Minutes of discussion for the 3nd meeting of Governing Body ITI ,Balugaon held on 18.11.2025 at 4:30 PM under the Chairmanship of Miss Poonam Mahapatra, OAS, BDO Chillika, Khordha on behalf of Collector cum District Magistrate , Khordha at Office Of The Principal ,Govt.ITI. Balugaon, Khordha.

Standing members:-

1. Dr. Gitanshu Mohan Das – Member
   District Welfare Officer ,Khurda
2. Sri Subash Behera – Member
   Skill Devlopment & Employment Officer,Khordha
3. Sri Sahadev Naik – Member Convener
   Principal Govt.ITI ,Balugaon

Members Present :-

1. Sri Subash Behera – Member
   Dy, Director skill Devlopment & Employment,Khordha
2. Miss Poonam Mahapatra, OAS
   BDO Chillika – Member
3. Sri Sahadev Naik – Member Convener
   Principal Govt.ITI ,Balugaon

The Meeting was chaired by Miss Poonam Mahapatra, OAS, BDO Chillika, Khordha and representative of Chairman Governing Body ,ITI Balugaon

At the outset of the meeting, Principal ITI Balugaon welcome the Chairman and the other members present in the meeting.

The principal Placed before the Agenda of the minuets of meeting

AGENDA :-

1.Welcom Address by the Principal

2. Review of Academic Curriculum & Admission status during current training session 2024-25.

3.Steps to be taken for upcoming admission session 2025-26 .

4.Organization of different program/Activity at Govt.ITIs.

5.Engagement of Guest Instructor for the session 2024-25.

6.OJT (On Job Training).

7.ROR

8. Any other point for discussion with kind permission of the chair.

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2. Review of Academic Curriculum & Admission Status during current training session 2025-26

SL. No.	Trade	Intake	No. of candidates admitted during 2025-26	Vacancy
1	Dress Making (NSQF)	40	40	0
2	Electrician(NSQF)	40	39	01
3	Fitter(NSQF)	40	40	0
04	MMV (NSQF)	24	24	0
	Technician Electronics System Design Repair (NSQF)	24	24	0
Total		168	167	00

SL. No.	Category	Boys	Girls
1	General	80	55
2	SC	19	10
3	ST	00	03

Out of total intake 168 nos. 168nos. candidates in different trade admitted ,where in 55 nos. of women candidates got admission and 30% target on women enrollment for total 50 seats filled at this institute by accorded with proper measures of advertisement through poster, Brochures & Leaflets as well as Electronics Media also.

3. <u>Steps Taken for upcoming Admission session 2026-27</u>

Trade	Intake	No of Candidates to be Admitted	Proposed % and number of Women to be admitted	SC %	ST %
Dress Making (NSQF)	40	40	30%	6	9
Electrician(NSQF)	40	40		6	9
Fitter(NSQF)	40	40		6	9
Technician Electronics System Design Repair (NSQF)	24	24		4	6
Mechanic motor vehicle (NSQF)	24	24		7	11
Total	168	168	51	29	44

As like previous year practice ,more of high school passed out student to be motivated for craftsman training through career counseling and Headmasters sensitization program.Necessary instruction may kindly be given from District Administration to District Education Officer Khordha & respective Block Education Officer of different block of the district for coordinate with the institute and provide required support and cooperation as per SoP .

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Women empowerment under "sudakhya Scheme " Mobilization of women candidates of the respective Block Education Officer of khorda District also.

4. **Organization of different program/activity. at Govt .ITIs.**
   A program of **Swachta Hi Seva** has been completed with grand success by focusing on various cleanliness activity like plastic free camping, Plantation, making of dustbin from garbage materials ,swachata slogans ,debate ,quiz competition ,swachata Rally etc. as a part of this program. Certificate trophy distribution to the participant .
   Another program of **World Youth Skills Day** was organized at this Institute on dated 15.07.2025 . On this Occasion Inter college Skills Exhibition was held ,where all Trade trainees were participated with their handmade project/Job .Miss Poonam Mahapatra (OAS)BDO Chillika was Invited as Chief Gust and BEOs of Tangi & Chillika as Guest of Honors for grand success of the program by Evaluating the projects and distribute certificate with trophy to the winners .

5. **Engagement of Guest Instructor for session 2025-26**
   As all units of all trade has been filled up for the current session 2024-25, hence total 07 nos. trainers to be engage to manage the class .At present no trainer has been posted out of the 07 trainers at the level of DTE&T ,Odisha and to manage the classes the service of Guest Instructor to be hired on hourly remuneration basis, as 02 nos. of Guest Instructor has been approved by the Government on first phase and 02 nos.of Guest Instructor is essential for One New Trade which has already been sent for approval at DTET. The committee agreed to engage Guest Instructor basing upon the due procedure approval of next competent authority keeping into allocation of fund by Government.

6. **OJT- On Job Training.**
   As regards OJT, there is a provision of 1600 hours training in a year out of which training as per DGT syllabus for 1200 hours be provided at the ITI Level and rest 400 hours be for nearby industry (OJT)/Project work. This institute has sponsored all the 2nd year of Two years Trade and 1st year one Year Trade to nearby Industry like L&T Cuttack and SAHI EXPORT Bhubaneswar in two phase for OJT .

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7. **ROR**

As regards ROR of the land in possession (Govt. Land) by the institute ,the chairperson advise the principal to apply before the component authority under ERA 2006 in form "A" for Approval of the same by the DFO Balugaon within the prescribed timeline . We had proceed Tahasil Office Chillika , discussed with Tahasildar and proceed to Revenue section of Collectorate Khurda for further process as per his direction . After discussion with revenue section it is found that 2/17 Alienation case 5 Acre (Plot no-473, 824, 825, 826) still than pending for approval of DFO, Khordha.

The Meeting was ended with vote of thanks to the Chair.

18/11

Dr. Gitanshu Mohan Dash
DWO ,Khurdha(member)

18.11.25

Miss Poonam Mahapatra,OAS
BDO ,Chillika(Member)

18.11.25

Sri Sahadev Naik
Principal Govt.ITI. Balugaon
(Member Convener)

18.11.25

Sri Subash Behera
Skill Development
& Employment Officer ,Khurdha (Member)

Sri Amrit Ruturaj, IAS
Collector-cum- District Magistrate ,Khordha
and Chairman Governing Body
Govt.ITI. Balugaon

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