

NOTE SHEET

Collector & District Magistrate, Nabarangapur

Governing Body Meeting of Govt. I.T.I., Raighar

This is regarding holding of 3RD Governing Body Meeting of Govt. I.T.I, Raighar.

Hence it is kindly requested to fix a suitable date to hold the Governing Body Meeting, so that other members can be intimated accordingly.

D.F.A

Principal
Govt. ITI, Raighar

Principal
Govt. ITI Raighar

Date:
Time:
Venue:

Fixed on
28.01.25
at 3.00 PM
Collectorate
Nabarangapur

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NOTE SHEET

Collector & District Magistrate, Nabarangpur

Governing Body Meeting of Govt. ITI, Raighar

This is regarding holding of 3rd Governing Body Meeting of Govt. I.TI, Raighar.

Hence it is kindly requested to 3rd Governing Body Meeting agenda may kindly be approved.

D.F.A


Principal
Govt. ITI, Raighar


Approved

OFFICE OF THE PRINCIPAL GOVT.I.T.I RAIGHAR

(Under Directorate of Technical Education & Training, Odisha, Cuttack

Department of Skill Development & Technical Education, Odisha, Bhubaneswar)

GOVERNING BODY MEETING DATED 28.01.2025

AGENDA

1. Welcome Address by the Principal.
2. Admission Status of Academic Session 2024-25
3. Hostel accommodation for both Boys and Girls.
4. Counseling & Awareness for Trainees.
5. Staff position of Govt. ITI, Raighar.
6. Engagement of GIs and Outsourcing Staffs.
7. Scholarship Regarding(PMS and SUDAKSHYA)
8. Placement.
9. OJT
10. Student Data
11. Post facto approval of Expenditure incurred for procurement of equipments and maintenance work during 2023-24 to till date (From PL fund)
12. Requirement of Civil work and other infrastructural development.
13. Any other point with the permission of the chair.

Proceeding of the Governing Body meeting of Government Industrial Training Institute, Raigarh held on 28.01.2025 at 3.00 PM at Collectorate, Nabarangpur.

A meeting of the Governing Body of Government Industrial Training Institute, Raigarh was held on 28.01.2025 at 3.00 PM under the Chairmanship of Collector & District Magistrate, Nabarangpur-cum-Chairman Governing body to discuss various matters pertaining of Govt. ITI, Raigarh. The following members were present in the meeting.

1. District Employment Officer, Nabarangpur, Member
2. District Welfare Officer, Nabarangpur, Member
3. Principal & Member Secretary, Govt. I.T.I., Raigarh

At the outset, the Principal, Govt. ITI, Raigarh welcomed all the members present in the meeting and conveyed his gratitude for having spared time for the meeting. There after the Chairman reviewed the proceeding of the last meeting and express his pleasure on the progress of the institution as regards to action taken by principal & staff.

Deliberating on various achievements & issues of the institution, Principal appraised the following points to the Chairman & other members present in the meeting.

Academic:

The Admission process has been completed. The admission process has been carried out by SAMS portal centrally able to achieved 100% admission for the Academic Year-2024-25.

Sl.No	Trade Name	Sanction Strength	Admission	Vacancy
1.	Electrician(NSQF)	40	40	NIL
2.	Fitter (NSQF)	40	40	NIL
3.	MMV(NSQF)	24	24	NIL
4.	Welder(NSQF)	40	40	NIL
5.	COPA(NSQF)	24	24	NIL
6.	Dress Making(NSQF)	40	40	NIL

Counseling & Awareness for Trainees

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For counseling purpose the team of ITI Raighar conducted Sarapancha, ZP, Parents, Guardians meeting of Raighar block. Visited to the head master/ headmistress of all leading high schools of Raighar block under SSD & Education department with the help of office vehicle (Bolero) and their personal vehicles. Our team also counseled at all the HSC exam centre of Raighar block to make aware about technical education & training among the students and also 09 nos of different schools students visited our workshop. The team conducted programme for felicitation of Role models, Entrepreneurs & convocation of pass out trainees.

STAFF POSITION

The Principal stated the present available staff position and requirement of Instructional and other staff for the session 2023-24 to the GB.

Regular Staff Position: -

Sl No	Post	Sanctioned Post	Man in Position	Vacancy Position	Remarks
1	Principal	1	1	0	
2	Training Officer	1	1	0	
3	Deputy Training Officer	03	0	03	
4	Assistant Training Officer	13	6	07	
5	Section officer	1	0	01	
6	Senior Assistant	1	1	0	
7	Junior Assistant	1	1	0	
TOTAL		21	10	11	

Two nos of Assistant Training Officer are deployed to Govt. ITI, Bhawanipatna and Govt. ITI Paradeep.

Engagement of GI staffs for the session 2024-25

The continuing of Guest Instructors work is satisfactory so they may be engaged further 2024-25 session as per Guest Instructor regulation for smooth functioning of the academic activity.

Sl.No.	Name of the Guest Instructor engaged	Trade	3
1.	Sri Surjya Chandra Rout	Fitter	
2.	Sri Jesan Chandra Kanhar	Welder	
3.	Sri Susanta Kumar Bagarti	COPA	
4.	Sri Basant Kumar Sial	MMV	

Considering the requirement of Teaching staff, it is unanimously decided that the Principal may engage the required GIs(Guest Instructor) having the requisite qualifications and eligibility through Outsourcing Agency on daily wage / remuneration basis or through interview by consisting the selection committee for the session 2024-25 in considering the budget allocation of DTET, until the posting of regular staff.

