



# Centurion University of Technology and Management Bhubaneswar Campus

## IQAC Minutes of Meeting (July - September 2017)

Date : 08<sup>th</sup> June 2017

Time : 10.00 AM

Venue : Board Room, Aryabhata Building

### Members Present:

1. Dr. Prashant Kumar Mohanty (Dean Academics)
2. Prof. Jaganath Padhi (Director)
3. Dr. Subrata Sarangi (Dean, IQAC)
4. Prof. Smita Jana (HoD, EEE)
- 1) Dr. S.K. Mandal. (HoD, ECE)
5. Er. Sagarika Panda (HoD. Civil)
6. Prof. Ipsita Mishra (HoD, Mechanical)
7. Prof. Sangram Keshari Swain – (HoD, CSE)
8. Mr. Mohammed. Siddique (Associate Dean SoAS)
9. Dr. Goutam Kumar Mahato (HoD, Mathematics)
10. Dr. Susanta Kumar Biswal ( Dean, SoAS )
11. Dr. Dojalisa Sahu (HoD, Chemistry)
12. Dr. Padmaja Patnaik (HoD, Physics)
13. Prof. Sunil Kumar Jha (Dean SoPAHS)
14. Prof. Chandrabhanu Pattanayak (Dean, IKS & SoMC)

### Agenda and Action Taken

- Departmental HOD appointed for both (Botany and Zoology) discipline.
- Status update regarding labs was done and the observatory report has been submitted to the leadership through the Dean SoAS
- Mapping and verifying various files at the department level
- Updating the files as per the data available

- NAAC coordinator asked the faculty members to give their data's so that it can be compiled and sent to the IQAC Coordinator for annual data updation in NAAC website.
- Faculty members are advised to conduct bridge and regular classes effectively for newly admitted students.
- M.Phil students were got admitted in mathematics department.
- It was planned to attain a conference by our department faculty members.
- MPhil students got admitted.
- Preparation for National seminar
- Responsibilities distributed among the faculty members.
- Updating the files as per the data available with mission and vision
- Academic progress review meeting is being taking place. take place. For streamlining of the academic process it was suggested that to go for online test for quizzes and assignments on experimental basis.
- Pedagogy Presentation
- Domain Subject Presentation
- Course Progression and Monitoring compliance
- Exam cell data compliance
- Review of Student projects for the final year
- Online practice tests for strengthening of programming and aptitude skills is planned
- Faculty Load finalized and carried forward to initiation of regular classes.
- Orientation program finalized for 2nd, 3rd & 4th August 2017.
- Delay in lab assignment of room 8 lab hence re allotted to room 211 for the conducting the lab.
- Mentoring report submitted.
- Skill integration identification started-20-09-2017
- Updating the files as per the data available.
- Please ensure that all students of your class maintain learning records as per the prescribed format.
- Status update of the labs was done and the observatory report has been submitted to the leadership through the Dean
- Considering the poor performance of students in some of the subjects identified by our department, it is suggested that the concerned faculty will take remedial class for slow learners in every week and help them to understand and clarify their doubts.
- Every faculty will analyse the 1st internal result and take remedial class where ever necessary.
- Remedial classes will be conducted in every summer for the students having back paper in previous years. It will be done from 1st year itself.
- It was decided that 7th semester Mentors will check their mentees who are not attending the classes and motivate them to attend their classes.
- Lesson plan and course stricter had to be updated.
- Domain activity had to be updated.
- Self engagement plan of all faculties.
- HSSC Inspection and Affiliation.
- Skill Development courses were started for MLT and OTT for Gram Tarang.
- Partnership with GE Health care and OSDA.

## 1. Admission related

- Enrolling procedure completed for M.Sc new batch and B.Sc 2<sup>nd</sup> batch
- Focus to Admission in research program
- Orientation program was conducted for the newly admitted batch
- Previously planned bridge classes were conducted to minimize the gap between the old and new subjects.
- For the upcoming batch orientation program were conducted.
- Bridge classes for new comers were conducted which were previously planned.

