

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT
School of Applied Sciences, Parlakhemundi

Mentoring Format

School/Department Name: M.Sc Chemistry Name of the Mentor: I. Siva Rama Krishna Date: 8/8/19

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
01	D. Gayatri	18220510001	90.83%	✓	yes	NIL	20,000/-	white board	will be informed to dean SoAS	D. Gayatri
02	18220510004	Budhe Sarmeta Behara	83%	✓	yes	NIL	20,000/-	white board		
03	18220510003	Anil Kumar Behara	92.31%	✓	yes	NIL	18,000/-	white board	for replacement	
04	18220510007	Dibyajyoti Pradhan	73.08%	✓	yes	NIL	20,000/-	white board	of the black board	Dibyajyoti Pradhan
05	18220510005	J. Manisha	96.15%	✓	yes	NIL	20,000/-	white board	with a white board	J. Manisha
06	18220510006	Jyoti Jyoti	94.23%	✓	yes	NIL	20,000/-	white board		Jyoti Jyoti
07	18220510008	P. Tejashwini Reddy	96%	✓	yes	NIL	15,000	white board		Tejashwini Reddy

Signature of the Mentor
I. Siva Rama Krishna
 8/8/19

A. Mishra
 Signature of the Dean, SoAS

**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT,
PARALAKHEMUNDI
School of Applied Sciences
82nd FACULTY MEETING OF SoAS**

Venue: Chamber of Undersigned

Date: 13th August 2019

Time: 5:00PM

Members Present:

1. Prof. Ashok Misra, Dean, SoAS& Professor, Dept. of Mathematics
2. Prof .S.P. Nanda, Dean (Admin), & Professor, Dept. Of Chemistry (ABSENT)
3. Prof .BanitamaniMallik Associate Professor, Dept.Of Mathematics.
4. Prof.PratibhaTripathy, Associate Professor, Dept. of Physics.
5. Prof .G.K.Sahu Asst. Professor, Dept.of.Physics.
6. Prof. Debasis Swain, Asst. Professor, Dept. of Physics (ABSENT)
7. Prof.BalajiPadhy, Asst. Professor, Dept. of Mathematics (ABSENT)
8. Prof.NarayanGouda, Asst.Professor, Dept. of Chemistry
9. Prof. I. Siva Ramakoti, Asst. Professor, Dept. of Chemistry
10. Prof.U.L.Devakumar, Dept. of Optometry.
11. Prof.Neelima, Asst. Professor, Dept. Of Optometry.
12. Prof.SauravKarmakar, Asst. Professor, Dept. Of Optometry.
13. Prof.Satyanarayan Dhal, Asst.Professor, Dept.of.Physics.
- 15.Prof.Sayed MuktarHossain, Asst. Professor, Dept. of Chemistry (ABSENT)
16. Mr.Dibakar Office Assistant.

AGENDA FOR DISCUSSION:

- 1. Mentoring Status & Report**
- 2. E- Content Preparation-Status**
- 3. Exposure visit**
- 4. Research Paper writing- Status to be sent by HoD**
- 5. Registration & Orientation Programme of 1st Year students**
- 6. SPA Analysis of all faculty by HoD**
- 7. Minutes of Deptt. Meetings- Discussions regarding Problems**
- 8. Lab Equipment Procurement**
- 9. NAAC**
- 10. Internship Report**
- 11. Project Proposal- Information from HoD**
- 12. Independence day Parade & Project Expo**

MINUTES

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

1. Mentoring Status & Report

The Dean has asked about the status of Mentoring, Mr. I Siva informed that in class room SoAS-1, the chalkboard should be replaced with whiteboard as per the request of the mentee. The Dean assured to discuss with Mr. Santosh Pradhan of maintenance department to fix the problem. The dean has said that the mentoring report was found late. And The Dean has instructed the mentors to send the report by 1st of every month.

2. E- Content Preparation-Status

The Dean has enquired from all HoD's from each Department about the status of E-Content Preparation status. The HoD's have reported that the E-Content Preparation is under progress.

3. Exposure visit

The Dean has suggested to Prof. Satyanarayan Dhal and Prof. Narayan Goudo that by 31st August the Exposure visit of the students should be completed.

4. Research Paper writing- Status to be sent by HoD

The Dean has reviewed about the Research Paper writing status.

