



**Government Polytechnic Institute
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DRAFT MINUTES OF 12TH IMC MEETING HELD ON 24/12/2022 AT 11:00 HOURS.

IMC meeting was held under the chairmanship of Engr. Saad Khan Zahid, Chairman IMC in the conference of institute on 24/12/2022 at 11:00 hours. The following attended the meeting;

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| Engr. Saad Khan Zahid, Director Marketing and Manufacturing
Rakaposhi Pharmaceutical, Hayatabad, Peshawar | Chairman |
| Mr. Muhammad Anees Arshraf, Ashraf Group of Industries | Member |
| Engr. Zia-Ud-Din, Project Director Wish International | Member |
| Mr. Salman Altaf, Fedro Pharmaceutical Labs, Hayatabad Peshawar | Member |
| Mr. Rizwan Ullah, Assistant Professor Civil | Member |
| Mr. Ahmad Ali, Placement Officer, GPI Sardar Garhi, Peshawar | Member |
| Engr. Muhammad Ullah, Principal, GPI Sardar Garhi, Peshawar | Secretary |

Muhammad Abdul Wahab, Engr. Faiz Muhammad and Mr. Sohaib Romi were not present in the meeting.

Meeting was formally started with recitation from few verses of the Holy Quran by Mr. Rizwan Ullah, Member. The chair welcomed all the members for participating in the meeting. Afterward, Secretary IMC was invited to present the formal agenda as such agenda items were presented one by one and decisions taken thereof;

Item No. 1. CONFIRMATION OF MINUTES OF 12TH IMC MEETING HELD ON 27/8/2022

Secretary IMC apprised the forum that draft minutes of 11th IMC meeting held on 27/8/2022 were circulated to members after formal approval by the Chairman IMC for confirmation and necessary amendments, if any. However, no discrepancy whatsoever has been highlighted by any member till date. If any member has any objection on draft minutes already circulated, let it be highlighted now so that minutes could be modified accordingly, otherwise, it will be treated as confirm. Mr. Anees Ashraf pointed out that name of the worthy members who have floated suggestions during discussion have not been incorporated in minutes of the meeting. The forum agreed with the observation of the worthy member and decided that name of the worthy member shall be highlighted in minutes of the meeting in future. Minutes of meeting were confirmed by the forum.

Minutes of 11th IMC meeting held on 27/8/2022 were confirmed by the forum.

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Decisions on the decisions taken in the 10th IMC meeting are as under;

Agenda and Decision

Agenda Item No.3.

Reconstitution of Institute Management Committee (IMC)

Decision:

List of suitable private members shall be conveyed by the Chair on behalf of IMC up to 3rd September, 2022, afterwards it shall be communicated to MD KP-TEVTA

Progress

The Secretary IMC apprised the forum that list of nominees has been sent to MD KP-TEVTA on 07/9/2022, however, no progress/outcomes has been intimated by KP-TEVTA till date. The chair invited attention of the forum that as tenure of the IMC has been completed in September, 2022, therefore, decisions taken by IMC after September, 2022 shall be question mark, therefore, it will be appropriate to seek advice of KP-TEVTA whether to continue with the existing IMC or otherwise. After, lengthy discussion, the forum agreed to solicit advice of the KP-TEVTA in the matter.

Decision: It was decided that advice of KP-TEVTA shall be solicited in writing whether to continue with the existing IMC or otherwise.

Agenda Item No.4: -

INTERNSHIP

Decision:

1. Pass out shall be placed in relevant industries/employers for internship.
2. Motivational classes shall be arranged for grooming and highlighting importance of TVET.

The Secretary IMC apprised the forum that majority of pass out has been nominated for internship in the relevant industries. He further added that Engr. Zia Ud Din, worthy member has played a vital role in placement of graduates in all disciplines. The forum appreciated efforts of Engr. Zia Ud Din and decided to present him shield of appreciation in the next meeting.

The Secretary IMC apprised the forum that motivational classes have been arranged by inviting guest speakers. Two sessions have been conducted so far. Honorable IMC members have also been formally invited by the Principal to deliver motivational lectures. Mr. Anees Ashraf and Salman Altaf worthy members emphasized on motivational sessions. The chair reiterated that Mr. Anees Ashraf and other worthy members were very enthusiastic in the last IMC meeting regarding delivery of motivational lectures, however, they have not yet delivered any lecture till date, therefore, it will be appropriate to deliver lectures on importance of TVET for motivation of students. It was unanimously decided that Mr. Anees Ashraf worthy member IMC shall deliver motivational lecture before the commencement of next IMC meeting being convened on 21/1/2023.

