

PROCEEDINGS OF THE 1stGOVERNING BODY MEETING OF

ITI KAPTIPADA HELD ON 23.07.2025

The First Governing Body meeting of GOVT. ITI **KAPTIPADA** was held in the office chamber of Principal ITI **KAPTIPADA** and Chairman Governing Body on Dt.23.07.2025 at 1.00 pm under the chairmanship of Sub- Collector Udala. In the meeting the following members were present.

1. Shri Sushanta Kumar Barik	OAS(S)Sub-Collector &SDM Kaptipada, Udala	Chairman
2. Shri Asish Kumar Basantia	DSDEO, Mayurbhanj	Member
3. Sri Gurucharan Mallik	DWO, Mayurbhanj	Member
4. Sri Ghanashyam Singh	BEO, Kaptipada	Member
5. Sri Kandan Majhi	Nodal Officer	Member
6. Mrs Ipsita Sahu	Principal	Member Secretary
7. Sri Manoranjan Singh	Training Officer	Member
8. Sri Rohidas Singh	ATO, Electrician	Member
9. Sri Kishor Kumar Nayak	ATO, Fitter	Member
10. Mrs. Sasmita Murmu	ATO, Electrician	Member
11. Sri Bishnupada Sarjam	Jr. Asst	Member
12. Sri Loverjit Sahu	ATO, Machinist	Member

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

Admission of new trainees in different trades of the ITI:-This year 140 nos of trainees (7 units) have taken admission in the following different trades

Sl. No	Name of Trade	Total no. of trainees admitted	SC/ST trainees admitted	Girl trainees admitted	Remarks
1	Fitter(NSQF)	40	18	7	
2	Electrician(NSQF)	40	15	6	
3	Machinist(NSQF)	20	10	3	
4	Solar Technician(NSQF)	40	21	7	
	TOTAL	140	64	23	

Existing trainees in different trades of the ITI: -This year 83 nos of trainees are promoted to 2nd year classes in the following different trades: -

Sl. No	Name of Trade	Total no. of trainees admitted	SC/ST trainees admitted	Girl trainees admitted	Remarks
1	Fitter	40	20	1	
2	Electrician	40	19	7	
3	Machinist	20	8	2	
	TOTAL	140	47	10	

Curriculum Progress of different trades: - The curriculum progress in different trades is as follows

Sl. No	Name of Trade	Curriculum Progress of 1 st year trainees	Curriculum Progress of 2 nd year trainees	Remarks
1	Fitter(NSQF)	16 weeks	18 weeks	Classes have been started from 2.9.2024
2	Electrician(NSQF)	16 weeks	18 weeks	--do--
3	Machinist(NSQF)	16 weeks	18 weeks	--do--
4	Solar Technician(NSQF)	16 weeks	NIL	--do--

Orientation programme for high school Headmasters/Headmistress to create zero vacancy in admission: -

This year one orientation programme for the high school Headmasters may kindly be arranged in the winter season to increase the awareness of technical education among the tenth-class students.

The principal will visit different high schools for career counselling and 10 nos of High school girls' trainees are already visited to our institution for improving girls' trainees' admission under SUDAKHYA in 2025-26 session. Also inspire the pass out trainees for more participation in NANO UNICORN scheme.

Conduct of Institutional level and Participate Regional level competitions for ITI FEST-2024: -

This year there will be state level ITI Fest-2024 in 71 nos of different athletic/cultural events for all the Govt. ITIs of the state conducted by DTET. For this purpose, we have prepared our trainees through Institutional level competition in 40nos athletic/cultural events to participate in Regional Level competition at ITI, Balasore. The expenses will be met from the fund allotted in IEC, IAL and PI fund.

Repair and Renovation work of hostel and institution buildings including water supply and sanitary system: -

The construction of Girls hostel (50 seated), Boys hostel (100 seated) and Staff quarter Civil work has already been started by RWD, Kaptipada.

Procurement of furniture's (Library, Store and office), Tools and Equipment for Electrician, Fitter, Machinist and Solar Technician Trades, RO Water Purifier, Multi-functional Printer for Office, CNC Machine for Machinist trade, Computers for IT lab, Cannon Xerox machine etc.: -

As the hostel Civil work is going on, so 50 nos of bed have been purchased for temporary hostel arrangement through M/S Arati engineering in EPM rate

In this ITI there is no computers for CBT examination, so 50 nos of computers for IT Lab purchase order had been placed through GeM by "M/S Sidhi Binayak Informatics, Balasore as per L1 quotation. And the system is delivered.

The “M/S Sharma steel “and Nilandri electricals had been placed with the Purchase Order for supply of Raw materials for Fitter, Machinist and Electrician, Solar Technician trade respectively.

The purchase order for supply of A3 Printer multifunctional had been placed with the “M/S Sidhi Binayak Informatics, Balasore as per L1 quotation.

Proposal may kindly be approved to procure ,02 nos Laptop for carrier counselling and online admission work,01 no Inkjet Color Printer for official work, CNC Machineries for Machinist trade, 01 no Sound System for Morning assembly of trainees, Stainless steel RO water cooler for Institute one no of aluminum ladder for electrician trade. 02 Nos of LCD projector for smart class room, 01nos of Smart Interactive Board for Library, which may kindly be approved to procure through L1 or Market survey.

So, the above-mentioned items may be booked under Tools & Equipment Head and PL fund with the approval of Governing Body.

Engagement of PTGIs for the session 2024-25: -

In this ITI there is acute shortage of staff for different trades. So, the following 2 nos of PTGIs have been engaged on hourly remuneration basis to manage the classes which may please be approved.

SL NO	TRADES	NO OF UNITS	NO OF PTGI	NAME OF PTGI
1	Electrician	2	1	Gagan Parida
2	Machinist	2	1	Mukesh Kumar Senapati

Engagement of Attendant, Sweeper and Peon on Outsourcing basis: -one no cook cum matron ,01 no of sweeper as per DTE&T order and 01 no of peon on the basis of daily wages may be engaged for proper watch, 3 Number of Watchmen for three shifts, watch and ward and cleaning engaged through outsourcing basis, which may please be approved.

Finally, the meeting ended with vote of thanks to the chair.