



CENTURION UNIVERSITY OF TECHNOLOGY & MANAGEMENT, ODISHA

9th Senior Management Team Meeting

Venue: Seminar Room, Bhubaneswar Campus
Date: 10th & 11th September 2018

PROGRAMME SCHEDULE

Day – 1 – Dt: 10.09.2018

Sl.	Time	Agenda	Lead/ Responsibility
1	10.00am to 10.30am	Summary of Actions Taken from the Recommendations of Previous SMT Meeting	Prof. H. Panda, VC
2	10.30am to 11.30am	Address by President	Prof. Mukti Kanta Mishra, President
3	11.30am to 12.00 noon	Tea Break	
4	12.00noon to 1.00pm	School-wise Strategic plan (present performance and future plans— viability, vision, growth, activity, resources, linkages, academic delivery, existing challenges)	12.00noon to 12.30pm SoET, Prof. B. P. Mishra, Prof. P K Mohanty
			12.30noon to 01.00pm SoVET, Prof. Amiya Singh, Prof. Sadat Ali
5	1.00PM to 2.00Pm	LUNCH BREAK	
6	02.00pm to 5.30 pm	School-wise Strategic plan (present performance and future plans— viability, vision, growth, activity, resources, linkages, academic delivery, existing challenges)	02.00pm to 02.30pm MSSSoA, Prof. Devender Reddy, Prof. S. P. Nanda
			02.30PM to 03.00PM Prof. S. K. Biswal, Prof. Ashok Misra
			3.00pm to 3.30PM SoM, Prof. Bijay Bhujabal, Prof. Rashmi Ranjan Parida
7	3.30 pm to 4.00 pm	Tea Break	
8			4.00PM to 4.20PM SoPAHS, Prof. Tek Chand Pradhan, Prof. Sunil Jha
			4.20PM to 4.40PM SoPLS, Prof. Gurudutt Patanaik
			04.40PM to 05.10PM SoMC + IKS, Prof. C B Pattanayak
9	5.30PM to 7.30PM	Campus-wise Strategic plan (present performance and future plans)	5.10PM to 5.30PM SoDE, Prof. Snigdha Sanyal
			5.30PM to 6.00pm Prof. Anurag for Parlakhemundi campus
9	5.30PM to 7.30PM	Campus-wise Strategic plan (present performance and future plans)	6.00PM to 6.30PM Prof. J. Padhi for Bhubaneswar campus
			6.30PM to 7.00PM Mr. Pradeep Sarangi for Balangir campus
			7.00 PM to 7.30PM Mr. Rajesh Padhi for Rayagada campus

Day – 2 – Dt:11.09.2018

1.	10.00AMto 10.45AM	Placement and Alumni Linkage (Synergy – support for getting the best for the students)	Prof. Rajdeep Mohanty, Pro VC Placement
	10.45AM to 11.30AM	Admissions	Mr. PAVS Shekhar
2.	12.00to 12.30PM	Mentoring	12 to 12.10PM Prof. S K Bose
		Student Specific Career Plan and Back Paper Clearance Plan	12.10PM to 12.30PM Prof. KVD Prakash
3.	12.30PM to 1.00PM	NAAC preparedness	Prof. Anita Patra
4.	2.00PM to 4.00PM	Address by President and Vice President	

Sd/-

REGISTRAR, CUTM



Key Action points from 9th SMT (10th & 11th September 2018) at Bhubaneswar Campus

1. Complete the following for every student across all Schools and all Campuses
 - a. Baseline study and
 - b. Student specific career plan and
 - c. Student specific back paper clearance plan (for relevant students)
Timeline – Action plan to be submitted by 30th September 2018
Responsibility – Respective Deans

2. Develop operational data (for students) for each department and school, as below for last 5 years
 - a. Year-wise student admission,
 - b. Average back paper,
 - c. Pass percentage (graduated during convocation) and
 - d. No of students placed
 - e. No of students went for Higher Education
Timeline – Data to be submitted by 20th September 2018
Responsibility – Respective Deans

