

**PROCEEDINGS OF THE GOVERNING BODY MEETING OF GOVT. I.T.I.,
PARJANG HELD ON 20.05.2025**

The First Governing Body meeting of Govt ITI Parjang was held in the office chamber of Principal ITI Parjang and Chairman Governing Body on Dt.20.05.2025 at 11.00 AM under the chairmanship of Shri Lalit Mohan Behera, ADM (Revenue), Dhenkanal. In the meeting the following members were present. (**Annexure-I**)

1. Shri Lalit Mohan Behera, ADM (Revenue)	-	Chairman
2. Shri Rudra Prasanna Parija, DWO, Dhenkanal	-	Member
3. Smt Binita Senapati, DEO, Dhenkanal	-	Member
4. Miss Roja Dora, DSDEO, Dhenkanal	-	Member
5. Shri Pradeep Kumar Barick, Principal, Govt ITI Parjang	-	Member
		Secretary

At the outset the principal welcomed the chairman and all other members to the First Governing Body meeting of Govt ITI Parjang. The principal put forth different points as per agenda before the committee for appraisal and detail discussion.

1. Admission Status:- Session 2024-25

The Principal presented Trade wise admission status of current academic year 2024-25 before the GB. (**Annexure-II**)

Sl No.	Name of the Trade	Intake Capacity	Admission Status		
			Male	Female	Total
1	Electrician	40	36	04	40
2	Fitter	40	40	00	40
3	RAC Technician	24	22	02	24
4	COPA(Computer)	48	22	26	48
	Total	152	120	32	152

The Chairman expressed his pleasure to team ITI, Parjang on successful in zero vacancy drive in admission process session 2024-25 with 21.1% Girls enrollment. He advised Principal to organize motivational camps and counseling programmes among the Headmasters and teachers through the staff and officers of other line departments to attract more and more High school pass out students towards ITI education and efforts shall be made for enrollment of more number of Girl candidates in next academic session. He also stated to made admission campaign such a manner that no students shall left out for ITI admission from any block of the district. The members agreed on this nice proposal.

2. Staff Status :-

A-Engagement of Instructional Staff (GI):-

The Principal stated the present status of regular instructional staff and requirement of additional staff for the session 2024-25 to the GB in **Annexure-III**.

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In considering the requirement of the Technical staff, the GB resolved that the principal may engage the required number of GI (Instructional Staff) having requisite prescribed qualification & eligibility as per training manual for session 2024-25 due to non-availability of regular staff for smooth conduction of training programme. The Committee approved the list of existing GIs as in **Annexure-III** for the academic session 2024-25.

B-Engagement of Group-D Staff:-

In considering the day to day cleaning and watch & ward work of the Institute a list of 3 numbers of Group-D staff in ITI have been engaged throughout sourcing agency. In considering to the present requirement another three numbers of Group-D staff to be engaged to work as Watchman and Workshop attendant purposes as mention in **Annexure-IV** for smooth conduction of said works. Basing on the satisfactory performance of the existing Service providing Agency M/s Encourage Multiple Services Private Limited, Bhubaneswar, the GB approved the extension of Service period of Out Sourcing Agency Provider for a period of another one year for the engagement of above staffs for different services required after maintaining all the formalities of work order extension.

3. Expenditure to be incurred during 2024-25 under PL fund:-

The Principal submitted a list of proposal to be incurred during 2024-25 under PL fund for initiating various development works related to training programme & Institute development works in **Annexure-V**. The GB approved the same and allowed Principal to meet all the required expenditure on priority basis observing procurement guidelines.

The Chairman instructed to the Principal shall meet the expenditures with proper planning considering upon the priority of works through a Local Purchase committee.

4. Procurement of deficit Tools and machineries for all existing trades as per NSQF compliance revised syllabus:-

Principal intimated the members that now due to implementation of NSQF level-4 2024 syllabi, some new machines and equipment's required to be procured for all the existing trades. Where tools and equipment are need to be procured at Institute level.

