

**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT**  
**School of Applied Sciences, Paralakhemundi**  
**Mentoring Format**

School/Department Name: B.Sc(Phy)-3<sup>rd</sup> Sem

Name of the Mentor: Mr. G. K. Sahu.

Date: 23/9/17

Sl. No.	Regd. No.	Name of the student	% of Attendance	Learning Record	Understanding of Subjects	Backlog status	Pending dues	Personal Problem	Corrective measures	Signature of the students
1	161304 120102	ARPITA PATRO	100%	6th out.	✓	0	20, 1W (10, 000)	-	-	Arpita patro
2	161304 120104	CHINTADA NAGESWAR RAO	79.09	6th out	✓	2 + 3	35, 1W (25, 000)	-	-	Ch Nageswar
3	161304 120105	ISWARI NAG	86.36	6th out -	✓	1 + 2	70, 1W (50, 000)	Drinking water problem	-	Iswari Nag
4	161304 120106	POOJASRI CHOUDHURY	85.44	6th out	✓	1	35, 1W (25, 000)	- do	-	Poojarsi choudhury
5	161304 120109	RAMADEVI JENA	79.09	6th out	✓	3	85, 2W (60, 000)	- do	-	Ramadevi Jena
6	161304 120111	SASMITA BHUYAN	88/8	-	✓	0	-	-	-	Ahs
7	161304 120112	SHRADHANJALI GAMANGO	90.91	6th out -	✓	3	35, 1W (25, 000)	Drinking water problem	-	Shradhanjali Gamango
8	161304 120114	SUMAN MALI	74.55	6th out	✓	1 + 3	50, 1W (35, 000)	-	-	Suman Mali
9	161304 120115	BIKASH SENAPATI	88.18	6th out.	✓	0	55, 2W (40, 000)	-	-	Bikash Senapati
10	161304 120116	SIRLA GOUTAMI	93.64	6th out.	✓	0	20, 1W (10, 000)	Drinking water problem	-	S. Goutami

Signature of the Mentor

Signature of the Dean, SoAS

**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT,  
PARALAKHEMUNDI**

**School of Applied Sciences  
THIRD FACULTY MEETING OF SoAS**

**Venue: Chamber of Dean, SoAS**

**Date: 23<sup>rd</sup> September 2017**

**Time: 4.30PM**

**Members Present:**

1. Prof. Ashok Misra, Dean, SoAS & Professor, Dept. of Mathematics
2. Prof. S.P. Nanda, Dean (Admin.), MSSSoA & Professor, Deptt. of Chemistry
3. Prof. Banitamani Mallik, Associate Professor, Deptt. of Mathematics - **Absent**
4. Prof. Pratibha Tripathy, Associate Professor, Dept. of Physics
5. Prof. Debasis Swain, Asst. Professor, Dept. of Physics
6. Prof. G.K. Sahu, Sr. Lecturer, Dept. of Physics
7. Prof. Balaji Padhy, Lecturer, Dept. of Mathematics
8. Prof. Narayan Gouda, Lecturer, Dept. of Chemistry
9. Prof. I. Siva Ramakoti, Lecturer, Dept. of Chemistry
10. Prof. U.L. Devakumar, Dept. of Optometry

**AGENDA FOR DISCUSSION:**

- i. Review of all the tasks and duties assigned in the last meeting .
- ii. Appointing new programme coordinators and batch coordinator & Examination coordinator.
- iii. Mentoring issues
- iv. International conference by SoAS in association with BITS VIZAG.
- v. Course completion status

**MINUTES**

Initiating the discussion Prof. Ashok Misra, Dean SOAS welcomed the esteemed members to the meeting. The deliberations of the meeting are as follows.

**i. Review of all the tasks and duties assigned in the last meeting**

The undersigned have reviewed the tasks and duties assigned to all the faculty members and the faculty members reported to the undersigned that the timetable was uploaded in the ERP. Id cards and registration cards were distributed to all the students.

**ii. Appointing new programme coordinators and batch coordinator & Examination coordinator.**

The undersigned has appointed the following as programme coordinators, batch

coordinators and examination coordinator.

Programme coordinator : Prof . G.K.Sahu Dept.Of PHYSICS.

Batch coordinator for B.Sc Optometry : Mr.U.L. Dev Kumar.

Batch coordinator for B.Sc Physics : Prof .Debasish Swain.

Batch coordinator for M.Sc Physics : Prof. Pratibha Tripathy.

Examination coordinator for SoAS : Prof . BanitamaniMallik.

**iii. Mentoring issues**

Mr. G. K. Sahu informed that students are demanding better drinking facilities as the existing water filter is not sufficient to cater the need of all students. The undersigned assured that the problem will be sorted out shortly.