3. Develop operational data (for faculty) for each department and school, as below for last 5 years
 - a. No of faculty members
 - b. No of research proposals submitted
 - c. No of publications
 - d. No of patents
Timeline – Action plan to be submitted by 20th September 2018
Responsibility – Respective Deans

4. Submit the Strategic plan (School wise & Department wise) for next 5 years in the *prescribed format*
Timeline – Strategic plan to be submitted by 22nd September 2018
Responsibility – Respective Deans

5. Develop an action plan (department wise for every batch) for producing a tangible product by each student
Timeline – Action plan for final year students to be submitted by 24th September 2018, for every successive junior batches (e.g. For B.Tech. – 3rd Year, 2nd Year and 1st Year; For B.Sc. - 2nd Year and 1st Year: etc) in subsequent weekends (i.e. 1st October, 8th October and so on)
Responsibility – Respective Deans

6. To identify the gaps w.r.t to NAAC preparedness to achieve a score of 3.75 for 2020.
Timeline – Gaps to be identified by 25th September 2018
Responsibility – VC Office, Registrar & Dean, HRD
7. To re-draft the AQAR for 2017-18 in coordination with Mr. Kartik Sridhar and upload it
Timeline – AQAR to be submitted by 15th October 2018
Responsibility – Registrar and Dean, HRD
8. To submit Program specific admission plan from faculty perspective (including new courses to be offered)
Timeline – Action plan to be submitted by 17th September 2018
Responsibility – Respective Deans
9. To strengthen Deans and HODs
 - a. Allocation of Research Associate (existing & trained / new one)
 - b. Appointment of Career Counselors for mentoring and placement support
Timeline – Train the existing manpower or appoint new one by 15th October 2018
To appoint Career Counselors by 30th October 2018
Responsibility – DVC for recruitment and Dean (HRD) for training
10. Infrastructure facility for outside classroom engagement
 - a. Student Wall
 - b. Hangout space
 - c. Learning in lawn
 - d. Cafeteria
Timeline – Detailed requirement by Director, IKS by 17th September 2018
Responsibility for implementation – DVC to implement phase-wise from 3rd October 2018 to 30th November 2018
11. To develop a comprehensive FDP calendar (including sign language training)
Timeline – Calendar to be developed by 29th September 2018
Responsibility – Dean (HRD)
12. To prepare an action plan for developing comprehensive alumni database
Timeline – Action plan to be submitted by 22nd September 2018
Responsibility – Director, Placement
13. Academic ownership of University's outreaches and enterprises
Timeline – Detailed plan, responsibility matrix (activities, output, outcomes & prospects) by 29th September 2018
Responsibility – VC Office
14. Plan for inter-campus faculty exchange programs
Timeline – Detailed plan by 29th September 2018
Responsibility – Respective Deans

15. Plan for Faculty and Student certification from professional bodies (Craftsmen Training Scheme: CTS, Craftsmen Instructor Training Scheme: CITS, etc)

Timeline – Detailed plan by 15th October 2018

Responsibility – Dean (SoEVT), Dean (SoET) & Dean (SoM) for all campuses

16. Integration of Gram Tarang initiatives into Academic Curriculum

Timeline – Detailed plan by 15th October 2018

Responsibility – Respective Deans



**Centurion University of Technology and Management,
Paralakhemundi**

70th MIR MEETING

Venue: Board Room MBA Block

Date: 30th October 2019

Time: 10.00AM

Members Present:

1. Prof. SUPRIYA PATTANAYAK – VICE CHANCELLOR
2. Prof. ANITA PATRA– REGISTRAR
3. Prof. P. S. RAO- DEAN-SoET
4. Prof. ASHOK MISRA– DEAN SoAS
5. Prof. DEVENDER REDDY - DEAN (Academic), MSSoA
6. Prof. SUBHENDU MISHRA – PGP Coordinator, SoM
7. Prof. SIVALA KUMAR – DEAN SoABE
8. Prof. SUSANTA KUMAR PATTNAIK – DEAN STUDENT AFFAIR
9. Prof. PRAJNA PANI – Training Head
10. Prof. KAMESWAR RAO- DY. REGISTRAR, TRAINING PLACEMENT
11. Mr. SUMAN- ADMISSION OFFICER

