

2nd Sem

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT

School of Applied Sciences, Paralakhemundi

Mentoring Format

Name of the Department... Chem Name of the Mentor... Dr. Rosy Malik Date... 09/02/2020

Table with 10 columns: Regd. No, Name of the student, % of attendance, Learning record, Understanding of subjects, Backlog status, Pending dues, Problems, Corrective measures, Sign. Rows include students like RASHMI RANI RATH, NIBEDITA PANDA, GANGU MEENAKSHI, etc.

Signature of the Mentor: Rosy Malik, 09/02/2020

Signature of the Dean: A. Muris

**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT,
PARALAKHEMUNDI
School of Applied Sciences
103rd Faculty Meeting**

Venue: Chamber of Undersigned

Date: 11th February 2020

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. Prasanta Kumar Rath, 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
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
16. Prof.Sk Najmul Islam, Asst. Professor, Dept. of Chemistry
18. Prof. Rosy Mallik, Asst. Professor, Dept. of Chemistry.
17. Mr.Dibakar Office Assistant.

AGENDA FOR DISCUSSION:

1. Status of NAAC Data submission in Tracker & NAAC Files- **HoDs to bring the status of further Developments on NAAC data as discussed in the last meeting**
2. Minutes of Deptt. Meetings- **HoDs**
3. Application from Student having less than 85% Attendance - **Batch Coordinators to keep the applications ready**
4. SoAS Research Group- **Dr.Rosy Mallik to follow up the status immediately**
 - i. 3 Research proposal (2 Physics + 1 Chemistry) for Seed Money to be ready by 12th February 2020
 - ii. 11 Research papers to be sent for publication latest by 5th March 2020 and to ensure publication by June 2020
5. Career Plan of Students (Either Placement or JRF)- **Career Coordinator**
 - i. Alumni Data to be submitted
 - ii. Plan for Value added Courses through Workshop mode (Human Rights & Introduction to Gender) soon
 - iii. Baseline Test & Mid Line Test marks updation
 - iv. Planning to conduct Midline Test for this even semester students
6. Report of Exposure Visit of Optometry students- **HoD, Deptt. of Optometry**
7. Status of E- Content/PPT for all Odd/Even Semester Courses- **HoDs**
8. Submission of Title of all Projects - - **Dr.Satya & Dr.Muktar**
9. Announcement of Exposure visit on 6th & 13th March 2020- **Dr.Satya & Dr.Narayan**

10. Mentoring Status & Mentoring File for NAAC- Chief Mentor

11. Submission of Backlog Status to Programme Coordinator- Batch Coordinators to ensure the Backlog Status

12. National Science Day- Dr.Satya & Team

i. List of Colleges with Invitation

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. Status of NAAC Data submission in Tracker & NAAC Files- HoDs to bring the status of further Developments on NAAC data as discussed in the last meeting

Dean in-charge Prof.G.K Sahoo asked about the Status of NAAC Data. HoDs are reported that the NAAC data distribution is over but the verification is in pending hence Dean In-charge Prof.G.K Sahoo announced that on this Saturday i.e. 15-02-2020 Dean will verify the NAAC data from each Department of SoAS.

2. Minutes of Deptt. Meetings- HoDs

Dean In-Charge reported that all the HoDs submitted the Minutes of Department meetings.

3. Application from Student having less than 85% Attendance - Batch Coordinators to keep the applications ready

Batch coordinators from department of Physics and Chemistry are reported that they collect the applications from the students those who have less than 80%.

Batch Coordinator from department of Optometry reported that due to ERP problem he cannot calculate the attendance percentages hence Dean in-Charge advised him to calculate manually and collect the application those who have less than 80%.

4. SoAS Research Group- Dr.Rosy Mallik to follow up the status immediately

i. 3 Research proposal (2 Physics + 1 Chemistry) for Seed Money to be ready by 12th February 2020

Research Coordinator Dr.Rosy Malik reported that two Research proposal from Department of Physics is completed and from department of Chemistry it was preparing.

ii. 11 Research papers to be sent for publication latest by 5th March 2020 and to ensure publication by June 2020

Dean in-Charge asked to research coordinator about the status of 11 Research papers. Research coordinator Dr. Rosy Malik reported that the 11 research papers from all the department of SoAS is in Progress.

5. Career Plan of Students(Either Placement or JRF)- Career Coordinator

i. Alumni Data to be submitted

Career Coordinator reported that he collected the alumni data from the students instead of one student form M.Sc. Physics he cannot received any document till date hence Dean in-charge advised to Prof.Satyanarayan Dhal to talk with the student and submit the data to Career coordinator as soon as possible.

ii. Plan for Value added Courses through Workshop mode(Human Rights & Introduction to Gender) soon

Career coordinator reported that he will discuss with Register madam after that he will start the courses through workshop mode.

iii. Baseline Test & Mid Line Test marks updation

Career Coordinator Prof. I Shiva Rama Koti reported that he send the answers from our faculty and after correction of marks he will update the marks of baseline and Mid line test.

iv. Planning to conduct Midline Test for this even semester students

Career Coordinator Prof. I Shiva Rama Koti reported that he Planned after complication of National Science day he conduct Midline Test for this even semester students.

6. Report of Exposure Visit of Optometry students- HoD, Deptt. of Optometry

Dean In-Charge asked to HoD Department of Optometry about the report of Exposure visit. HoD department of Optometry reported that he already submitted the report of exposure visit of students to Dean.

7. Status of E- Content/PPT for all Odd/Even Semester Courses- HoDs

Dean In-Charge asked about the status of E-Content/PPT for all odd/Even semester courses. HoDs are reported that E-Content/PPT for odd semester is over and for even semester is in progress. Dean In-Charge Prof.G.K sahuo said that by April the E-Content for the even semester should be completed.

8. Submission of Title of all Projects - - Dr.Satya & Dr.Muktar

Dean In-Charge asked to Dr.Satya and Dr.Muktar about the submission of Title of all projects. Dr.Satya and Dr.Muktar reported that they have already submitted the title of all projects to Dean in hard copy hence Dean In-Charge asked to circulate the title of all projects through mail to faculty of SoAS.

9. Announcement of Exposure visit on 6th & 13th March 2020- Dr.Satya & Dr.Narayan

Dr.Satyanarayan Dhal reported that Exposure visit on 6th March was already approved by the institute and this is only for M.Sc.Physics and chemistry Students

But for 13th March still approval was not coming from the institute and this is for B.Sc. Physics and Chemistry Students.

10. Mentoring Status & Mentoring File for NAAC- Chief Mentor

Dean In-Charge asked to all the mentors to as per the mentoring policy prepare the documentation and keep it with the individual mentor and one copy to chief mentor. Dr. Rosy Mallik informed that Ms. Niharika Patnaik has some understanding problem in Organic Chemistry classes. So, extra classes needs to be arranged. Dean, SoAS suggested to Dr. Mallik to take extra classes for clearing the doubts and Dr. Mallik agreed to do the needful.

11. Submission of Backlog Status to Programme Coordinator- Batch Coordinators to ensure the Backlog Status

All the batch coordinators should collect the backlog status and prepare the time table for remedial class for the students.

12. National Science Day- Dr.Satya & Team

i. List of Colleges with Invitation

Dr.Satyanarayan Dhal reported that on 15th February we going to conduct the Debate and Quiz competition for our School and for poster presentation outside colleges and schools are invited. Dean In-charge Prof.G.K Sahoo said that please discuss with Dean Students Afire regarding expenditure for National Science day and accordingly plane for National Science day.

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

Sd/-
Dean, SoAS