

# Government Polytechnic, Balasore



## INFORMATION BROCHURE

2022-23



A Government of Odisha Institute under the Department of Skill Development and Technical Education, administrative controlled by DTET, Cuttack, Odisha and approved by AICTE, New Delhi and SCTE&VT, Bhubaneswar, Odisha



## Principal's Message



It gives me immense pleasure to welcome you all to Government Polytechnic, Balasore with an eco-friendly campus coupled with the best infrastructure to help in learning technical skills and professional excellence. It is the most sought-after institution for students interested in technical education in Balasore district, and also an admired avenue for technical education among

students from other districts. The institution has also made good progress in terms of placements and has also undertaken encouraging steps towards promotion of technical education among girls so as to have gender parity in technical education and a gender-sensitive academic ambience. Apart from academics, the students have also showcased their abilities in sports and other extracurricular activities both inside the campus as well as on other platforms outside it. The campus has also maintained a vibrant campus-life complete with playgrounds, laboratories, library, cafeteria, on-campus hostels, and adequate security arrangements. Education doesn't mean accumulation of information only. Education is the right way of perception and implementation of the knowledge. Government Polytechnic, Balasore offers the opportunity for young individuals to learn the skills that paves their way to a brighter tomorrow.

Printed and published under the authority of

**Sri Ashok Kumar Rath**

Principal

Government Polytechnic, Balasore

With best compliments from:

Principal & Members of  
Institute Prospectus Committee



## **Vision**

The vision of the institution is to be a leading technical institution in the country for nurturing young and aspiring talents with emphasis on academic excellence, innovative research and development programs in different technical disciplines fulfilling the needs of the industries, society and nation at large.

## **Mission**

The Mission of the institution is to

- nurture learners to develop a spirit of self-employability and innovative research by imbibing professional and ethical values.
- inculcate an attitude towards lifelong learning-by providing technical knowledge and required skills through modern techniques and tools.
- strengthen the industry-institution collaboration in order to provide learners with opportunities to engage in real-world projects and promote safe, sustainable and environment friendly technology for the betterment of the society.

## **Values**

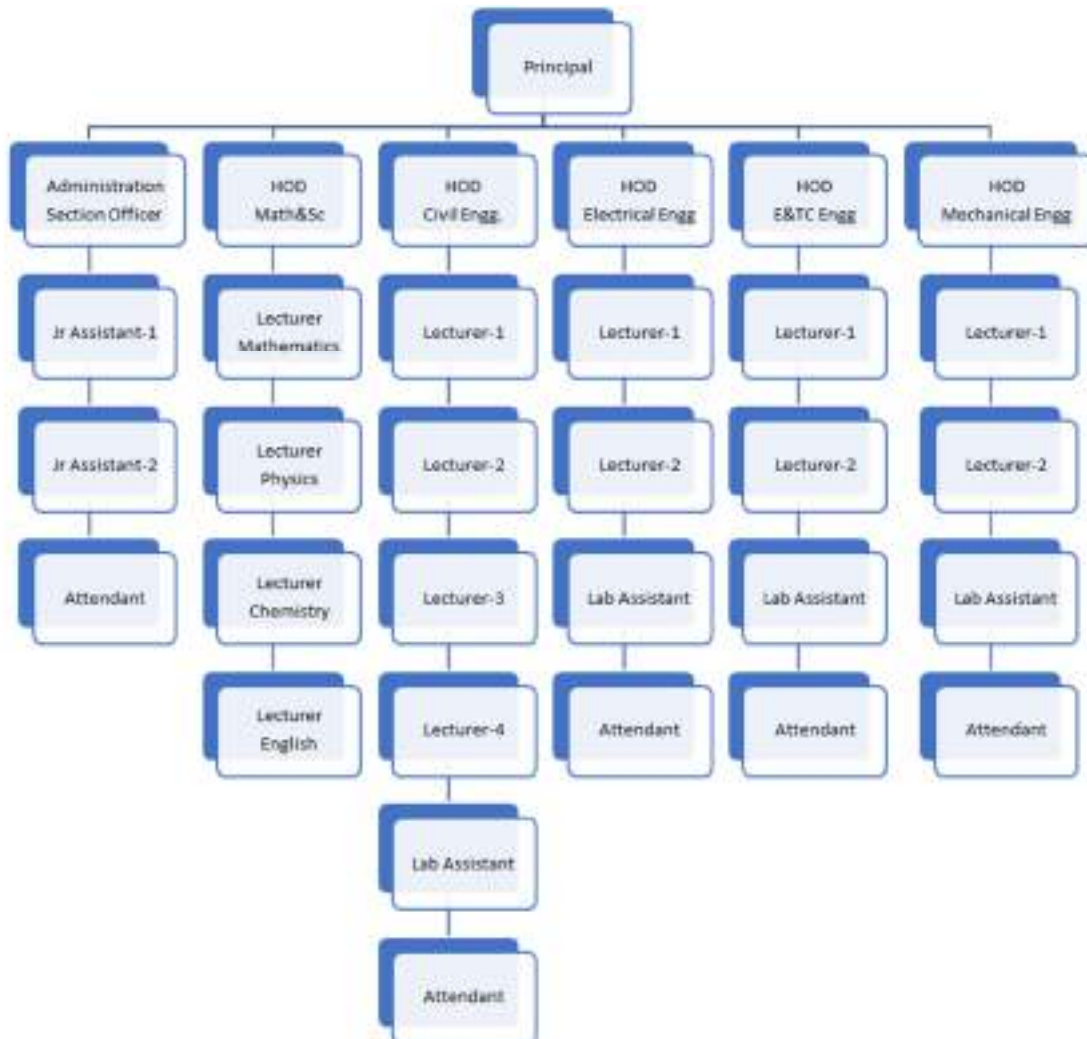
- Discipline
- Teamwork
- Transparency
- Leadership
- Social Service



## Board of Governors

Sl. No.	Members
1	Collector and District Magistrate Balasore, Chairman
2	Regional Officer, ERO, AICTE, Kolkata, Member
3	Nominee of DTE&T, Odisha, Member
4	Nominee of V.C. SCTE&VT, Odisha, Member
5	Two Faculty members nominated by Principal, Member
6	Principal of Govt. ITI in the concerned district, Member
7	District Employment Officer of the region, Member
8	District welfare Officer, Member
09	Executive Engineer(R&B) Division of the Region, Member
10	Director Operations- Emami Paper Mills, Balgopalpur, Balasore, Member
11	Director Operations- Emami Paper Mills, Balgopalpur, Balasore, Member

## Organisation Hierarchy







## Institute Administration

Sl. No.	Name	Designation	Mobile
1	Sri Ashok Kumar Rath	Principal	9437569481
2	Mrs. Basanti Panda	Section Officer	8249236931
3	Mrs. Anusmruti Pati	Jr. Assistant	7008832295
4	Mrs. Priti Padma Ghosh	Jr. Assistant	8260007232

## HODs

Sl. No	Department	Name	Mobile
1	Mathematics & Science	Mrs. Nirupama Panda	8658969487
2	Civil Engineering	Er. Gayatri Jena	7978365317
3	Electrical Engineering	Er. Biswajit Mallik	7894398676
4	E&TC Engineering	Er. Yogasakti Yogamaya	9437339935
5	Mechanical Engineering	Er. Duryodhan Das	9438512963

## Officers-In-charge

Sl. No	Section	Name of the Officer	Mobile
1	Admission & Examination	Er. Kaushik Murmu	9861464705
2	Account Section	Mrs. Basanti Panda	8249236931
3	AICTE/AISHE/SCTEVT Affiliation	Er. Swagatika Malik	7683857953
4	Training & Placement	Mrs. Nirupama Panda	8658969487
5	Institute Workshop	Er. Sibendra Nath Ghose	9938702371
6	Scholarship	Er. Radha Rani Panda	9692230980
7	Computer and Internet	Er. Kaushik Murmu	9861464705
8	Institute Transport	Er. Sibendra Nath Ghose	9938702371
9	Store & Purchase	Er. Biswajit Mallik	7894398676
10	Estate & Building Maintenance	Er. Gayatri Jena	7978365317
11	Electrical Maintenance	Er. Biswajit Mallik	7894398676
12	Library	Mrs. Gayatri Lenka	6370698465
13	Sports	Er. Yogasakti Yogamaya	9437339935
14	Academic Co-ordinator	Er. Yogasakti Yogamaya	9437339935
15	Cultural	Mrs. Gayatri Lenka	6370698465
16	Magazine	Er. Swagatika Malik	7683857953
17	Alumni	Mrs. Gayatri Lenka	6370698465
18	MO College	Er. Biswajit Mallik	7894398676



## OTHER OFFICIALS

Public Information Officer	: Mrs. Gayatri Lenka
APIO	: Mrs. Basanti Panda
Internal Complaint Committee	: Mrs. Nirupama Panda
Academic Co-ordinator	: Er. Yogasakti Yogamaya

## HOSTEL ADMINISTRATIONS

### Boys Hostel:

<b>Superintendent:</b>	Er. Duryodhan Das	7894398676
<b>Asst. Superintendent:</b>	Mr. Muktikanta Padhi	9338078816
<b>Hostel assistant:</b>	Mr. Manoj Kumar Mohapatra	9776234555