AGENDA FOR DISCUSSION:

1. MIR for the month of March -2019
2. NAAC document preparation
3. Encouraging Research and Publication
4. ~~Others~~ Summer Plan of Faculty

MINUTES

Initiating the discussion, Dr. Supriya Pattanayak, VC, CUTM welcomed the esteemed members to the all Deans meeting

THE DISCUSSION POINTS:

1. Deans to take more active role for progress of their respective Schools. There needs to be better information flow and templates and dashboards are being prepared. This is for better follow up and better management of the Schools. A structure is being worked out which will be announced soon.
2. During examination, invigilators to strictly follow the guidelines of invigilation, such as, no student should write their name in the answer script etc. If any anomalies are found, the same is to be immediately reported to Examination Cell and to Director QA.

3. Convocation 2019 will be on 6th Dec at Bhubaneswar campus.
4. The mentoring system needs to strengthen and the monitoring of the mentoring reports needs to be done at Dean Level. Few striking cases to be paid more attention. Career plan with baseline and mid line tests and action plan needs to be updated by each mentor.
The mentoring class can also be used in constructive way such as taking the students to different labs/ GT units.
5. Value Added courses will be floated in coming semester. Hence, the Schools to plan for offering them in workshop mode. IELTS also needs to be floated to all students.
6. Research Meeting was conducted by Advisor Dr. Ganapati Panda. Total 61 faculty members interacted and they will come up with publication and project ideas and will work on them.
Dr. Ganapati panda would visit at intervals for further follow up and interaction. Each school will have coordinator to follow it up. It is being coordinated by Dr. Ashok Misra and Dr. P S Rao.
7. E-content needs to be developed for new/ revised courses and submitted to MRC. Dr. Prajna Pani to take a stock of the present status and plan out for getting them done.
8. The revised dates for End Semester Examinations had been communicated.
9. The Eastern zone AIU chess championship for Men was being held from 29th Oct to 1st Nov. 2019 wherein 32 universities have participated.
10. The name board of Bharat Mata to be changed to Centurion University Hostel. Deputy Registrar, Admin. to do it asap.
11. International Conference ICMSEA 2019 will be held from 19th to 21st Dec 2019. So, faculty, Research Scholars to submit and present papers.

MSSSOA

1. Students of 3rd Year and 4th year have been on study tour.
2. Kisan Mela will be held on 8th & 9th Nov. 2019.
3. ICAR has asked for certain details to be displayed on website. It will be submitted to ICAR also. Dr. Reddy would check the ICAR recommendations and
4. This Academic year, four branches of M.Sc. Ag. has started.
5. Schools will have to develop the plan for new labs.
6. 250 students of 4th year have signed placement pledge. There will be counseling held in mid Nov. to finalise the list.
7. Alumni database to be collected and compiled. They can collect details through Google link.
8. Dean urged that students will go to join companies only in March. No students can go without completion of AELP and RAWEP. He asked the Placement cell to bring Agriculture and allied companies for placement.
9. Academic Audit needs to be planned.

SOABE

1. Full Alumni data has been collected.

2. 7th Semester students will return after completion of Implant training. Hence, 6th & 7th November, the students will give Seminar on their training.
3. Academic Audit will be held in 1st week of Nov. by Dr. Debaraj Behera of OUAT.
4. Renewable energy lab will be developed. All the equipment and other requirements has been assessed and quotations has been also received. It will be placed for approval and purchase.
5. Syllabus 2019 has been sent to stakeholders for feedback.
6. B. Tech Phytopharmaceutical will hold its Advisory meeting on 17th Nov 2019.
7. Placement cell urged that like last year if the course of final year could be covered in 1.5times accelerated mode, then students will be free to go and join companies by end of January itself. Training dept. would provide placement training for 3 days to the final year students. So, Dean to finalise the dates.

