

OFFICE OF THE PRINCIPAL, BIJU PATNAIK INSTITUTE OF TECHNOLOGY, PURI
(GOVERNMENT POLYTECHNIC PURI)

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Notice No 944 Date. 18.10.2021

STANDARD OPERATING PROCEDURE AT GOVERNMENT POLYTECHNIC, PURI

1. The students who desires to take admission at Government Polytechnic, Puri have to apply "<https://skill.samsodisha.gov.in/>" website, within the stipulated dateline along with the all the relevant documents. He/ She is admitted according to his/her choice-cum merit with all Government reservation rules as declared from time to time.
2. At the time of admission he/she has to pay requisite fees and verify all the original testimonials, which he/she has uploaded online, during applying.
3. Once he/she joined at this institution, the students along with his/her parents are invited to attend the induction program in which faculties are assigned as proctor, who explained about the examination rules, hostel rules, dress code, Library, facilities available at institution, availability of various scholarships and interaction with alumni are also arranged. They are also explained about anti-ragging activities and asked to produce an affidavit in this regard in the prescribed format.
4. All students are asked to give their whatsapp no, so that a group of all students and faculties involved in teaching are added. Any information, study materials are shared in the group. Online classes are also conducted through various platforms as and when required with prior information to students.
5. At the beginning of the session, the students are informed with time table, academic calendar, courses, books and the digital platform like OD SKILLS APP for referring their courses available about from the class room teaching.
6. Each student is assigned to a mentor who continuously interacts with them for their overall growth. Parent – Teacher meeting is conducted from time to time to keep the parents updated about the progress of the students.
7. The students are enrolled to complete CISCO/ IT essential course compulsorily during their 1st year of study.
8. The students are taken to various organizations like WSC, Tata Power etc for their exposure visit once in a semester.
9. Different scholarship schemes like PRERANA, BOC, SUDAKHYA, SWANATH, Merit – cum – Poverty etc are there for the welfare of the students. The eligible students can apply through the requisite portal to avail the scholarship scheme.

10. The students appear two semesters per one academic year and they need to follow the guidelines issued by SCTE&VT, Odisha, Bhubaneswar from time to time for successful completion of their course.

11. The "Placement cell" of the institution works in coordination with the "Central Placement Cell" of DTE&T for the placement of the students. The students are to remain in touch with placement officer respond to the queries for their personal information as and when required.

12. "Anti Ragging Cell" & "Anti Ragging Squad" is constituted in the institute to prohibit ragging instance in the institute. The Anti-ragging cell should meet once in a semester for discussion of various issues with the seniors and fresher. The Anti Ragging Squad are to visit the hostel, mess, library and other common corridor at the beginning of the session as a check measure of Ragging.

13. In case of Medical care of the Students are required to inform concern HODs, Hostel Suptd./Assistant Hostel Superintendent with their phone number and for First AID Treatments the department Hostel Suptd. are to take immediate care with their First AID Materials.

In case of Physician Treatment the concern HOD/ Hostel Suptd. Are to take immediate steps to carry the Students to nearby Hospital or District Hospital Puri with help of Institution Vehicle / Ambulance service are Private Vehicle.

14. **Anti-Ragging Squad is constituted in the institution to** keep a vigil and stop the incidence Ragging, if any, happening / reported in the places of student aggregation including, Classrooms Canteens, Buses, Grounds, Hostels etc... and to educate students about the menace of Ragging and related Punishments there to

15. An anti ragging committee is there to take an appropriate decision, with regard to Punishment or otherwise, depending on the facts of each incident of ragging and Nature and gravity of the incident of ragging.

16. An Internal Committee is is constituted within the institution to address and resolve Complaints of sexual harassment in the workplace

17. SC/ST committee is constituted in the institution Ensure Equal Opportunity and Social Justice to the Scheduled Caste and Scheduled Tribes students by providing them equal Opportunities in the fields of education.

[Signature]
Principal
Govt. Polytechnic, Puri
18/10/2021

Memo No. 945 /Dt. 18.10.2021

Copy to All HODs / Institute Notice Board and Hostel Notice Board for information and necessary action.

[Signature]
Principal
Govt. Polytechnic, Puri
18/10/2021