- Department got 1<sup>st</sup> batch M.Phil students.
- Orientation programs for B.Sc and M.Scand MPhil were conducted for the upcoming batch.
- Previously planned bridge classes were conducted for B.Tech and B.Sc 1<sup>st</sup> year students.
- Subjects of the upcoming even semester decided.
- Two students enrolled in Ph.D. program under Dr. Saubhagalaxmi Behera.
- Enrolling procedure completed for M.Sc new batch and B.Sc 2<sup>nd</sup> batch
- Focus to Admission in research program
- Career counselling is provided to the candidates coming for in-campus visit.
- Showcasing of projects in room 7 and robotics events arranged for the motivation of students who are coming for university visit.
- For newly admitted students (2017 -21 batch) basic knowledge test will be conducted in Math, Physics and English and they will be divided into groups to attend bridge courses. Bridge course will be offered for 2 weeks. The respective department has to develop the course outline and question set for test.
- As on 18th August 2017, against a reporting of 2001 students, there were 2511 registrations.
- Career Counselling with focus on the evolution and future of the current branch, Industry standards, Job roles.(4hrs)
- University rules & regulations.(4hrs)
- Tour of the campus-” Know your university”.(2hrs)
- Examination system of the university.(2hrs)
- Briefing of training & placement system in university.(2hrs)
- Assessment to test the interests & capabilities of students on basic aptitude and mathematical skills.(4hrs)
- Admission procedure started for the different courses of new semester.
- Commencement of classes with new batch.
- Orientation program for the student.

### **Teaching and Learning**

- Load distribution, Lesson plan preparation for M.Sc second Sem and B.Sc fourth sem by respective faculty members has instructed.
- Lab Manual for M.Sc program has submitted.
- Time table preparation for the even semester has planned (as per the CUTM website hosted academic calendar - 17weeks)
- Load distribution, Lesson plan preparation and presentation by respective faculty member.
- E-content is finalized and ready to upload into the tabs. The purpose being to give each individual student offline learning through an effective medium ( Tabs given to students ).
- Time table preparation for the odd semester (as per the CUTM website hosted academic calendar - 17weeks)
- Subject depository plan prepared and finalized in the faculty meeting has further been hosted in ERP through the MIS cell.
- Dr.(Mrs.) Anjali Acharya , Ex-R&D scientist, BARC,Mumbai delivered a talk on Radiation Processing of Polymers on 10.07.2017.
- Dr. Satyabrata Si, Asst.Professor, KIIT, University delivered a lecture to students on Catalytic Activity of Surface Tailored Gold Nanostructures on 17.07.2017.
- Dr. Suresh Kumar Patra, Professor, IOP,BBSR delivered a lecture to students on The Gravitational Waves on 27.07.2017.
- Load distribution, Lesson plan preparation and presentation were successfully done by respective faculty members.
- Time-table preparation for the odd semester for 17 weeks (as per the academic calendar hosted in the CUTM website).
- Load distribution, Lesson plan preparation and presentation by respective faculty members.

