



Minutes of Meeting
Department of Botany
School of Applied Sciences

Date: 22nd May 2021

The following matters were discussed in the meeting.

1. According to the UGC guideline, the all-teaching faculty of department of Botany must have the Ph.D. degree. The faculties who are continuing Ph.D. are advised to submit the thesis by end of June 2021.
2. All faculties must give a one page write up regarding their dream which should converge with the university dream along with any support required from university.
3. In addition, with the existing course “Plant genomics”, a new interdisciplinary course will be introduced on upcoming BOS 2021.
4. Mentoring of students should be very strict; Mentoring report of each weak has to compile and send to HOD and issues of students will be discussed in each departmental meeting. Mentoring will be done regarding; subject registration, carrier goal and subject content difficulties, attendance, fees, exam related issue. More focus should be given to motivate the students and guide them in their career aspects.
5. Quarterly Newsletter including student’s activities and departmental achievement should be shared with all faculties through mail.
6. Interaction with faculties among each other should be done across the campus to improve the communication and to encourage the students to speak and build self-confidence.
7. Emphasis should be given to students to appear in the NET and all competitive examination which will be must for higher study including getting job after M.Sc. Incorporation of IELTS exam should be there for students and faculty.
8. Department of Botany have finalized the lab flexes comprising of list of experiments, objectives and outcomes, Do’s and Don’ts and Safety rules fulfilling NAAC compliance. All faculties are given responsibilities to complete the Lab manual by the end of this month.
9. Departmental research scheme using different research center was discussed. Dr. Sagarika Parida and Dr. Gyanranjan Mahalik are given responsibility for study of plant diversity study in CUTM campus and Dr. Kalpita Bhatta will be in charge for cactus garden development. Each faculty will be responsible to develop medicinal plant garden. Tissue culture and genomics study will be done for endangered medicinal plants.

10. Discussion was made regarding syllabus modification for BOS. Diversity and systematic of plant will be two different subjects. It was plan to introduce a new subject; Biostatics and bioinformatics in core courses.



Dr. Rukmini Mishra
Associate Professor
Head of the Department of Botany



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*Shaping Lives...
Empowering Communities...*

**Minutes of Meeting
Department of Botany
School of Applied Sciences**

Date: 3rd June 2021

The following matters were discussed in the meeting.

1. It was decided to organize a oneday seminar on the occasion of Environment Day on 5th of June 2021.
2. Dr. Sanjeeva Nayak, Sr. principal Scientist, CSIR-NBRI, will be invited as guest speaker.
3. Dr. Gyanranjan Mahalik will be in charge of invitation to all Emeritus professor of our department.
4. It was planned to have a student's competition; power point presentation on theme "Ecosystem restoration" for M.Sc and "Sustainable agriculture and human health" for B.Sc. and painting competition on 4th June 2021. There will be 6 positions including both B.Sc. and M.Sc. for PPT Presentation and three for painting competition.
5. Dr. Sagarika Parida and Dr. Suhas Sutar will the judge for this competition. And all faculties will take the responsibility to organize the seminar and competition.
6. Dr. Kalpita Bhatta will be on charge for first inauguration session and vote of Thanks will be given by Dr. Rukmini Mishra, HoD department of Botany.

Rukmini Mishra

Dr. Rukmini Mishra
Associate Professor
Head of the Department of Botany



Minutes of Meeting
Department of Botany
School of Applied Sciences

Date: 25th September 2021

The following matters were discussed in the meeting.

1. Syllabus criteria- Dr. Rukumini Mishra and Bhagyashree Behera
2. Student Activities- Dr. Sagarika Parida and Dr. Kalpita Bhatta, Alumini Data- Dr. Gyan ranjan Mahalick
3. Remedial Classes attendance- ALL
4. Research/ Workshop/Seminar- Dr. Rukumini Mishra, Bhagyashree Behera and Srimay Pradhan. Publication- Dr. Gyan ranjan Mahalick
5. Student's Award /Achievement-ALL

Rukumini Mishra

Dr. Rukumini Mishra
Associate Professor
Head of the Department of Botany



Minutes of Meeting
Department of Botany
School of Applied Sciences

Date: 10th November 2021

The following matters were discussed in the meeting.

1. NAAC 64 files need to keep update in both hard copy and soft copy. All faculties of our department will be responsible to update files.

2. Preparation of semester question papers.

M.Sc. Botany

- Plant Genomics-Dr Sutar Suhas Bharat
- Good Manufacturing practices- Dr Gyanranjan Mahalik/ Dr Sgarika Parida

BSc Botany

- Economic Botany: Dr Kalpita Bhatta
- Anatomy of Angiosperms: Dr Sagarika Parida
- Reproductive biology of angiosperms: Dr Gyanranjan Mhalik

Domain

- Genetics and Genomics: Dr. Rukmini Mishra

Concerned faculty members must send the question papers to qp.qa@cutm.ac.in by 12 November 2021. Please keep the same confidential and not mark copies to any other mail apart from Director (QA).

3. It was advised to all faculties to complete their practices and theory in this week.

4. Cos and Pos of all subject of B.Sc. and M.Sc. should be prepared by 12th November 2021.

5. Publication Details, Project/Patents/Services, Awards/Recognition/Membership, Webinars/Conferences/Workshops Attended or Conducted, Short Term Courses/Refresher Courses Attended: These Details need to be updated by all faculties in the end of the each month for compilation of NAAC files.

Rukmini Mishra

Dr. Rukmini Mishra
Associate Professor
Head of the Department of Botany

Department of Agronomy and Agroforestry
MSSSoA, Centurion University of Technology and Management
 Alluri Nagar, R-Sitapur, Paralakhemundi, Odisha – 761211
www.cutm.ac.in

Departmental Meeting No. Agron/2022/01

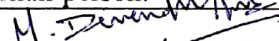
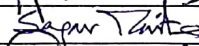
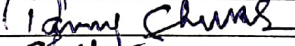


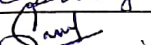

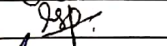
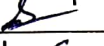

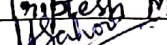
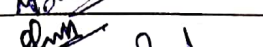
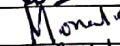
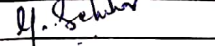


Date: 28/01/2022

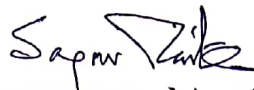
Meeting was conducted in online mode through Zoom

A meeting of the Department of Agronomy and Agroforestry was held today with all the following signatory faculty members and HoD in the chair. The following are the minutes of the meeting.

1. Regular activities, classes of UG and PG students, field works/ research works of the PG students are going on in proper manner. Concerned faculty members as Supervisors updated that PG students' works are going on perfectly.
2. Concerned Faculty responsible for the evaluation of RAWE and AELP supervision briefly described the status.
3. Attendance updated in ERP
4. All the Faculty members agreed on focusing publication with quality and target journals will be of SCI/ Scopus/WoS/ UGC care indexed.
5. In the previous month 04 journal articles have been published.

The meeting ended with thanks to the chair person.

1.	Prof. M. Devender Reddy	
2.	Dr. Sagar Maitra	
3.	Dr. Tanmoy Shankar	
4.	Dr. Subhasisha Praharaj	
5.	Dr. Rajesh Shriram Kalasare	
6.	Dr. Swarnali Duary	
7.	Dr. Sahuji Bandyopadhyay	
8.	Ms. Jnana Bharti Palai	
9.	Ms. Sonia Panigrahi	
10.	Mr. Santosh Kumar Lenka	
11.	Mr. Lalichetti Sagar	
12.	Mr. Triptesh Mondal	
13.	Mr. Upasana Sahoo	
14.	Mr. Ashirbachan Mahapatra	
15.	Ms. Monalisa Sahoo	
16.	Mr. G. Shekar	


 HoD, Agronomy and Agroforestry

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Departmental Meeting No. Agron/2022/02

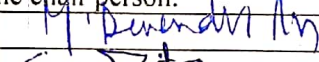
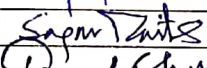
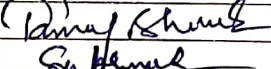
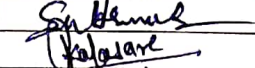
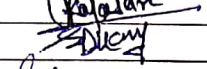
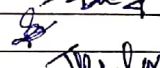

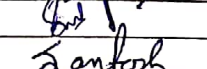
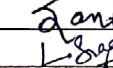
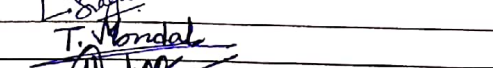
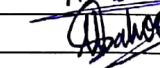
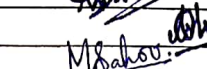
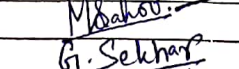
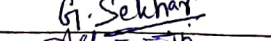
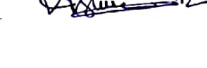


Date: 10/02/2022

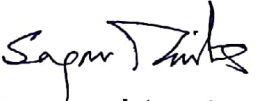
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2. Concerned Faculty responsible for the evaluation of RAWE and AELP supervision briefly described the status.
3. Attendance updated in ERP
4. All the Faculty members agreed on focusing publication with quality and target journals will be of SCI/ Scopus/WoS/ UGC care indexed.
5. In the previous month 04 journal articles have been published.

The meeting ended with thanks to the chair person.

1.	Prof. M. Devender Reddy	
2.	Dr. Sagar Maitra	
3.	Dr. Tanmoy Shankar	
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12.	Mr. Triptesh Mondal	
13.	Mr. Upasana Sahoo	
14.	Mr. Ashirbachan Mahapatra	
15.	Ms. Monalisa Sahoo	
16.	Mr. G. Shekar	
17.	Dr. Ashwini, T.R	


 HoD, Agronomy and Agroforestry

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Departmental Meeting No. Agron/2022/3

Date: 30/03/2022

Meeting was conducted in online mode through Zoom

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5. In the previous month 10 journal articles have been published.

The meeting ended with thanks to the chair person.

1.	Prof. M. Devender Reddy	<i>M. Devender Reddy</i>
2.	Dr. Sagar Maitra	<i>Sagar Maitra</i>
3.	Dr. Tanmoy Shankar	<i>Tanmoy Shankar</i>
4.	Dr. Aswani TR	<i>Aswani TR</i>
5.	Dr. Rajesh Shriram Kalasare	<i>Rajesh Kalasare</i>
6.	Dr. Swarnali Duary	<i>Swarnali Duary</i>
7.	Dr. Sahuji Bandyopadhyay	<i>Sahuji</i>
8.	Dr. Abha Manohar K.	<i>Abha</i>
9.	Dr. Ashirbachan Mahapatra	<i>Ashirbachan</i>
10.	Dr. T.R. Ashwini	<i>T.R. Ashwini</i>
11.	Ms. Jnana Bharti Palai	<i>Jnana Palai</i>
12.	Ms. Sonia Panigrahi	<i>Sonia Panigrahi</i>
13.	Mr. Santosh Kumar Lenka	<i>Santosh Kumar Lenka</i>
14.	Mr. Lalichetti Sagar	<i>L. Sagar</i>
15.	Mr. Triptesh Mondal	<i>Triptesh Mondal</i>
16.	Mr. Upasana Sahoo	<i>Upasana Sahoo</i>
17.	Ms. Monalisa Sahoo	<i>Monalisa Sahoo</i>
18.	Mr. G. Shekar	<i>G. Shekar</i>

19. Alok Kumar Behera

Alok

Sagar Maitra

HoD, Agronomy and Agroforestry

Department of Agronomy and Agroforestry
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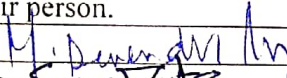
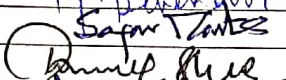
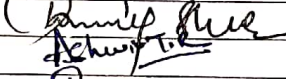
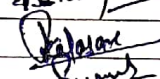
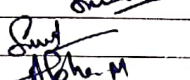
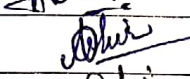
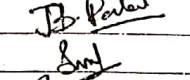
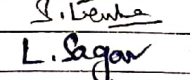
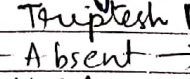
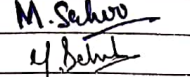






Departmental Meeting No. Agron/2022/4

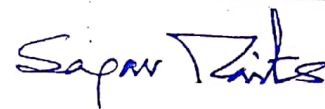
Date: 30/04/2022

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2. Concerned Faculty responsible for the evaluation of RAWE and AELP supervision briefly described the status.
3. Attendance updated in ERP
4. All the Faculty members agreed on focusing publication with quality and target journals will be of SCI/ Scopus/WoS/ UGC care indexed.
5. In the previous month 04 journal articles have been published.

The meeting ended with thanks to the chair person.

1.	Prof. M. Devender Reddy	
2.	Dr. Sagar Maitra	
3.	Dr. Tanmoy Shankar	
4.	Dr. Aswani TR	
5.	Dr. Rajesh Shriram Kalasare	
6.	Dr. Swarnali Duary	
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10.	Ms. Jnana Bharti Palai	
11.	Ms. Sonia Panigrahi	
12.	Mr. Santosh Kumar Lenka	
13.	Mr. Lalichetti Sagar	
14.	Mr. Triptesh Mondal	
15.	Mr. Upasana Sahoo	← Absent →
16.	Ms. Monalisa Sahoo	
17.	Mr. G. Shekar	



HoD, Agronomy and Agroforestry

Department of Agronomy and Agroforestry
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www.cutm.ac.in

Departmental Meeting No. Agron/2022/5

Date: 31/05/2022

A meeting of the Department of Agronomy and Agroforestry was held today with all the following signatory faculty members and HoD in the chair. The following are the minutes of the meeting.

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4. All the Faculty members agreed on focusing publication with quality and target journals will be of SCI/ Scopus/WoS/ UGC care indexed.
5. In the previous month 05 journal articles have been published.
6. Responsibility towards the International Conference (ICAATAS 2022) was discussed.

The meeting ended with thanks to the chair person.

1.	Prof. M. Devender Reddy	<i>M. Devender Reddy</i>
2.	Dr. Sagar Maitra	<i>Sagar Maitra</i>
3.	Dr. Tanmoy Shankar	<i>Tanmoy Shankar</i>
4.	Dr. Aswani TR	<i>Aswani TR</i>
5.	Dr. Rajesh Shriram Kalasare	<i>Rajesh Kalasare</i>
6.	Dr. Swarnali Duary	<i>Swarnali Duary</i>
7.	Dr. Sahuji Bandyopadhyay	<i>Sahuji</i>
8.	Dr. Abha Manohar K.	
9.	Dr. Ashirbachan Mahapatra	<i>Ashirbachan</i>
10.	Ms. Jnana Bharti Palai	<i>Jnana Palai</i>
11.	Ms. Sonia Panigrahi	<i>Sonia P</i>
12.	Mr. Lalichetti Sagar	<i>L. Sagar</i>
13.	Mr. Triptesh Mondal	<i>Triptesh Mondal</i>
14.	Mr. Upasana Sahoo	<i>← Absent →</i>
15.	Ms. Monalisa Sahoo	<i>M. Sahoo</i>
16.	Mr. G. Shekar	<i>G. Shekar</i>

Sagar Maitra

HoD, Agronomy and Agroforestry

Department of Agronomy and Agroforestry
MSSSoA, Centurion University of Technology and Management
 Alluri Nagar, R-Sitapur, Paralakhemundi, Odisha – 761211
www.cutm.ac.in

Departmental Meeting No. Agron/2022/6

Date: 28/06/2022

A meeting of the Department of Agronomy and Agroforestry was held today with all the following signatory faculty members and HoD in the chair. The following are the minutes of the meeting.

1. Regular activities, classes of UG and PG students, field works/ research works of the PG students are going on in proper manner. Concerned faculty members as Supervisors updated that PG students' works are going on perfectly.
2. Concerned Faculty responsible for the evaluation of RAWE and AELP supervision briefly described the status.
3. Attendance updated in ERP
4. All the Faculty members agreed on focusing publication with quality and target journals will be of SCI/ Scopus/WoS/ UGC care indexed.
5. In the month June, 10 journal articles have been published.

