

MINUTES OF 12TH INSTITUTE MANAGEMENT COMMITTEE MEETING HELD ON 29TH NOVEMBER, 2023, 4 PM AT e-LIBRARY, UGMIT, RAYAGADA UNDER THE CHAIRMANSHIP OF COLLECTOR & DISTRICT MAGISTRATE, RAYAGADA.

The 12th Institute Management Committee Meeting of UGMIT, Rayagada was convened on 29.11.2023 at 4 P.M. at e-Library, UGMIT, Rayagada under the Chairmanship of Collector & District Magistrate, Rayagada.

The list of members present is annexed as **Annexure-I**.

At the outset member convener Principal, UGMIT, Rayagada welcomed the Chairman and all the members including special invitee as well as industry partners who were present on the virtual platform.

01. Conformation of the proceedings of 11th IMC Meeting held on 16.12.2020

The minutes of the 11th IMC meeting was circulated among all members vide UGMIT letter No.09 Dated 06.01.2021. Since no comments has been received the said minutes was conformed and approved.

02. Action taken on the decisions of 11th IMC Meeting.

The action taken report on the decisions of 11th IMC meeting was appraised to the members of the committee as per the following:

2.1 Admission awareness camp was conducted during the session 2023-24 at following high schools.

School & Mass Education Department	-08 nos
ST & SC Development Department	-14 nos
Odisha Adarsha Vidyalaya	-07 nos
Boys Counsellor	-584 nos
Girls Counsellor	-1239 nos
Total nos of student counselled	-1823 nos
No of girl students of 07 nos of SSD High Schools visited the Institute during the session 2023-24.	-256 nos.

2.2 All the pending civil works under R & B have been completed. Considering the present utility of Conference Hall of the Institute and judicious expenditure of government outlay, the acoustic work of the conference hall was not felt prudent and was not taken up with mutual discussion with district R & B authorities.

2.3 Most of the placement is being carried out centrally at Central Placement Cell, DTET, Odisha, Cuttack. However initiation has been undertaken by the Institute to conduct campus interview at the Institute Level. Industry visits as well as sharing of expertise by industry personnel is being carried out for the benefit of the students involving OPTCL E&MR, OPTCL EHT(O&M), Upper Kolab Hydro Electric Project, PHD, Rayagada & R&B Division-1, Rayagada, Ultra Tech Cement.


Principal,
UGMIT, Rayagada.

- 2.4 As per the instructions of DTE&T, Odisha the principal amount of the MHRD fund of Rs.47,99,459/- has been deposited in the designated Single Nodal Account(SNA) A/c of DTET, Odisha and the Interest component of Rs.39,64,995/- is with the Institute. Necessary vetting has been obtained from the concerned organisation (NITTTR, Kolkata). National competitive bidding has been done, technical evaluation completed and financial bid opened on 17.11.2023. Accordingly necessary approval has been sought from DTET, Odisha to place the purchase order for procurement of Pneumatic & Hydraulic equipment of Mechanical Department.
- 2.5 Annual Maintenance Contract (AMC) of lifts of Institute as well as Boys hostel has been assigned to the concerned company M/s Johnson Lifts Pvt.Ltd, Visakhapatnam. All the water purifiers installed are covered under AMC. The Networking and CC Camera is under period of warranty.
- 2.6 As per the observation of the 11th IMC committee meeting, Internal Revenue Generation (IRG) fund has been maintained in a particular UCO Bank A/c No.21510110088944.
- 2.7 R.O. Water Purifier has been installed in the Institute as well as Boys & Girls hostel.

03. Institute Development Plan.

3.1 Physical Infrastructure:

- 3.1.1 Initiations taken by the Institute to enter into MoU with Sehneider Electric (India) Foundation to establish training lab for Electrical & Automation Training Programme, with industry requirement and to expose the trainees to latest technologies and relevant industrial best practices making them industry ready was appraised to the committee.