5. Registration & Orientation Programme of 1st Year students

The Dean has announced that the Registration of 1st Year students will be held on 17th August 2019 Saturday and Orientation programme will be held on 19th August 2019 on Monday.

6. SPA Analysis of all faculty by HoD

The Undersigned has asked to HoD's about the SPA analysis of all faculty. HoD, Dept. of Optometry & HoD Dept. Of Chemistry reported that they have done the SPA analysis of their faculty and HoD, Dept. of Physics reported that SPA analysis of faculty is under process. Hence the Dean has asked to finish the same as soon as possible.

7. Minutes of Deptt. Meetings- Discussions regarding Problems

The Dean has said that he has received the Minutes of Deptt. Meetings report from Chemistry and Optometry only, hence the Dean has asked HoD of Physics to complete the Department meeting and send the report as soon as possible.

8. Lab Equipment Procurement

The Dean has announced that he has received the report of Lab Equipment from Department of Physics only. Prof. Narayan Gaudo HOD Chemistry Reported that he is preparing the report of Lab Equipment required for Chemistry Laboratory. And will be finalized and will be submitted shortly.

9. NAAC

The Dean has asked to HoD's about the NAAC files. The HoD's reported that the NAAC files are in Progress. The Dean has suggested to all HoD's from each Department to verify the Lab records and asked to start preparing the lab Manuals & The Dean has requested to all the HoD's to follow up the NAAC files.

10. Internship Report

The Undersigned has asked about the Internship report. Prof. Satyanaran Dhal reported that M.Sc Physics students has been submitted the internship report and Prof. Narayan Goudo that by 28th August all M.Sc Chemistry Students will submit their internship Report.

11. Project Proposal- Information from HoD

The Undersigned has asked all HoD's from each Department to name the faculty who are interested in writing the project proposal and The HoD Chemistry reported that Prof. Sayed Muktar Hossain is interested for writing the project proposal and HoD f Physics reported that prof. Satyanaray Dhal is interested for writing the project proposal. and the Dean has announced that a separate meeting will be held regarding the same.

12. Independence day Parade & Project Expo

The Dean has asked to prof. SNS Neelima about the independence day parade and project Expo. Prof. SNS Neelima reported that a platoon from SoAS will be participating in the August 15th Parade and the students from Department of optometry will be putting up a project display at the project Expo on August 15th.

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
83rd FACULTY MEETING OF SoAS**

Venue: Chamber of Undersigned

Date: 20th August 2019

Time: 5:00PM

Members Present:

1. Prof. Ashok Misra, Dean, SoAS& Professor, Dept. of Mathematics
2. Prof .S.P. Nanda, Dean (Admin), & Professor, Dept. Of Chemistry (ABSENT)
3. Prof .BanitamaniMallik Associate Professor, Dept.Of Mathematics.
4. Prof.PratibhaTripathy, Associate Professor, Dept. of Physics.
5. Prof .G.K.Sahu Asst. Professor, Dept.of.Physics.
6. Prof. Debasis Swain, Asst. Professor, Dept. of Physics
7. Prof.BalajiPadhy, Asst. Professor, Dept. of Mathematics
8. Prof.NarayanGouda, Asst.Professor, Dept. of Chemistry
9. Prof. I. Siva Ramakoti, Asst. Professor, Dept. of Chemistry (ABSENT)
10. Prof.U.L.Devakumar, Dept. of Optometry.
11. Prof.Neelima, Asst. Professor, Dept. Of Optometry. (ABSENT)
12. Prof.SauravKarmakar, Asst. Professor, Dept. Of Optometry.
13. Prof.Satyanarayan Dhal, Asst.Professor, Dept.of.Physics.
- 15.Prof.Sayed MuktarHossain, Asst. Professor, Dept. of Chemistry
16. Mr.Dibakar Office Assistant.

AGENDA FOR DISCUSSION:

1. Registration Status of 1st Year students
2. E- Content Preparation-Status
3. Exposure visit
4. Research Paper writing- Status to be sent by HoD
5. Learning Record & Lab Records
6. SPA Analysis of all faculty by HoD
7. Minutes of Deptt. Meetings- Discussions regarding Problems
8. Lab Equipment Procurement
9. NAAC
10. Internship Report
11. Project Proposal- Information from HoD
12. Feedback from Students
13. Mentoring Status
14. Career Plan
15. NET/GATE/JAM/JEST Coaching
16. Faculty Requirement
17. All 1st Internal Marks of 3rd & 5th Semesters must be submitted by today evening to Programme Coordinator

MINUTES

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

1. Registration Status of 1st Year students

The Dean has asked about the Subject Registration status of 1st year students. Programme coordinator Prof. Gouri Kumar Sahu reported that the subject registration has been completed from all the 1st year students.