The meeting ended with thanks to the chair person.

1.	Prof. M. Devender Reddy	<i>M. Devender Reddy</i>
2.	Dr. Sagar Maitra	<i>Sagar Maitra</i>
3.	Dr. Tanmoy Shankar	<i>Tanmoy Shankar</i>
4.	Dr. Aswani TR	<i>Aswani TR</i>
5.	Dr. Rajesh Shriram Kalasare	<i>Rajesh Kalasare</i>
6.	Dr. Swarnali Duary	<i>Swarnali Duary</i>
7.	Dr. Sahuji Bandyopadhyay	<i>Sahuji Bandyopadhyay</i>
8.	Dr. Abha Manohar K.	<i>Abha M.</i>
9.	Dr. Ashirbachan Mahapatra	<i>Ashir</i>
10.	Ms. Jnana Bharti Palai	<i>Jnana Palai</i>
11.	Ms. Sonia Panigrahi	<i>Sonia</i>
12.	Mr. Lalichetti Sagar	<i>L. Sagar</i>
13.	Mr. Triptesh Mondal	<i>Triptesh Mondal</i>
14.	Mr. Upasana Sahoo	<i>Upasana</i>
15.	Ms. Monalisa Sahoo	<i>M. Sahoo</i>
16.	Mr. G. Shekar	<i>G. Shekar</i>

Sagar Maitra

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www.cutm.ac.in

Departmental Meeting No. Agron/2022/7

Date: 30/07/2022

A meeting of the Department of Agronomy and Agroforestry was held today with all the following signatory faculty members and HoD in the chair. The following are the minutes of the meeting.

1. Regular activities, classes of UG and PG students, field works/ research works of the PG students are going on in proper manner. Concerned faculty members as Supervisors updated that PG students' works are going on perfectly.
2. Concerned Faculty responsible for the evaluation of RAWE and AELP supervision briefly described the status.
3. Attendance updated in ERP
4. All the Faculty members agreed on focusing publication with quality and target journals will be of SCI/ Scopus/WoS/ UGC care indexed.
5. In the previous month 05 journal articles have been published.
6. Ranadevi, Patikota and Bagusala farm production works for the *kharif* 2022-23 were assigned to Dr. Ashirbachan Mahapatra, Mr. Triptesh Mondal and Dr. Rajesh Shriram Kalasare, respectively.

The meeting ended with thanks to the chair person.

1.	Prof. M. Devender Reddy	<i>M. Devender Reddy</i>
2.	Dr. Sagar Maitra	<i>Sagar Maitra</i>
3.	Dr. Tanmoy Shankar	<i>Tanmoy Shankar</i>
4.	Dr. Aswani TR	<i>Aswani T.R.</i>
5.	Dr. Rajesh Shriram Kalasare	<i>Rajesh Kalasare</i>
6.	Dr. Swarnali Duary	<i>Swarnali Duary</i>
7.	Dr. Sahuji Bandyopadhyay	<i>Sahuji</i>
8.	Dr. Abha Manohar K.	<i>Abha M.</i>
9.	Dr. Ashirbachan Mahapatra	<i>Ashirbachan</i>
10.	Ms. Jnana Bharti Palai	<i>Jnana Palai</i>
11.	Ms. Sonia Panigrahi	<i>Sonia Panigrahi</i>
12.	Mr. Chandini	<i>Chandini</i>
13.	Mr. Lalichetti Sagar	<i>L Sagar</i>
14.	Mr. Triptesh Mondal	<i>Triptesh Mondal</i>
15.	Mr. Upasana Sahoo	<i>Upasana Sahoo</i>
16.	Ms. Monalisa Sahoo	<i>Monalisa Sahoo</i>
17.	Mr. G. Shekar	<i>G. Shekar</i>

Sagar Maitra

HoD, Agronomy and Agroforestry

Department of Agronomy and Agroforestry
MSSSoA, Centurion University of Technology and Management
 Alluri Nagar, R-Sitapur, Paralakhemundi, Odisha – 761211
www.cutm.ac.in

Departmental Meeting No. Agron/2022/8

Date: 25/08/2022

A meeting of the Department of Agronomy and Agroforestry was held today with all the following signatory faculty members and HoD in the chair. The following are the minutes of the meeting.

1. Regular activities, classes of UG and PG students, field works/ research works of the PG students are going on in proper manner. Concerned faculty members as Supervisors updated that PG students' research works are going on perfectly.
2. Concerned Faculty responsible for the evaluation of RAWE and AELP supervision briefly described the status.
3. Responsibility of Ranadevi Poly house was assigned to Ms. Upasana Sahoo and Mr. Sairam Masina
4. All the Faculty members agreed on focusing publication with quality and target journals will be of SCI/ Scopus/WoS/ UGC care indexed.
5. In the previous month 02 journal articles have been published.
6. Dr. Ashirbachan Mahapatra, Mr. Triptesh Mondal and Dr. Rajesh Shriram Kalasare, updated about the progress of RNR Production works at Ranadevi, Patikota and Bagusala farms, respectively.
7. Dr. Rajesh Shriram Kalasare, the Faculty-In-Charge, Bagusala Student Research Farm with effective from 01-08-2022, updated regarding different ongoing research and production activities at Bagusala Farm.

The meeting ended with thanks to the chair person.

1.	Prof. M. Devender Reddy	<i>M. Devender Reddy</i>
2.	Dr. Sagar Maitra	<i>Sagar Maitra</i>
3.	Dr. Tanmoy Shankar	<i>Tanmoy Shankar</i>
4.	Dr. Aswani TR	<i>Aswani TR</i>
5.	Dr. Rajesh Shriram Kalasare	<i>Rajesh Shriram Kalasare</i>
6.	Dr. Swarnali Duary	<i>Swarnali Duary</i>
7.	Dr. Sahuji Bandyopadhyay	<i>Sahuji Bandyopadhyay</i>
8.	Dr. Abha Manohar K.	<i>Abha Manohar K.</i>
9.	Dr. Ashirbachan Mahapatra	<i>Ashirbachan Mahapatra</i>
10.	Ms. Jnana Bharti Palai	<i>Jnana Bharti Palai</i>
11.	Ms. Sonia Panigrahi	<i>Sonia Panigrahi</i>
12.	Mr. Chandini	<i>Chandini</i>
13.	Mr. Lalichetti Sagar	<i>L. Sagar</i>
14.	Mr. Triptesh Mondal	<i>Triptesh Mondal</i>
15.	Mr. Upasana Sahoo	<i>Upasana Sahoo</i>
16.	Ms. Monalisa Sahoo	<i>Monalisa Sahoo</i>
17.	Mr. G. Shekar	<i>G. Shekar</i>

Sagar Maitra

HoD, Agronomy and Agroforestry

Department of Biochemistry,
Biotechnology & Crop Physiology

MSSSOA, CUTM-PKD

"This is to certified that this register contains
1-243 pages and exclusively meant for departmental
meetings only".

G. Raghav
(G. Raghav) 03/09/2018

03/09/2018

1st Departmental Meeting

venue: Advanced Food testing Lab

Faculty members

Time: 11:30am

- 1) Dr. Pushpalatha G. Associate Dean
- 2) Dr. Raghu Gogada HOD
- 3) Dr. V. Ramana Gopavajhula
- 4) Dr. Koustava Kumar Panda
- 5) Mr. Dinkar Gaikwad

Pushpa 03/09
 G. Gogada 03/09/18
 G. Ramana 03/09/18
 K. K. Panda 03/09/2018
 Dinkar Gaikwad 03/09

Agenda

- 1) ERP : Attendance update, lesson plan, 1st internal & 2nd internal leaves.
- 2) Faculty personal files : Discussed
- 3) Lab Manuals: updation — Lab
- 4) Faculty profile updation web & ^{Incumbency} Board: X
- 5) One day Seminar (DST → Dec-2018).

29/10/2018

2nd Departmental Meeting

venue: HOD Chamber CRC-F212

Faculty members

Time: 4:00 Pm

- 1) Dr. Pushpalatha G
- 2) Dr. Raghu Gogada, HOD
- 3) Dr. Koustava K. Panda
- 4) Dr. G.V. Ramana
- 5) Mr. Dinkar Gaikwad

G. Gogada 29/10/2018
 K. K. Panda 29/10/2018
 G. Ramana 29/10/18
 Dinkar Gaikwad 29/10/18

Lab Technicians

- 1) BRADABIDHU PATNAIK

B. Patnaik 29.10.18

Agenda:

- ICAR Related issues
- Field, Laboratories,
 - Faculty profile, Lab manuals etc.

3rd Departmental Meeting

13/11/18

Venue: HOD Chamber CRC-2 F 212

Time: ~~10:30~~ 3:30pm

Faculty Members ~~Presented~~

1. Dr. G.V. Ramana
2. Dr. Raghu Gogada HOD
3. Dr. Jyotshana Kumar Panda
4. Mr. Dhakar Gaikwad
5. Dr. Puspallata G

G. Ramana 13/11/18

G. Gogada 13/11/18

J. K. Panda 13/11/2018

Dhakar Gaikwad

— ABSENT —

Lab technicians

- 1) CHIRANJEEVI LIMMA
- 2) BRAJABIDHU PATNAIK

Chame 13/11/18

B. Patnaik 13/11/18

Agenda: 1) ICAR related issues (Field, pending things etc).

4th Departmental Meeting 19/11/18

Venue: HOD Chamber CRC-2 F 212

Time: 10:30 AM

Faculty Members pres

- 1) Mr. Dhakar Gaikwad
- 2) Dr. G.V. Ramana
- 3) Dr. Jyotshana Kumar Panda
- 4) Dr. Raghu Gogada HOD
- 5) Dr. Puspallata G

Dhakar Gaikwad 19/11/18

G. Ramana 19/11/18

J. K. Panda 19/11/2018

G. Gogada 19/11/18

— ABSENT —

Agenda:

1) work load for Even semester

- Bsc (Ag)
- a) Fundamentals of Crop Physiology (2nd sem) (2+1)
 - b) Biochemistry (6th sem) (2+1) (old Syll)
 - c) Principles of Plant Biotechnology (6th sem) 2+1 (old)
 - d) Fundamentals of plant Biotechnology (4th sem) 1+1 (New)

20 Sections 15 Sections 2+1 (6x15 = 90

5 Sections 1+1 (5x5 = 25hr

115hr

MSc (Ag) a) IPR (2hr)

b) Molecular Biology techniques (3hr) } 6hr

c) combined (2hr) } 12hr

5th Departmental Meeting

20/12/2018

Venue: HOD chamber CRC2-F2

Time: 2:30 PM

Signatures

Faculty Members

- 1) Dr. Koustava Kumari Panda
- 2) Dr. Raghav Gogada - HOD
- 3) Mr. Sunay Kumar Behena
- 4) Mr. Dinkar Gaidwad
- 5) Dr. G. V. Ramana
- 6) Dr. Prakash Ganesh

J.P. Panda 20.12.2018

G. G. 20/12/18

R. G. 20/12/18

S. K. G. 20/12/18

G. G. 20/12/18

- ABSENT -

Agenda:

- 1) To discuss the progress of ICAR related activities.
- 2) Work load related issues.
- 3) Laboratory manual preparation.
- 4) Laboratory technician work load distribution (Sagarika, Swagna, Chiranjeevi)
- 5) Biotechnology / Biochemistry / Crop physiology Laboratory reagents, equipment glassware requirements for conducting Experiments.

6. Brajendra Bidhu Patra
7. Chiranjeevi Kanne
8. Sagarika Parajapati
9. Swapna Ranu Nayak

B. Patra 20/12/18

Chiranjeevi 20/12/18

S. Patra 20/12/18

Swapna 20/12/18

6th Departmental Meeting

31/12/2018

venue: CRC-2, C203 BIONA

Faculty Members

Time: 10:00 AM

Signatures

- 1) Dinkar Gaikwad
- 2) Sunilkumar Behera
- 3) Dr. Raju Gogade HOD
- 4) Dr. Koustava Kumar Panda
- 5) Dr. G. V. Ramana
- 6) Dr. Purnapalata Ganesha

Dinkar Gaikwad

31/12/18

G. V. Ramana 31/12/18

K. K. Panda 31/12/18

G. V. Ramana 31/12/18

— ABSENT —

Technicians :

1. Chiranjeevi himma
2. Brata Bidhan Patraik
3. Govind

Hema
31/12/18

B. Patraik
31/12/18

— ABSENT —

Agenda :

- 1) Mammals preparation with ~~light~~ light ~~and~~ modification (alignments)
- 2) photos
- 3) Reagents, Equipments, Glassware
- 4) Field Labs
- 5) Lab technicians.

10/01/2019

7th Departmental Meeting

venue: HOD chamber CRC-283

Faculty

- HOD
- 1) Dr. Raghu Gogada
 - 2) Dr. Koustava K panda
 - 3) Dr. G.V. Ramana
 - 4) Mr. Suraj Kumar B

G. Rao

G. Rao
 G. Rao
 G. Rao
 G. Rao

Technicians

- 1) Chiranjeevi L
- 2) B. Pattabak
- 3) Swapna

Swarna
 10/01/19
 N. Swapna Rami

Agenda discussed & resolved

- 1) class load distribution & sections allotment
 - a) Bsc (Ag) Biotechnology & Biochemistry
 - b) Bsc (opt) Biotechnology
 - c) Msc (Ag)
- 2) All above faculty got 18hr

8th Departmental Meeting 18/01/19

Faculty venue: HOD chamber CRC-2 F-212

- | | | |
|------------------------------|-----|-------------------------|
| 1) Dr. Raghu Gogada | HOD | G. Reddy 18/01/19 |
| 2) Dr. G. V. Ramana | | G. Reddy 18/01/19 |
| 3) Suraj Kumar Bohena | | S. Nayak 18/01/19 |
| 4) Suman Kumari Nayak | | S. Nayak 18/01/19 |
| 5) Dr. Konustava Kumar Panda | | Dr. K. Panda 18/01/2019 |
| 6) Mr Dinkar Gaikwad | | - Absent - |
| 7) Dr. Pushpalatta G | | - Absent - |
- Technicians

1. B. Anand Bidhan Patraia
 2. Chidanjeevi himma
 3. Dusepna Rani Nayak
- B. Anand Bidhan Patraia 18/01/19
 Dusepna Rani Nayak 18/01/19

Agenda

- 1) Mainly classes allotment.
- 2) Manual preparation.
- 3) Flexes

9th Departmental Meeting 02/02/2019

Faculty venue: HOD chamber CRC-2 F-212

- | | | |
|------------------------------|-----|-------------------------|
| 1) Dr. Raghu Gogada | HOD | G. Reddy 02/02/19 |
| 2) Dr. G. V. Ramana | | G. Reddy 02/02/19 |
| 3) Suman Kumari Nayak | | S. Nayak 02/02/19 |
| 4) Suraj Kumar Bohena | | S. Nayak 02/02/19 |
| 5) Dr. Konustava Kumar Panda | | Dr. K. Panda 02/02/2019 |
| 6) Mr Dinkar Gaikwad | | - Absent - |
| 7) Dr. Pushpalatta G | | - Absent - |

Agenda

- Crop Physiology - (a) Flexes are ready, Some more yet to come
 (b) Flame photometer is need to be installed.
- Biotechnology - (1) SOP & Flexes
 (2) Lab video
- Biochemistry: (1) Flexes (2) sop's

10th Departmental Meeting

17/04/2019 2:30 PM

Faculty

Venue: HOD chamber CR2, Floor

- | | | |
|-----------------------------|----------------|----------------------|
| 1) Dr. Pusphalata Ganesh | Associate Dean | - Absent - |
| 2) Dr. Raghav Gogada | HOD | G. S. 17/04/19 |
| 3) Dr. Koustava Kumar Panda | Associate Prof | J. K. Panda 17/04/19 |
| 4) Dr. G. V. Ramana | Assistant Prof | - Absent - |
| 5) Mr. Dinkar J Gaiwad | Assistant Prof | - Leave - |
| 6) Mr. Suraj Kumar | Assistant Prof | J. S. 17/04/19 |
| 7) Miss. Preeti Bhadra | Assistant Prof | - OD - |

Technical Fellows

- 1) Mr. Swarna Romi
- 2) Mr. Chiranjeevi
- 3) Mr. Patnaik

Mr. Swarna Romi
Chiranjeevi, Lenma

Agenda:

- 1) Faculty profile as per their format on or before 20th April 2019
- 2) Faculty file for each course (Semester wise)
 - a) Lecture plan
 - b) Attendance
 - c) Exams, evaluation
 - d) Results
 - e) Marks

Prepared by Concern faculty and submitted to HOD ^{at the} end of the each semester.
- 3) Faculty in charges for each Lab & responsibilities
- 4) Faculty development programme → Research, Publications, Seminars & workshops.
- 5) Lab utilization
- 6) Leaves → Inform to HOD, put a cc to Dean.
- 7) How many of our faculty involved in Mentoring, IRE training other than regular teaching load.
- 8) Events by the department
Training / Seminars / workshops etc.
- 9) R & D

Department of Biochemistry & Crop Physiology

1st Departmental meeting

Date: 16/08/2019, 10:30 am

Faculty

venue: HOD chamber Signature

- | | | |
|---------------------------|----------------------|--|
| 1) Dr. Raghu Gogada | HOD, Associate Prof. | |
| 2) Mr. Dinkar Gaikwad | Assistant Prof | |
| 3) Mr. Pragun Pal | Assistant Prof | |
| 4) Mr. Chandrasekhar Sahu | Assistant prof | |

Technical Fellows

- 1) Mr. Chiranjeevi
- 2) Mr. B. Patnaik

16/08/19
16.08.19

Agenda:

- 1) Discussed regarding CIT Students practicals, which are going to held from 19-22nd Aug 2019.

