## CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT

M S Swaminathan School of Agriculture, Paralakhemundi
MENTOR COMMITTEE MEETING REPORT

22/21/2000

23/81/2020	Time: 23:30 -04:3	Pen Name of the Proctor: Ja	- 01
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Signature of the Mentor

Signature of the Dean, MSSSON

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MS Swaminathan School of Agriculture

CUTM, Paralakhemundi

## HOD & Batch Coordinators meeting (Dt. 01-02-2020) CUTM, MSSSOA, Paralakhemundi, Odisha

The meeting has been conducted through offline mode for the school of MSSSOA and the minuets are as follows:

- 1. All faculties were advised regarding updation of their publications in departmental level.
- 2. Course preparedness for the new semester.
- 3. All faculties were informed by the dean to maintain faculty discipline in execution of their tasks.
- 4. Faculty reviews to be taken by heads on regular basis.
- 5. Maintenance of farms, labs to be reviewed on a regular basis.
- 6. NAAC documentation work distributed to department heads and faculties.
- 7. A meeting was arranged with the students to get the review regarding the mode of teaching of that teacher. The teacher was counselled and advised to modify and improve the way of teaching so that it would be convincible to all the students. Regular review of the students regarding the classes has been collected by the mentors.

Signature of Dean, MSSSoA 12/20

M S Swaminathan 3chool of Agriculture CUTM, Paralakhemundi Signature of Dean (Admin.), MSSSoA

DEAN (Administration) M.S. Swaminathan School of Agriculture CUTM, Paralakhemundi