### Girls Hostel:

<b>Superintendent:</b>	Er. Yogasakti Yogamaya	9437339935
<b>Asst. Superintendent:</b>	Er. Swagatika Malik	7683857953
<b>Hostel assistant:</b>	Mrs. Padmini Behera	7008855014
<b>Matron:</b>	Mrs. Puspalata Roul	7894903462

## ACADEMIC PROGRAMME

### 3 YEARS DIPLOMA PROGRAMME (FRESH) & 2 YEARS LE (ALL AICTE APPROVED)

Sl. No	Branch	Year of starting	Intake	TFW	EWS	LE	Total
1	Civil Engineering	2013	120	6	12	12	150
2	Electrical Engineering	2013	60	3	6	6	75
3	Electronic & Telecommunication Engineering	2013	60	3	6	6	75
4	Mechanical Engineering	2013	60	3	6	6	75



## INCUMBENCY OF PRINCIPALS

Sl. No.	Name	Qualification	Period	
			From	To
1	Er. N R Pattanaik	M.Tech (Civil Engg.)	1.11.2012	15.08.2013
2	Sri A K Rath	M.COM, MBA	16.08.2013	14.05.2015
3	Er. M P Panigrahi	B.Tech (Electrical Engg.)	14.05.2014	11.08.2016
4	Er. A P Patra	M.Tech(Mechanical Engg.)	12.08.2016	27.10.2016
5	Er. M P Panigrahi	B.Tech (Electrical Engg.)	27.10.2016	30.11.2016
6	Er. A P Patra	M.Tech(Mechanical Engg.)	1.12.2016	26.07.2017
7	Er. A K Mallik	BE (Electrical Engg.)	27.07.2017	30.09.2021
8	Mrs. Nilima Sahu	M.SC, M.Phil(Chemistry)	1.10.2021	02.09.2022
9	Sri A.K. Rath	M.COM, MBA	19.09.2022	Continuing

## INSTITUTE TIMING

Office Hours (Monday to Saturday) : 09:30 AM to 5:30 PM  
(2<sup>nd</sup> Saturday and 4<sup>th</sup> Saturday Off)

Academic Hours (Monday to Friday) : 10:00 AM to 5:00 PM

Saturday : 10:00 AM to 1:40 PM

### IMPORTANT INSTRUCTION

*Academic time and schedule changed as per the approval of authority*



## CONTENTS

SL. NO	TOPIC	PAGE
1	ABOUT GOVERNMENT POLYTECHNIC BALASORE	8
2	DEPARTMENT OF MATHEMATICS & SCIENCE	9-11
3	DEPARTMENT OF CIVIL ENGINEERING	12-14
4	DEPARTMENT OF ELECTRICAL ENGINEERING	15-17
5	DEPARTMENT OF E&TC ENGINEERING	18-22
6	DEPARTMENT OF MECHANICAL ENGINEERING	22-24
7	TRAINING & PLACEMENT CELL	25-26
7	COMPUTER FACILITY	26
8	INTERNET FACILITY	27
9	LANGUAGE LABORATORY FACILITY	27-28
10	LIBRARY FACILITY	28-29
11	WORKSHOP	29-30
12	TRANSPORT	31
13	HOSTEL FACILITY	32-36
14	COMMITTEE DETAILS	37
15	EXTRA-CURRICULAR ACTIVITIES	37-39
16	CO-CURRICULAR ACTIVITIES	40
17	ALUMNI ASSOCIATION	40-41
18	RULES AND POLICIES FOR FACULTY	42
19	RULES AND REGULATION FOR EXAMINATION	42-44
20	ADMISSION PROCEDURE AND FEE STRUCTURE	44
21	SCHOLARSHIPS AND AWARDS	45-46
22	HOLIDAY LIST	46
23	ACADEMIC CALENDAR	47
24	INSTITUTE MAGAZINE	48





## ABOUT GOVERNMENT POLYTECHNIC BALASORE



Established in 2013, Government Polytechnic, Balasore is a Government Diploma Engineering Institute situated at

Remuna, a calm and serene environment little away from the chaos of city life, located between the Fakir Mohan Medical College and Hospital and Fakir Mohan University(New Campus) in Balasore. The Institute provides a perfect environment for the teaching-learning process. It is having excellent communication facility having 8 kilometres distance from Balasore main Bus Stop and 12-kilometres distance from Balasore main railway station. Campus of the Institute spreads over 10 acres of land which accommodates infrastructure for academic, workshop, administration, hostels, cafeteria, staff accommodations and skill development centre with a spacious playground. It offers an excellent infrastructure and best learning environment in the city of art and culture. Be it higher education at technical universities or a respectable job at public sectors or multinational companies, the student of Government Polytechnic, Balasore has achieved. Besides the academic strength that students garner here, they also participate and perform various co-curricular and extracurricular activities. This Institute offers courses in Civil Engineering, Electrical Engineering, Electronics & Telecommunication Engineering and Mechanical Engineering facilitating Well-equipped laboratories, e-library, smart classroom, e-learning studio, well-lighted, seminar hall, Robotic Lab, Yoga Hall for Physical activities and ventilated classrooms add value to quench the thirst for learning. Young talents get the scope of industry exposure and employability with local industries in close proximity of the institution.

They are also nurtured to explore their hidden talents through project making, technical seminar, Internship, Industry visit, co-curricular and extra-curricular activities.

Last but not the least, the dedicated faculties, staff and alumni of the institution contribute significantly in shaping the future of the students.



## DEPARTMENT OF MATHEMATICS & SCIENCE

### 1. About the Department:





The Math& SC. dept. Provides quality and innovative teaching to the students to pursue their careers ahead. It is the platform on which the entire course is build-up. This department is the pillar of three years diploma engg. provided to the students to enhance their knowledge in a technical environment. It is adorned with well-equipped laboratories as well as experienced faculties. This department helps the student to develop their scientific knowledge and values in a border sense, make them technical sound and exports in their respective domain. It is the root of all the success.

### 1. Faculty Details:

Sl. No.	Name of Faculty	Qualification	Email	Mobile
1	Mrs. Nirupama Panda, HOD	M.Sc(Phy)	<a href="mailto:pandanirupama.rev@gmail.com">pandanirupama.rev@gmail.com</a>	8658969487
2	Mrs. Gayatri Lenka, Lecturer (English)	M.A,B.Ed (English)	<a href="mailto:gayatrilenska1987@gmail.com">gayatrilenska1987@gmail.com</a>	6370698465
3	Er. Swagatika Malik, Lecturer (IT)	B.Tech	Swagatika.malik@gmail.com	7683857953
4	Mrs. Gayatri Parida, Lecturer (Chemistry)	M.Phill (Chem.)	<a href="mailto:gayatridipi@gmail.com">gayatridipi@gmail.com</a>	7749809003
5	Er. Kaushik Murmu, Lecturer (CSE)	M. Tech	Kaushik.achieve@gmail.com	9861464705
6	Mr. Muktikanta Padhi, Lab Assistant (Chemistry)	M.Sc	<a href="mailto:p.muktikanta@gmail.com">p.muktikanta@gmail.com</a>	9338078816
7	Mrs. Bindushree Sahoo, Lab Assistant (Physics)	M.Sc	<a href="mailto:lilibindu@gmail.com">lilibindu@gmail.com</a>	9438469448
8	Mr. Udayendu Sahoo, Contractual Faculty	<b>MBA</b>	<a href="mailto:udayendutapas@gmail.com">udayendutapas@gmail.com</a>	9853707814
9	Miss Jayashree Jena, Contractual Faculty	M.Sc(Math)		8249679352
10	Mr. Prabhakar Das, Contractual Faculty	M.Sc(Math)	<a href="mailto:dasprabhakar554@gmail.com">dasprabhakar554@gmail.com</a>	7735304916
11	Mr. Santosh Kumar Jena, Contractual Faculty (CSE)		onlytosantosh@gmail.com	9861960334



## 2. Laboratory details:

Sl.No.	Name of Laboratory	Equipments
1	Engg. Physics Lab 	Vernier Calliper, Screw Gauge, Spherometer, voltmeter, Ammeter
2	Engg. Chemistry Lab 	Chemical Balance, Distilled water Plant, Digital P <sup>H</sup> -metre, Conc. and Diacid solution
3	Language Lab  Gourpur, Odisha, India GRJX+G2V, Gourpur, Odisha 756019, India Lat 21.531526° Long 86.846974° 30/06/22 12:47 PM	1 laptop, 1 projector with screen, 1 headphone, 33 small earphone, 02 microphones (01 wired, 01 wireless) and 01 amplifier.
4	Computer Lab 	60 nos. of Computer intel i5 processor with 100 MBPS Internet speed.
5	ED	ED Tables, Drafter and



<p>6</p>	<p><b>Workshop</b></p>	<p>Bench vice, Try Square, Steel Rule, File Flat Bastard, Square File, Hacksaw Frame with blade, Surface Plate, Scriber, Dot Punch, Ball Peen Hammer, Angle Plate, Flat Chisel, Bench Drilling machine with drill bit, Vernier height gauge, V Block, Welding screen or helmet, Welding screen or helmet, Chipping hammer, Cable and cable connectors.</p>

## DEPARTMENT OF CIVIL ENGINEERING



### **1. About the Department:**

Civil engineering plays a vital role in the field of construction and maintenance works such as buildings, roads, railways, bridges, culverts, embankments, dams, reservoir and airport to provide safety against natural disaster attributes a pleasant environment with ethical values.