2nd Departmental meeting

Date: 29/08/19 10:00 am

venue: HOD chamber (CRC-208)

Faculty

Signatures

- | | | |
|---------------------------|---------------------------|------------|
| 1) Dr. Raghu Gogada | HOD & Associate Professor | |
| 2) Mr. Dinkar Gaikwad | Assistant Professor | |
| 3) Mr. Pragun Pal | Assistant Professor | Pragun Pal |
| 4) Mr. Chandrasekhar Sahu | Assistant Professor | Absent |

Technical Fellows

- | | | |
|--------------------|----------------------------------------|--|
| 1) Mr. Chiranjeevi | Biochemistry Lab technical Incharge | |
| 2) Mr. B. Patnaik | Crop physiology Lab technical Incharge | |

Agenda:

- 1) ERP (attendance, Leaves, Profile updation).
- 2) Research activities (Requirements).
- 3) Lab utilization.
- 4) Scientific events by our departmental Faculty.

3rd Departmental Meeting

Date: 02/11/19 2:00 Pm

Venue: HOD chamber (CRC)

	<u>Faculty</u>	<u>Designation</u>	<u>Signature</u>
1)	Dr. Raghu Gogada	Associate Professor & HOD	G. Gogada
2)	Dr. Pradipta Banerjee	Assistant Prof.	P.B.
3)	Mr. Pragnan Pal	Assistant Prof.	Pragnan Pal
	<u>Technical Fellows</u>		
1)	Mr. Chiranjeevi	Lab. Technician	Chiranjeevi
2)	Mr. B. Patnaik	Lab. Technician	B. Patnaik

Agenda:

- 1) ERP: a) Students attendance (update)
- b) Leaves →
- c) Academic Audit
- * d) Symposium / one day Seminar (end of Nov-2019)
proposal formulation
- e) project proposal

4th Departmental Meeting

Date: 11/12/2019

	<u>Faculty</u>	<u>Designation</u>	<u>Signature</u>
1)	Dr. Raghu Gogada	Associate professor & HOD	G. Gogada
2)	Dr. Pradipta Banerjee	Assistant professor	P. Banerjee
3)	Mr. Chandrasekhar Sahu	Assistant professor	Chandrasekhar Sahu
4)	Mr. Dinkar J Gaikwad	Assistant Professor	Dinkar J Gaikwad

Departmental Meetings

11/12/2019

Dr. Pradipta Banerjee / Asst. Prof. P. Banerjee

5th Departmental Meeting

10/01/2023

<u>Faculty</u>	<u>Designation</u>	<u>Signature</u>
1) Dr. Raghav Gogada	Associate Professor & HOD	G. Gogada
2) Dr. Pradipta Kumyee	Asst. Prof.	P. Kumyee
3) Dr. Praveen Boddana	Associate Professor & HOD	P. Boddana
4) Mr. Deepak Kandhena	Assistant Professor	D. Kandhena
5) Mr. Chandrashekar Sahu	Assistant Professor	C. Sahu
6) Mr. Dinkar Gaikwad	— II —	D. Gaikwad

Msc Students

1) 190805210001	Ramisetty Lohit	M.Sc. Ag GP13	R. Lohit
2) 190805210002	G. Malini Naidu	M.Sc. Ag G. PB	G. Malini Naidu

Agenda

- 1) Students attendance updation (~~6th~~ 6th Sem)
- 2) Regarding work load (IPR and CP)
- 3) projects → Review collection
- 4) Repellents →
- 5) Msc projects discussion

65. Departmental Meeting

Date:

Time:

- 1) Dr. Raghu Gogada
- 2) Dr. Dinkar Gaikwad
- 3) Dr. Pradipta Banerjee
- 4) Dr. Udit Nandan Mishra

Professor & HOD
Asst. Prof
Asst. Prof
Asst. Prof

G. Das
D. Gaikwad
P. Banerjee
U. Mishra

Technical Fellows:

- 1) ~~Pradipta Banerjee~~ Chidambaram Limbu Lab Technician
- 2) Braja Bidhan Mishra Lab Technician

Chidambaram
B. Mishra

7th Departmental Meeting

Date:

Time:

- 1) Dr. Raghu Gogada
- 2) Dr. Dinkar Gaikwad
- 3) Dr. Prodipta Banerjee
- 4) Dr. Udit Nandan Mishra

Professor & HOD
 Asst. Prof.
 Asst. Prof.
 Asst. prof.

G. Gogada
 Dinkar Gaikwad
 P. Banerjee
 U. Mishra

Technical fellows

- 1. Chiranjeevi Limbe
- 2. Banta Bidhu Patra

Lab Technoem
 Lab. Technician

Chiranjeevi
 B. Patra

53 Departmental Meeting

- 1) Dr. Raghu Gogada
- 2) Dr. Dinkar Gaikwad
- 3) Dr. Pradipta Banerjee
- 4) Dr. Udit Nandan Mishra

Date:

Professor & HOD

Asst. prof.

Asst. prof.

Asst. prof.

Time:

G. Room

Practical

Lab

Ministry

Technical Fellows :-

- 1. Chidanjevi Kemme
- 2. Greta Bidhu Hnau

Lab Technician

Lab. Technician

By

B. B. Hnau

9th Departmental Meeting

Date:

Time:

Faculty

- 1) Dr. Raghav Gogada
- 2) Dr. Dinkar Gaikwad
- 3) Mr. Chandrashekar Sahu
- 4) Dr. Udit Nandan Mishra
- 5) Dr. Pradipta Banerjee

Designation

- Professor & HOD
Asst. Prof
Asst. Prof
Asst. Prof
Asst. Prof

Signature

G. Gogada
D. Gaikwad
C. Sahu
U. Mishra
P. Banerjee

Technical fellows:

1. Chetanjevi Lemna

Lab Technician

Chetanjevi

2. Bhanu Rishabh Hraik

Lab. Technician

B. Hraik

10¹⁵ Departmental MeetingDate: 10-03-2021Venue: CRC-2 R-200

<u>SNO</u>	<u>Faculty</u>	<u>Designation</u>	<u>Signature</u>
1)	Dr. Raghu Gogada	Professor & HOD	G. Gogada
2)	P. Radipala Banjee	Asst. Prof.	P. Banjee
3)	Chandrasekhar Sahu	Asst. Professor	Chandrasekhar Sahu
4)	Dr. Udit Nandan Mishra	Asst. Prof.	Udit Nandan Mishra
5)			

Agenda:

- 1) Physical classes (2 Section of 4th Sem Biotechnology)
- 2) Attendance (ERP) (one domine course)
- 3) Requirements
- 4) Leaves :

Technical Fellows : —

1. Chiranjeevi Limma

Lab. Technician

Limma
10/03/2021

2. B. B. B. B. B. B. B. B. B. B.

Lab. Technician

B. B. B. B. B. B. B. B. B. B.

11th Departmental Meeting

Date: 06-04-2021 Venue: 3ERC-2F208

<u>SNO</u>	<u>Faculty</u>	<u>Designation</u>	<u>Signature</u>
1)	Dr. Raghu Gogada	Professor & HOD	G. Rao
2)	Dr. Dilakar Gaikwad	Asst. Prof.	Dilakar Gaikwad
3)	Mr. Chandrashekar Sahu	Asst. Prof.	Chandrashekar Sahu
4)	Dr. Pradipta Banerjee	Asst. Prof.	P. Banerjee

Agenda:

- 1) publications (quantity & quality)
per head 3 papers (at least one quality paper)
- 2) AR/VR modules for Biochemistry & Plant Physiology.
- 3) ERP-attendance.
- 4) MSc - classes ~~to be~~.
- 5) Manual collection from Xerox center.

Lab Technical fellows:

- 1) Chiranjeevi Hemma - Lab Technician (Hemma)
- 2) Brahm Bishnu Hraju - Lab Technician (B. Hraju)

20

Departmental Meeting

Date:

Name: HOD Chamber CRC
F 20

Monthly Departmental meeting

Date: 18/09/2021
Venue: HOD chamber 208

- 1) Dr. Rajeev Goguda Professor and Head
- 2) Dr. Pradipta Banerjee Asst Professor
- 3) Dr. Koustava Kumar Associate Professor
- 4) Dr. Satyabrata Nanda Assistant Professor
- 5) Dr. Krishanram Raju Associate Professor

Agenda:

- 1) ERP attendance
 - 2) class work
 - 3) Internal Exam
 - 4) Center related Research work
 - 5) Nanopore sequence related work
- } Departmental ~~work~~ activities
- } (bacterial Genomic DNA related)
Center related activities.

14th Departmental meeting.

Date: 29/10/2021

venue: CRC-2 F-208

- ① Prof. A. Shiva Kumar
- ② Prof. Raghu Gogada HOD
- ③ Dr. Dinkar J. Gaikwad
- ④ Mr. Chandrabikhar Sahoo

Shravan
G. Rao
M. K. Wadgaonkar

Agenda:

- ① NACC files
- ② ERP
- ③ Ongoing classes (Theory & Practicals)
- ④ AELP program
- ⑤ R&D at departmental level

15th Departmental Meeting

Date: 25/11/21²³

Venue: CRC-2 F-208

- ① Dr. Raghu Gogada, Professor & HOD G. Gogada
- ② Dr. Satyabrata Nanda, Asst. Prof & HOD (Botany) S.N.
- ③ Mrs. Pritha Badra
- ④ Dr. Koustava Kumar panda

Agenda:

- ① External practical Exam conduction for 3rd sem Fundamentals of Plant Biochemistry (A, B, C, D, E, and F).
- ② Internal marks updation in ERP.

Exam dates:

26/11/21 :

9:30 to 12:30 pm: B Section

1:30 to 4:30 pm: C Section

4:30 to 7:30 pm: A Section

27/11/21 :

9:30 to 12:30 pm: D Section

1:30 to 4:30 pm: E Section

4:30 to 7:30 pm: F Section



Dinkar Gaikwad <gaikwad@cutm.ac.in>

Department of Crop Physiology and Bio-Chemistry :: New HoD

1 message

Wed, Jan 19, 2022 at 1:07 PM

BRAJA BIDHU PATNAIK <bbpatnaik@cutm.ac.in>

To: Dinkar Gaikwad <gaikwad@cutm.ac.in>

Cc: "Dr. S. P. Nanda" <spnanda@cutm.ac.in>, "M. Devender Reddy" <devender.reddy@cutm.ac.in>, "All Faculty @

School of Fisheries @ PKD" <allfaculty.sof.pkd@cutm.ac.in>, "All Faculty @ SOAS PKD"

<allfaculty.soaspkd@cutm.ac.in>, All Hod MSSSOA <allhod.msssoa.pkd@cutm.ac.in>, J Tofan Nahak

<roshan.behera@gmail.com>, Exam Section JITM <exam.jitm@cutm.ac.in>, Somanath Dash

<somanathdash@cutm.ac.in>, "G. Govinda Rao" <govinda.rao@cutm.ac.in>, Hara Prasad Mishra

<hpmishra@cutm.ac.in>, Debraj Grahacharya <debraj.grahacharya@cutm.ac.in>, Durga Prasad Padhi

<durgaprasad@cutm.ac.in>, Registrar CUTM <registrar@cutm.ac.in>

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT
M S Swaminathan School of Agriculture, PARLAKHEMUNDI

MSSSOA/OC /05/2022

Date: 19.01.2022

OFFICE COMMUNICATION

Dr. Dinkar J. Gaikwad, Associate Professor is hereby appointed as the Head,
 Department of Crop Physiology and Bio-Chemistry. w.e.f. 24.01.2021.

DEAN(Admin.)

MSSSoA

Cc: Dr. Dinkar.J. Gaikwad for information




Cc: All Deans/All HoDs/All Faculty/Personnel Section/Personal file, EA to VC & Registrar for information

AGENDA OF THE MEETING

1. Submission of individual weekly workload
2. Weekly attendance update status
3. Joining of RC for newly joined faculties
4. Address by Advisor, Crop Physiology and Bio Chemistry

Faculty Present:

(Mode: Online)

Sr. No	Name of the Faculty	Designation	Sign
1	Prof. A. Sivasankar	Professor & Advisor	
2	Dr. Dinkar Gaikwad	Asso. Prof. & HOD	
3	Dr. Poulami Sil	Asst. Prof.	 28.1.22.
4	Mr. Chandrasekhar Sahu	Research Scholar	 23.01.2022

Minutes of the meeting:

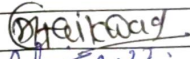
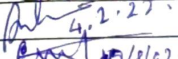

- Discussed about submission of individual weekly workload
- Discussed about regular updating of attendance
- Explained about different RCs and encouraged newly joined faculty to choose the RC of her interest.
- Meeting was ended after the brief address by Prof. A. Sivasankar, Advisor, Crop Physiology and Bio Chemistry.

AGENDA OF THE MEETING

1. Kissan Mela
2. National conference
3. Regarding lab instruments maintenance
4. Regarding syllabus modification upcoming Board of Studies
5. Publication
6. New faculty orientation

Faculty Present:

(Mode: Online)

Sr. No	Name of the Faculty	Designation	Sign
1	Prof. A. Sivasankar	Professor & Advisor	
2	Dr. Dinkar Gaikwad	Asso. Prof. & HOD	
3	Dr. Poulami Sil	Asst. Prof.	 4.2.22
4	Mr. Chandrasekhar Sahu	Research Scholar	 10/1/2022

Minutes of the meeting:

- Discussed about the preparation of kissan mela and stalls.
- Lab in charge will take care of maintenance of the instruments by running them at least once in the week.
- Discussed about modification of the syllabus for upcoming BOS meeting.
- Discussed about publication targets, quality and quantity of publications and incentives offered by university
- Explained about and roles and responsibilities to newly joined faculty.

