

**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT**  
**SCHOOL OF ENGINEERING AND TECHNOLOGY, PARLAKHEMUNDI**

**Mentor Format**

Department Name: ECE

Name of the Mentor: ..... Date: 28/12/17

Sl. No.	Name of the student	Regd. No.	Attendance %	Learning Record	Teaching Effective	Doubts for subject	Back log status	Personal Problem	Corrective measures	Pending dues	Signature of the students
1	<del>G. Sathish</del> A. Harika	ECR002	-	-	-	-	0	-	-	NO	}
2	A. Harika	ECR009	80%	ok	-	ok	0	To go for Doubt clearing next week	-	55,690	A. Harika
3	P. Kranti	ECR004	73%	-	-	-	0	-	-	7850	}
4	Bhaskar	ECR005	82%	-	-	-	0	-	-	58,672	}
5	Ranjith Babu	ECR003	75%	-	-	-	0	-	-	NO	✓. Pruthi
6	V. Raghav	ECR002	73%	-	Good	-	8	fees relat problem.	contacted with acc.	1,11,862	Raghav
7	<del>Chandhan</del> Ankita	ECR006	70%	ok	Good	-	0	Not und stand self	Refer subject Rel Staff	6,335	✓. Pruthi
8	Ankita	ECR007	82%	ok	-	-	0	-	-	NO	}
9	Sibsonkar	ECR009	90%	-	-	-	0	-	-	NO	contacted over ph
10	V. Asha	ECR010	90%	-	-	-	0	-	-	NO	}
11	Santosh	ECR010	75%	-	-	-	0	-	-	NO	}
12	Santosh	ECR009	82%	-	-	-	1 (RT)	-	-	NO	}

- ① Discussed about project work progress.
- ② Backlog subject clearing planning.



**Centurion University of Technology & Management  
Paralakhemundi Campus  
School of Engineering & Technology  
Department of ECE & EEE**

**Minutes of the Departmental Meeting**

**Date: 29.12.2017**

**Venue: HoD Chamber**

**Time: 5 PM**

**Agenda:**

1. Syllabus progress
2. ERP Attendance
3. Mentor class
4. Any Other

**Minutes:**

Initiating the discussion, Mr Satyanarayan Padhy, HoD ECE& EEE CUTM, Paralakhemundi, Welcomed the esteemed members to the meeting. The following agenda points were discussed in the meeting:

**1. Syllabus progress**


The undersigned has reviewed the syllabus analysis and course completion of 2nd, 4th and 8th semester B.Tech students of the ECE & EEE branches in presence of the Head-of department and all the faculties. Regarding course completion in the semester, the HoD informed that the concerned faculty will stand responsible for the same.

**2. ERP Attendance**

The undersigned has reviewed the class and lab attendance of 2nd, 4th and 8<sup>th</sup> semester B.Tech students of the departments in presence of the HoDs and all faculties. It was informed in the meeting that the last semester's attendance of B.Tech students is below 60%, which should reach to 80% by the end of April 2018. Regarding zero attendance in the classes and lab, the HoD informed that the concerned faculty will stand responsible for the same (if it is detained student zero attendance will be accepted). Hence, to avoid such incidents, respected mentor faculties should inform the HOD.

**3. Mentor class**

**The problem of Roshan Singh who has 5 backlogs resolved in the department meeting and it has been decided that extra classes to be held for him so that he can reduce backlogs**



HOD ECE & EEE