



OFFICE OF THE PRINCIPAL
BHUBANANANDA ORISSA SCHOOL OF ENGINEERING, CUTTACK

At. – SCB Medical College Road, Pin-753007, Dist. - Cuttack,
E-mail: principalbose@rediffmail.com, Website: www.bosecuttack.in

File No.-03/Steno/07/2020-2023/ No. 3313(8) /BOSE, Dated: 19.6.2025

To

The Joint Director(Procurement),
DTE&T, Odisha, Cuttack.
Sri R.K.Gupta, Plant Head,
RSB Transmission (I) Ltd., Cuttack,
The Superintending Engineer,
R&B Divn-I, Cuttack
The District Employment Officer, Cuttack.
The General Manager, WATCO, Cuttack
Sri S.S.Sahoo,
HoD Mech.Engg. & Academic Coordinator
Sri S.R.Nayaqk,
Training Supdt. & Vice-President (Athletic),
The Section Officer (Accounts),
BOSE, Cuttack.

Sub: Submission of Proceedings of the Special Governing Body Meeting
of BOSE, Cuttack held on 10-06-2025.

Sir,

With reference to the subject cited above, I am pleased to forward herewith a copy of the proceedings of the Special Governing Body Meeting of Bhubanananda Orissa School of Engineering (BOSE), Cuttack held on 10-06-2025 at 4:30 PM in the Office chamber of the Collector & District Magistrate, Cuttack.

You are requested to kindly peruse the same and furnish your valuable comments, if any, to the undersigned for taking further necessary action in this regard.

Thanking you.

Yours faithfully,

Encl: As above


Principal,
BOSE, Cuttack 19/6/25

Memo No. 3214 / BOSE, Dated: 19.6.2025

Copy along with the proceedings of the Special Governing Body Meeting submitted to the Personal Assistant to the Collector & District Magistrate, Cuttack for kind information of the Hon'ble Collector & District Magistrate, Cuttack.

Encl: As above


Principal
BOSE, Cuttack 19/6/25

**PROCEEDING OF THE SPECIAL GOVERNING BODY MEETING HELD ON
10-06-2025 AT 04:30 PM IN THE OFFICE CHAMBER OF THE COLLECTOR &
DISTRICT MAGISTRATE, CUTTACK.**

A **Special Governing Body Meeting** of Bhubanananda Orissa School of Engineering (BOSE), Cuttack, was convened on **10th June 2025 at 4:30 PM** in the dignified chamber of **Shri Dattatrya Bhausaheb Shinde, IAS, Collector and District Magistrate, Cuttack**, who presided over the meeting as its Honourable Chairperson. The list of members present during the meeting is appended as **Annexure-I**.

At the outset, **Dr. H.K. Mohanty, Principal and Member-Convenor of the Governing Body**, extended a warm welcome to the Chairperson and all the esteemed members. The **Draft Agenda Note** had been circulated in advance to all members for their kind consideration. Principal gave a brief presentation about ADAM course and why it is so much important for introduce this specialize course. Chairman appreciated the effort taken by the institute for implementation. Each agenda item was thoroughly deliberated upon through meaningful discussion and collaborative interaction. Thereafter, the following resolutions were unanimously adopted:

1. Approval for Introduction of the ADAM Course at BOSE, Cuttack

The Member-Convenor apprised the Governing Body that, as per **Letter No. 6348 dated 05-05-2025** issued by the **Director of Technical Education and Training, Odisha**, the **Advanced Diploma in Automobile Mechatronics (ADAM)** course, developed by **Mercedes-Benz India Pvt. Ltd.**, is an *add-on programme* to be implemented at BOSE, Cuttack for the academic session **2025-2026** under the **Institutional Revenue Generation (IRG)** framework. Following a detailed discussion, the Governing Body **unanimously accorded approval** for the introduction of the ADAM programme at the institution.