Decision. No. 1: It was decided that shield shall be presented to Engr. Engr. Zia Ud Din, worthy member IMC in the next IMC meeting on the basis of his tremendous efforts in placement of pass out of the institute in various industries.

Decision. No. 2: It was decided that Mr. Anees Ashraf worthy member IMC shall deliver motivational lecture before the commencement of next IMC meeting being convened on 21/1/2023.

Decision. No. 3: Next IMC meeting shall be held on 21/1/2023.

The Secretary IMC apprised the forum that:

Construction of Remaining Portion of College Car Parking (B) Principal
Purchase of Library Books for all the Three Technologies (B) Principal
Pavement of internal road and main entrance of college building by using tough tiles
Renovation of college multipurpose hall including provision of false ceiling, lighting, stage, curtain (vertical blind) and painting of walls and doors and windows etc
Renovation of Computer Lab-2 and Smart Classroom by providing cooling and false ceiling facilities, painting of doors and window.
Purchase of equipment.
Solarization of Civil, Electrical and Electronics Department (10KW) with net-metering.
Raising of Compound Wall and fixing of Razor Wire etc

1. PC-1 drafted and submitted to MD KP-TEVTA for approval.
2. List prepared by all HODs have been sent to KP-TEVTA for inclusion in developmental schemes.
3. PC-1 drafted and submitted to MD KP-TEVTA for approval.
4. Project completed.
5. Project completed.
6. PC-1 drafted and submitted to MD KP-TEVTA for approval.
7. Project completed.
8. PC-1 revised and Tender floated.

The forum appreciated efforts of the institute management. The completed projects were also visited by the IMC.

Item No. 3. Revision of ADP 2021-22/ADP2022-23

Secretary IMC apprised the forum that ADP 2021-22 out of SRSP saving fund was prepared on the basis of actual requirements and fund allocated to each project on the basis of experiences. Now, estimate of all projects have been prepared on the basis of MRS 2021, 2022 and actual cost, therefore, actual cost of all the projects has been determined as such projects cost have been revised as per Market Rate System/ Market Rate given is as under. The forum invited attention of the forum for their valuable comments/inputs, the forum agreed with the proposal submitted by Secretary IMC/ Principal of the institute.

Sl. No.	Name of the Scheme with Forum and Date of Approval	Original Cost as per ADP 2021-22	Revised Cost as per MRS/Market
1	Construction of Remaining Portion of College Car Parking (B) Principal	0.200	0.651
2	Purchase of Library Books for all the Three Technologies (B) Principal	List has been forwarded to KP-TEVTA for inclusion in their developmental project and also 950 books have been received from Principal GPI Mardan	
3	Pavement of internal road and main entrance of college building by using tough tiles	0.200	0.100
4	Renovation of college multipurpose hall including provision of false ceiling, lighting, stage, curtain (vertical blind) and painting of walls and doors and windows etc	0.700	0.500

Renovation of Computer Lab 2 and Smart Classroom by providing cooling and false ceiling facilities, painting of doors and window.	0.500	0.430
Purchase of equipment.		
Solarization of Civil, Electrical and Electronics Department (10kW) with net metering.	0.300	0.220
Raising of Compound Wall and fixing of Razor Wire etc	1.400	1.500
Total	0.477	0.300
	3.877	3.701

ii. IMC solicited approval of ADP 2022-23 with revised allocation.

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

By IMC *[Signature]*

[Signature]
31/1/23
Chairman IMC

- Mr. Muhammad Anees Ashraf, Ashraf Group of Industries
- Engr. Faiz Muhammad, Estate Manager, KP-EZDMC, Peshawar
- Engr. Zia-Ud-Din, Project Director Wish International
- Mr. Salman Altaf, Fedro Pharmaceutical Labs, Hayatabad Peshawar
- Mr. Shoaib Romi, Sami and Sami Peshawar
- Mr. Rizwan Ullah, Assistant Professor Civil
- Mr. Ahmad Ali, Placement Officer, GPI Sardar Garhi, Peshawar
- Mr. Abdul Wahab, Alumni, GPI Sardar Garhi, Peshawar

- Member _____
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