AGENDA OF THE MEETING

1. Land requirement
2. Individual weekly workload
3. Lab requirements for upcoming semester

Faculty Present:

(Mode: offline)

Sr. No	Name of the Faculty	Designation	Sign
1	Prof. A. Sivasankar	Professor & Advisor	<i>A. Sivasankar</i>
2	Dr. Dinkar Gaikwad	Asso. Prof. & HOD	<i>D. Gaikwad</i>
3	Dr. Poulami Sil	Asst. Prof.	<i>P. Sil</i> 15.7.22
4	Mr. Chandrasekhar Sahu	Research Scholar	<i>C. Sahu</i> 15.07.2022
5	Dr. Koustav Kumar Panda	Asso. Prof	<i>K. Panda</i> 15.07.22
6	Mr. Chiranjeevi Limma	Lab Assistant	<i>C. Limma</i> 15.07.22
7	Mr. Sudhir Kumar Patro	Lab Assistant	<i>S. Patro</i>

Minutes of the meeting:

- ① Discussed with Adviser of the dept. & decided to have 1000m² land area to conduct the experiments on yield potential of Rice genotypes.
- ② Collected individual workload for assigning exam duty.
- ③ Asked to prepare the list of chemicals and glassgoods for even semester.



Centurion University of Technology and Management
(Established Vide Odisha Act 4 of 2010, u/s 2(f) of UGC Act, 1956 & Accredited with A Grade by NAAC)
Paralakhemundi -761211, Odisha

Reporting Authority
Dr. M. Devender Reddy
Dean (Academics), MSSSoA
Dr. S. P. Nanda
Dean (Admir), MSSSoA

Dated: August 1, 2019

Departmental Meeting

Minutes

Faculty members

Dr. K. Krishnam Raju *K. Krishnam Raju*
HoD, Department of Genetics
and Plant Breeding and Seed
Science and Technology

Mr. A. Satyanj Kumar *A. Satyanj Kumar*

Mr. Abhilash Behera *Abhilash Behera*

Mr. N M Satykar Rao *N M Satykar Rao*

Mr. Durgadati Meher *Durgadati Meher*

Ms. Niraja Rai Patra *Niraja Rai Patra*

Ms. Pragnya Framita *Pragnya Framita*

Non Teaching Staffs

Ms. Sagarika Ingrahi

Mr. Brajabidh Pattanaik *Brajabidh Pattanaik*

Weekly departmental meeting was held on 01/08/2019 in the department of genetics and plant breeding and seed science and technology with the presence of HoD and all the teaching and non-teaching staff. The following topics were put forth as the meeting's agenda,

- 1) Discussion regarding MIR.
- 2) Mentoring report.
- 3) Discussion on the practical records
- 4) Division on faculty punctuality to class rooms and practical classes.
- 5) Discussion of ERP attendance.
- 6) Assigning of field plots according to the courses and planning of field and germplasm multiplication.

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

K. Krishnam Raju 1/8/19
Head of Department

Department of Genetics and Plant
Breeding and Seed Science and
Technology



Reporting Authority
Dr. M. Devender Reddy
Dean (Academics), MSSSoA
Dr. S. P. Nanda
Dean (Admin), MSSSoA

Dated: August 20, 2019

Departmental Meeting

Minutes

Faculty members

Dr. K. Krishnam Raju *K. Raju*

HoD, Department of Genetics
and Plant Breeding and Seed
Science and Technology

Mr. A. Satyaraj Kumar *A.S. Raju*

Mr. Abhilash Behera *Abhilash Behera*

Mr. N M Satyakar Rao *N.M. Satyakar Rao*

Mr. Durgadatta Meher *Durgadatta Meher*

Ms. Niraja Rani Patra

Ms. Pragnya Paramita *Pragnya Paramita*

Dr. Hari Ram Kumar *Hari Ram Kumar*

Dr. Poojya Kumari *Poojya Kumari*

Non Teaching Staffs

Ms. Sagarika Panigrahi *S. Panigrahi*

Mr. Brajabidhu Pattanaik *B. Pattanaik*

Weekly departmental meeting was held on 20/08/2019 in the department of genetics and plant breeding and seed science and technology with the presence of HoD and all the teaching and non-teaching staff. The following topics were put forth as the meeting's agenda,

- 1) Discussion regarding internal evaluation system and credit system.
- 2) Mentoring report.
- 3) Discussion on the practical records
- 4) Discussion on faculty punctuality to class rooms and practical classes.
- 5) Discussion of ERP attendance.
- 6) Assigning of field plots according to the courses and planning of field and germplasm multiplication.
- 7) Discussion regarding M.Sc. lab set up and lab requirements.
- 8) Research and Publications
- 9) *Update of Notice board.*

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

K. Krishnam Raju 20/8/19

Head of Department

Department of Genetics and Plant
Breeding and Seed Science and
Technology



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UNIVERSITY**

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Paralakhemundi -761211, Odisha

Reporting Authority
Dr. M. Devender Reddy
Dean (Academics), MSSSoA
Dr. S. P. Nanda
Dean (Admin), MSSSoA

Dated: September 6, 2019

Departmental Meeting

Minutes

Faculty members

Dr. K. Krishnam Raju *K. Krishnam Raju 6/9/19*

HoD, Department of Genetics and Plant Breeding and Seed Science and Technology

Mr. A. Satyaraj Kumar *A. Satyaraj Kumar 6/9/19*

Mr. Abhilash Behera *Abhilash Behera 6/9/19*

Mr. N M Satyakar Rao *N M Satyakar Rao 6/9/19*

Mr. Durgadatta Meher

Ms. Niraja Rani Patra *Niraja Rani Patra 6/9/19*

Ms. Pragnya Paramita *Pragnya Paramita 6/9/19*

Dr. Hari Ram Kumar B. *Hari Ram Kumar B. 6/9/19*

Non Teaching Staffs

Ms. Sagarika Panigrahi

Mr. Brajabidhu Pattanaik

Weekly departmental meeting was held on 06/09/2019 in the department of genetics and plant breeding and seed science and technology with the presence of HoD and all the teaching and non-teaching staff. The following topics were put forth as the meeting's agenda,

- 1) Field maintainance, classes in the field during practical. ✓
- 2) Mentoring report. *mentd file*
- 3) Discussion on the practical records
- 4) Division on faculty punctuality to class rooms and practical classes.
- 5) Discussion of ERP attendance, *message sending (SMS)*
- 6) Assigning of field plots according to the courses and planning of field and germplasm multiplication.
- 7) Discussion regarding M.Sc. lab set up and lab requirements.
- 8) PG Coordinator appointment — *Hari Ram Kumar*
- 9) Course completion
- 10) *Staff profile fulfillment in respect of Achievement & publication ✓*
- 11) *Anti-ragging Affidavit. (within one month)*

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

Dr. V. Narasimha Reddy
Professor
vnreddy

K. Krishnam Raju 6/9/2019
Head of Department
Department of Genetics and Plant Breeding and Seed Science and Technology

Departmental Meeting, for the installation of
 Cubical and assignment as well as distribution of
 01/05/2021
 book to the members.

- Crops supposed to have - vegetable seed - Onion, Tomato, Brinjal, Chilly, Maize

1. To study the effect of germination parameters of seed.

Obj - 1. To check the plant growth, behaviour & compare the
 in vitro ^{morphology} and in vivo ^{physiology} conditions of the crop.

2. To observe the take effect in both in vitro and in vivo.

Sl. No.	Name	Synature
1.	Dr. Praveen Kumar	
2.	Siddhanta Sharma Sharma	
3.	Kajal Samantika	
4.	Sanghamitra Rout	
5.	Dr. Nishant Kumar Choudhary	
6.	P. Susmita	

Field RBD
 R-3
 Var- 2.
 Lab CRD
 R-3
 Var- 2.

9/15/2021

Faculty

- Nishant Kumar - Estability analysis in maize
- Sanghamitra Rout - Biometrical analysis - milled
- Kajal Samantika - Diversity analysis, - linseed
- Praveen Kumar - Seed priming and secondary growth
- Sanghamitra Rout - Stability study of early maturing gen for yield yield in sugarcane.
- Siddhanta Sharma - morpho-physiological and biochemical parameter in case of medicinal plant *Valeriana jatamansi*.

Faculty

Work Assigned

- Siddhanta S. Sharma - Installation and take care of the Lab.
- Sanghamitra Rout - Biometrical Data analysis
- Praveen Kumar - Quality seed maintenance & germination
- Nishant Kumar - Management of in vitro & in vivo conditions - MAIZE
- Kajal Samantika - " - " - TDMARD

1.	Kajal Samantika	
2.	Siddhanta Sharma Sharma	
3.	Dr. N. K. Choudhary	
4.	Dr. P. Susmita	
5.	Sanghamitra Rout	
6.	Praveen Kumar	

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Paralakhemundi -761211, Odisha

Dated: July 2nd, 2021

Reporting Authority

Dr. M. Devender Reddy
Dean (Academics), MSSSoA

Dr. S. P. Nanda
Dean (Admin), MSSSoA

Dr. A. Sivasankar
(Advisor to GPB & SST)

Departmental Meeting

Minutes

Weekly departmental meeting was held on 02/07/2021 at 4:30 pm in the genetics lab of GPB & SST with the presence of Prof. A. Sivasankar Sir, HOD, PG Coordinator and the teaching staff. The following topics were discussed:

- PG-3 form and Committee member formation for PG students
- Field preparation and procurement of various rabi season crops viz., rice, maize, sorghum etc for emasculation and crossing techniques as a part of experiment of 5th semester Crop Improvement -II course.

Faculty members

Dr. K. Krishnam Raju
HoD, Department of

Genetics and Plant Breeding
& Seed Science and
Technology

Dr.

Niranjan K Chaurasia

Dr. P. Susmitha

Dr. Sanghamitra Rout

Dr. Siddhartha S Sharma

Dr. Vinay Kumar

Mr. Aninda Chakraborty

Dr. K. Rashmi

Dr. Suman Parre

Dr. Praveen S. Patted

Mr. Durgadatta Meher

Ms. Kajal Samantara

Non Teaching Staffs

Mr. Bhanu Prasad

K. Krishnam Reddy
Head of Department

Department of Genetics and Plant
Breeding and Seed Science and
Technology

Centurion University of Technology and Management
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Paralakhemundi -761211, Odisha

Dated: July 30th, 2021

Reporting Authority
Dr. M. Devesh Reddy
Dean (Academics), MSSSoA
Dr. S. P. Nanda
Dean (Admin), MSSSoA
Dr. A. Sivasankar
(Advisor to GPB & SST)

Departmental Meeting
Minutes

Weekly departmental meeting was held on 30/07/2021 at 4:30 pm in the genetics lab of GPB & SST with the presence of Prof. A. Sivasankar Sir, HOD, PG Coordinator and the teaching staff. The following topics were discussed:

Faculty members

Dr. K. Krishnam Raju
HoD, Department of
Genetics and Plant Breeding
& Seed Science and
Technology

- Procurement of various chemicals for Bsc. And Msc. Ag. Lab works
- List making of further lab instruments for Msc. Ag. Students.
- Field layout and land arrangement for Master's program research work.

Dr. Niranjan K Chaurasia
Dr. P. Susmitha
Dr. Sanghamitra Rout
Dr. Siddhartha S Sharma
Dr. Vinay Kumar
Mr. Aninda Chakraborty
Dr. K. Rashmi
Dr. Suman Parre
Dr. Praveen S. Patted
Mr. Durgadatta Meher
Ms. Kajal Samantara

Non Teaching Staffs

Mr. Bhanu Prasad

Bhanu Prasad

K. Krishnam Raju
Head of Department

Department of Genetics and Plant
Breeding and Seed Science and
Technology

Centurion University of Technology and Management

(Established Vide Odisha Act 4 of 2010, u/s 2(f) of UGC Act, 1956 & Accredited with A Grade by NAAC)

Paralakhemundi -761211, Odisha

Dated: August 6th, 2021

Reporting Authority

Dr. M. Devender Reddy
Dean (Academics), MSSSoA
Dr. S. P. Nanda
Dean (Admin), MSSSoA
Dr. A. Sivasankar
(Advisor to GPB & SST)

Departmental Meeting

Minutes

Weekly departmental meeting was held on 06/08/2021 at 4:30 pm in the genetics lab of GPB & SST with the presence of Prof. A. Sivasankar Sir, HOD, PG Coordinator and the teaching staff. The following topics were discussed:

Faculty members

Dr. K. Krishnam Raju
HoD, Department of

Genetics and Plant Breeding

& Seed Science and

Technology

Dr.

Niranjan K Chaurasia

Dr. P. Susmitha

Dr. Sanghamitra Rout

Dr. Siddhartha S Sharma

Dr. Vinay Kumar

Mr. Aninda Chakraborty

Dr. K. Rashmi

Dr. Suman Parre

Dr. Praveen S. Patted

Mr. Durgadatta Meher

Ms. Kajal Samantara

- Field layout for crop improvement-I behind the hostel and the necessary seeds that need to be procured were discussed.
- Germplasm availability for conducting master research work biochemical aspects and field layout aspects were discussed in the meeting.

K. Krishnam Raju
Head of Department

Department of Genetics and Plant
Breeding and Seed Science and
Technology

Non Teaching Staffs

Mr. Bhanu Prasad

Bhanu Prasad

Centurion University of Technology and Management

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Paralakhemundi -761211, Odisha

Dated: August 28th, 2021

Reporting Authority

Dr. M. Devender Reddy
Dean (Academics), MSSSoA
Dr. S. P. Nanda
Dean (Admin), MSSSoA
Dr. A. Sivasankar
(Advisor to GPB & SST)

Departmental Meeting

Minutes

Weekly departmental meeting was held on 28/08/2021 at 4:30 pm in the genetics lab of GPB & SST with the presence of Prof. A. Sivasankar Sir, HOD, PG Coordinator and the teaching staff. The following topics were discussed:

Faculty members

Dr. K. Krishnam Raju
HoD, Department of
Genetics and Plant Breeding
& Seed Science and
Technology


- Some of the practical topics on genetics course were uncovered due to lockdown. So, their execution in offline were discussed.
- PG-4, PG-5 forms along with PG-3 forms of some students were discussed in the meeting.
- Staff profile fulfilment in respect of achievement and publication.


Dr.


Niranjan K Chaurasia 

Dr. P. Susmitha 

Dr. Sanghamitra Rout 

Dr. Siddhartha S Sharma 

Dr. Vinay Kumar 

Mr. Aninda Chakraborty 

Dr. K. Rashmi 

Dr. Suman Parre 

Dr. Praveen S. Patted

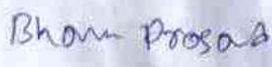
Mr. Durgadatta Meher 

Ms. Kajal Samantara 

Head of Department

Department of Genetics and Plant
Breeding and Seed Science and
Technology

Non Teaching Staffs

Mr. Bhanu Prasad 

Centurion University of Technology and Management

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Paralakhemundi -761211, Odisha

Dated: September 2nd, 2021

Reporting Authority
Dr. M. Devender Reddy
Dean (Academics), MSSSoA
Dr. S. P. Nanda
Dean (Admin), MSSSoA
Dr. A. Sivasankar
(Advisor to GPB & SST)

Departmental Meeting

Minutes

Weekly departmental meeting was held on 02/09/2021 at 4:30 pm in the genetics lab of GPB & SST with the presence of Prof. A. Sivasankar Sir, HOD, PG Coordinator and the teaching staff. The following topics were discussed:

- Field maintenance, usage of field labs during field practical.
- Mentoring report to be maintained and updated.
- Completion of practical and record writing.
- Faculty punctuality to classes and practical classes.

Faculty members

Dr. K. Krishnam Raju
HoD, Department of
Genetics and Plant Breeding
& Seed Science and
Technology

Dr.