2. Approval for Publicity and Admission Measures

Considering the distinctive and industry-aligned nature of the ADAM course, the following modalities were finalised for its promotion and admission process:

- a) The **intake capacity** shall be **25 students**, and the **duration** of the course shall be **one year**. Eligibility shall be restricted to **Odisha-domiciled students** who have passed Diploma/Degree in Mechanical Engg., Automobile Engg., Electrical Engg., Mechatronics Engg., Electronics Engg., Applied Electronics & Instrumentation Engg. during the last **two academic years** from any **Government/Private Engineering College or Polytechnic** in Odisha.
- b) Admissions for the ADAM Course shall be strictly routed through entrance test. The entrance test will be conducted by the Institute and the fairness and unbiased conduct of the test will be observed by the Institute. The Joint Working Committee shall put such measures into place as to ensure that the fairness and unbiased conduct is duly observed.
- c) A dedicated **admission portal link** will be made available on the **BOSE Website**. Applicants shall be required to register via **OTP authentication** after uploading a valid **identity proof**.
- d) Chairman advised Joint Director to apprise the DTE&T., Odisha to inform all **Government/Private Engineering College or Polytechnic** across the State regarding **ADAM course** and to **encourage at least five of their recently passed-out students** from the above branches to apply for the course.

21

e) **Admit cards** for eligible applicants will be disseminated **online** for the purpose of the entrance examination.

f) A **category-wise merit list** will be prepared for final selection and admission..

g. The course fee is fixed at **Rs.60,000/-**. The eligible candidate can deposit the course fee in two instalments. However, candidates belonging to the **Economically Weaker Sections(EWS)** of all categories shall be granted **50% concession**, the cost of which **shall be reimbursed by the District Administration**.

h) Widespread **publicity and outreach** shall be undertaken through both **print and electronic media**, with advertisements published in leading **national and regional newspapers** (in English and Odia). The **Information and Public Relations (I&PR) Department** shall coordinate this publicity campaign, and the associated expenses shall be met from the **PL Development Fund**.

3. Review of Institutional Preparedness for Launch of the Course

During the discussion, the Member Convenor pointed out that as per MoU, with Mercedes Benz India Pvt. Ltd., a Joint Working Committee has been formed consisting of the following members from the concerned offices/departments:

- Sri S.K. Patra, Joint Director (Procurement), DTE&T, Odisha- nominated as representative of DTE&T, Odisha vide letter No.7172 dated: 20-5-2025 of the Joint Director (Academic), DTE&T, Odisha
- Sri Ashish Salvi, General Manager (Training), Mercedes-Benz India Pvt Ltd-Member
- Sri Kayur Modi, Manager (Training), Mercedes-Benz India Pvt Ltd-Member
- Sri Shivaji Bhosale, Manager (Training), Mercedes-Benz India Pvt Ltd-Member
- Principal, BOSE, Cuttack- Representative of the Institute & Member-Convenor.

Further, special tools and a vehicle have been received from Mercedes-Benz to support the technical training of our students. The necessary action is being taken to procure balance items like desktop, laptop, furniture etc.

Since the plan and estimate for renovation of the existing automobile workshop submitted by Supdt.Engg.,R&B Divisionj No.1, Cuttack has been duly forwarded to DTE&T,Odisha, Cuttack for getting Administrative Approval and as apprised by the representative of SE, R&B Divn.No.1, that the tender and agency for renovation of the existing automobile workshop has been finalised, the Chairperson immediately advised to the Joint Director(Procurement) to expedite the matter for getting Administrative Approval so that the renovation works will be completed smoothly in time.

Further, the Principal opined that, DTET, Odisha, Cuttack has been requested vide this office letter No.2336 dated: 15-05-2025 to post one Senior Faculty having sound knowledge in Automobile Technology at the earliest for smooth implementation of the ADAM course. After a detailed discussion, the Chairperson advised to the Principal to keep contact with the DTE&T,Odisha as well as with the Govt. to expedite the matter.

Printed prospectus is under process which will be finally vetted by Mercedes-Benz India Pvt Ltd before circulating the same to the public domain and the same was approved by the committee members.



4. Renovation of the Existing Automobile Workshop and Establishment of a Smart Classroom:

As the plan and estimate for renovation of the existing automobile workshop submitted by Supdt.Engg.,R&B Divisionj No.1, Cuttack has been duly forwarded to DTE&T,Odisha, Cuttack for getting Administrative Approval and as apprised by the representative of SE, R&B Divn.No.1, that the tender and agency for renovation of the existing automobile workshop has been finalised, the Chairperson immediately advised to the Joint Director(Procurement) to expedite the matter at the Directorate level for getting Administrative Approval so that the renovation works will be completed smoothly within time limit.