Engagement of Outsourcing persons:

In considering the day to day cleaning and watch & ward of this Institution 08 (Eight) numbers of Group-D staff have been engaged through Out Sourcing Agency for smooth management of said works. One number of Lady Matron-cum-Cook and one number of Ladies Sweeper-cum-Watchman engaged in Girls Hostel from WSHG. One number Front Desk Management is engaged for day to day official work like admission, preparation of official documents and mailing, examinations, recording of training and placement data and various financial assistances to students.

The GB may be requested to approve the extensions of Service period of Outsourcing Agency Provider to this Institution for a period of another one year for the engagement of below staffs for different service required at Govt. ITI Raigarh during the session of 2024-25.

Sl No	Name	Category of post	Remarks
1	Debesh Mallick	Front Office Management	
2	Hrushikesh Nag	Group D	
3	Hiralal Sunani	Group D	
4	Rabindra Halba	Group D	
5	Dhansai Halba	Group D	
6	Lalit Ku. Besra	Group D	
7	Kamini Keut	Group-D	
8	Kanchananjali Nag	Group-D	

Scholarship:Post Matric Scholarship(PMS)

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Financial year	PMS Scholarship Received by trainees				Total
	ST	SC	OBC/SEBC		
2023-24	114	35	19		168
2024-25	51	9	6		66 Under process

Award of Scholarship for Girls Trainees of Sudakshya Scheme

Financial year	Sudakshya Yojana Scholarship Received by Girls trainees				Remarks
	ST	SC	OBC/SEBC	Total	
2023-24	63	18	28	109	
2024-25	59	26	25	131	21 Under process

Placement status:

This Institution has placed many pass out students in various companies and self-employed.

Academic Year	No of Trainees placed
2023-24	06 Nos
2024-25	04 Nos

OJT(MoU)

Name of the Industry	MoU Signed	No of Trainees trained
Rajlaxmi Hero, Raigarh, Nabarangpur	06.01.2025	05 Nos
OM Durga Motors, Raigarh, Nabarangpur	06.01.2025	05 Nos
Swain & Sons Rice Mill, Dumardihi, Raigarh, Nabarangpur	09.01.2025	
Modern Rice Mill, Kodovata, Raigarh, Nabarangpur	09.01.2025	

Post facto approval of Expenditure incurred for procurement of equipment and maintenance work during 2023-24 to till date

The Principal informed to the GB that the expenditure has already been incurred during 2023-24 under PL account for the development of Institution and smooth running of training programme. The list in Annexure-I is placed to GB for approval.

Already expenditure made under PL/General DevelopmentANNEXURE-1			
Sl.No.	Description of scheme	Amount	Remarks
1	PL/General Development Head	75000.00	
2	Minor Building Maintenance Head	50000.00	
3	Identity Cards for student	16640.00	
4	Maintenance of machine including office	65000.00	
5	Cultural Programme	50000.00	
6	Progress Card of students	15000.00	
7	Inter Exam of the students	15000.00	
8	IYDP	30000.00	
9	Training Programme minor repair of OLIC Project	150000.00	
10	Nua-Odisha Literacy	75000.00	
11	OSFDC Training Programme	95000.00	
Already expenditure made under Procurement of Tools Equipment & Machinery from DTE&T (State Fund)			
1.	Solar Power	414999.00	
2.	Unbranded metal beds for Hostel students	490000.00	
3.	Unbranded Modular table	92898.00	
4.	ACP UPS HSN	331437.00	
5.	Welder,MMV, Electrician,Fitter W/S Epoxy Flooring	4382150.00	
6.	CCTV Camera	1734329.00	
Approve for procurement of different items under PL/General Development Head			
1	Identity Card of students	15000	
2	Development	75000	
3	Minor Building Maintenance	50000	
4	Maintenance of machinery including office	30000	
5	Almirah	50000	
6	Water purifier & Utensils for Hostel	50000	
7	Diesel Generator Set – Fuel cost to meet power back up	10000	
8	Progress card of students	5000	
9	Cultural programme	50000	
10	Athletics programme	30000	
11	Inter exam of the students	5000	

Approve for procurement of different items under DTE&T Fund (State Fund)			6
1	Conference Hall	3000000	
2	Green /White Board enclosure with bas unit	150000	
3	Dual desk bench	300000	
4	Tools equipment & Machinery	7000000	
5	Furniture	200000	
6	Student staffs meeting chair table	250000	
7	Air-condition	100000	
8	Hostel beds students	500000	
9	Almirah	250000	

Requirement of Civil Work and other Infrastructural PH work:

- For the repair work of Safety tank of Govt. ITI, Raighar Administrative Building which was collapsed due to heavy rain.
- For Colour code of Administrative Building, Workshop Building, Boys Hostel, Girls Hostel and Boundary wall as per colour code of Govt.
- For repair work of overhead water tank for the leakage work.
- For repair work for roof top of Administrative and Workshop Building that has multiple leakage due to rain water.
- Iron fencing for 63 KVA Transformer.

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

DWO, Nabarangpur

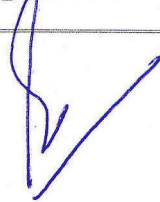



DEO, Nabarangpur

Smt. Bijayashree Patnaik
Principal, Govt. ITI, Raighar
Principal
Govt. ITI Raighar

APPROVED

Collector & District Magistrate, Nabarangpur
& Chairman, Governing Body, ITI, Raighar

**Members present in the Governing Body meeting of Govt,ITI
Raighar held on 28.01.2025 at 3.00 PM in the Collectorate,
Nabarangpur.**

Sl.No.	Member	Signature	
01	Collector-cum-District Magistrate, Nabarangpur	Chairman	
02	District Employment Officer, Nabarangpur	Member	
03	District Welfare Officer Nabarangpur 	Member	
04	Principal Govt. ITI Raighar	Member Secretary	