Niranjan K Chaurasia

Dr. P. Susmitha

Dr. Sanghamitra Rout

Dr. Siddhartha S Sharma

Dr. Vinay Kumar

Mr. Aninda Chakraborty

Dr. K. Rashmi

Dr. Suman Parre

Dr. Praveen S. Patted

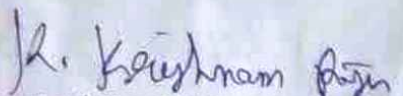
Mr. Durgadatta Meher

Ms. Kajal Samantara

Non Teaching Staffs

Mr. Bhanu Prasad

Bhanu Prasad


Head of Department

Department of Genetics and Plant
Breeding and Seed Science and
Technology

Centurion University of Technology and Management
(Established Vide Odisha Act 4 of 2010, u/s 2(f) of UGC Act, 1956 & Accredited with A Grade by NAAC)
Paralakhemundi -761211, Odisha

Dated: September 30th, 2021

Departmental Meeting
Minutes

Weekly departmental meeting was held on 30/09/2021 at 4:30 pm in the genetics lab of GPB & SST with the presence of Prof. A. Sivasankar Sir, HOD, PG Coordinator and the teaching staff. The following topics were discussed:

- Requirement of M. Sc lab chemicals for MSc. Ag.
- Mentoring file of M sc. students to be maintained.
- Completion of practical record.
- Daily attendance on ERP to be updated.
- Faculty Research and Applications.

Reporting Authority
Dr. M. Devender Reddy
Dean (Academics), MSSSoA
Dr. S. P. Nanda
Dean (Admin), MSSSoA
Dr. A. Sivasankar
(Advisor to GPB & SST)

Faculty members

Dr. K. Krishnam Raju
HoD, Department of
Genetics and Plant Breeding
& Seed Science and
Technology

Dr.

Niranjan K Chaurasia

Dr. P. Susmitha

Dr. Sanghamitra Rout

Dr. Siddhartha S Sharma

Dr. Vinay Kumar

Mr. Aninda Chakraborty

Dr. K. Rashmi

Dr. Suman Parre

Dr. Praveen S. Patted

Mr. Durgadatta Meher

Ms. Kajal Samantara

Non Teaching Staffs

Mr. Bhanu Prasad

Bhanu Prasad

K. Krishnam Raju
Head of Department

Department of Genetics and Plant
Breeding and Seed Science and
Technology

Centurion University of Technology and Management
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Paralakhemundi -761211, Odisha

Dated: October 1st, 2021

Reporting Authority
Dr. M. Devender Reddy
Dean (Academics), MSSSoA
Dr. S. P. Nanda
Dean (Admin), MSSSoA
Dr. A. Sivasankar
(Advisor to GPB & SST)

Departmental Meeting

Minutes

Weekly departmental meeting was held on 01/10/2021 at 4:30 pm in the genetics lab of GPB & SST with the presence of Prof. A. Sivasankar Sir, HOD, PG Coordinator and the teaching staff. The following topics were discussed:

- Visit to nearby fields and processing units with students for various crop exposure as part of practical classes.
- Course coverage for internal examinations.

Faculty members

Dr. K. Krishnam Raju
HoD, Department of
Genetics and Plant Breeding
& Seed Science and
Technology

Dr. Niranjan K Chaurasia

Dr. P. Susmitha

Dr. Sanghamitra Rout

Dr. Siddhartha S Sharma

Dr. Vinay Kumar

Mr. Aninda Chakraborty

Dr. K. Rashmi

Dr. Suman Parre

Dr. Praveen S. Patted

Mr. Durgadatta Meher

Ms. Kajal Samantara

Non Teaching Staffs

Mr. Bhanu Prasad

K. Krishnam Raju
Head of Department

Department of Genetics and Plant
Breeding and Seed Science and
Technology

Bhanu Prasad

Centurion University of Technology and Management
(Established Vide Odisha Act 4 of 2010, w/s 2(f) of UGC Act, 1956 & Accredited with A Grade by NAAC)
Paralakhemundi -761211, Odisha

Dated: October 29th, 2021

Reporting Authority

Dr. M. Devender Reddy
Dean (Academics), MSSSoA
Dr. S. P. Nanda
Dean (Admin), MSSSoA
Dr. A. Sivasankar
(Advisor to GPB & SST)

Departmental Meeting

Minutes

Weekly departmental meeting was held on 29/10/2021 at 4:30 pm in the genetics lab of GPB & SST with the presence of Prof. A. Sivasankar Sir, HOD, PG Coordinator and the teaching staff. The following topics were discussed:

- All the points pertaining to NAAC file (65 points in total) were discussed.
- Contents of different required files for NAAC work discussed with faculties.

Faculty members

Dr. K. Krishnam Raju
HoD, Department of
Genetics and Plant Breeding
& Seed Science and
Technology
Dr.

Niranjan K Chaurasia

Dr. P. Susmitha

Dr. Sanghamitra Rou

Dr. Siddhartha S Shama

Dr. Vinay Kumar

Mr. Aninda Chakraborty

Dr. K. Rashmi

Dr. Suman Parre

Dr. Praveen S. Patted

Mr. Durgadatta Meher

Ms. Kajal Samantara

Non Teaching Staffs

Mr. Bhanu Prasad

Bhanu Prasad

K. Krishnam Raju
Head of Department

Department of Genetics and Plant
Breeding and Seed Science and
Technology

Centurion University of Technology and Management
(Established Vide Odisha Act 4 of 2010, u/s 2(f) of UGC Act, 1956 & Accredited with A Grade by NAAC)
Paralakhemundi -761211, Odisha

Dated: November 9th, 2021

Reporting Authority

Dr. M. Devender Reddy
Dean (Academics), MSSSoA
Dr. S. P. Nanda
Dean (Admin), MSSSoA
Dr. A. Sivasankar
(Advisor to GPB & SST)

Departmental Meeting

Minutes

Weekly departmental meeting was held on 9/11/2021 at 4:30 pm in the genetics lab of GPB & SST with the presence of Prof. A. Sivasankar Sir, HOD, PG Coordinator and the teaching staff. The following topics were discussed:

Faculty members

Dr. K. Krishnam Raju
HoD, Department of
Genetics and Plant Breeding
& Seed Science and
Technology

Dr.

Niranjan K Chaurasia

Dr. P. Susmitha

Dr. Sanghamitra Rout

Dr. Siddhartha S Sharma

Dr. Vinay Kumar

Mr. Aninda Chakraborty

Dr. K. Rashmi

Dr. Suman Parre

Dr. Praveen S. Patted

Mr. Durgadatta Meher

Ms. Kajal Samantara

- Invitation to external examiner and facilities to be arranged for them for the 5th semester external practical examination.
- HOD to discuss with the Dean regarding any issues related to external examination arrangements.

K. Krishnam Raju
Head of Department

Department of Genetics and Plant
Breeding and Seed Science and
Technology

Non Teaching Staffs

Mr. Bhanu Prasad

Bhanu Prasad



Centurion University of Technology and Management

(Established Vide Odisha Act 4 of 2010, u/s 2(f) of UGC Act, 1956 & Accredited with A Grade by NAAC)

Paralakhemundi -761211, Odisha

Reporting Authority
Dr. M. Devedar Reddy
Dean (Academics),
MSSSoA
Dr. S. P. Nanda
Dean (Admin), MSSSoA

Dated: November 19, 2021

Departmental Meeting Minutes

Faculty members

Dr. K. Krishnam Raju *K. Krishnam Raju*
HoD, Department of *19/11/21*
Genetics and Plant
Breeding & Seed Science
and Technology

Dr. Niranjana Chaurasia

Dr. P. Susmitha *19/11/2021*

Dr. Sanghamita Rout *Sanghamita*
19/11/2021

Dr. Siddhartha Sharma *Siddhartha Sharma*
19/11/2021

Dr. Vinay Kumar

Dr. Suman Patra

Mr. Aninda Chakraborty *Aninda Chakraborty*
19/11/21

Ms. K. Rashmi

Mr. Durgadatta Meher *Durgadatta Meher*
19/11/21

Ms. Kajal Sarantara

Weekly departmental meeting was held on 19/11/2021 in the department of genetics and plant breeding and seed science and technology with the presence of HoD and all the teaching and non teaching staff. The following topics were put forth as the meeting's agenda,

- 1) Completion of student attendance register
- 2) Division of duties among the faculty members for field-in charge, lab-in-charge etc.
- 3) Discussion on leave Registry.
- 4) Lecture plan and course break-up of the lecture
- 5) Discussion regarding M.Sc. lab requirements.
- 6) Informing the faculties to complete faculty portal and individual faculty profile for the department.

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

Non Teaching Staffs

Mr. Bhanu Prasad

Bhanu Prasad Bisoi

K. Krishnam Raju
Head of Department *19/11/21*

Department of Genetics and Plant
Breeding and Seed Science and
Technology

Dated: December 7, 2021

Reporting Authority
Dr. M. Devender Reddy
Dean (Academics),
MSSSoA
Dr. S. P. Nanda
Dean (Admin), MSSSoA

Departmental Meeting Minutes

Faculty members

Dr. K. Krishnam Raju *K. Krishnam Raju 7/12/21*
HoD, Department of
Genetics and Plant
Breeding & Seed Science

Weekly departmental meeting was held on 07/12/2021 in the department of genetics and plant breeding and seed science and technology with the presence of HoD and all the teaching and non-teaching staff. The following topics were put forth as the meeting's agenda,

and Technology

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

Dr. Niranjana K Chaurasia *Niranjana K Chaurasia 7/12/21*

1. Allotment of guide to 2021-23 Batch students

Dr. P. Susmitha *P. Susmitha 7/12/21*

2. Discussion on crops for thesis research, Minor supervisors.,

Dr. Sanghamitra Rout *Sanghamitra Rout 7/12/21*

3. Plan of Research work

Dr. Siddhartha S Sharma *Siddhartha S. Sharma 7/12/21*

Dr. Vinay Kumar *Vinay Kumar 7/12/21*

Dr. Suman Parre *Suman Parre 7/12/21*

Mr. Aninda Chakraborty *Aninda Chakraborty 7/12/21*

Ms. K. Rashmi *K. Rashmi 7/12/21*

Mr. Durgadatta Meher *Durgadatta Meher 7/12/21*

Ms. Kajal Samantara *Kajal Samantara 7/12/21*

Non Teaching Staffs

Mr. Bhanu Prasad *Bhanu Prasad b'kotgi 7/12/21*

K. Krishnam Raju 7/12/21
Head of Department

Department of Genetics and Plant
Breeding and Seed Science and
Technology

Date 25 Aug 2022
 62 DEPT. OF GPB & SST
 Faculty Meet with Dean & HOD.

1. M. Dhanraj Babu
2. S. P. Nanda
3. Ananda Chakrabarty
4. Dr. Siddhanta Shankar Sharma
5. Dr. Rasmir K.
6. Dr. Vinay Kumar
7. Dr. K. Krishnam Raju
8. Dr. Dilip K. S.
9. Ms. Sushil
10. Dr. P. Sushila
11. Dr. M. K. Choudhary
12. Dr. Sanghamitra Rout
13. Director Galkajal
14. Dr. M. Subba Rao
15. Bhawan Prasad Bishoi

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 Paralakhemundi - 761211, Odisha

Reporting authority
 Dr. M. Dhanraj Babu
 Dean (Academics),
 MSSSOA
 Dr. S. P. Nanda
 Dean (Admin), MSSSOA

Dear Sir
 Date: July 13, 2022
 Subject: Regarding Faculty meeting on PG thesis, UG student farm and General interaction

1. Prof. M. Subba Rao
2. Dr. K. Krishnam Raju
3. Dr. Vinay Kumar
4. Dr. Sanghamitra Rout
5. Dr. Manoj K. Chandra
6. Dr. P. Sushila
7. Dr. Anjali Chakrabarty
8. Dr. Siddhanta Shankar Sharma
9. Dr. Sunil Kumar
10. Dr. K. Rishini
11. Dr. Shampa Purkayastha
12. Dr. Swarni Suresh

A meeting has been conducted on 13/07/2022 at 4:00 pm in the genetics lab of GPB & SST with the presence of Prof. M. Subba Rao Sir, HOD, PG Coordinator and the Faculty. The following are the objectives of departmental meeting.

1. PG thesis submission and presentation: Discussion was on thesis format for PG students along with certificate-2.
2. UG Field practice: For subjects on Crop Improvement-1, Fundamentals of Plant Breeding the crops needed to be sown in the college farm were discussed.
3. Faculty Interaction: Two newly joined faculty (Drs. Shampa Purkayastha and Swarni) were introduced
4. General Q&A

K. Krishnam Raju
 Head of Department
 Department of Genetics and Plant
 Breeding and Seed Science and
 Technology

Aug 22, 5:19 PM
Centurion University of Technology and Management Ltd. - Department of Crop Physiology and Biochemistry
K. S. Swaminathan School of Agriculture, M.S.S.S.O.A. (All Faculties and Plant Breeding)
Registrar, Centurion University of Technology and Management, Paralakhemundi, Odisha

Forwarded message
From: BRAJA BIDHU PATNAIK <sbpatnaik@cutm.ac.in>
Date: Wed, Aug 17, 2022 at 11:40 AM
Subject: Department of Crop Physiology and Biochemistry :: Incharge HOD
To: Dinkar Galkwad <galkwad@cutm.ac.in>; Dr. Vinay Kumar <vinaykumar@cutm.ac.in>
Cc: Dr. S. P. Nanda <spnanda@cutm.ac.in>; M. Devennder Reddy <devennderreddy@cutm.ac.in>; All Faculty @ S.O.S PRD <allfaculty_sosprd@cutm.ac.in>; All Faculty @ School of Fisheries @ PKD <allfaculty_sof_pkd@cutm.ac.in>; All HOD MSSSOA <allhod_msssoa@cutm.ac.in>; Exam Section JTM <exam_section_jtm@cutm.ac.in>; Somnath Dash <somnathdash@cutm.ac.in>; Hara Prasad Mishra <haramishra@cutm.ac.in>; Debraj Garbhaacharya <debrajgarbhaacharya@cutm.ac.in>; Durga Prasad Pahanu <durgapahanu@cutm.ac.in>; Registrar CUTM <registrar@cutm.ac.in>; Tolani Nahak <tolani.nahak@cutm.ac.in>

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT
M S Swaminathan School of Agriculture, PARLAKHEMUNDI

MSSSOA/OC/2022
Date: 17.08.2022

Office Communication

Dr. Dinkar Galkwad, HOD Department of Crop Physiology and Biochemistry will be the incharge HOD of the Department of Genetics and Plant Breeding and Seed Science and Technology with effect from 17th Aug, 2022 till further orders.
Dr. Vinay Kumar, Asst. Professor, Department of Genetics and Plant Breeding and Seed Science and Technology will assist Dr. Dinkar Galkwad in discharging day to day activities.

