. Enhancement of Students In-Take**

Principal informed the Committee that during Academic Year 2025-26 in-take capacity of Mechanical Engineering have been increased from 60 to 120 and Computer Science Engineering from 30 to 60.

**Present In-Take Position(2025-26)**

SL. No	Branch	In-Take Capacity
01	Civil Engg.	60
02	Electrical Engg.	120
03	ETC Engg.	60
04	Mechanical Engg.	120
05	Computer Science Engg.	60

**10. Any other topic with the permission of the Chairman.**

**a.** Principal informed that a Skill Development Centre is operating in the 2<sup>nd</sup> floor of the workshop buildings since January-2024. Due to enhancement of student intake the institution in facing acute shortage of class room and laboratory space. The DSE&E Officer, Kendrapara has already been informed to vacate the premises vide Letter No.1312/dt.04.11.2025 latest by April 2026 so that we can make our laboratories ready before 2026-27 academic session. District Skill Development and Employment Officer, Kendrapara was informed to take necessary steps for vacating our institution campus before April-2026.

**b.** Decorative Plants to be procured for beautification of campus and hostel. Besides that forest plants will also be planted in the institution campus. The Expenditure of Rs.20,000/- will be spent from the PL / IRG funds.

**The committee approved the above proposals.**

The meeting ended with a Vote of Thanks to the Chair.

  
**Chairman**  
**Collector & District Magistrate**  
**Kendrapara**