The Institute has also in the process of entering into MoU with Ultra Tech Ltd for Ultra Tech – UGMIT Centre of Excellence at the UGMIT Campus for Civil Engineering Department.

The proposal of the Institute to enter into similar kind of MoUs with State Government Public Sector OHPC, OPTCL & Private Organisations like TATA Power Ltd, Utkal Allumina Ltd etc to extend support from their CSR activity is highly essential for the holistic development to strengthen infrastructural facilities, seminar, guest lecturer, industry visit, short term training, internship training, training of trainers, development of projects for final year students.

The matter was discussed in detail and Mr. Balakrishna Kulkarni, Regional Head, Technical Customer Solution, Ultra Tech Ltd. and Mr. Yogi Bharadwaj of Schneider Electric (India) Foundation, Bangalore who joined in the virtual platform explained their future activity within the campus of UGMIT for a industry ready final year students of the Institute in the respective field.

After detailed deliberation it was unanimously decided that request proposals for MoUs shall be initiated under the signature of Collector & District Magistrate, Rayagada & Chairman, IMC, UGMIT, Rayagada as per requirement of the Institute.

- 3.1.2 Construction of 2nd Floor of existing Girls Hostel :
Considering the implementation of SUDAKSHYA Scheme for girls, enrolment has increased upto 40% during academic session 2023-24 and it is felt essential to construct the 2nd floor of existing 50 seated girls hostel in order to accommodate the applicants during the coming admission session 2024-25.


Principal.
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The committee agreed to the proposal. Accordingly R & B, Rayagada shall be requested to furnish the estimate as soon as possible for obtaining administrative approval from DTE&T, Odisha for subsequent construction.

3.1.3 Renovation of Language Lab.:

Due to leakage of roof water, the existing Language & Communication Lab has been damaged leading to dislocation of classes of 1st Semester and currently the practical is being conducted in the IT Lab with 1 year subscription of digital language software. The committee agreed to the proposal of renovation. Accordingly R&B, Rayagada shall be requested by the Institute to furnish estimate so that Administrative Approval can be obtained from the DTE&T, Odisha for subsequent execution.

3.1.4 Exclusive answer book evaluation computer centre and video conferencing hall.

At present Library & IT Lab infrastructure is being utilised for online evaluation of answer books. During Odd Semester Winter Examination it is difficult for evaluation as the infrastructure are otherwise utilised for regular classes of even semester students which coincides with answer book evaluation period. The proposal to furnish one hall in front of Conference Hall with 30 nos of Computer Systems & related furniture was agreed by the committee to be taken up through R& B/ GeM Platform. Accordingly Principal shall initiate the proposal.

3.2 Human Resource :

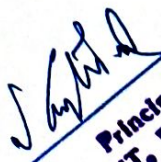
The sanctioned strength and man in position of Teaching & Teaching Supporting Staff of the Institute for different programmes of Civil, Electrical, E.&T.C. and Mechanical Engineering was appraised to the committee members. It is observed that at present 03 programmes Civil, Mechanical & Electrical are being run with single sanctioned post of Lecturer. Principal also appraised that the essential requirement of AICTE and mandate of NBA Accreditation is barely needed to maintain student faculty ratio confirming to the respective guidelines of AICTE & NBA. After threadbare discussion it was decided that request proposal shall be initiated under the signature of Collector & District Magistrate & Chairman, IMC, UGMIT, Rayagada to Principal Secretary, SD&TE Department for rationalisation of existing faculty structure for betterment of healthy academic environment.

04. Appraisal of recent activities.

4.1 Admission Status 2023-24.

With the introduction of "SUDAKSHYA" Scheme for girls, admission of girl students has gone upto 40% during the current academic session 2023-24.

Branch	Boys	Girls	Total
Civil	24	19	43
Electrical	25	17	42
E.T.& C	15	17	32
Mechanical	37	07	44
Total	101	60	161


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4.1.2 Student Uniform.