Sd/-
DEAN(Admin.)
MSSSOA

Cc: Dr. Dinkar Galkwad, Dr. Vinay Kumar, for information
Cc: Registrar, Director Admin., All Deans/All HODs/All Faculty/Personnel Section/Personal File Account section, Examcell, MIS Cell, PA to VC & Registrar for information



Department of Crop Physiology and Biochemistry :: Incharge HOD

Aug 18, 2022, 5:19 PM
Centurion University of Technology and Management Ltd. - Department of Crop Physiology and Biochemistry
K. Krishnam Raju <k.krishnam@cutm.ac.in>
2 messages
BRAJA BIDHU PATNAIK <sbpatnaik@cutm.ac.in>
To: Dinkar Galkwad <galkwad@cutm.ac.in>; Dr. Vinay Kumar <vinaykumar@cutm.ac.in>
Cc: Dr. S. P. Nanda <spnanda@cutm.ac.in>; M. Devennder Reddy <devennderreddy@cutm.ac.in>; All Faculty @ S.O.S PRD <allfaculty_sosprd@cutm.ac.in>; All Faculty @ School of Fisheries @ PKD <allfaculty_sof_pkd@cutm.ac.in>; All HOD MSSSOA <allhod_msssoa@cutm.ac.in>; Exam Section JTM <exam_section_jtm@cutm.ac.in>; Somnath Dash <somnathdash@cutm.ac.in>; Hara Prasad Mishra <haramishra@cutm.ac.in>; Debraj Garbhaacharya <debrajgarbhaacharya@cutm.ac.in>; Durga Prasad Pahanu <durgapahanu@cutm.ac.in>; Registrar CUTM <registrar@cutm.ac.in>; Tolani Nahak <tolani.nahak@cutm.ac.in>

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT
M S Swaminathan School of Agriculture, PARLAKHEMUNDI

MSSSOA/OC/2022
Date: 17.08.2022

Office Communication

Dr. Dinkar Galkwad, HOD Department of Crop Physiology and Biochemistry will be the incharge HOD of the Department of Genetics and Plant Breeding and Seed Science and Technology with effect from 17th Aug, 2022 till further orders.
Dr. Vinay Kumar, Asst. Professor, Department of Genetics and Plant Breeding and Seed Science and Technology will assist Dr. Dinkar Galkwad in discharging day to day activities.

Sd/-
DEAN(Admin.)
MSSSOA

Cc: Dr. Dinkar Galkwad, Dr. Vinay Kumar, for information
Cc: Registrar, Director Admin., All Deans/All HODs/All Faculty/Personnel Section/Personal File Account section, Examcell, MIS Cell, PA to VC & Registrar for information

Dr. Vinay Kumar <vinaykumar@cutm.ac.in>
To: K. Krishnam Raju <k.krishnam@cutm.ac.in>

Subject
Dr. Vinay Kumar, ID: emgkshkshk
PH: 10778-4671, Ext. Department of 2022

Sat, Aug 27, 2022 at 5:14 PM

Centurion University of Technology and Management
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Paralakhemundi -761211, Odisha

Department of Genetics and Plant Breeding & Seed Science and Technology

CUTM/GPB/HOD MEETING/2022-23/01

Minutes of Departmental Meeting

Weekly departmental meeting was held on **25/08/2022** in board room -02 in the presence of Dr. M. Devender Reddy, Dean (Academic), MSSSoA; Dr. S.P. Nanda, Dean (Admin.), MSSSoA and all departmental faculty.

The following topics were put forth as the meeting's agenda:

- PG-3 form of PG students must be submitted after properly checked by respective guides.
- Thesis submission of remaining 3 final year students of PG must be submitted within 15 days.
- All PG research plot must be having proper boards and experimental details.
- All faculties must know how to operate the instruments available in the departments.
- Departmental playhouse must be properly maintained, it should have properly labelled board.
- Theory and practical classes of UG & PG must be conducted on the scheduled time.
- Need to plan for crop cafeteria both the seasons (Kharif & Rabi).
- The faculty who is resigning from the department should hand over all responsibilities to the department before leaving.
- Synopsis presentation of 2 students those who is going at IIVR must be finish in 1st week of September.
- Only 20% faculty can apply for leave at a time from the department.
- All photos related to UG, PG practical/ research work; production should be submitted by respective faculty in the department timely.
- Contribution of individual faculty towards publication, RC is must.

DEPARTMENTAL MEETING ANNOUNCEMENT

CUTM/GPB/HOD MEETING/2022-23/01

Date: 25-08-2022


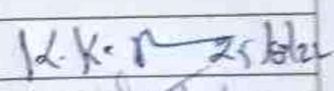

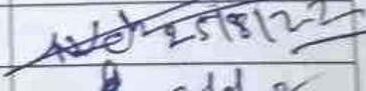
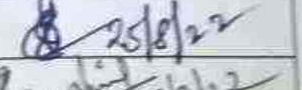

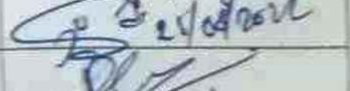

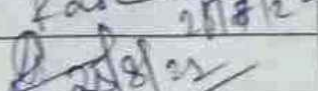


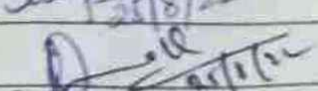
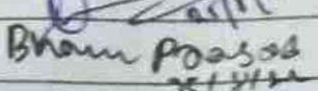

Dear All,

Let's meet today at 5.00pm at board room 2 for interaction with all faculties belonging to the department of Genetics, Plant breeding and Seed Science and Technology.

Agenda

1. Interaction of HoD (Incharge) to the departmental faculty.
2. Address by Prof. M. Devender Reddy, (Dean Academics) to the departmental faculty
3. Address by Dr. SP Nanda, (Dean Administration) to the departmental faculty

List of faculties

Sr. No	Faculty	Designation	Signature
1	Prof. M. Subba Rao	Professor	
2	Dr. Dinkar Gaikwad	Associate Professor and HEAD	
3	Dr. K. Krishnam Raju	Associate Professor	
4	Dr. Vinay Kumar	Assistant Professor	
5	Dr. Niranjana K. Chaurasia	Assistant Professor	
6	Dr. P. Susmitha	Assistant Professor	
7	Dr. Sanghamitra Rout	Assistant Professor	
8	Dr. Siddhartha S Sharma	Assistant Professor	
9	Dr. Suman Parre	Assistant Professor	
10	Dr. Rashmi K.	Assistant Professor	
11	Dr. Aninda Chakraborty	Assistant Professor	
12	Dr. Shampa Purkayastha	Assistant Professor	
13	Dr. Swapnil	Assistant Professor	
14	Dr. Ashok Singamsetti	Assistant Professor	
15	Mr. Bhanu Prasad Bisoi	Lab Assistant	

Centurion University of Technology & Management
Paralakhemundi Campus
School of Applied Sciences
Department of Physics
Minutes of the Departmental meeting for 20th August 2021

The minutes of the meeting is as follows.

1. Assessment
 - 1.1 Attendance monitoring report must have to be generate before the exam as 75% will be must to sit in exam.
 - 1.2 Course completion report to be submitted before internal exams
 - 1.3 Mentoring reports to be collected up to date in hard copy
 - 1.4 Webinars for B.Sc and M.Sc to be conducted in department this will be done after exam (internal)
 - 1.5 Practical classes need to be completed earlier (From Monday onwards faculty of each course will decide their own to complete the practical ASAP)
2. Research, Publication
 - 2.1 All faculty of Physics dept. will actively try to plan for writing good papers, aiming to the December target.
3. Faculty Welfare
 - 3.1 Project Proposals submission and participation in FDPs to be done by the faculties.
 - 3.2 Faculty portal and IRNS to be updated
 - 3.3 Conference/Webinars to be organized keeping industry course in mind. Waiting for industry list from Dean madam already informed her and waiting for reply.

Covid guidelines should be properly followed by the students as well as the faculties

 - 3.4
4. Student welfare
 - 4.1- JAM coaching is provided to the B.Sc students
 - 4.2- NET/GATE preparation for M.Sc students will start shortly as per the information provided by Dean madam (after the result of 2nd sem M.Sc result)
 - 4.3-Industry details for job and internship opportunities to be collected from Dean madam (Already informed her waiting for reply)
 - 4.4 meeting regarding value added course has been conducted and the webinar has been provided by Dean madam to all students regarding this.
5. Academic
 - 5.1 All Faculty are requested to update NAAC information's related documents.
 - 5.2 Exposure visit

Faculties participated in the meeting

Mr. Gouri Kumar Sahu —



Dr. Prasant Kumar Rath —



Dr. Satyanarayan Dhal —



Dr. Subhasmita Mishra —





Centurion University of Technology & Management
Paralakhemundi Campus
School of Applied Sciences
Department of Chemistry
Minutes of the Departmental meeting November 2021

Members Present:

1. Dr. Narayan Gouda, Asst. Professor, Dept. of Chemistry - *Gouda*
2. Prof. I. Siva Ramakoti, Asst. Professor, Dept. of Chemistry - *Sivaram*
3. Dr. Rosy Mallik, Asst. Professor, Dept. of Chemistry. - *Mallik*
4. Mr. Balaram Panda, Lab Assistant, Department of Chemistry - *Balaram Panda*

Agenda:

1. Course completion status of B.Sc. Chemistry 5th and M.Sc. 3rd semester students
2. Regular updating of attendance in the ERP
3. Regular conduct of mentoring class
4. Regarding conduct of second internal examination by presentation mode.
5. Status of internal and external assessment of theory, practice and project.
6. Publication of research papers in the indexed journal
7. Conduct of /participation in FDPs/ webinars/ Conferences.
8. Counselling the students to take interest towards JAM, GATE and NET.
9. To encourage the students to participate in the CSR activities
10. Motivating students to sit in the placement drive.
11. Updating of NAAC related documents

Minutes:

1. Faculties were asked to give the course completion status of B.Sc. 5th and M.Sc. 3rd semester students. They reported that each faculty has completed 85% of the theory and 90% of the practical.
2. Faculties were requested to give regular attendance in ERP.
3. Faculties were requested to take the mentoring class regularly as per the timetable. They were asked to maintain the mentoring report.
4. Discussion has been done with the faculties regarding conduct of second internal examination by presentation mode.
5. Faculties were asked regarding the status of internal and external assessment of theory, practice and project and submission of marks.
6. All faculties were asked about the progress in publishing at least one research papers in the indexed journal by December 2021.
7. All Faculty were asked to involve in research paper writing, project proposal writing and to attend FDPs/ Webinars/ Conferences to keep update with the new innovations
8. Status of counselling for all students for competitive examinations such as JAM/ JEST/ GATE and CSIR NET were discussed.
9. All students are advised to participate in all CSR activities.
10. Students are motivated to sit in the placement drive. Mentors were asked to collect the placement data from the T&P cell.
11. All faculties were requested to update and complete NAAC related documents.



Centurion University of Technology & Management
Paralakhemundi Campus
School of Applied Sciences
Department of Chemistry
Minutes of the Departmental meeting August 2021

Members Present:

1. Dr. Narayan Gouda, Asst. Professor, Dept. of Chemistry - *N. Gouda*
2. Prof. I. Siva Ramakoti, Asst. Professor, Dept. of Chemistry - *I. S. Ramakoti*
3. Dr. Rosy Mallik, Asst. Professor, Dept. of Chemistry. - *R. Mallik*
4. Dr. Santosh Kumar Nanda, Asst. Professor, Dept. of Chemistry. - *S. Nanda*
5. Mr. Balaram Panda, Lab Assistant, Department of Chemistry - *Balaram Panda*

Agenda:

1. Course completion status of B.Sc. Chemistry 5th and M.Sc. 3rd semester students
2. Regular updating of attendance in the ERP
3. Regular conduct of mentoring class
4. Publication of research papers in the indexed journal
5. Conduct of /participation in FDPs/ webinars/ Conferences.
6. Counselling the students to take interest towards JAM, GATE and NET.
7. To encourage the students to participate in the CSR activities
8. Motivating students to sit in the placement drive.
9. Updating of NAAC related documents

Minutes:

1. Faculties were asked to give the course completion status of B.Sc. 5th and M.Sc. 3rd semester students. They reported that each faculty has completed 60% of the theory and 50% of the practical.
2. Faculties were requested to take the mentoring class regularly as per the timetable. They were asked to maintain the mentoring report.
3. All faculties were asked to publish at least one research papers in the indexed journal by December 2021.
4. All Faculty were asked to involve in research paper writing, project proposal writing and to attend FDPs/ Webinars/ Conferences to keep update with the new innovations
5. A counselling for all students needs to be carried out to reflect about the competitive examinations such as JAM/ JEST/ GATE and CSIR NET.
6. All students are advised to participate in all CSR activities.
7. Students are motivated to sit in the placement drive. Mentors were asked to collect the placement data from the T&P cell.
8. All faculties are requested to update and complete NAAC related documents. Internal verification will be done very soon.

Centurion University of Technology & Management
Paralakhemundi Campus
School of Applied Sciences
Department of Physics
Minutes of the Departmental meeting for 3rd Jan 2022

Agenda:

1. Assessment

- 1.1 Time table of B.Sc 6th sem students will be adjusted according to the availability of course instructor (Dr. Saubhagyalaxmi Behera) for EMT online class.
- 1.2 Students should write the class notes in learning records.
- 1.3 Experiments cannot be conducted offline due to lack of instruments
- 1.4 The following indicates subject name with practice detail which need to be procure to complete the experiment offline when possible.

Computational lab.

All Mathematical Physics lab, All computational lab. need minimum 10 number of computer with desktop for this purpose. (min..4 GB Ram, 500 GB HD, good Graphics)

Solid State Physics:

- Study of the Dispersion relation for “Mono-atomic Lattice”. Determination of the Cut-off frequency and Comparison with theory. (using lattice dynamics kit)
- To draw the B-H curve of Fe using solenoid & determine energy loss from hysteresis.
- Measurement of magneto-resistance [To measure magneto-resistance of a thin (0.5 mm) sample of p-doped (or n-doped) Germanium as a function of magnetic field for 3 different sample current.
- Determination of magnetic susceptibility paramagnetic substance by Quinck’s method
- Curie Weiss law of ferroelectric material.
- Determination of dielectric constant of a material.
- I-V Characteristics of a solar cell
- Four Probe method

Instruments Required: Respective experimental set-ups need to be procured

Wave and Optics

- To study Lissajous Figures.
- To calculate the velocity of ultrasonic sound through different liquid media
- To calculate the adiabatic compressibility of the given liquid
- To calculate the beam divergence and spot size of the given laser beam.
- To investigate the motion of coupled oscillators

Instruments Required: Respective experimental set-ups need to be procured

Advanced Characterization Techniques

- Evaluation of mechanical properties of material by nano-indentation technique
a. (Practice-5 (not possible) need instruments)
- Measurement of tensile strength of material by UTM, Practice-2
- Study on molecular spectroscopy by fluorescence instrument

Instruments Required: Lithography/Nanoindentation set-up, UTM, fluorescence spectrometer/ Fluorometer

Essential of Nanomaterials: All practice possible

Physics of Solid and Semiconductors : Students need to go to BBSR to complete the practical

Material behavior of nanostructures: All experiments are possible to conduct in labs

Plasma Technology : Project based studies with no practice component

Computational Material Science : Need computer (min. 10 no.)

Synthesis and application of nanocomposites

- Fabrication of nanocomposite fibers using electrospinning technique,
- Synthesis of Graphene Oxide by Modified Hummer's Technique not possible by specific ay need intruments because of safety purpose will be done by some other method.
- Determination of Dielectric constant for a given nanocomposite material

Instruments Required: Electro-spinning, Fume-hood

Energy Storage Materials :

- Effect of doping and its microstructural analysis towards exploring the energy storage property of material.

Electromagnetic Theory CUTM1495(3-2-1)

- **Practice-1** To study the reflection, refraction of microwaves
- **Practice-2** To determine the refractive index of liquid by total internal reflection using Wollaston's air-film
- **Practice-3** To determine the refractive Index of (1) glass and (2) a liquid by total internal reflection .

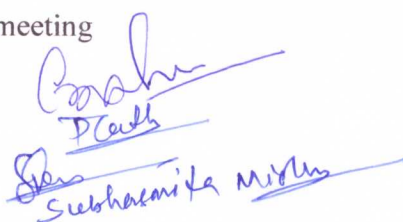
- **practice-4** To study the polarization of light by reflection and determine the polarizing angle for air-glass interface
- **Practice-5** To determine the wavelength and velocity of ultrasonic waves in a liquid (Kerosene Oil, Xylene, etc.) by studying the diffraction through ultrasonic grating.
- **practice-6** To verify the law of Malus for plane polarized light.
- **Practice-7** To analyze elliptically polarized Light by using a Babinet's compensator.
- **Practice-8** To study Polarization and double slit interference in microwaves.
- **Practice-10** To verify the Stefan's law of radiation and to determine Stefan's constant.
- **Practice-12** To study dependence of radiation on angle for a simple Dipole antenna.