#### **Vision:**

To create peerless Civil engineer towards sustainable development in the field of construction design, industries and in technical research with ethical principles for the economic as well as structural growth of nation.

#### **Mission:**

**M1:** -To impart high quality teaching and learning facilities based on ethical values so that students are inspired to develop new inventive ideas and contribute meaningful growth of society.

**M2:** -To inculcate with technical knowledge on development of leadership quality for self-employment.

**M3:** -To meet the challenges for industries and consultancy project works.

**M4:** -To ensure the fulfilment of societal need for protect against natural disasters and provide pleasant environment.






## 2. Faculty Details:




Sl. No.	Name of Faculty	Qualification	Email	Mobile
1	Er. Gayatri Jena, HOD	M.Tech	<a href="mailto:aiet.gayatri@gmail.com">aiet.gayatri@gmail.com</a>	7978365317
2	Er. Frankan Kumar Basa, Contractual Faculty	M.Tech	<a href="mailto:bfrankan@gmail.com">bfrankan@gmail.com</a>	9668684964
3	Er. Bikash Kumar Patra, Contractual Faculty	B.Tech	bikashkumarpatra09@gmail.com	9437413920
4	Er. Kalpashree Behera, Contractual Faculty	B.Tech		9348681720
5	Mrs. Tanmayee Das, Contractual Faculty	B.Tech	<a href="mailto:tanmayeedas402@gmail.com">tanmayeedas402@gmail.com</a>	8763312773
6	Miss Jyotsna Pradhan, Contractual Faculty	Diploma	jyotsnapradhan7437@gmail.com	9338078816
7	Miss Ankita Swain, Contractual Faculty	B.Tech	<a href="mailto:ankitaswain2015@gmail.com">ankitaswain2015@gmail.com</a>	7978361764
<b>SUPPORTING STAFF</b>				
01	Mrs. Minati Barik-Attendant			

3. Laboratory details: Civil Engineering department maintains all well-equipped laboratories.

**Various Laboratories are:**

Sl. No.	Name of the Laboratory	Equipment
01	Surveying Laboratory 	<ul style="list-style-type: none"> <li>• Tapes</li> <li>• Chains</li> <li>• Prismatic Compass</li> <li>• Surveyor Compass</li> <li>• Dumpy level</li> <li>• Plane table with all accessories</li> <li>• Electronic digital Theodolite</li> <li>• Electronic Total station</li> <li>• GIS</li> </ul>



<p>02</p>	<p>Geotechnical engineering Laboratory</p> 	<ul style="list-style-type: none"> <li>• Casagrande apparatus</li> <li>• Plastic limit apparatus</li> <li>• Shrinkage limit apparatus</li> <li>• Pycnometer</li> <li>• Standard proctor test</li> <li>• Modified proctor test</li> <li>• Standard cone penetrometer</li> <li>• Dynamic cone penetrometer</li> <li>• Oven</li> <li>• Core cutter apparatus</li> <li>• Triaxial test apparatus</li> <li>• Consolido meter apparatus</li> </ul>
<p>03</p>	<p>Transportation engineering Laboratory</p> 	<ul style="list-style-type: none"> <li>• Loss angle abrasion testing machine</li> <li>• Impact testing Machine</li> <li>• Bitumen ductility test</li> <li>• Ring &amp; ball apparatus</li> <li>• Penetrometer for bitumen apparatus</li> <li>• Mechanical stirrer</li> </ul>
<p>04</p>	<p>Concrete structure Laboratory</p> 	<ul style="list-style-type: none"> <li>• Sieves of different sizes</li> <li>• Vicat apparatus</li> <li>• Le chateliers apparatus</li> <li>• Vee-bee consistometer</li> <li>• Vibrating table</li> <li>• Slump cone apparatus</li> <li>• Compaction factor test apparatus</li> <li>• Jar test Apparatus</li> <li>• Universal testing machine</li> <li>• Compressive testing machine</li> <li>• Specimen mould</li> </ul>
<p>05</p>	<p>AutoCAD Laboratory</p> 	<ul style="list-style-type: none"> <li>• AutoCAD</li> <li>• Staad pro</li> <li>• Microsoft project</li> <li>• Microsoft word</li> <li>• Microsoft excel</li> </ul>



## DEPARTMENT OF ELECTRICAL ENGINEERING



### 1. About the Department

The department of Electrical Engineering was established in 2013 with an intake capacity of 60 students. The department aims to be successful both in professional career as well as higher studies and to promote excellence in teaching, research, collaborative activities and contributions to the society.

#### **Vision**

To produce diploma Electrical engineers who are competent on national level having high moral and ethical values to satisfy the needs of society as well as industry.

#### **Mission**

M1 - Provide students with solid foundational concepts, analytical thinking ability and problem-solving techniques in order to improve their lifelong learning.

M2- Produce industry ready diploma engineers through technical and life skill training for overall growth of the learners.

M3-Develop leadership abilities within learners through various teaching and learning activities.



### 2. Faculty Details:

Sl. No.	Name of Faculty	Qualification	Email	Mobile
1	Er. Biswajit Mallik, HOD	B.Tech	<a href="mailto:biswajitmallik05@gmail.com">biswajitmallik05@gmail.com</a>	7894398676
2	Er. Radha Rani Panda, Lect. (Electrical)	B.Tech	<a href="mailto:marycherry.panda5@gmail.com">marycherry.panda5@gmail.com</a>	9692230980
3	ANITA SHIAL, Lect. (Electrical)	M.Tech	<a href="mailto:anita.shial84@gmail.com">anita.shial84@gmail.com</a>	8763311695



4	Suresh Mallik, Contractual Faculty (Electrical)	B.Tech	<a href="mailto:sureshmallik164@gmail.com">sureshmallik164@gmail.com</a>	8457038781
5	Mrs. Padmini Behera, Lab Assistant	B.Tech	<a href="mailto:padmi.behera859@gmail.com">padmi.behera859@gmail.com</a>	7008855014
6	Prasanta Kumar Das, Contractual Faculty (Electrical)	Diploma	prasantadas2013@rediffmail.com	7504361834
<b>SUPPORTING STAFF</b>				
01	Mrs. Minati Barik- Attendant			

### 3. Laboratory details:

Sl. No.	Name of the Laboratory	Equipment
1	Electrical Machines Laboratory-I 	DC series motor, DC shunt motor, DC compound motor, DC compound motor & alternator set, slip ring induction motor with dc compound generator, single phase repulsion motor, 3 Phase transformer 20 KVA ,3 phase rectifier, DC shunt motor & alternator set ,3 Phase induction motor, single phase induction motor.
2	Electrical Machines Laboratory-II 	DC series motor, DC shunt motor, DC compound motor, DC compound motor & alternator set, slip ring induction motor with dc compound generator, single phase repulsion motor, 3 Phase transformer 20 KVA ,3 phase rectifier, DC shunt motor & alternator set ,3 Phase induction motor, single phase induction motor
3	Power Electronics and PLC Laboratory	Single phase Bridge Inverter Trainer Kit, TRAIC, DIAC&SCR Characteristics apparatus ,3 Phase fully control bridge converter, Digital storage oscilloscope 100 MHz, Function generator 25 MHz, single cycloconverter, speed control of DC





		<p>motor using chopper,</p>
<p>4</p>	<p>Circuit &amp; Simulation Laboratory</p>	<p>KCL &amp; KVL Trainer Kit, superposition Trainer Kit, Thevenin theorem Trainer Kit, Norton's theorem Trainer Kit, Miliman's theorem Trainer Kit, Maximum power transfer theorem trainer kit, Resonant Kit of RLC circuit, T type passive high, low, band pass&amp; band stop filter, Two port network</p>
<p>5</p>	<p>MATLAB</p> 	<p>30 nos of PCs with MATLAB software</p>





## **DEPARTMENT OF ELECTRONICS & TELECOMMUNICATION ENGINEERING**



### **1. About the Department:**

Department of Electronics Engineering is one of the largest and most advanced branches of engineering field. The Department of Electronics and Telecommunication Engineering of this premier institute was established in the year 2013. Department of Electronics and Telecommunication Engineering is a skill workforce training to face the challenge of Digital India. The department offers diploma (3 years) in Electronics and Telecommunication Engineering.

The department aims to create competent Electronics and Telecommunication Engineers to serve the needs of modern advance technology and society. To compete these the department has well equipped laboratories like VLSI & Embedded Lab, MATLAB, PLC & Automation Lab, Power Electronics Lab, Communication Engg. Lab., Digital & Microprocessor Lab, Analog Electronics Lab, Electronics & Measurement Lab, Computer Hardware & Networking Lab

Passed out students have been successfully placed in different leading organizations. While some of our students are pursuing higher studies in different leading institutes.

#### **Vision:**

The department of electronics and telecommunication engineering is committed to provide cutting-edge technical education and skills in order to promote professional, innovation, creativity and ethical values among students.