Considering the decisions of Govt. in SD&TE Department uniform student uniform has been implemented for all Govt. Diploma Institutions from the session 2022-23.

4.1.3 Ranking of Diploma Institution.

Considering the instructions of DTE&T, Odisha ranking of diploma institutions was carried out by Quality Council of India (QCI) from the session 2021-22. UGMIT secured 349 out of 700 during 2021 and ranked 24th in the State and secured 451 out of 700 and ranked 29th during 2022.

4.1.4 National Board of Accreditation.

Institute has applied for NBA Accreditation for the programme Civil Engineering and the team will visit the Institute for assessment during 1st week of February, 2024. Subsequently the Institute has applied for accreditation of 2nd programme of Electronics & Telecommunication Engineering and Self Assessment Report (SAR) was submitted on 29.11.2023.

4.1.5 Employability Skill Training Programme.

In association with Mahindra Pride Class Room the Institute is providing pre placement training programme to Final year students.

4.1.6 Engagement of Guest Faculty & Guest Lab.Assistant.

Considering the approval of DTET, Odisha Guest Faculty (GF) & Guest Lab.Asst.(GLA) have been engaged following due procedure with the approval of Chairman, IMC during the session 2022-23 & 2023-24.

Guest Faculty Engagement :					
Session	Civil	Electrical	ETC	Mechanical	1 st year common
2022-23	2	4	1	3	Phy-1, Chem-1, English-1
2023-24	2	3	1	3	Phy-1, Chem-1, English-1

4.1.7 Training & Placement.

In association with Central Placement Cell of DTE&T, Odisha placement of final year students has been achieved as per following details during the session 2021-22 & 2022-23.

Session	Civil	Electrical	ETC	Mechanical	Total
2021-22	09	37	10	50	106
2022-23	07	15	04	14	40


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05. Approval of Expenditure.

5.1 DTE&T Fund.

Considering the provision of fund provided by DTE&T, Odisha for procurement of tools, equipment, machineries & furniture the following major expenditure has been incurred since out of DTE&T fund conforming to the requirement of the Institute as per curriculum of different branches prescribed by SCTE&VT, Odisha, Bhubaneswar. Besides for civil infrastructural development, DTE&T has placed funds with R & B, Rayagada through their nodal agency. The committee approved the expenditure post facto.

Details of Expenditure	Amount (Rs.)
Establishment of Drawing Hall -GeM	420227
Establishment of Simulation Lab-GeM	2885090
PLC, SCADA,HMI Equipment -GeM	976086
Furniture for Electronics Smart Class Room-GeM	287340
Faculty/HoD Room furniture-GeM	1235865
Student Dual Desk Civil & Mechanical-GeM	1020000
Renovation of CNC Lab.by R&B	577000
Renovation of Admission Cell by R&B	848000
Smart class room Mechanical by R&B	1225000
Smart class room Civil by R&B	1225000
Networking & CC Camera	1445660
Micrsoft Project Software	94400
Upgradation of SCADA STAAD Pro	99000
DGPS Machine Civil Dept.	2843800
Bio-metric machine	70000
Computer system for different department.	250005
Journal	24250
Books	92927
TOTAL Rs.	1,56,19,650

5.1.2 P.L. Development Fund.

The details of expenditure met out of the P.L. Development fund for Institute & Hostel for developmental activities of the Institute as per the following details was appraised to the members and post facto approval was accorded by the committee for the expenditure, the details of which are placed at **Annexure-II**.