Instruments Required: Respective experimental set-ups need to be procured

2. Research, Publication
 - 2.1 All faculty of Physics dept. will actively try to plan for writing good papers, aiming to the June-22 target.
3. Faculty Welfare
 - 3.1 All Faculty are requested to published research papers, attend FDPs, Webinars to keep update with the new innovations.
 - 3.2 Webinars need to be organized on behalf of our department.
4. Student welfare
 - 4.1- All students to attend the Webinars and need to participate in other activities
 - 4.2- List of industries for the involvement of students internships, need to be collected from Dean madam.
5. Academic
 - 5.1 All Faculty are requested to update NAAC information's related documents.

Faculties participated in the meeting

Mr. Gouri Kumar Sahu —
 Dr. Prasant Kumar Rath —
 Dr. Satyanarayan Dhal —
 Dr. Subhasmita Mishra —



CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, PARALAKHEMUNDI

Department of Computer Science & Engineering

Minutes of the CSE Dept. Meeting held on 15-02-2019

Meeting conducted on 15-02-2019 at 4.30 in the department. The agenda of the meeting were

Members present in the meeting

Sl No	Name
1	Dr Jhum Swain
2	Mr. Abinas Seekoli
3	Ms. A Abhilasa
4	Ms. Priyana Agarwal
5	Mr. Chandan Kumar Behera
6	Mr. N Dibakar Choudhury

Minutes of the Meeting:

The following points were discussed in the Dept. meeting

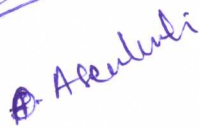
1. Course plan /Lab plan : to be uploaded in ERP:
2. Attendance update in ERP:
3. class progress(for 1st sem,4 th sem, 6th sem, 8th sem):
4. practice/project completion: Will be done as per schedule time
5. Minor project: 2 phase evaluation is done.
6. 8th Sem. internship evaluation: will be coordinated
7. Result analysis:
8. Course plan /Lab plan :to be uploaded in ERP:
9. Attendance update in ERP(every month report to be collected by Lab asst. from ERP)
10. Lab Incharge role:
 - a. Monitor the Lab progress through Lab Time table
 - b. Maintain the records of Lab happened through Lab asst.in Log register(in-out time,regd No, experiments done by students)
 - c. Submit the report once in a month in dept. meeting(No of Lab, Lab happened, Lab dropped, No of experiments completed of each sub)
 - d. Maintain the decorum and infrastructure of the Lab.

Signatures:

Dr Jhum Swain



Mr. Abinas Seekoli



Ms. A Abhilasa Abhilasa

Ms. Priyana Agarwal Priyana

Mr. Chandan Kumar Behera Chandan Kumar Behera

Mr. N Dibakar Choudhury N Dibakar Choudhury



CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, PARALAKHEMUNDI
Department of Computer Science & Engineering
Minutes of the CSE Dept. Meeting held on 24-11-2018

Members present in the meeting

Sl No	Name
1	Dr Jhum Swain
2	Mr. Abinas Seekoli
3	Ms. A Abhilasa
4	Ms. Priyana Agarwal
5	Mr. Chandan Kumar Behera
6	Mr. N Dibakar Choudhury

Minutes of the Meeting:

The following points were discussed in the Dept. meeting held.

1. Lesson Plan, Lab Plan

All the faculty members are informed to submit the Lesson(Course) plan and Lab Plan of the subjects taken by them in the current Sem. Mr. Dibakar Choudhury is given the responsibility to collect it and keep in the department files.

2. Subject allotment

As all the faculty members are having more than 22 hours load, so the subject allotment will be done after the arrival of new faculties.

3. Attendance updating in the ERP.

All the faculty members are informed to update the attendance in the ERP immediately after the class.

4. Leave apply .

All faculty members/Staff are informed that before taking leave, prior intimation must be there(in mail) to the Dept./Dean after assigning the responsibility and to reschedule extra class for dropped class(if any) with information to Dept./Dean/Academic Coordinator/ERP.

5. Last week of every month Dept. meeting.

Suggestion:

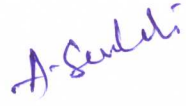
1. New Faculty members required for CSE Dept.

Signatures:



Dr Jhum Swain

Mr. Abinas Seekoli



Ms. A Abhilasa



Ms. Priyana Agarwal



Mr. Chandan Kumar Behera



Mr. N Dibakar Choudhury





CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, PARALAKHEMUNDI
Department of Computer Science & Engineering
Minutes of the CSE Dept. Meeting held on 25-11-2017

Members present in the meeting

Sl No	Name
1	Dr Jhum Swain
2	Mr. Abinas Seekoli
3	Ms. A Abhilasa
4	Ms. Priyana Agarwal
5	Mr. Chandan Kumar Behera
6	Mr. N Dibakar Choudhury

The agenda of the meeting were

1. Course progress
2. Lesson Plan, Lab Plan
3. Subject allotment discussion for the coming 2nd Sem.
4. Attendance updating in the ERP
5. Others

Minutes of the Meeting:

The following points were discussed in the Dept. meeting held.

1. Course progress

The course progress is done in each Sem. as per the below

Sem.	Subject	% (Module) Completed
4	Java Technology	30%
8	AWP	60%
6	Domain proj	20%
8	IT Infrastructure	70%
4	Android App	20%
6	Domain proj.	20%
4	Java Technology	25%
6	FLAT	20%
8	Database Cluster	70%
4	Database Creation	30%
6	AWP	25%
4	Wireless Network	25%
6	IT Infrastructure	30%

Mentoring Report

- a. Mentoring file maintaining with given format(weekly) with student signature
- b. Monthly review in Dept meeting: any issue, progress, others
- c. All faculty members have to submit the mentoring report to Dean sir every month at the time of submitting Lab report.

2. Lesson Plan, Lab Plan

All the faculty members are informed to submit the Lesson(Course) plan and Lab Plan of the subjects taken by them in the current Sem. Mr. Dibakar Choudhury is given the responsibility to collect it and keep in the department files.

3. Subject allotment

As all the faculty members are having more than 22 hours load, so the subject allotment will be done after the arrival of new faculties.

4. Attendance updating in the ERP.

All the faculty members are informed to update the attendance in the ERP immediately after the class.


5. Leave apply .

All faculty members/Staff are informed that before taking leave, prior intimation must be there(in mail) to the Dept./Dean after assigning the responsibility and to reschedule extra class for dropped class(if any) with information to Dept./Dean/Academic Coordinator/ERP.


6. Last week of every month Dept. meeting.


Signatures:


Dr Jhum Swain

Mr. Abinas Seekoli 
Ms. A Abhilasa

Ms. Priyana Agarwal 

Mr. Chandan Kumar Behera 

Mr. N Dibakar Choudhury 



CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, PARALAKHEMUNDI

Department of Computer Science & Engineering

Minutes of the CSE Dept. Meeting held on 13-06-2018

Meeting conducted on 13-06-2018 at 4.30 in the department. The agenda of the meeting were

1. Class progress review
2. parents Teacher meeting
3. placement status
4. Mentoring
5. 2mins video clip by placed student
6. value added course
7. Other

Members present in the meeting

Sl No	Name
1	Dr Jhum Swain
2	Mr. Abinas Seekoli
3	Ms. A Abhilasa
4	Ms. Priyana Agarwal
5	Mr. Chandan Kumar Behera
6	Mr. N Dibakar Choudhury

Minutes of the Meeting:


The following points were discussed in the Dept. meeting


1. Mentoring:
 - a. Existing data(total students): Mentoring Format shared with all
 - b. Mentee distribution: distributed among faculties members
 - c. Mentoring file maintaining with given format(weekly) with student signature
 - d. Monthly review in Dept meeting: any issue, progress, others
 - e. All faculty members have to submit the mentoring report to Dean sir every month at the time of submitting Lab report.
2. Course plan /Lab plan :to be uploaded in ERP:
3. Attendance update in ERP:
4. class progress(for 1st sem,4 th sem, 6th sem, 8th sem):
5. practice/project completion: Will be done as per schedule time
6. Minor project: 2 phase evaluation is done.
7. 8th Sem. internship evaluation: will be coordinated by Dhawaleshwar sir
8. Result analysis:
9. Hackathon event faculty nomination: from CSE,PKD
10. 2 min video status of placed students: 22 out of 43 have submitted
11. Placement status(The unplaced final year student list should be shared by career coordinator to the Dean/HoD and take initiative for placement)


Suggestion:


1. New Faculty members for CSE Dept
2. Faculties Chairs for all faculty members


Signatures:


Dr Jhum Swain 

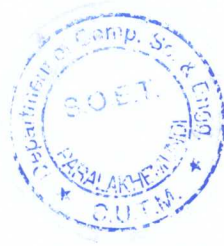
Mr. Abinas Seekoli 

Ms. A Abhilasa 

Ms. Priyana Agarwal 

Mr. Chandan Kumar Behera 

Mr. N Dibakar Choudhury 



CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, PARALAKHEMUNDI
Department of Computer Science & Engineering
Minutes of the CSE Dept. Meeting held on 21-10-2021

Agenda/Minutes of the Meeting:

The following points were discussed in the Dept. meeting held. Some of the points will be discussed further after receiving plan from different coordinators.

1. NBA work Distribution:

a. Criteria and SAR distribution:

Sl No	Name	Criteria
1	KIrtidev Mohapatra	2,10
2	Abinas Panda	1,5
3	Dilip Rout	4,6
4	Dhawaleswar Rao	3,7
5	Debendra Maharana	8,9
6	Avinash Seekoli	SAR
7	Mr. N Dibakar Choudhury	SAR

2. Mentoring:

- a. Existing data(total students):
- b. Mentee distribution: will be divided among faculties members
- c. Mentoring file maintaining with given format(weekly) with student signature
- d. Monthly review in dept meeting: any issue, progress, others

3. Responsibility Roles :

- a. Exam Coordinator:
- b. IQAC Coordinator:
- c. T & Placement Coordinator:
- d. CBCS/course registration Coordinator:
- e. Research & Publication Coordinator:
- f. External and Internal Event Coordinator:
- g. Project Coordinator:
- h. TimeTable Coordinator:
- i. Admission Coordinator:

4. Course plan /Lab plan :to be uploaded in ERP:

5. Attendance update in ERP(every month report to be collected by Lab asst. from ERP)

6. Lab Incharge role:

- a. Monitor the Lab progress through Lab Time table
- b. Maintain the records of Lab happened through Lab asst.in Log register(in-out time,regd No, experiments done by students)
- c. Submit the report once in a month in dept. meeting(No of Lab, Lab happened, Lab dropped, No of experiments completed of each sub)
- d. Maintain the decorum and infrastructure of the Lab.

7. Academic Plan for 1 year

- a. No of research papers to be published in sci,scopus, web of science(?)/students to be included=?(research)
- b. No of FDP/Workshop/Training/Conference/Seminar(?)
- c. students seminar=?(research)
- d. No of Book /Book Chapter to be published(Title to be decided)(research)
- e. Any certification course for faculties and students?,List=? (free(IIT Bombay from ministry of HRD),paid)(research)
- f. Course progress monitoring(dept)
- g. Lab Monitoring:(dept)
 - i. How to engage students
 - ii. 100 programs to be prepared for each Programming subjects/Lab
 - iii. Lab Monitoring register
 - iv. Lab progress to be reviewed once in 15days
 - v. Practicing extra programming in Online tools(Hacker Rank,.....):
Time=? ,Maintaining records=?
 - vi. Grouping the students (A,B,C)as per the performance and need to be engaged with extra task.
- h. Internal Programming Contest=? (twice in a sem.)(event)
- i. Any training/webinar/talk for students by diff experts outsider=? (research): will talk to dean sir(for free webinar)
- j. Exposure to other engineering tools to CSE students(Biovia,Catia, embedded system,...)=?(event) Boot Camp.
- k. Each Coordinator has to give the plan for 1 yrs.(research,event, lab incharge,...)

New Points:

1. New lab staff
2. Alumina: N Dibakar Sir(data collection): Dhawaleswar Rao Coordinator

DM

(Mr. Debendra maharana-HOD CSE)

DR
12/10/2021

(Dr. Dhawaleswar Rao)

Abhinav

(Mr. Abinas panda)

Kirtidev

(Mr. Kirtidev Mohapatra)



DR

(Dr. Dilip Rout)

N. Dibakar

(Mr. N. Dibakar Choudhury)

A. Seekoli

(Mr Avinash Seekoli)

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, PARALAKHEMUNDI
Department of Computer Science & Engineering
Minutes of the CSE Dept. Meeting held on 25-04-2022

The Agenda of the meeting were

1. Course progress(1st year) & Course Completion
2. Responsibility Distribution
3. Subject floating discussion for the coming even Sem.
4. attendance updation in the erp
5. Others

Members present in the meeting

Sl No	Name
1	Mr. Debendra maharana
2	Dr. Dhawaleshwar Rao
3	Dr. Dilip Rout
4	Mr. Abinas panda
5	Mr. Dibakar Choudhury
6	Mr. Kirtidev Mohapatra

Minutes of the Meeting:

The following points were discussed in the Dept. meeting held.

1. Responsibilities:

1. Research & publication coordinator:
2. CBCS Coordinator1: (1st yr & 2nd Yr):
3. CBCS Coordinator2: (3rd yr and 4th yr):
4. Examination Coordinator
5. NBA Coordinator:
6. NAAC/IQAC Coordinator:
7. Mentoring Coordinantor:
8. Event(Internal/External) Coordinator:
9. Time Table Coordinator: CBCS coordinators
10. Lab Maintenance & Monitoring Coordinator:
11. Minor Project/Internship Coordinator:
12. Career Coordinator:
13. Alumnae Coordinator:

Detail Responsibility of each Coordinators

1. Research & publication coordinator: Dr. Uttam made

- i. To ensure all faculties should be involved in the research activities.
- ii. To look after the research & publication progress in the Dept and to ensure that at least one SCI and two Scopus publications by each faculty in an academic year.
- iii. To submit the Monthly report (as per the template document file) of the progress of each faculties/staff research work to the HOD during Department meeting.
- iv. To prepare a plan for this. (Like setting of research lab, **Slots for research in the Time Table**, Research Scholar involvement, research Project funding (Govt./Non-Govt.), Mint Project, etc.

2. CBCS Coordinator1: (1st yr & 2nd Yr):

CBCS Coordinator2: (3rd yr and 4th yr):

To prepare the credit mapping report of each students of each Sem.

- i. To resolve the issue related to the credit
- ii. To monitor the Subject registration process during Subject registration
- iii. To Submit the monthly report (as per the template document file) to the HOD during Department meeting

3. Examination Coordinator:

To prepare the result analysis Report from time to time.

- i. Result Analysis report should contain (Internal Exam, External exam, EOD).
- ii. To coordinate all examination related activities in consultation with HOD.
- iii. To submit the monthly report to the HOD (as per template doc file) during Department meeting.

4. NBA Coordinator:

- i. To maintain the departmental file by coordinating with the Dept. faculties.
- ii. The departmental file should contain All faculties CV, appointment letter, Lesson Plan of each Sub/Sem, Lab plan of each Sub/Sem, Syllabus of each Sub, articles/book/book chapter publication docs, Departmental event (workshop/webinar/fdp/etc.) report, Placement report, Result Analysis reports, Mentoring reports, Class progress report, Student feedback report, Alumnae Report)
- iii. To prepare and produce the monthly report (as per template doc file) in the Department meeting.

5. NAAC/IQAC Coordinator:

- i. To maintain the monthly IQAC report by consulting with each faculty and submit it to the registrar office with cc to the HOD.

- ii. To attend the IQAC/NAAC workshop/meeting as and when called by the management/IQAC and carry out the task .
- iii. To submit the progress report (as per the template) to the HOD during the departmental meeting.