#### **Mission:**

M1: To educate the students with the advanced technologies and value-based education to meet the growing demands of the industry.

M2: To prepare and motivate students for pursuing higher education and R & D activities, which engage them in lifetime learning and professional development.




M3: To inculcate the significance of human values and professional skills to serve the society.

M4: To develop skilled, entrepreneurial, and dedicated Electronics and Telecommunications Engineers.



## 2. Faculty Details:

Sl. No.	Name of Faculty	Qualification	Email	Mobile
1	Er. Yogasakti Yogamaya, HOD	M.Tech	<a href="mailto:Yogamaya.2008@gmail.com">Yogamaya.2008@gmail.com</a>	9437339935
2	Er. Debasish Mohapatra, Contractual Faculty(E&TC)	M.Tech	debasishmohapatra67@gmail.com	8984488481
3	Er. Prakash Chandra Das, Contractual Faculty(E&TC)	M.Tech	prakashdas162@gmail.com	9090695632
4	Er. Asit Kumar Sutar, Contractual Faculty(E&TC)	B.Tech	<a href="mailto:asitkumar.sutar@gmail.com">asitkumar.sutar@gmail.com</a>	7752037905
5	Miss Nibedita Samal, Lab Assistant	Diploma	<a href="mailto:samal nibedita134@gmail.com">samal nibedita134@gmail.com</a>	7873979674
6	Mr. Pankaj Kumar Satapathy, Contractual Faculty	Diploma	<b>Pankaj.satapathy@rediffmail.com</b>	9437339935
<b>SUPPORTING STAFF</b>				
01	Mrs. Minati Barik-Attendant			

## 3. Laboratory details:

S L.NO.	NAME OF THE LABORATORY	EQUIPMENT
1	Analog Electronics Lab 	Electronics work bench, Multimeter, Volt meter, Ammeter, Bread Board with power supply, CRO, function generator, RC couple amplifier power amplifier (CLASS A,B,C,PUSH PULL) ,biasing trainer, fet trainer, feedback amplifier, linear IC trainer, oscillator , OPAMP , frequency counter, DC



		regulated power supply, IC tester, digital storage oscilloscope(DSO,),CRO Demonstrator with ni software
2	<b>Communication Lab</b> 	Epabx, satellite trainer, antenna trainer, TV trainer, am &fm trainer, radar trainer, am and fm super hetrodyne radio receiver, digital communication trainer, optical fiber trainer, telephone trainer, mobile phone trainer, color pattern generator, wave propagation trainer, micriwave power meter, swr meter, Microwave test bench (Gunn & klystron based) transmission line trainer, audio output power meter, rf signal generator, vcd using pll
3	<b>Power Electronics Lab</b> 	Inverter trainer, ups trainer, power electronics trainer, servo voltage demonstration board, single phase cycloconverter, microcontroller based firing circuit for control rectifier, speed control of universal motor using scr trainer, scr, diac, triac firing board, scr, diac, mosfet ,igbt application trainer, autotransformer, trainer board of scr, diac, triac, gto, ifbt, battery charger demonstration board,
4	<b>MATLAB</b>	30 nos of PCs with MATLAB software



		
5	VLSI Lab 	PCs with modalism software
6	PLC & Automation Lab	Pcs with PLC trainer, PLC time application trainer, temperation trainer, dc motor speed control module, conveyer control
7	Digital & Microprocessor Lab	Digital IcTrainer, Mux, DemuxAdder, Subtractor, Flipflop, Counter ,7 Segment Display, Register, Comparator, Ttl With Cmos Trainer, Analog Digital Trainer, 8085 Microprocessor Trainer, 8086 Microprocessor Trainer,8051/8096 Microcontroller Trainer
8	Electronics Measurement Lab 	CRO, ac bridge trainer, Wein bridge trainer, sensor& data acquisition trainer, multimeter, digital storage oscilloscope(dso,), Function genetor, frequency counter,moving coil meter.





#### 4. Other Information of the Department:

- Students of this department are placed in different govt. And private sector such as ISRO, RSP, Tata steel, Rail Bikash, Mando electronics, M/s kaynes technology, Tata power etc.
- As study tour Students are visited in different places as DRDO Balasore, BSNL Balasore, AIR Baripada, Door darshan (High power tv transmission) Balasore, Solar photovoltaic installation, Udala etc.
- Project: Solar inverter, cell phone detector, automatic LED streetlight using electronics LDR sensor, Display air quality index using IOT, clap switch

### DEPARTMENT OF MECHANICAL ENGINEERING



#### 1. About the Department

##### **Vision:**

Vision of Mechanical Engineering program is to make a positive contribution to the Nation and World via Scientific and Technological Education and Research to serve as a useful Resource for Industries and Society and Socioeconomic development of the Nation.

##### **Mission:**

M1-: Mission of the Mechanical Engineering Program to provide high quality Education to produce efficient Mechanical Engineers who can compete in National and International level.

M2-: Make the students competent for jobs or Higher Education

M3-: Encourage the Application of Technical Knowledge to the solution of societal problems.










## 2. Faculty Details:

Sl. No.	Name of Faculty	Qualification	Email	Mobile
1	Er. Duryadhan Das, HOD	B.Tech	duryodhandas.skdav@gmail.com	9438512963
2	Er. Sibendra Nath Ghose	B.Tech	sibendranathghose19@gmail.com	9938702371
3	Er. Manoj Sahoo, Contractual Faculty	B.Tech	manojkumarsahoo806@gmail.com	7008621068
4	Er. Janmejy Rout, Contractual Faculty	B.Tech	<a href="mailto:janmejyrout98@gmail.com">janmejyrout98@gmail.com</a>	9658527150
5	Er. Mrutunjaya Jena, Contractual Faculty	B.Tech	<a href="mailto:mrutunjay335577@gmail.com">mrutunjay335577@gmail.com</a>	7008595839
6	Er. Jyotiprakash Das, Contractual Faculty	B.Tech	<a href="mailto:Jyotiprakashdas60@gmail.com">Jyotiprakashdas60@gmail.com</a>	8895457508
	Mr. Bhimsen Murmu, Lab Assistant	Diploma	<a href="mailto:murmubhima@gmail.com">murmubhima@gmail.com</a>	7978991896
	Rakesh Kumar Samal, Contractual Faculty	Diploma	<a href="mailto:rajasamal1994@gmail.com">rajasamal1994@gmail.com</a>	8249650593
	Deepak Kumar Majhi, Contractual Faculty	Diploma	Deepakkumarmajhi3@gmail.com	9692775275
	Suraj Kumar Sahu, Contractual Faculty	Diploma	<a href="mailto:suraj93sahu@gmail.com">suraj93sahu@gmail.com</a>	7008411787
<b><u>SUPPORTING STAFF</u></b>				
01	Jaladhar Das			
02	Manoranjan Mukhi			

## 3. LABORATORY DETAILS:

Sl. No.	Name of the Laboratory	Major Equipment
1.	Mechanical Engg. Lab 	Universal testing machine, Impact testing machine, Torsion testing machine, Hardness testing machine
2.	Hydraulics Machine & Fluid Power Lab 	Kaplan Turbine, Pelton wheel turbine, Francis Turbine, Centrifugal pump, Reciprocating pump



3.	Heat Power Lab	Four stroke petrol engine, Two stroke diesel engine, Four Cylinder Four stroke petrol engine
4.	Refrigeration & Air Conditioning Lab 	R&AC tutor, Split AC tutor, Window AC tutor, ICE plant,
5.	Theory of Machine Lab	Centrifugal Governer, Epicyclic gear train, Static Balancing apparatus
6.	Power Plant Engineering Lab	Boiler, Steam Engine, Cooling Tower, jet Condenser
7.	Automobile Engineering Lab	Gear box, Clutch, Differential, Braking system, Carburator
8.	CNC Lab 	
9.	CAD/CAM Lab 	2D Drafting (2010 AUTOCAD)

### **Student Achievements:**

Though there many achievements by the students, a few are enlisted below.

(a) Bichitrananda Sethi (Diploma in Mechanical Engg.) has been selected as an Operating Engineer in Messer TVS Company with Salary 2.40 Lakhs Per Annum.

(b) Malay Nayak (Diploma in Mechanical Engg.) has been selected as a Training Engineer in Messers Anand Automative Pvt. Limited with Salary 2.80 Lakhs Per Annum.



## TRAINING & PLACEMENT CELL

<b>Name&amp; Designation</b>	<b>Qualification</b>
Mrs. Nirupama Panda, Sr. Lecturer (Physics)	M.Sc. (Physics)

### **A. Scope**

Proper Planning of the Technical manpower is considered to be very important for the growth of the country. Govt. of India and govt. of Odisha has given utmost importance to the engagement of the Diploma Engineering holder in technical establishments soon after completing their course. The department of training and placement impart meaningful training to the students and to guide them to choose right career. The Following are the various activities of the training and placement section of the Institute.

### **B. Industrial Tour**

Industrial tours provide first-hand knowledge about field application of technical knowledge and help widen the overall concept. The training and placement department arranges such tours for the students. Local tours of duration 1 day are conducted to different industries.