In considering the above fact the GB authorized to the Principal to procure required Tools and Equipment through GeM portal. But, in the event of non-availability of item as per standard specifications in the Gem Portal, He may adopt procurement process through Open tender/OSIC/ three quotations from market survey.

5. Procurement of Tools and machineries for new trades Solar Technician(Electrical) and Dress Making as per NSQF syllabus:-

Principal intimated the members that now 02 no's new trades one is Solar Technician (Electrical) and another one is Dress Making to implementation for admission of this session 2025. So some new machines and tools equipment's required to be procured for new trades. Where tools and equipment are need to be procured at Institute level.

In considering the above fact the GB authorized to the Principal to procure required Tools and Equipment through GeM portal. But, in the event of non-availability of item as per standard specifications in the Gem Portal, He may adopt procurement process through Open tender/OSIC/ three quotations from market survey.

6. Achievements:-

- All the four numbers of CTS trades have already been affiliated to NCVT, New Delhi to start the admission from the session Aug-2022. Accordingly by taking efforts zero vacancy already been achieved.
- 24X7 Internet accessing in all the Lab and Classrooms, Office installed by the BSNL through FTTH plan.
- Short term training provided and certified to 60 numbers of Pani Panchayat Members under OLIC Project.
- CCTVs are installed at different sensitive locations of the Institute for proper monitoring day to day activates in the Institute.
- 35 numbers of Pass outs have been undergoing apprenticeship training at different organizations during 2024-25 onwards.
- 13 numbers of pass outs got placement different organizations during 2024-25 onwards.
- Recently 04 nos passout trainees of different trades have selected for Nano unicorn internship.
- Training Programme conducted by fixing Multimedia devices and installing 3DM course contents in the class rooms.
- 24X7 Campus Wi-Fi has been made for accessing of training related data and profile update for Apprenticeship training, Odiskill app, NIMI online mock test like mobile applications by the students.
- 20 nos Electrician 2nd year trainees have completed OJT training at Schneider Electric CoE of Skill development Institute, Khorda from 30.09.2024 to 26.10.2024.

7. **Works to be under taken for 2025-26:-**

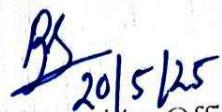
- Wall partitions and ceiling by ACP sheets to be made for store purpose in Fitter, RAC, Electrician Trades, Office, VC room, Library & Principal Chamber and the amount to be spent from PL(under Building Maintenance)/ State Procurement Fund as available.
- Steel racks and Almirah and Study materials are to be procured for Library. The amount required for the purpose to be spent from PL (under Library development)/ State Procurement Fund available.
- A morning assembly stage and cycle stand for both trainees/staff are required to construct in front of Administrative building. The Chairman GB is requested to intimate the Executive Engineer (RWD), Dhenkanal may be requested to submit an estimate for the purpose.
- Proposal for alienation of additional land required for playground.
- Proposal for approaching road and separate boundary wall in between hostel, staff quarter and academic building. The Chairman GB is requested to intimate the Executive Engineer (RWD), Dhenkanal may be requested to submit an estimate for the purpose.
- Proposal for separate transformer as per requirement of both hostel and quarters. The Chairman GB is requested to intimate the Executive

Engineer (RWD), Dhenkanal may be requested to submit an estimate for the purpose.

- The Chairman GB is requested to intimate the Executive Engineer (RWD), Dhenkanal may be handed over the both hostel building before admission session July-2025.

The meeting ended with vote of thanks to the Chair & other members present.


20/5/25
District Welfare Officer
Dhenkanal


20/5/25
District Education Officer
Dhenkanal


20/5/25
District Skill Development
-cum- Employment Officer
Dhenkanal


20/5/25
Principal and Member
convener, ITI, Parjang


20/5/2025
ADM (Revenue), Dhenkanal-cum-
Chairmen GB Govt ITI Parjang