6.Mentoring Coordinator:

- i. To monitor the mentoring progress by each faculties in consultation with students and faculties of each Sem and year.
- ii. To collect and maintain the mentoring files.
- iii. To submit the mentoring report (as per the template) to the HOD during departmental meeting.

7.Event(Internal/External) Coordinator:

- i. To prepare a department event calendar in consultation with Dept. faculties
- ii. To plan for different events/activities in the department like,

workshop(on Latex,Matlab,reasearch paper writing,New technology in industry,....)

Alumni talk

Seminar/Webinar

FDP

any club activities
- iii.To submit the report of the event (planned/conducted) in the Dept. Meeting.

8.Lab Maintenance & Monitoring Coordinator:

- i. To monitor the status of all computer lab from time to time by taking the help of lab attendant and prepare a report as per the template.
- ii. To make sure that the Lab Log book is maintained properly everyday with signature of Lab in-charge and faculty In-charge.
- iii. To inform the lab status to each faculty in-charge immediately if any problem found in the lab and Faculty in-charge of each Lab should take initiative to resolve the issue by informing Lab technical people.
- iv. To monitor the lab assignment work progress and maintain the record of assignment and lab record submission of each Practice/Project component of subjects of each year.
- v. To maintain and submit the lab maintenance ok report in consultation with faculty in-charge of each Lab.
- vi. To submit the lab status report (as per the template) and Log book to the HOD during departmental meeting.

10.Minor Project/Internship Coordinator: New faculty/Dr. Dhawaleshwar Rao

- i. To coordinate the minor project assigned to the students as per the guideline .
- ii. To maintain the Minor project and Internship files for departmental purpose.
- iii. To coordinate the evaluation process of Minor Project/Internship in consultation with the HOD.
- iv. To submit the report(as per the template) to the HOD during departmental meeting.

11. Career Coordinator: To coordinate the placement activities of the final and pre-final year students.

- i. To plan for the training program of the students
- ii. To maintain the file of all placement activities of the department.
- iii. To submit the monthly report (as per the template) to the HOD during departmental meeting.

12. Alumnae Coordinator:

To coordinate with alumni of each year pass out.

- i. To organize fdp/talk/webinar by alumni once or twice in a month in consultation with event coordinator and HOD.
- ii. To maintain alumni report file.
- iii. To prepare and submit the report (as per the template) to the HOD during departmental meeting.

2. Subject floating discussion.

The following subjects (Basket-IV)are planned (tentative) to float in the coming semester and faculties members have given their choices to take subjects in diff Sem.

Sem.	Sl. No	Subjects	Credit
8(any three Subjects)	1	Database Cluster Administration and Security(CUTM1034)	2-1-1
	2	IT Infrastructure Management(CUTM 1024)	2-2-2
	3	Java Technologies(CUTM 1031)	2-1-1
	4	Operating System Concepts(CUTM 1032)	1-1-1
	5	Advanced Web Programming(CUTM1030)	1-2-1
6(any Three Subjects from B-	1	Formal Language and Automata Theory(CUTM1038)	2-1-0
	2	IT Infrastructure Management(CUTM1024)	2-2-2

IV)	3	Cloud Practitioners(CUTM 1025)	0-2-0
	4	Advanced Web Programming(CUTM1030)	1-2-1
	5	Machine Learning using Python(CUTM1019)(Basket-III)	1-2-1
4(any four Subjects from B-IV)	1	Android App Development(CUTM1036)	2-2-2
	2	Java Technologies(CUTM 1031)	2-1-1
	3	Database Creation and Maintenance(CUTM1033)	2-1-1
	4	Wireless Networks(CUTM1026)	2-1-0
	5	Information Security(CUTM1027)	2-1-0
	6	Machine Learning using Python(CUTM1019)(Basket-III)	1-2-1
2	1	Data Structures(CUTM 1603)	1-2-1
	2	Data Analysis and Visualisation using Python(CUTM1018)(Basket-III)	0-1-3

3. Research Center Join .

All faculties have informed to Dean Sir to join in the research center except Mrs. Aliva panda .

4. Submission of Lab documents of external evaluation .

Mr. Dibakar Sir has taken time to submit all documents after one week

5. Leave apply .

All faculty members/Staff are informed that before taking leave, prior intimation must be there(in mail) to the Dept./Dean after assigning the responsibility and to reschedule extra class for dropped class(if any) with information to Dept./Dean/Academic Coordinator.

6. Last week of every month Dept. meeting.

Suggestion:

1. New Faculty members Required for CSE Dept.
2. Slots in the Time Table for Research Activities

(Mr. Debendra maharana-HOD CSE)

(Dr. Dhawaleswar Rao)

(Dr. Dilip Rout)

(Mr. Abinas panda)

(Mr. N. Bibakar Choudhury)

(Mr. Kirtidev Mohapatra)



DEPARTMENT MEETING OF COMPUTER SCIENCE & ENGINEERING

Venue:HoD
CHAMBER

Date:04.01.2021

Time:4:30 P.M.

MEMBERS PRESENT

SL. NO.	NAME OF THE MEMBER	DESIGNATION
1	A. ABHILASHA	I/C-HOD-CSE
2	Debendra maharana	ASSISTANT PROFESSOR
3	Mohd Sameen chisti	ASSISTANT PROFESSOR
4	S. AVINASH	Full time scholar

MINUTES

Initiating the discussion, Prof A. ABHILASHA, HoD Incharge, Dept. of Computer Science & Engineering, welcomed the esteemed members to the meeting. The following agenda points were discussed in the meeting:

- 1) Subject distribution for the faculty for even semester students. All student must maintain attendance above 75 percent for each subject
- 2) final year student reporting on January-11 2021.the physical classes started from January all the students must where the masks in the class and maintain social distance
- 3) NBA work for all criterion must update up to 2021 academic year along with proof for documentation
- 4) external and internal mark submission for odd sem must submit the marks on or before January 8th 2021
- 5) Naac work status and faculty must publish the paper for every semester at least 2 or 3 along with the students. And encourage the students on research publication and writing the paper on their project works

A. Abhilasha

Debendra

Mohd Sameen

S. Avinash



DEPARTMENT MEETING OF COMPUTER SCIENCE & ENGINEERING

Venue:HoD
CHAMBER

Date:02.12.2020

Time:4:00 P.M.




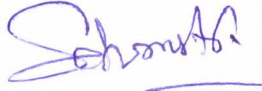
MEMBERS PRESENT

SL. NO.	NAME OF THE MEMBER	DESIGNATION
1	A. ABHILASHA	I/C-HOD-CSE
2	Debendra maharana	ASSOCIATE PROFESSOR
3	Mohd Sameen chisti	ASSISTANT PROFESSOR
4	S. AVINASH	Full time scholar

MINUTES

Initiating the discussion, Prof A. ABHILASHA, HoD Incharge, Dept. of Computer Science & Engineering, welcomed the esteemed members to the meeting. The following agenda points were discussed in the meeting:

- 1) Conduct the External exams for odd sem students for lab and projects
- 2) Students exam hallticket issues and submit detained list of students for odd sem 2020 by HOD
- 3) Feed back of the subject and action plan how to improve for further sems
- 4) Placement status of final year students submit by t and p coordinator
- 5) Subject registration status for the students even sem will started from January 2nd 2021
- 6) All the faculty submit the publication of this odd semester on or before December 10th 2021
- 7) NBA/Naac work status and update the data in google drive



DEPARTMENT MEETING OF COMPUTER SCIENCE & ENGINEERING

Venue:HoD
CHAMBER

Date:19.07.2019

Time:5:15 P.M.

MEMBERS PRESENT

SL. NO.	NAME OF THE MEMBER	DESIGNATION
1	K.SANTOSH CH. RAO	I/C-HOD-CSE
2	CHANDAN KUMAR GIRI	ASSOCIATE PROFESSOR
3	PRADEEP KUMAR MAHAPATRO	ASSISTANT PROFESSOR
4	SHWETA PATNAIK	ASSISTANT PROFESSOR
5	DR. JHUM SWAIN	ASSISTANT PROFESSOR
6	S. AVINASH	ASSISTANT PROFESSOR
7	A. ABHILASHA	ASSISTANT PROFESSOR

MINUTES

Initiating the discussion, Prof K. Santosh Rao, HoD Incharge, Dept. of Computer Science & Engineering, welcomed the esteemed members to the meeting. The following agenda points were discussed in the meeting:

1. Membership in professional group:

In department meeting we discussed regarding membership in ISTE. Mr. Chandan Kumar Giri is asked to co-ordinate for registration. It is also suggested to do the above as soon as possible.

2. Lab visit of Prof. D. N. Rao:

On 24th and 25th of July there will be a lab visit by Prof. D.N.Rao. All the Lab in-charge are asked to check the lab maintenance work and cleanliness of their respective labs.

3. Subject Registration & Depository:

HoD insists everyone to focus on subject registration of the students and payment of dues. Dept. Exam coordinator is asked to submit the subject depository as soon as possible after the final subject registration.

4. Classroom Discipline:

Each and every faculty is asked to maintain the class room discipline. No student should be allowed without proper uniform (including ID card). Late comer should not be entertained.

5. Internal answer sheet submission:

As per the instruction of Exam cell HoD asked everyone to submit the answer sheet within a week in exam cell and the mark list to be attached.

K. Santosh Ch. Rao.
Shweta Patnaik
Jhum Swain.
Chandan Kumar Giri.

Pradeep Kumar Mahapatro
S. Avinash
A. Abhilasha



6. Lab record format:

It is advised to maintain a proper Lab record format for each practice course for the department. It is also advised to focus more on lab practice and use of different tool for the practice work.

7. Mentor:

In today's meeting we discussed about mentor session. It is advised to take the parents contact number and talk to them.

8. Course work progress:

HoD discussed about the progress of each course. He asked to submit the Session plan, assignment, lab experiments and lab manuals as per the given format.

DEPARTMENT MEETING OF COMPUTER SCIENCE & ENGINEERING

Venue: HoD
CHAMBER

Date: 28.06.2019

Time: 4:30 P.M.

MEMBERS PRESENT

SL. NO.	NAME OF THE MEMBER	DESIGNATION
1	K.SANTOSH CH. RAO	I/C-HOD-CSE
2	CHANDAN KUMAR GIRI	ASSOCIATE PROFESSOR
3	PRADEEP KUMAR MAHAPATRO	ASSISTANT PROFESSOR
4	SHWETA PATNAIK	ASSISTANT PROFESSOR
5	DR. JHUM SWAIN	ASSISTANT PROFESSOR
6	S. AVINASH	ASSISTANT PROFESSOR
7	A. ABHILASHA	ASSISTANT PROFESSOR

MINUTES

Initiating the discussion, Prof K. Santosh Rao, HoD Incharge, Dept. of Computer Science & Engineering, welcomed the esteemed members to the meeting. The following agenda points were discussed in the meeting:

1. Subject Allocation:

In department meeting we discussed about different subjects going to be allocated to the faculties, for Odd semester including projects. We also discussed about the individual work load of the faculty members.

2. Time Table:

HoD asked the time table coordinator to make minute changes in time table. He also asked to share the individual work load of faculty members.

3. Subject Registration:

HoD insists everyone to focus on subject registration of the students and payment of dues.

4. IQAC work:

The IQAC coordinator verified some the files which are updated recently.

K. Santosh Ch. Rao
Shweta Patnaik
Jhum Swain
Chandan Kumar Giri.

Pradeep Kumar Mahapatro
S. Avinash
A. Abhilasha



Departmental Meeting - Soil Science

Minutes of meeting

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Date - 28/05/22

Name	
① Rahul Adhikary	RA 28/05/22
② Arunabha Pal	# 28.05.22
③ monisankar Bera	monisankar 28/05/22
④ L.P. Phalane	LPhalane
⑤ Pritanka Bhatak	PB 28/05/22
⑥ Kuldeep Bardhan	Kuldeep Bardhan 28.05.22

A. Publication.

- ① Rahul sir - 3 submitted
- ② A. Pal - 2 Accepted & 1 submitted
- ③ monisankar - 1 Accepted
- ④ Limbraj Phalane - 1 submitted.
- ⑤ Pritanka man - 1 submitted

B. class progress.

- ① M.Sc. (Agri) - 80% completed
- ② B.Tech (Ag) - 80% completed.
- ③ 2nd Internal - Topic allotted.
- ④

C. Plans.

- ① Testing of soil samples from Rasur field
Vill. R. Sitapur - 30 acre field and analysis
for major nutrient & pH, EC, OC.
- ② field visit - Rasur field.
- ③ soil sample collection starts - 30.4 & 31 May, 2022
- ④ Soil Analysis - 1-7 June, 2022.

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Soc Science

26/10/21
Sig.

No. Name of members:-

1. Dr. R. Adhikary
2. Dr. A. Paul
3. Dr. S. Borman
4. Dr. L.P. Pholane
5. Dr. S. Kumar.
6. Dr. B. Borah
7. Mr. M. Bena.
8. Mr. K. Bandhan.

Rahul Adhikary
#

Involved in other meeting.
Pholane

26.10.2021
B.P.

Phan.

Present.

Agenda:- NAAC file ~~discuss~~ discussion.

1. Files should be ready before 4th November.
2. All faculty need to prepare personal documents.
3. Syllabus, course report need to be prepared.
4. Mentors are requested to complete its all students details with reports.
5. Faculties are requested to initiate a research work.

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Soil Science

17/09/21

No Name of members :-

1. 1. Dr. Rahul Adhikary
2. 2. Dr. Arunabha Pal
3. 3. Dr. Saunav Banman
4. 4. Dr. Limbaraj P. Pholane
5. 5. Dr. Shiva Kumar Udayana.
6. 6. Dr. Bornali Bora.
7. 7. Mr. Monisankar Bera.
8. 8. Mr. Kuldeep Bardhan.

Sig:
Rahul Adhikary
Arunabha Pal
Pholane
Bornali Bora
Monisankar Bera
Kuldeep Bardhan
engaged with other adm
(Present)

Agenda :-

Class work and other work.

- ① Mini Soil testing lab. setup in organic research lab.
 - i) Requirement of brick wall 3 side of existing hydroponic lab.
- ② Shifting of faculty room from STL to 1st floor.
- ③ Progress of class work —
 - i) ~~5th~~ 5th sem class work progress upto 40% of the class.
 - ii) M.Sc. class work of disaster management & Lab tech progress upto 50% of prog.
 - iii) Skill course of vermicompost progress upto 10% by Dr. Pal & Mr. Bera
 - iv) P.h.d class work progress upto 10% by Dr. Saunav Banman
 - v) P.h.d class work completed upto 90% of Advanced soil fertility. by Dr. Arunava Pal
- ④ 1st year of 2021 class (FSS) — Reagent requirement updated, course material and lab manual completed.

⑤ Future plan :-

- i) 1st internal exam. will conducte on 2nd
- ii) Book ~~chapter~~ publication by all faculty of Dept. of Soil Science.
- iii) Soil testing lab mannual publication by all faculty. of Dept. of Soil Science.
(picture of all live practical to be included)
- iv) Research planing of one set of anaerobic digestion unit to be plant.
- v) Dragon fruit cultivation for ~~an~~ organic cultivation by 1000 plants prepare for transplanting. by Dr. Barman & Mr. Bera.
- vi) Manage of lab. attendent under abree of lab attendent.

Departmental Meeting,
Soil Science

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28/12/19

Dr. Rahul Adhikary.

Rahul Adhikary

Dr. Anunava Pal.

Mr. Rohita Ganayak

Mr. Manisankar Bera.

Mr. Kuldeep Bardhan.

~~Manisankar Bera~~
Bera ..

Agenda :-

- ① Manures and fertilizer use course - 10% of each theory & practical completed.
- ② Chemical & glassware ordered for this sem.
- ③ Distilled water unit not working.