P.L. Cheque No	Date	Amount (Rs)
51702	11.01.2021	268656
51703	11.01.2021	268656
58901	02.06.2022	1308565
58902	09.06.2022	59472
58903	23.06.2022	108805
58904	24.06.2022	23600
58905	09.07.2022	181425
58906	20.08.2022	56598
58907	03.09.2022	15000
58908	05.09.2022	616075
58909	29.09.2022	113797
58910	17.10.2022	171607
58911	09.11.2022	69105
58912	09.12.2022	22374
58913	08.02.2023	328375


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58914	17.03.2023	
47301	20.04.2023	60742
47302	27.06.2023	22335
47303	28.07.2023	194850
47304	19.09.2023	163189
47305	20.10.2023	19240
47306	19.10.2023	9400
TOTAL:Rs.		104509
		41,86,375

5.1.3 MHRD Fund.

Principal appraised the observation of A.G. Odisha vide their AGIR - 135/2016-17 Para - 2(viii) that "The retention of funds without utilization has failed the planning process of the State & Central Government in implementation of various schemes" of which the MHRD fund provided to the Institute is one of them. In order to comply the observation of A.G. Odisha necessary vetting has been obtained from the concerned organisation (NITTTR, Kolkata). National competitive bidding has been done, technical evaluation completed and financial bid opened on 17.11.2023. Accordingly necessary approval has been sought from DTET, Odisha to place the purchase order for procurement of Pneumatic & Hydraulic equipment of Mechanical Department. The committee perused the minutes dated 17.11.2023 of the Institute Purchase Committee constituted for the purpose and submitted to the DTE&T, Odisha for approval. The committee unanimously approved the decisions of Institute Purchase Committee.

Besides, as per the instructions of DTE&T, Odisha the principal amount of the fund of Rs.47,99,459/- has been deposited in the designated Single Nodal Account (SNA) A/c of DTET, Odisha and the interest component of Rs.39,64,995/- as on September, 2023 is with the Institute. The committee noted the above information presented by the Principal.

06. Remuneration for Contingent Typist.

Principal appraised the facts that one Sri A.V.G.K. Das has been engaged as Contingent Typist (High Skilled) at the Institute since July, 1991. At present Govt. allotment under the head of A/c "Wages" has been ceased and allotment under the head of A/c "Other Contingency" & "Other Charges" is being provided by DTE&T, Odisha, Cuttack. This allotment is basing on the intake capacity of the students of the Institute. The present allotment received under the above head of accounts is not sufficient to meet the contingent expenditure of the Institute as well as contingent expenditure of the typist. As a result of which Sri Das is yet to get his contingent due since November, 2022. The average expenditure for Sri Das under contingent expenditure per month is around Rs.13,500/-. The average allotment under "Other Contingency" & "Other Charges" per month is around 14500/-. In view of the above it is difficult to meet the expenses for Sri Das after the contingent expenditure for the Institute.

Under the above circumstances the followings proposals to met the exigency was discussed by the committee members.


Principal.
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- A. 40% of Rs.13,500/- =Rs.5,400 per month may be met out of P.L. Development fund for Sri Das.

OR

- B. Collector & District Magistrate & Chairman, IMC, UGMIT, Rayagada may like to write a request D.O. letter to Principal Secretary to Govt., S.D.& T.E. Department under intimation to D.T.E.&T., Odisha to enhance the allotted amount in order to accommodate the 40% expenses for Sri Das.

OR

- C. Collector & District Magistrate & Chairman, IMC, UGMIT, Rayagada may like to sanction from any other suitable fund available under the District Administration.

After detail deliberation the committee opined and approved the proposal at "A" above and Collector & District Magistrate, Rayagada & Chairman, IMC, UGMIT, Rayagada may like to request DTE&T, Odisha to enhance the allotted amount under intimation to the government in SD&TE Department to accommodate 40% expenses to Sri Das.

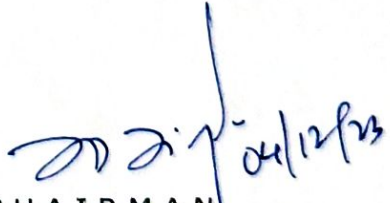
0.7. Any other point with permission of the Chair.