Since suitable technology-enabled smart classroom with interactive digital boards, high-speed internet, audio-visual systems, and the requisite workshop lab have been identified to facilitate engaging, modern teaching methods aligned with industry standards, the committee members approved to go ahead for the said smart class room. Chairperson instructed R&B and GED authorities to complete the work before 15th July 2025 on top priority basis.

5. Admission criteria and reservation of seats:

After a detailed discussion it is unanimously decided that:

- An amount of Rs.200/- will be collected from each applicant towards prospectus, application and entrance examination fees,
- Seats will be reserved as per applicable government norms for different categories. Being a self-financing program, the reservation policies need to be planned carefully to ensure full enrolment and avoid any vacant seats. After detailed discussion it is finalized to keep 22.50 % for ST category reservation and 16.25% for SC category reservation as per Government norms. 30% seats shall be reserved for Female candidates in all catagories. If reserved seat candidate is not available, the same will be de-reserved for General candidate.

6. Selection of teaching personnel:

During the discussion towards selection of teaching personnel, it has been unanimously decided that:

- Existing faculty and laboratory Instructor will be imparted training by the Mercedes Benz India Pvt.Ltd. in the latest automobile technology
- Principal placed an application received from Mr. V.V.S. Adityam for engagement as a Trainer/Faculty for imparting training in the Advanced Diploma in Automotive Mechatronics (ADAM) course. Mr. Adityam holds a Degree in Mechanical Engineering from the Indian Air Force (IAF), obtained in 1993, and has 30 years of experience in various domains within the automobile sector. He is also a certified trainer for ADAM courses. Members of GB decided to engage One Guest faculty with consolidated remuneration basis. In this regard, the application submitted by Mr.V.V.S Adityam for engagement as a trainer/faculty for imparting training in the ADAM course has been approved . His remuneration shall be paid as per the rates fixed by the Government from time to time, currently at the rate of Rs. 400/- per Theory Class and Rs. 200/- per Practical Class,

7.Approval of Fee Structure

Principal placed the fee structure for the Advanced Diploma in Automotive Mechatronics (ADAM) program varies across different institutions in India for the perusal of GB members

Institute	Course Fee
Government Engineering College, Barton Hill	₹85,000
Government Polytechnic, Pune	₹1,00,000
Delhi Skill & Entrepreneurship University (Govt. of NCT of Delhi)	₹75,000
KIET Group of Institutions, Lucknow	₹1,00,000
RV Engineering College, Bengaluru	₹1,25,000 + GST @18%
Government Polytechnic, Chhatrapati Sambhaji Nagar	₹1,00,000

As per letter No 6348 dated 05-05-2025 of the DTE&T, Odisha, Cuttack the Governing Body will take decision regarding the fee structure. Joint director apprise the Chairperson and members of GB regarding the decision taken in last review meeting of the department to keep nominal fees as it is a new type of course completely designed by MB India to attract more meretious students. After detailed discussion the committee fixed **Rs. 60,000/-**.The eligible candidate can deposit the course fee in two instalments. However, candidates belonging to the **Economically Weaker Sections (EWS)** shall be granted a **50% concession**, the cost of which shall be **reimbursed by the District Administration**.

8.Provision of funds:

After a detailed discussion, it has been decided to procure the additional tools, equipment, furniture etc. From the available funds under tools and equipment head.

9. Opening of a dedicated Bank Account:

As the course will be run under IRG framework, it has been unanimously decided to open a dedicated bank account in a Nationalized Bank for conducting smooth financial transactions.

10.Tentative Timeline for Launch:

Members of GB agreed with the proposal of Completion of preparatory tasks and commencement of classes which have approved by the members

Event	Action By	Tentative Date to be completed by
Infrastructure Readiness-set up of smart classroom, workshop etc	R&B Division	15 th July2025
Preparation of brochure, leaflet for marketing purposes	Institute level	15 th July2025
TOT (Training of Trainers)	Mercedes Benz	31 st July2025
Procurement of additional tools and equipment, furniture	Institute	31 st July2025
Advertisement for admission	Institute	15 th July2025
Entrance exam	Institute & MB	31st July2025