SOET

1. First year students are studying in two groups so, as per their progress, the University exam dated have been revised.
2. Academic Audit which happened recently pointed out slow progress in Domains of Final year students. It will be monitored.
3. Department wise feedback of stakeholders regarding syllabus is being collected.
4. Alumni database is also in progress.
5. Extra inputs with regard to English and Mathematics needs to be provided to Foreign National students and Bihar students. So, Dr. Prajna Pani has already planned and rolled out the English classes. For the residents of Bharat mata hostel the study hour can be regularly used for English and Mathematics coaching.
6. Students and Faculty must visit all labs and units in the campus and also GT foods. Dean to facilitate it.

SOVET

1. Classwork have started for first year in 12 groups of 30 students each.
2. Studnets need inputs in English and Mathematics and hence it will provided during study hour.

SOAS

1. Attendance is strictly monitored and for all students it is above 85 percent
2. Mentoring class is held regularly and the reports are being maintained.
3. Absenteeism is reported to parents through message.
4. Counseling is given for back paper clearance
5. E-content development is in progress. It will be completed by 15th Nov.
6. Seminar Talks will be held for Physics, Biotechnology
7. Plan is there to prepare another Chemistry lab as the Lab is not free at all.

8. Career plan is updated for all students.
9. Two students of M.Sc got placed in Extramarks.

SOM

1. University Examination dates have been revised.
2. Class progress is being monitored strictly
3. 2 studnets of MBA second year would go to NTNU in January
4. Second year students to be provided internship and stipend. VC suggested to discuss with Abhinav Madan and KUS.

Anita Patra

REGISTRAR

**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT,
School of Engineering & Technology, Paralakhemundi**

11th ALL HODs WEEKLY MEETING (Academic session 2019-20)

Venue: Deans Office Chamber

Date:18.01.2020

Time: 03:00 P.M.

MEMBERS PRESENT

SL. NO.	NAME OF THE MEMBER	DESIGNATION	SL. NO.	NAME OF THE MEMBER	DESIGNATION
1	Dr.P.S.Rao	Dean-SoET & R&D	5	Prof.S.S.Sahu	Rep.of HoD-Mechanical Dept.
2	Dr.M.Vamsikrishna	Associate Dean & Head ECE-OD	6	Prof.S.K.Rao	Dy.Registrar (T&P)
3	Prof.S.N.Padhy	Chief Time Table Coordinator	7	Mr.Tofan Ku. Nahak	Hed-ERP
4	Dr.Santoshi Ganala	HoD-CSE Department	8	Prof.Vishal Ku.singh	HoD-Civil Department

MINUTES

Initiating the discussion, Dr.P.S.Rao, DEAN-SoET, CUTM, Paralakhemundi welcomed the esteemed members to the meeting. The following agenda points were discussed in the meeting:

1. Status of Internship for 8th semester HoD to provide update: The undersigned has reviewed the status of 8th semester internship in the meeting. Advised all the HoDs to monitor the students and take attendance.

2.Domain plan and execution plan for 6th Semester:_The domain plan and execution plan for the 6th semester also reviewed. All the HoDs are advised to update/discuss regarding the planning/Progress and review process of domain with the Dean-SoET personally before 23.01.2020.

All the HoDs are also advised to submit the following student wise details:

2nd/4th Semester:- Minor Project, 6th Semester:-Domain/Project, 8th Semester:- Major Project
Minor project **Title and Abstract** submission should be completed on or before 23/01/2020 by respective department mentors and same to be placed to Dean and Associate Dean.

Note: Respective Mentors will be acting as project guides. Minor Project review will be done on 25/01/2020 with Dean, Associate Dean, HoDs and senior faculty of department.

3.course progress of 4th Semester:_The course work progress was reviewed. All the HoDs are advised to mail the course work details (lesson plan, Time Table, etc.) to the undersigned by Dt.23.01.2020, so that the data will be shared centrally with all the students for information through the google folder.