2. E- Content Preparation-Status

The Dean has reviewed the E-Content preparation status and advised to complete the E-Contents as soon as possible.

3. Exposure visit

The Dean has asked about the Students Exposure visit and Prof. Satyanaran Dhal reported that he has already discussed with IMMT Head regarding the Student Exposure visit and they have informed that the exposure visit can be conducted in the First week of September 2019.

4. Research Paper writing- Status to be sent by HoD

The Undersigned has said that as per the discussion held with Prof. D.N.Rao it was announced that it is mandatory to each faculty must publish at least one paper in a year and the HoD'S were asked to send the status to the Dean.

5. Learning Record & Lab Records

The Dean has requested to all the faculty to discuss with 1st year students about the Learning record and Lab records and has asked the program coordinator to circulate the first page of Lab record to every faculty.

6. SPA Analysis of all faculty by HoD

The Dean has announced that the SPA analysis of all faculty of all Departments of SoAS has been completed.

7. Minutes of Deptt. Meetings- Discussions regarding Problems

The Dean has suggested to all the HoD's to conduct the faculty meeting regularly and to send the report by every week of Saturday to the Dean.

8. Lab Equipment Procurement

The Dean has requested to Prof. Narayan Gaudo to complete list of Lab Equipment required for Chemistry laboratory as soon as possible.

9. NAAC

The Dean has reviewed about the status of NAAC files and advised to HoD's to follow up the same

10. Internship Report

The Dean has asked about the Internship Report. Prof.Satyanarayan Dhal and Prof.Narayan Gaudo reported that all the students from MSC (Chemistry and Physics) have submitted the Internship report.

11. Project Proposal- Information from HoD

The Dean has said that as per discussion with Prof. D.N. Rao it was announced that there will be a project or research funding of 2 lakhs per faculty.

12. Feedback from Students

The Dean has asked to prof. Gauri kumar sahu about the feedback report and requested him to complete the feedback analysis by end of September.

13. Mentoring Status

The Dean advised to all the mentors to conduct the mentoring class properly and submit the report by 1st of every month. **The Dean thanked Mr. Santosh Pradhan for fixing the whiteboard in Class room SoAS-1 in time.**

14. Career Plan

Due to the absent of career coordinator Prof. I. Shivarama Koti the discussion about the Career Plan was in pending.

15. NET/GATE/JAM/JEST Coaching

The Dean has requested to Prof. Satyanaran Dhal and Prof. Narayan Gaudo to come with plan about the NET/GATE/JAM/JEST coaching. The Dean has said that discussion with Prof. D. N. Rao it was announced that 10 percent of eligible students (i.e. those who pass regularly without backlogs) should get JRF/ GATE/ NET/JEST.

16. Faculty Requirement

The Dean has requested to HoD's of Chemistry and Physics to discuss with faculties of their department about the faculty requirement.

17. All 1st Internal Marks of 3rd & 5th Semesters must be submitted by today evening to Programme Coordinator.

The Dean has requested to all the faculty members to submit the Internal Marks of 3rd and 5th Semesters to Programme coordinator.

Following points are as per the discussion with prof. D. N. Rao.

- 1. Result:-** Each School have 80 percent results by June (excluding EOD).
- 2. Research and Paper writing:-** Each Faculty from each Department should write at least one research paper in a year.
- 3. Grant:-** Project or research funding of 2 lakhs per faculty.
- 4. Higher Education:-** 10% of final year students(i.e. those who pass regularly without backlogs) form each Department must qualified for Higher Education like NET/GATE/JAM/JEST.
- 5. Students Satisfactory Survey:** - Each School have minimum 70% in students satisfactory Survey.
- 6. Skill Integration to the Existing Syllabus:-** Each Department was suggested to go for at least 50% on skill integration into the Existing syllabus.

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

Sd/-
Dean, SoAS