**iv. International conference by SoAS in association with BITS VIZAG.**

The undersigned has announced that the Dept.Of Mathematics SoAS is going to organize an international conference in association with BITS VIZAG

**vi. Course completion status**

The undersigned has asked all the faculty members to submit their course completion status by 25<sup>th</sup> September 2017.

There were no more points raised for discussion, hence the discussion ended with a vote of thanks to the chair.

Sd/-

**Dean, SoAS**

**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT,  
PARALAKHEMUNDI**

**School of Applied Sciences  
EIGHTH FACULTY MEETING**

**Venue: Chamber of Dean, SoAS**

**Date: 13<sup>th</sup> October 2017**

**Time:5.00PM**

**Members Present:**

1. Prof. Ashok Misra, Dean, SoAS & Professor, Dept. of Mathematics
2. Prof..S.P. Nanda , Dean (Admin) MSSSoA & Professor , Dept.of Chemistry.
3. Prof.Banitamani Mallik, Associate Professor, Dept. of Mathematics
4. Prof.Pratibha Tripathy, Associate Professor, Dept. of Physics
5. Prof. Debasis Swain, Asst. Professor, Dept. of Physics
6. Prof.G.K.Sahu, Sr. Lecturer, Dept. of Physics
7. Prof.Balaji Padhy, Lecturer, Dept. of Mathematics
8. Prof.Narayan Gouda Sr.Lecturer, Dept.of Chemistry
9. Prof. I.Siva Ramakoti, Lecturer, Dept. of Chemistry
10. Prof.U.L.Devakumar, Dept. of Optometry

**AGENDA FOR DISCUSSION:**

1. Review of all the tasks and duties assigned in the last meeting.
2. Attendance & Internal marks updation in MIS by 14<sup>th</sup> Nov 2017
3. Seminars talks by students.
4. Parents meeting
5. Subject registration for even semester.
6. Time table preparation for the forthcoming even semesters.
7. Availing Leave

**MINUTES**

Initiating the discussion Prof. Ashok Misra, Dean SOAS welcomed the esteemed members to the meeting. The deliberations of the meeting are as follows.

**Review of all the tasks and duties assigned in the last meeting**

The undersigned reviewed the tasks and duties assigned to all the faculty members. **The undersigned thanked Deputy Registrar, Administration for replacing the water filter with higher capacity.**

**Attendance & Internal marks updating in MIS by 9<sup>th</sup> Nov 2017**

The undersigned instructed the faculty members to update the attendance of the 3<sup>rd</sup> and 5<sup>th</sup>

semester B.Sc.(Physics/Optomerty) students in the MIS by 14<sup>th</sup> November 2017 & the internal examination marks of the 3<sup>rd</sup> &5<sup>th</sup> semester B.Sc. students in the MIS by 20<sup>th</sup> Nov 2017 positively.

### **Seminars by students.**

The undersigned has instructed that all the students of the SoAS should have to give at least three seminars during the course of their semester and afternoon sessions of every Saturday is assigned for the seminars and the undersigned has instructed that this practice must start from the upcoming even semester.

### **Parents meeting**

The under signed has announced that the SoAS is going to conduct a Parents meeting on the 2<sup>nd</sup> of December 2017.

- i. B.Sc. & M.Sc. Physics- 11.00AM -1.00PM
- ii. B.Sc. Optometry- 2.00-4.00PM

All **respective mentors** were informed to contact the parents of their mentees soon regarding the same.

### **Subject registration for even semester**

The undersigned has instructed that all the students of B.Sc 2<sup>nd</sup> &3<sup>rd</sup> Year must sign on their respective subject registration forms for the forthcoming even semester & the undersigned has advised all the mentors of the respective students to monitor the process.

### **Time Table Preparation**

The undersigned suggested to prepare the time table of 3<sup>rd</sup> and 5<sup>th</sup> semester B.Sc.(Physics/Optomerty) students by 25<sup>th</sup> November 2017.

### **Availing Leave**

All faculty members were suggested that before applying leave into MIS/ERP, they have to first inform the Dean regarding their purpose of leaves after adjusting their classes/ exam duties if any and assigning all duties to other faculty members to avoid confusions which arises during his/her absence. It was also advised to send a mail to the group mail ID [faculty.soas@cutm.ac.in](mailto:faculty.soas@cutm.ac.in) to make aware of all faculty regarding the absence. Let us have this culture henceforth.

There were no more points raised for discussion, hence the discussion ended with a vote of thanks to the chair.

**Dean, SoAS**