Announcement of Results	Institute	8 th Aug 2025
Admission process to be completed	Institute	14 th Aug2025
Commencement of classes	Institute	18 th Aug2025

11.Handover of BOSE Sports Complex:

Odisha Cricket Association(OCA) has submitted a proposal for utilization and regular maintenance of newly establish BOSE Sports Complex vide Letter No OCA 2025/3583 dated 10/06/2025 along with a draft copy of the MoU to be signed with the Institute for maintenance of BOSE, Sports Complex. Furthermore, Odisha Cricket Association(OCA) has also submitted a MoU copy of Ravenshaw University, Cuttack towards maintenance of their playground. After detail discussion Members of Governing Body approved the proposal and the Chairperson advised to form a committee consisting officers from DTET, R&B, District administration and OCA to examine and finalize the modalities.

12.Management of Institution Cafeteria through SHG:

Proposal has been received from DPC, Mission Shakti to handover the cafeteria / infrastructure to Mission Shakti's SHG Mission Shakti to operate a quick service canteen at the Institute premises. Collector and District Magistrate, Cuttack forwarded one application of Maa Sarala Mahila Mission Shakti, Mangalabag, Cuttack who is interested to run the Institution Cafeteria. After detailed discussion, the members of GB approved the proposal to run the Cafeteria by a suitable SHG and Chairman GB instruct the Principal to request DPC-Mission Shakti, Cuttack to identify and sponsor one suitable SHG for the above purpose with details terms and conditions.

13.Fresh tender for running the Boys Hostel Canteen:

Since 2022 there has been no change in the existing vendor for running the hostel canteen .Therefore members of Governing Body approved to float of fresh tender for running 1st year and 2nd year hostel canteens.

14. Hyundai Motors India Foundation (HMIF) for a tie-up with BOSE, Cuttack:

A proposal has been received from Hyundai Motors India Foundation (HMIF) for a tie-up with BOSE, Cuttack, aimed at skill up-gradation in the latest automobile technology under CSR. As part of this project, HMIF will provide the latest tools, equipment, and software to upgrade the existing workshop. The Governing Body approved the proposal for collaboration with HMIF.

The meeting ended with a vote of thanks to the Chair.

Chairperson

COLLECTOR, CUTTACK



Annexure-1

OFFICE OF THE PRINCIPAL
BHUBANANANDA ORISSA SCHOOL OF ENGINEERING, CUTTACK

At. – SCB Medical College Road, Pin-753007, Dist. - Cuttack,
E-mail: principalbose@rediffmail.com, Website: www.bosecuttack.in

**ATTENDANCE OF THE SPECIAL GOVERNING BODY MEMBERS PRESENT IN THE
MEETING HELD ON 10-06-2025 AT 04:30 PM AT OLD CONFERENCE HALL,
COLLECTORATE, CUTTACK.**

Sl. No	Name and Designation	e-mail id & Mobile No.	Signature
1	Sri Datatraya Bhausahab Shinde, IAS, Collector & District Magistrate, Cuttack.		
2	Hon'ble MLA, Choudwar-Cuttack/Representative	—	
3	Hon'ble MP, Cuttack/Representative	—	
4	Dr. H.K. Mohanty, Principal, BOSE, Cuttack (Member Convenor)	8763104973	
5	Sri S.K. Patra, Joint Director (Procurement), Representative of DTE&T, Odisha, Cuttack		
6	Sri R.K. Gupta, Plant Head, RSB Transmission (I) Ltd., Cuttack/Representative	7260812080	
7	General Manager, CTTC, Bhubaneswar/Representative	—	
8	Sri Ghanashyam Saha, District Employment Officer, Cuttack DS DEO	9937928372	
9	Manoj Kumar Behera, E.E., O/o S.E., Cuttack (R&B) Div-I, R&B, Supdt. Engineer, R&B Divn-I, Cuttack/Representative	9439278367	
10	S.N. Nayak, General Manager, WATCO, Cuttack/Representative		 A-M WATCO
11	Executive Engineer, TPCODL, CDD-I, Ranihat, Cuttack/Representative	—	
12	Sri S.S. Sahoo, HoD (Mech.) & Academic Coordinator, BOSE, Cuttack.	susha.sahoo@gmail.com 9040428774	

[illegible]