### **C. Career Guidance**

Career guidance programmes are being conducted by respective departments to helps students to know the career opportunities and do better in their career prospects. Career counselling helps the students in choosing the right career and accordingly they prepare themselves well in advance. Special care is taken to expose the students to various career alternatives such as entrepreneurship. Personality Development and subjective coaching Programmes are also conducted for the students to prepare them for various competitive examinations, group discussions and interviews. These programmes are conducted by industry experts.

### **D. Campus Interview**

Many industries of repute, engineering organization, consultancy services are invited to participate in Campus Recruitment programme conducted in the Institute for final year and pre-final year students. Organization like TATA POWER, MAHINDRA, BAJAJ AOUTOMOBILES, SUZUKI MOTORS, HERO CYCLE, INFOSYS, ANAND GROUP OF COMPANIES, VEDANTA, CEAT TYRES, EVEREST INDUSTRIES, FORCE MOTORS, RALSON TYRE, ARCELOR MITAL and NIPPON STEEL Ltd. Do visit the Institute for Campus Interview. Many students get appointments in Public Sector Undertakings like SAIL,



NTPC, NALCO, MCL, ONGC.RAILWAY and HAL through competitive written tests and interviews. Necessary information on the above job opportunities are made available to the students through CPC, O/o DTE&T Odisha.

#### **E. Entrepreneurship Motivation**

Students are the most potential population of the country who can contribute towards growth of small-scale industry. The department organizes Entrepreneurship Awareness Camps with the help of Entrepreneurship Development Cell with a view to motivate them to take up entrepreneurship as a career.

#### **F. Higher Education**

A few brilliant and top-ranking students go for higher studies through OJEE. Necessary information for higher study is made available to the students in Training and Placement Department and also at department level.

#### **G. Other Activities**

The department keeps close contact with the Industrial establishments including Govt, Public Sector and Private Undertaking for Industry Institute Interaction. Advertisement and other information like student participation in technical seminars/projects are brought to the knowledge of the students.

## **COMPUTER FACILITY**

### **Officer In-charge**

Er. Kaushik Murmu

Lecturer in Computer Science & Engineering

The Computer Laboratory facility was established in the year 2013 having capacity 60 no of computers. Among those 30 computers with specification i5 Intel processor, 6 GB RAM, 500GB HDD and Windows 7 OS and 30 computers with specification i5 Intel processor, 4GB RAM, 500 GB HDD and Windows 8.1 OS. And the facilities have been upgraded from time to time. Apart from the academic curriculum, the lab has been kept open for online answer script evaluation, various online examinations, online admission, Biometric management system and other official works from time to time. It is also used for benefits of the student - to learn various online courses such as CISCO IT Essentials and CCNA (Cisco Certified Network Administrator) and other computer courses beyond the curriculum.



## INTERNET FACILITY

### **Officer In-charge**

Er. Kaushik Murmu

Lecturer in Computer Science & Engineering

The Institute is availing 100 MBPS leased line Internet connectivity from BSNL, which meet the needs of the student, faculty and staff for performing various activities like web browsing for project work, all other official work and departmental work, online test and preparation of advanced learning materials. The Internet facility connects to the entire Institute's computer and other network devices for providing speedy access to all the web related task such as accessing Institute Website, Emails, Biometric database and server and speedy circulation of information through social media accounts such as Facebook and twitter.

## LANGUAGE LABORATORY FACILITY

### **Officer In-charge**

**Mrs. Gayatri Lenka**

Lecturer in English

### **Purpose:**

Language Lab is the quintessential part of teaching learning process. English-being a foreign language, the lab is a platform to learn and practice communicative English. It works like a self-learning device. It is highly valuable for having a structured learning environment. It also helps to practice in an entertaining and interactive way to acquire the four major language skills i.e listening, speaking, reading and writing.





**Availability: -**

One language laboratory with 32 seating capacity is available for the students. The students have communicative English as a course in the 1<sup>st</sup> year curriculum. But all the students take opportunities to improve their communication skill by using the facilities of the communication lab.

**Utilisation: -**

1. It is a self-learning device.
2. It helps the learner to communicate the ideas effectively in the language especially by concentrating on listening (Understanding) and speaking.
3. It also helps to practice in an entertaining and interactive way to acquire the four main language skills i.e listening, speaking, reading and writing.
4. The lab is fully utilized.

**LIBRARY FACILITY****Officer In-charge**

Mrs. Gayatri Lenka

Lecturer in English

**Librarian**

Mrs. Maina Tudu

**ABOUT LIBRARY:**

Library plays a fundamental role in learning. Its purpose is to store information that provides truth through books and magazines. It offers free and countless educational services to students and facilities. This Library offers both physical and digital access to the learners. This Library contains textbooks, reference books, magazines, newspapers, and journals.





## DETAILS OF LIBRARY

- 1.Total area of library in sq meters – 186.3 sq meters
- 2.Reading room area in sq meters – 93.15 sq meters
3. Total no of Books-8333
4. No. of textbooks – 8102
5. No of reference nooks – 231
- 6.No of journals – 14
7. No of Magazines-276
- 8.Reprography – 01

## WORKSHOP









### Workshop Superintendent

Er. Sibendra Nath Ghose  
Lecturerin Mechanical

### Different Section of the Workshop:

Sl. No.	Name of the Workshop	Major Equipment
1.	Fitting shop	Power Hacksaw, Vernier Height gauge, vernier calliper, Micrometre.



		
2.	<b>Welding Shop</b> 	Welding transformer (TIG &MIG, Arc)
3.	<b>Machine Shop</b> 	CNC machine, Universal Milling machine, Lathe Machine, Shaper, capstan lathe, Broaching Machine, Surface Grinder.
4.	<b>Smithy Shop</b> 	Anvil, Sledgehammer, Swivel, Tongs
5.	<b>Carpentry Shop</b> 	Jack Plane, Rib saw, Tenon saw, Planner machine
6.	<b>Sheet Metal Shop</b> 	All sheet metal equipment.

## TRANSPORT

### Officer In-Charge:

Er. Sibendra Nath Ghose

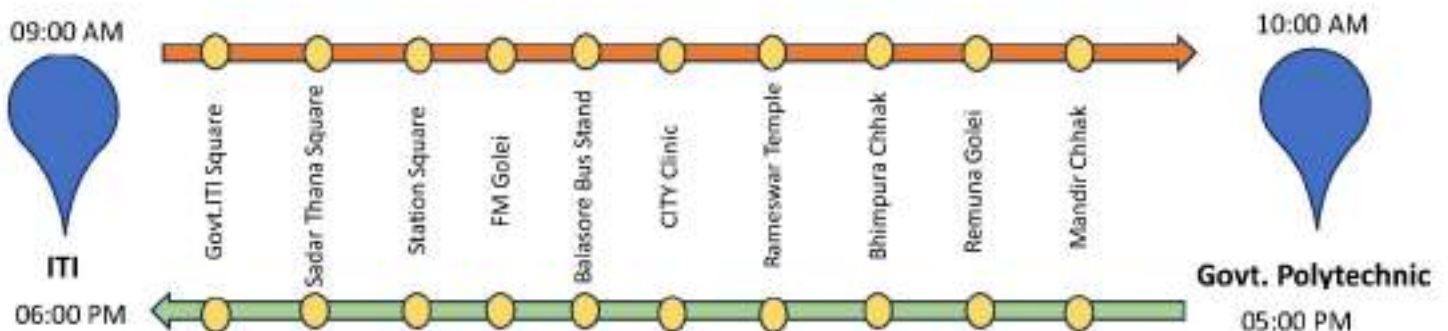
Lecturer in Mechanical Engineering

Bus is available for safety transport of the students between Institute and home, Industrial visit, and community service of having capacity 40.

### Institute Bus Services rules:

1. The transport facility , on payment basis, is provided by Institute to facilitates the day scholars and staffs
2. To avail the transport facility, student/staff must apply for same in advance.
3. They have to deposit the bus fees in advance per semester maximum of Rs.3000/- and minimum of Rs.1500/-.
4. Bus fee once deposited will not be refunded.
5. Students/Staffs must reach at their respective stops at least 5 minutes before the scheduled time of the stop. Bus will run at the schedule time except in case of traffic / technical problems.
6. Bus will stop only at designated stop. No stop will be considered, other than the designated stop.

### Bus Route Map





## HOSTEL FACILITY



### BOYS HOSTEL

Government Polytechnic, Balasore has two Boys hostel, which provides the boarders an environment of home away home. Hostel are well ventilated, well-spaced to accommodate nearly 240 students. Mess facilities with hygienic food is provided to the students. Hostel provides fast-aid kits and general medicines. The hostel is having common room for the students to undertake various extra-curricular activities. The hostel is under the surveillance of CCTV 24x7.

#### **Rules and regulation for Boys hostel boarders: -**

- Students are expected to act in such a manner that an atmosphere conducive to effective study prevails in the hostel.
- Students are required to be aware of the notices placed on the hostel notice board.
- The Hostel Superintendent and Assistant Hostel Superintendents have the full authority to check any room in the hostel at any time.
- Ragging is a cognizable offence, punishable under the law and is strictly banned. Any student found to be involved in any kind of ragging incident will be liable for immediate expulsion from the hostel or college.
- Possessions of fire arms daggers, cycle chain, rods, iron rods or any other kind of weapons are strictly prohibited (arms acts). Hostels inmates found in possession of the above will be handed over to the police or expelled from the hostel immediately. No inquiry into the matter shall be required.
- Unauthorized guests or outsiders in the hostel room are strictly prohibited. Any student keeping unauthorized persons in his room will be liable to disciplinary action amounting to expulsion from the hostel. Guests may be allowed on prior written permission from the hostel superintendent.