Hon'ble MLA Rayagada suggested the following points

- Considering growth of large industries in the district, priority should be given to the passed out Diploma Students of the district while engaging in their respective industries.
- The Institute should apply for additional land as 2nd campus in order to develop its own play ground as well as upgradation of existing polytechnic to degree level in future. The additional land application request may be for 8 to 10Acrs.
- All the relevant industries should enter into MoU with the Institute to enhance Industry Institute Interaction in the area of Student Internship, Industry Visit, Guest Faculty from Industry, Seminar by Industry Expert, Industry Assistance to Student Project.

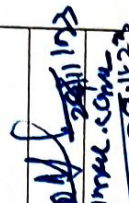
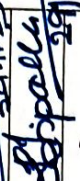
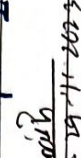
The committee members agreed to the suggestions of Hon'ble MLA and the subsequent follow up action shall be initiated soon.

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


CHAIRMAN

ANNEXURE - I

ATTENDANCE OF THE MEMBERS OF 12TH INSTITUTE MANAGEMENT COMMITTEE MEETING OF UGMIT, RAYAGADA HELD ON 29.11.2023 AT 04:00 P.M. IN THE E-LIBRARY OF UGMIT, RAYAGADA.

Sl. No.	Name & Address	Designation	Name & Designation	Contact No. & Mail ID	Signature
01.	The Director of Technical Education and Training, Odisha, Killamaidan, PO/Dist. Cuttack - 753 001 or his nominee.	Member	Pradyuman Singh Lead in English	9668392332 Principal@pradyuman.org.in	
02.	The Vice Chairman, State Council of Technical Education & Vocational Training, Odisha, Near Raj Bhawan, Bhubaneswar - 751 012 or his nominee.	Member	Manish Kumar Lead in Civil Engineering	9439431620 gymnastics.vrpf@gmail.com	
03.	Representative of AICTE (ERO), Kolkata.	Member			
04.	Hon'ble M.L.A. Rayagada.	Member			
05.	The General Manager, R.I.C., Rayagada.	Member	Mahendra Kumar G.M.	9437458754 mahendra.kumar@ric.org.in	
06.	Faculty member nominated by Teaching staff of the Institution.	Member	Pradeep Kumar Lecturer in Maths	9937337822 pradeepkumar@icet.org.in	
07.	S.E., R & B Division-I, Rayagada	Member	Manish Kumar S.E.	9040130480 manishkumar@rediffmail.com	
08.	The Head, M/s J.K.Paper(P) Ltd., J.K.Pur, Rayagada or his Representative.	Member		8338016081	
09.	The Head, M/s I.M.F.A., Therubali, Rayagada or his Representative.	Member	Satish Kumar M.P. Amra	9937297085 satishkumar@pmc.in	
10.	The Officer Incharge, CTTC, Rayagada.	Member	Santosh Kumar CTTC	9437147392 santoshkumar@cttc.org.in	
11.	Principal, UGMIT, Rayagada	Member Convener	Navayam Patel P.R. UGMIT	9437197212 navayam@ugmit.org.in	
Special Invitee:					
12.	Shri Vijay Kumar Dhanuka, Vice President (Engg.), M/s Utkal Alumina International Limited, Tikiri, Rayagada.	Special Invitee			
13.	The Plant Unit Head, Vedanta Limited, Lanjigarh, Kalahandi, Odisha - 766027, India	Special Invitee			
14.	The Principal, J.N.TATA Technical Education Centre, Jagannthpur, Narendrapur, Dist.Ganjam - 760007.	Special Invitee	Saithesh Kumar Principal	8660228356 saitheshkumar@nttc.org.in	
Invitee on Virtual Platform:					
15.	Schneider Electric (India) Foundation	Special Invitee			
16.	ULTRA TECH Ltd.	Special Invitee	Pratish Panda Territory Manager	9428702773 pratish.panda@adityabirla.com	