4.Registration status:(Tofan to update):_As per the report received from the ERP-Head. The unregistered student's status is discussed in the meeting. The HoDs are advised to discuss with the students personally through the mentors and inform them that without subject registration students will not be allowed to attend the class work and they cannot write the examination.

5.NAAC/NBA related: All the HoDs are advised to keep updating the NAAC/NBA related files in the departments and monitoring the documentation personally.

6. Students centric activities: It was informed in the meeting to all the department heads that they should encourage the student's activities i.e. conduct/participation in workshops/seminars/conferences and update the records in the departments.

Each department should ensure participation and conduct of one each workshop and conference by February 2020 and maximum students also should be involved.

7.Training & Placement activities: The Dy.Registrar (T&P) has shared the following department wise placed students data during 2019-20:

1. Mechanical-33, 2.AGTECH-34, 3.CSE-47, 4.ECE-25, 5.EEE,2, 6.Petro Chemical-2, 7.Civil-1
Upcoming campus drives will be conducted by the following companies:

1.TOPPR Technologies, 2.Faurecia 3.Integrating Resources.

All the HoDs are requested to encourage the students to participate in the upcoming drives. Further, it was discussed in the meeting about the T&P classes. All the HoDs are instructed to nominate a person/faculty for bringing the students to the T&P classes (on every Monday & Saturday first two hours) and mail to the Head-T&P Cell with contact details with copy to the undersigned. The nominated person/faculty will be responsible for the attendance of students for concerned department. The T&P class student's attendance should be given in ERP, so that timely SMS will go to the parents. Mr.Tofan Nahak to facilitate this.

8.E-Materials Submission: All the HoDs are advised to ensure submission of E-materials by the department faculty members to Dr.Prajna Pani on or before Dt.27.01.2020, which is highly essential for NAAC/NBA inspection.

9. All HoDs are also advised to ensure update of all faculty profile in the CUTM website on or before Dt.27.01.2020.

10.Faculty Workload: The Chief Time Table coordinator is advised to mail the odd/even semester workload of 2019-20 to the undersigned on or before Dt.27.01.2020.

The meeting ended with vote thanks to the chair.

S/d
Dean-SoET



Centurion University of Technology and Management, Odisha
OFFICE CIRCULAR

Date: 18.06.2020

DEANS' COMMITTEE

This is to notify that as per the orders of the Vice Chancellor, a **DEANS' COMMITTEE** is formed with immediate effect. It will have the following purpose and the composition.

Purpose:

1. Every semester, depending on student number, the Domain tracks and Skill courses will be CENTRALLY decided by the DEANS' COMMITTEE chaired by VC. Similarly, the core courses offerings in case of CBCS/ other programs will be decided by DEANS' COMMITTEE. No School should unilaterally offer domains/add domains/ or remove.
2. DEANS' COMMITTEE will do the interim review during an ongoing semester and provide and take ensure academic rigor.
3. Purposive meetings will be jointly held between DEANS' COMMITTEE, Odisha and DEANS' COMMITTEE, AP.

Composition of the Committee:

1. Vice Chancellor, CUTM, Odisha (Chairperson)
2. Deans of each School (Members)
3. Registrar, CUTM, Odisha (Convener)

Sd/-

Vice Chancellor

CUTM, Odisha

**Centurion University of Technology and Management ,
Parlakhemundi**

Minutes of Meeting

Venue: Registrar's Chamber

Date: 06/04/2019

Members Were Present:

- | | | |
|----------------------------|---|------------------------|
| 1. Dr. SUPRIYA PATTNAIK | - | DY- VICE- CHANCELLOR |
| 2. Dr. ANITA PATRA | - | REGISTRAR |
| 3. CA. PRASANT KUMAR DAS | - | CFO |
| 4. Mr. SANTOSH KUMAR NANDA | - | Dy. REGISTRAR, FINANCE |