- No student shall occupy or interchange the room without permission from the hostel superintendent.
- Consumption of alcohol and other intoxicants and drugs are strictly prohibited. Anyone found consuming alcohol or drugs will be expelled from the hostel immediately. No inquiry into the matter shall be required.
- Hostellers are warned not to keep valuable goods in their rooms. Hostel management shall not be responsible for loss for such valuable.
- While leaving the rooms, it must be ensured that the lights and fans should be switched off failing which he liable to imposition of fines.
- Use of electrical appliances such as heaters and electrical irons etc. Are strictly prohibited.
- Hostellers desiring to go out of station must obtain permission from the hostel superintendent before going out.
- Damage to hostel property such as doors, windows, electrical fittings, toilet fittings, glass panes etc. Will lead to fine, disciplinary action, explosion from the hostel. A general deduction from the hostel security deposit will be made at the end of the courses, towards the breakage other than those, which are charged against the individually.
- No permission shall be given to a student to stay in the hostel in the after his final semester examination is over.
- The boarders must keep their rooms neat and clean. They have to use wastepaper baskets of their own in their rooms. Any wastage found in hostel lobby is likely to get cleaned by the boarders of the lobby.
- Each boarder should check the fittings in his room at the time of occupation and takeover of the fittings furniture in writing which are returnable on vacation of the room. Any loss or damage will be borne by the concerned boarder/boarders.
- Room furniture, electric fittings etc are required to be maintained by the boarders in good conditions. At the time of allotment of seat/leaving the hostel for summer vacation, every boarder must be takeover / hand over hostel room properly and carefully. They shall not break or damage any furniture and fittings. If any breakage occurs then cost will be realized (individually or collectively), together with heavy fines imposed on them.
- Private picnics are prohibited in principle. The boarders are therefore cautioned against arranging picnic of their own without the written permission of the hostel superintendent.



## GIRLS HOSTEL:



Govt. Polytechnic, Balasore has two Girls' Hostel is situated inside the campus of Institution which accommodate 235 boarders. It provides a homely atmosphere to the boarders. It is facilitated with all required facilities and hygienic environment for residing in hostel with all necessary rules and regulations. The aim of the hostel is to create harmony and cooperation among the boarders to enable them to excel in their studies and personality development, to inculcate discipline among the students as well.

### Rules and Regulations:

1. **Ragging is Strictly Prohibited:** Ragging in any form i.e. making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new boarders whether by words, spoken or written or by an act which include teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or to perform such things which such student will not in the ordinary course willingly to do is strictly forbidden. If anyone is found guilty of directly/indirectly involved or abetting in ragging she will be punished/rusticated/expelled/suspended from the institute.
2. Boarders need to share the parents and local guardian information at the time of hostel admission (Phone No, address, photos, ID Proof).
3. A boarder seeking admission to the hostel shall have to submit another undertaking along with her application for hostel accommodation that she is aware of the ragging law in this regard and agrees to abide by the punishment meted out if she is found guilty of ragging and/or abetting ragging.
4. Hostel rooms are equipped with furniture and fittings of appliances. Boarders occupying the room will sign for the receipt of items in Inventory Register. She will be responsible to hand over the items in their original serviceable condition to hostel authorities while leaving the rooms on close of the academic session.



5. Rough handling of dining hall furniture, room furniture or any furniture/property or fittings of the hostel is strictly forbidden. If any individual or group is identified to have caused the damage, double the cost of the damaged property will be recovered from her/group. Repeated acts of causing to the hostel property will result in expulsion from the hostel.
6. The boarders themselves are personally responsible to safeguard their belongings. They are advised not to keep large amounts of cash or valuables like gold ring, costly wristwatch etc., in their rooms. They should also take care of their Purse, Calculators, Cell Phones, Laptops, Computers and Books. In case of theft or loss of any item the hostel authorities/institute will not be responsible for such loss. The hostellers are advised to keep their rooms, boxes, suitcases, cupboards, etc., securely locked with good quality locks.
7. The boarders are neither allowed to keep private electrical equipment nor would tamper with electrical fittings provided in rooms. Unauthorized possession will lead to confiscation of the goods.
8. It is mandatory for boarders residing in the Hostel to join the mess attached to the hostel. Boarders are required to dine in the dining hall. No hosteller is permitted to take food in the room except for those reported sick with prior permission of hostel superintendent. Indoor cooking including making of tea/coffee/noodles in the rooms is strictly prohibited. The hostellers shall not waste food, electricity & water. Wastage of food is a national loss.
9. The institute timings are 10.00 am to 5.00 pm. Boarders are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason. In such cases they should take the permission and communicate the information to the superintendent in writing.
10. No boarders shall leave the hostel without prior permission of the hostel superintendent.
11. Use of any electrical appliances except table-lamp and mobile-charger, is prohibited.
12. All boarders will report for the evening prayer class every day as per prescribed timings (6.30 pm)
13. No borders shall remain absent from the hostel during night between 7.00 pm to 5.00 am.
14. Boarders are not allowed to go out of the campus during classes. It is reiterated that the boarders staying In-campus hostels are permitted to go out of the hostels for local shopping on Sundays and Holidays as per following timings with Matron.



15. Parents/Guardians/Visitors can meet their ward in hostel before 7.00 pm. No Parent/Guardian/Visitor is allowed to stay in their room.
16. Discussion on politics and religion is completely forbidden in the hostel & mess.
17. Taking part directly/indirectly in any movement or agitation or strike of boarders in the institute for any reason whatsoever will attract punishment, rustication, or expulsion, which in the opinion of the principal.
18. The Institute/Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rules, disciplinary action will be taken against her. The hostel rooms are subject to inspection by the Institute/Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items are kept in the room.
19. The boarders are not permitted to stay out of the hostel beyond 7.00 pm .
20. Lights and fans to be switched off when no one is in the room.
21. Study hour must be maintained from 7.0pm to 9.30 pm. There shall be no disturbance during study hours.
22. No boarder is permitted to allow an outsider to stay in his room without the written permission of the superintendent.
23. No meeting should be conducted in hostel without permission from the superintendent.
24. Boarders are required to make their rooms available for repair/maintenance/Inspection by superintendent if required.
25. Boarders are allowed to go home with their parents and local guardian along with application approval.
26. Boarders should behave well with the hostel staff.



## COMMITTEE DETAILS

The following committees are hereby constituted for smooth functioning of the Institute.

- DISCIPLINARY COMMITTEES
- RAGGING PREVENTION COMMITTEE
- ANTI-RAGGING SQUAD
- GRIEVANCE REDRESSAL COMMITTEE
- INTERNAL QUALITY ASSURANCE CELL
- INDUSTRY INSTITUTION CELL

## EXTRA-CURRICULAR ACTIVITIES

### **CULTURAL ASSOCIATION:**

- 1.To organise PolyFest(North Zone) both Cultural and Athletic events among Both Govt. and Private Polytechnics in North Zone.
- 2.To organize competitions on cultural events.
- 2.To invite eminent persons for guest lectures/workshop.
- 3.To promote cooperation amongst current students and Alumni.
4. To organize Annual Cultural function.
- 5.To organise Sarawati Puja, Ganesh Puja, Biswakarma Puja and other observations.

### **RULES & REGULATION**

- 1.First of all each student should maintain discipline
- 2.One student can participate in maximum 3 event
- 3.In every event there will be jury members and the decision of the jury member is final
- 4.In each cultural event there will be 1st ,2nd & 3rd serially
- 5.In each event only the 1st or the winner will be given chance to participate in zonal level polyfest if gets selected in zonal level he/she will be sent to state level polyfest for participation
- 6.There is a cultural club in this institution which is regularly used by the student for practice in different event inside and outside the campus
- 7.There are cultural president, cultural secretary and OIC cultural who are supposed to guide the students as and when required
- 8.An open stage is there in front of the academic building where students can practice
- 9.To motivate the students in cultural activities and develop their cultural values in SCA classes in every Wednesday in a week different cultural activities are being organised





The national day, Ganesh puja, Saraswati puja & Vishwakarma puja are being celebrated with grate enthusiasm

**ATHELETIC EVENTS:**

- 1.To conduct PolyFest North Zone sports and athletic events
- 2.To conduct the sports and athletic tournaments of the Institute.
- 3.To arrange and supervise participation of the Institute teams in the various s of inter class competitions.



### CULTURAL EVENTS:

1. To conduct PolyFest North Zone Cultural events
2. To conduct the Essay, Debate, Quiz, Rangoli, Drawing, Painting, Mehendi Design, Song, Dance among students of the Institute.
3. To arrange and supervise participation of the Institute teams in the various s of inter class competitions.







## CO-CURRICULAR ACTIVITIES

Apart from the academic and extra-curricular, students are participating in co-curricular activities to meet the industry needs. They learn various skill courses like CISCO IT essential, EV Training, SCA utilization for preparation of competitive examinations, Solar training and use of SWAYAM/NPTEL/MOOCs.

## ALUMNI ASSOCIATION

**Aim of the Alumni Association is:**

1. To keep up a sense of fraternity and goodwill among the Ex-students of the Institute.
2. To maintain a record of their contributions to the field of technical profession.







## Rules & Policies for faculty

- (1) Each faculty is required to report at the department at 9:45 Am after Biometric/manual attendance.
- (2) Each Senior Lecture is assigned with 20p-Teaching hours load and Lecturer assigned with 22P-Teaching hour load.
- (3) The remaining hours shall be engaged in student counselling, co-curricular, extracurricular and other academic/administrative centric activities.
- (4) Out of the teaching load each Sr. Lecture must take at least 2 Theory papers and balance practical papers covering all the semesters along with the administrative work and each Lecture must take 03 Theory papers and balance Practical assigned to them.
- 5) Each faculty is responsible for the completion of syllabus within the prescribed time as issued by the SCTE&VT, Odisha, and Academic Calendar.
- (6) Each faculty is required to conduct at least 02 IA one class Test
- (7) All the practical records maintained by the student must be evaluated by the Lab Assistant & the concerned faculties per the council Index will be signed by the Lab Assistant.
- 8) Online evaluation process implemented to evaluate the answer sheet for timely publication of result.
- 9) All departments should prepare the timetable before the commencement of class and the same should be uploaded in the Institute website.

## Rule and Regulations for Examination:

### As per SCTE&VT Examination (Amendment) Rules, 2021

1. Examination conducted by the SCTE&VT, Bhubaneswar, Odisha.

The Council shall conduct examinations twice in each academic session one at the end of Winter Semester (preferably in November-December) for the students of odd semesters i.e. Regular & Ex-Regular students of 1st, 3rd and 5th semester and at the end of Summer Semester (preferably in April-May) for the students of even semesters i.e. Regular & Ex-Regular students of 2nd, 4th and 6th semesters. The examination schedule shall be decided & notified by the Council.





3. The Candidate has to submit his/her application for Examination Registration through the head of the department supported by certificates/documents as required.
4. To get eligibility for appearing the end semester examinations, the student should have above 75% of attendance throughout the session.
5. In case of medical issue of the student, those who have attendance 60%- 75% attendance, the student can appear the examination with authorized medical certificate from a Medical Officer.
6. Special Instructions for Examinees
  - The examinee is prohibited from keeping in his possession in the examination hall any blank paper, notes, scribbles, chits, books, mobile phone, pager, programmable calculator, electronic communication device etc. The violation of this instruction shall attract suitable punitive action. The examinee shall behave properly before, during and after the examination to maintain the conducive atmosphere at the examination centre. The examinee found guilty of misbehaviour or using or attempting to use unfair means shall be liable for suitable punitive action.
  - **Disclosure of Identity on the part Of examinee by way of communicating name/ sheet number/ signature/phone number/address or any other request to the examiner in the answer book is a punishable offence as per rule. The examinee is prohibited from taking away the answer book(s)/part of Answer Book, or any enclosure(s) issued to him out of examination hall. Violation shall attract punitive action under the extant rules including lodging of FIR by the Centre Supdt. Drinking, intoxicating & smoking in the examination hall/ rooms is prohibited. A candidate, who is found to be taking the examination under the influence of intoxicating drinks or found smoking, shall be turned out of the examination hall and shall be liable for suitable punitive action as per rules. The examinee shall cross the blank page(s) of Answer Book left after attempting the whole paper.**
7. A candidate shall pass in the semester end examination conducted by the Council only if he/she:
  - (a) has secured a minimum of 35% of marks in each theory paper, excluding the internal marks; and
  - (b) has secured a minimum of 35% of marks in each theory paper, including the internal marks; and
  - (c) has secured a minimum of 50% of marks in each practical paper; and
  - (d) has secured a minimum of 40% of total marks in that semester
8. **Instruction to the Invigilator**
  - a. All the Invigilator should report at Examination centre 45 minutes before the commencement of the examination.



- b. They shouldn't carry mobile phones to the examination hall.
- c. Exchange of examination hall among the Invigilator is strictly prohibited.
- d. The Invigilator must ensure the timely submission of numbers of answer book assigned to them.
- e. Invigilators are not allowed to interact with students during examination.

### **ADMISSION PROCEDURE OF GOVT. POLYTECHNIC BALASORE**

Admission into Govt. polytechnic Balasore is a online process controlled by skill development & technical education Odisha and Director of technical education Odisha. The **ONLINE** Common Application Form (**CAF**) for all Diploma Courses is available in the website ([www.dtetodisha.gov.in](http://www.dtetodisha.gov.in)) and <http://skill.samsodisha.gov.in>, which may be filled up correctly and should be submitted **ONLINE** on or before due date & time.

### **FEE STRUCTURE**

Sl.No.	Programme	Category	Fees payable at the time of admission (per annum)
1	DIPLOMA	UR	Rs. 5800/-
		SC/ST/TFW	Rs. 3300/- (Parents annual income from all sources is less than Rupees 8.0 Lakh)
2	HOSTEL	ALL	Rs. 3,000/- (Rupees Three thousand) per annum

### **ORIGINAL DOCUMENTS TO BE SUBMITTED ON THE DAY OF REPORTING AT THE FINALLY ALLOTTED INSTITUTE.**

- i. Final downloaded Seat Allotment Letter from the website.
- ii. Fee deposit slip (institute copy) in respect of seat allotment.
- iii. Conduct Certificate and SLC / CLC from the institution last studied.
- iv. Recent passport size photographs duly attested.
- v. Migration Certificate in case of candidates passing 10th standard from any Board other than Board of Secondary Education, Odisha.
- vi. Balance Fees to be deposited at the institute.
- vii. medical fitness certificate from Government Doctor not below the rank of Asst. Surgeon in the prescribed format of the concerned Hospital/Health Department, Govt. of Odisha.



## SCHOLARSHIPS AND AWARDS

The following scholarships/ assistance are being awarded to the students reading in Diploma courses as per their eligibility criteria.

- AICTE Pragati Scholarship for girl students (for Freshers) @Rs.50,000/Annum for all category having parental income Rs.8 lakh or less, which will be renewed in the subsequent year.
- AICTE Saksham Scholarship for differently able students having disability 40% or more (for Fresher) @Rs.50,000/Annum for all category having parental incomers. 8 lakh or less.
- Merit-cum-poverty scholarships for 10% students in every discipline in every Govt. institute.
- Post-metric scholarships & other financial assistance sanctioned by Govt. from time to time for ST/SC/OBC/ SEBC/ Minority Community students in all institutions
- Financial assistance to complete the study, if the parents/ financial guardian of the student dies during study period.
- One time scholarship of Rs.6000/- to eligible Topper students in each semester examination.
- Tuition Fee Waiver Scheme for admission to 5% supernumerary seats in all institutes for the sons and daughters of parents whose annual income from all sources is less than Rs.8.00 Lakh or the amount fixed by Govt. from time to time.
- PM Cares for Children Scheme-2021 for taking care of children, who have lost both parents and issued PM Cares Certificates during COVID pandemic. They will be eligible for SWANATH scholarship.
- National Scholarship/ Junior Scholarship basing on HSC Marks.
- Financial Assistance for Girl Toppers.

Any other welfare scheme as notified by the Government from time to time.

Sl.No.	Name of the scholarship/Award	Awarding Agency	Value of the scholarship
01	Post Matric Scholarship for SC/ST Student	ST & SC and MBC Welfare Department	As decided by Govt. of Odisha
02	Post Matric Scholarship for OBC/EBC SEBC Student	ST & SC and MBC Welfare Department	As decided by Govt. of Odisha
03	Disable Scholarship/SAKSHAM Scholarship	AICTE	50,000/-
04	PRAGATI Scholarship	AICTE	50,000/-
05	Minorities Scholarship	Ministry of Minority	As decided by Govt. of Odisha



		Affairs	
06	MERIT Scholarship to Students	Skill Development & Technical Education Department	6000/-
07	BOC Scholarship	Skill Development & Technical Education Department	As decided by Govt. of Odisha
08	KALIA Scholarship	Agriculture & FE Department	As decided by Govt. of Odisha
09	Merit cum Poverty Stipend	Skill Development & Technical Education Department	3000/-
10	Green Passage	Skill Development & Technical Education Department	As decided by Govt. of Odisha
11	SWANATH Scholarship	AICTE	As decided by Govt. of Odisha
12	Death of Financial Guardian	Skill Development & Technical Education Department	As decided by Govt. of Odisha

### HOLIDAY LIST



## ବିଜ୍ଞାପନ ପତ୍ର GOVERNMENT OF ODISHA

**2023**  
୩୩୩୩ ୧୯୯୯-୨୩

**PROF. GANESHI LAL**  
GOVERNOR

**ODISHA LEGISLATIVE ASSEMBLY**

SHRI BIKRAM KESHARI ARUKHA Speaker  
SHRI RAJANI KANTA SINGH Deputy Speaker

**SHRI NAVEEN PATNAIK**  
CHIEF MINISTER  
Home, Budget Administration & Public Grievance and other Department specifically not assigned