Time: 3.30PM

Supriya Pattnaik
Prasanta Das
Santosh Kumar Nanda

AGENDA FOR DISCUSSION:

1. Review Half- Yearly Income and Expenditure report for the Year 2018-19
2. Review of Students fees Collection for year 2018-19
3. Hostel & Transports related issues.
4. Procurement of new Lab Equipment's and other Educational Equipment's
5. Review of Bank Loan proposals
6. Other issues as desired by members

MINUTES:

Initiating the discussion, CA. Prasant Kumar Das, CFO, CUTM welcomed the esteemed members to the meeting for the period of 1st Oct' 2018 to 31st Mar' 2019.

The deliberations of the meeting are as follows.

1. Review Half- Yearly Income and Expenditure report for the Year 2018-19:-

- i. Total income including Grants/ Projects/ Other receipts.
- ii. Fees Receivable on Students.
- iii. Loan Outstanding
- iv. Short Term Liabilities (including Statutory dues)
- v. Fixed Assets Position
- vi. Half-yearly Surplus/Deficit.

2. Review of Student fees Collection for year 2018-19:-

- i. Year wise fees dues for academic Hostel and Transportation.
- ii. Time Frame fixed for clearance of dues.
- iii. Students New Admission and Fee Structure.
- iv. Requirement of Additional Infrastructure facility.

3. Hostel & Transports related issues:-

- i. Review of Hostel related Expenditure including Student Mess.
- ii. Review of Transport related Expenditure.
- iii. Proposal made for purchase of Furniture's & Fixtures.
- iv. Proposal for renovation of Hostel and mess Buildings.
- v. Provision for New Hostel Warden and Bus Staffs.

4. Procurement of New Lab Equipment's and other Educational Equipment's:-

- i. Proposal for purchase of Lab equipment for Mechanical and B.Sc Agriculture Horticulture.
- ii. Proposal for E- Class Rooms.
- iii. Proposal for Procurement of Air-Conditioners in New Labs.

5. Review of Bank Loan proposals:-

- i. New Bank Term Loan proposals submitted at the Bank.
- ii. Hostel and Academic Building Construction and Procurement of Lab equipment's
- iii. Review of Other Term Loan repayments.

6. Other related issues:-

- i. Proposal made for Inter Unit and Inter Department Communication.
- ii. Ensure of Fees Collection in Proper Time.
- iii. Ensure Settlement of Pending advances in Proper time.

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

Prasanta Das
CHIEF FINANCE OFFICER

CUTM

**Centurion University of Technology and Management ,
Parlakhemundi**

Minutes of Meeting

Venue: Registrar's Chamber

Date: 06/10/2019

Members Were Present:

- | | | |
|----------------------------|---|------------------------|
| 1. Dr. SUPRIYA PATTNAIK | - | VICE CHANCELLOR |
| 2. Dr. ANITA PATRA | - | REGISTRAR |
| 3. CA. PRASANT KUMAR DAS | - | CFO |
| 4. Mr. SANTOSH KUMAR NANDA | - | Dy. REGISTRAR(FINANCE) |

Time: 4.45PM

Supriya Pattanaik
Prasanta Das
Santosh Kumar Nanda

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6. Other issues as desired by members

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Prasanta Das.
CHIEF FINANCE OFFICER

CUTM

**Centurion University of Technology and Management ,
Parlakhemundi**

Minutes of Meeting

Venue: Registrar's Chamber

Date: 10/04/2020

Members Were Present:

- | | | |
|----------------------------|---|-----------------------|
| 1. Dr. SUPRIYA PATTNAIK | - | VICE CHANCELLOR |
| 2. Dr. ANITA PATRA | - | REGISTRAR |
| 3. CA. PRASANT KUMAR DAS | - | CFO |
| 4. Mr. SANTOSH KUMAR NANDA | - | Dy.REGISTRAR(FINANCE) |

Time: 2.30PM

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Prasanta Das
Santosh Kumar Nanda

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CUTM