**CABINET MINISTERS**

SHRI JAGANNATH SARAKA S T & S.C. Development, Minorities & Backward Classes Welfare, Law  
SHRI NIRANJAN PUJARI Finance, Parliamentary Affairs  
SHRI RANENDRA PRATAP SWAIN Agriculture & Farmers' Empowerment, Fisheries & Animal Resources Development  
SHRI PRADIP KUMAR AMAT Forest & Environment, Panchayati Raj and Drinking Water, Information & Public Relations  
SMT. PRAMILA MALLIK Revenue & Disaster Management  
SMT. USHA DEVI Housing & Urban Development  
SHRI PRAFULLA KUMAR MALLICK Steel & Mines, Works

**SHRI PRATAP KESHARI DEB** Industries, Micro, Small & Medium Enterprises, Energy  
**SHRI ATANU SABYASACHI NAYAK** Food Supplies & Consumer Welfare, Co-operation  
**SHRI NABA KISORE DAS** Health & Family Welfare  
**SHRI ASHOK CHANDRA PANDA** Science & Technology, Public Enterprises, Social Security and Empowerment of Persons with Disability  
**SHRI RAJENDRA DHOLAKIA** Planning & Convergence

**MINISTERS OF STATE (Independent Charge)**

SHRI SAMIR RANJAN DASH School & Mass Education  
SHRI ASWINI KUMAR PATRA Tourism, Odia Language, Literature & Culture, Excise  
SHRI PRITIRANJAN GHARAI Rural Development, Skill Development & Technical Education  
SHRI SRIKANTA SAHU Labour & Employees' State Insurance  
SHRI TUSHARKANTI BEHERA Home

**SHRI TUSHARKANTI BEHERA** Electronics & Information Technology, Sports & Youth Services  
**SHRI ROHIT PUJARI** Higher Education  
**SMT. RITA SAHU** Handlooms, Textiles & Handicrafts  
**SMT. BASANTI HEMBRAM** Women & Child Development and Mission Shakti

**MINISTER OF STATE**

	JANUARY ଗୌର-ମାସ	FEBRUARY ମାଘ-ଫାଲ୍‌ଗୁଣ	MARCH ଫାଲ୍‌ଗୁଣ-ଚୈତ୍ର	APRIL ଚୈତ୍ର-ବୈଶାଖ
SUN	1 8 15 22 29	5 12 19 26	5 12 19 26	30 2 9 16 23
MON	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24
TUE	3 10 17 24 31	7 14 21 28	7 14 21 28	4 11 18 25
WED	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26
THU	5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27
FRI	6 13 20 27	3 10 17 24	3 10 17 24 31	7 14 21 28
SAT	7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29
	MAY ବୈଶାଖ-ଜ୍ୟେଷ୍ଠ	JUNE ଜ୍ୟେଷ୍ଠ-ଆଶାଢ଼	JULY ଆଶାଢ଼-ଶ୍ରବଣ	AUGUST ଶ୍ରବଣ-ଭାଦ୍ର
SUN	7 14 21 28	4 11 18 25	30 2 9 16 23	6 13 20 27
MON	1 8 15 22 29	5 12 19 26	31 3 10 17 24	7 14 21 28
TUE	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
WED	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
THU	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
FRI	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
SAT	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
	SEPTEMBER ଭାଦ୍ର-ଆଶ୍ୱିନ	OCTOBER ଆଶ୍ୱିନ-ପଞ୍ଚମି	NOVEMBER ପଞ୍ଚମି-ମାର୍ଗଶିର	DECEMBER ମାର୍ଗଶିର-ପୌଷ
SUN	3 10 17 24	1 8 15 22 29	5 12 19 26	31 3 10 17 24
MON	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
TUE	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
WED	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
THU	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
FRI	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
SAT	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30

**OPTIONAL HOLIDAYS**

Guru Govind Singh Birth Anniversary-15th January, Foundation Day of Brahma Samaj-25th January, Easter Saturday-8th April, Birthday of Raja Ram Mohan Ray-22nd May, Bahuda Yatra-28th June, Anila Navami-21st November and Prathamotsava-8th December.

The State Government Employees may avail one optional holiday on any one of the festive occasions/commemorative days as listed above.

**PUBLIC HOLIDAYS**

Note: Baisakh Charita Bihu (Janani Vas) Sankranti Sankranti-1st January, Republic Day, Baisakh Purnima-20th January, Makar Sankranti-14th February, Dola Purnima-7th March, Holi-14th March, Shreekrishna Jayanti-13th March, Good Friday-1st April, Good Friday-7th April, Maha Navami (Sankranti)-9th, 10th, 11th, 12th, 13th April, Buddha Purnima (Sankranti)-15th April, Raghunath Murti-26th May, Sankranti (Sankranti)-10th May, Padi Raja-14th June, Raja Sankranti-15th June, Maha Navami-20th June, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th, 13th, 14th, 15th June, Mahanavami-20th July, Independence Day-15th August, Jyestha Purnima-20th August, Sankranti-18th September, Ganesha Pooja-19th September, Navami-20th September, 8th Day of Purnima (Maharatri)-29th September, Ganesh Jayanti-2nd October, Maha Navami-3rd October, Maha Navami-3rd October, Vesak Day (Buddha Jayanti)-24th October, Bhai Purnima-27th October, Pongal Day-28th October, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th, 13th, 14th, 15th, 16th, 17th, 18th, 19th, 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, 30th, 31st October, Kanya Purnima-28th October, Rakhi Pooja (Gaul)-12th November, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th, 13th, 14th, 15th, 16th, 17th, 18th, 19th, 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, 30th, 31st November, Second Saturdays and Fourth Saturdays of the months, these holidays have not been declared as holidays.





## ACADEMIC CALENDAR

### REVISED ACADEMIC CALENDAR of Diploma and PDIS Courses for the Session 2022-23

Sl.No	Activity	1 <sup>st</sup> Semester	3 <sup>rd</sup> /5 <sup>th</sup> /7 <sup>th</sup> (PT) Semester
1	Induction Programme for 1 <sup>st</sup> semester Diploma Courses & Coverage of Bridge Course	10.10.2022	-
2	Last date for uploading of Lesson Plan subject wise by individual Faculty in the Institution Website	24.10.2022	14.9.2022
3	Commencement of Semester Classes	25.10.2022	15.9.2022
4	Readmission at Institute Level	-	15.9.2022 to 30.9.2022
5	Reporting Readmission Data to SCTEVT online	-	1.10.2022 to 10.10.2022
6	Puja Holidays	-	3.10.2022 to 8.10.2022
7	Issue of SCTE&VT Registration Numbers	10.01.2023	21.12.2022( 3 <sup>rd</sup> sem LE students)
8	Semester Exams Registration(Regular students)	2nd week of January 2023	19.12.2022
9	Internal Assessment	3rd week of January 2023	3rd week of December 2022
10	Closing of Attendance	20.02.2023	21.01.2023
11	X <sup>th</sup> Mas Holidays	25.12.22 to 31.12.22	25.12.22 to 31.12.22
12	Tentative Date of Semester Examination	27.02.2023	28.01.2023
Sl.No	ACTIVITY	2ND SEMESTER	4 <sup>th</sup> /6 <sup>th</sup> /8 <sup>th</sup> (PT) SEMESTER
13	Last date for uploading of Lesson Plan subject wise by Individual Faculty in the Institution Website	13.03.2023	13.02.2023
14	Commencement of Classes	14.03.2023	14.02.2023
15	Readmission	14.03.2023 to 28.03.2023	14.02.2023 to 28.02.2023
16	Reporting Readmission Data to SCTEVT online	29.03.2023 to 05.04.2023	01.03.2023 to 06.03.2023
17	Semester Exams Registration(Regular students)	2nd week of May 2023	2nd week of April 2023
18	Internal Assessment	4th week of May 2023	4th week of April 2023
19	Closing of Attendance	24.06.2023	23.05.2023
20	Branch Change of 2 <sup>nd</sup> sem. Students by Principals	Up to 31.03.2023	-
21	Reporting Branch Change case to SCTE&VT online	03.04.2023 to 06.04.2023	-
22	Tentative Date of Semester Examination	04.07.2023	02.06.2023
23	Tentative Date of Publication of Results	30.09.2023	31.08.2023
24	Internship and Summer Break for Students	15.07.2023 to 14.08.2023	01.07.2023 to 31.7.2023
25	Tentative date for starting of next Session	-	As per announcement of date by AICTE

1. There shall be 39 periods of class per week and each of minimum 55 minutes duration for all semesters.
2. Principals are to arrange extra classes during Holidays and Off hours, wherever necessary, to complete the syllabus in time.
3. Annual Athletic Meet, Annual Cultural Meet may be conducted subject to restriction imposed by Govt, if any.
4. The Internship Policy of AICTE is to be scrupulously followed and to be arranged at Institution level. Induction Programme for 1<sup>st</sup> semester students is to be implemented as per AICTE Guidelines.
5. Attendance Registers must be maintained in the prescribed manner by faculties in every class.





## INSTITUTE MAGAZINE