- Ph.D course work classes started.
- Load distribution, Lesson plan preparation for M.Sc second Sem and B.Sc fourth sem by respective faculty members has instructed.
- Lab Manual for M.Sc program has submitted.
- Time table preparation for the even semester has planned (as per the CUTM website hosted academic calendar - 17weeks).
- It was decided in the meeting that skill oriented teaching courses, pedagogy will be developed and implemented.
- Preparation of faculty lesson and session plan according to academic calendar.
- Curriculum design: faculty are assigned to design the curriculum as per the guidelines from UGC and AIU (Association of Indian Universities) , curriculum becomes effective once it approves in BOS(Board of Studies ) Meeting .
- Course progression report compilation is completed
- Pedagogy presentation ( domain and non-domain subjects) is completed before the commencement of regular classes was done on 22.07.2017 and 23.07.2017
- Domain subject presentation by teachers on dt 10 Aug 2017.
- Load distribution, Lesson plan preparation and presentation by respective faculty members was conducted in front of SMT.
- It is informed to all faculty that this Saturday and Sunday there will be pedagogy presentation of all subject by respective faculty.
- Time table preparation for the odd semester was done .(as per the CUTM website hosted academic calendar - 17weeks).
- Subject depository plan prepared and finalized in the faculty meeting has further been hosted in ERP through the MIS cell.
- Finalize the data for department website page
- Identify the introductory papers from each domain in Basket 5
- Hands-on Workshop was arranged on Embedded System Design on June 30 2017 & 1st July 2017 where our departmental faculties participated.
- The first transformer, repaired in our workshop , were put to a 48 hour- Dry-out-test.
- 2 new Domains were newly Introduced by our Department to all students
- In Electrical circuit drawing AUTOCAD – Mr Amit ku Sahoo will give student projects and as suggested it should include the circuit drawing of main buildings or diploma buildings etc.
- All the class test evaluation had been completed.
- External evaluation had been completed.
- Evaluation of learning record for theory and practice had been completed.
- Load distribution, Lesson plan preparation and presentation by respective faculty members was conducted in front of principal.
- It is informed to all faculty that this Saturday and Sunday there will be pedagogy presentation of all subject by respective faculty
- Time table preparation for the odd semester was done .(as per the CUTM website hosted academic calendar - 17weeks)
- Subject depository plan prepared and finalized in the faculty meeting has further been hosted in ERP through the MIS cell.
- Finalize the data for department website page

### **Assessment**

- Internal assessment was completed for both M.Sc and B.Sc.
- A new evaluation pattern was considered with the following changes:-

- TPP, ITH, IPR evaluation criteria were introduced in CBCS curriculum
  - For T+ P mode total 100 marks were divided into 50 internal and 50 external evaluation.
  - First internal assessment was completed and the marks are updated in ERP.
- 1<sup>st</sup> Internal for first semester students and 2<sup>nd</sup> Internal for second semester students were completed for B.Tech, B.Sc,M.Sc and M.Phil students accordingly.
- 1<sup>st</sup> internal examination and evaluation was completed for 1<sup>st</sup> year students.
- 2<sup>nd</sup> internal examination and evaluation was completed for 2<sup>nd</sup> year students.
- Internal assessment was completed for both M.Sc and B.Sc.
- First Internal Exams were conducted for all the students and answer sheet were shown.
- EOD was conducted for students having Semester Backlog.
- A new evaluation pattern was considered with the following changes:- TPP, ITH, IPR evaluation criteria were introduced for TP mode total marks were divided into two parts. Each having 50(ITH, IPR) where the internal assessment was being done by internal faculty and external assessment (ETH, EPR) was being done by external faculty.
- 1<sup>st</sup> internal assessment was completed.
- First Internal Exams were conducted for all the students and answer sheet were shown.
- EOD was conducted for students having Semester Backlog.

## 2. Student training

### 2.1 Placement Training / Job preparedness

- LSD classes were made mandatory for all the students and the attendance was also taken into consideration for final evaluation of attendance marks.
- Students were trained on paid basis by a consultancy for railway/Banking/GATE/GRE/TOEFL etc. in the University Campus after the end of regular university time .
- Online practice tests for strengthening of programming and aptitude skills is practiced through online AUTOMATA tests
- LSD classes were initiated for all the eligible students.
- Departmental faculties were asked to take LSD Technical class to enhance Core knowledge of the students.
- MOCK interviews and GD and PI were planned at the department level.
- Preparatory Classes for Aptitude, Reasoning and C programming was conducted before the Campus Recruitment drives during the evening hours.
- Aptitude Workshop was also conducted.
- LSD classes were initiated for all the eligible students.
- Department wise technical/domain training was initiated.
- MOCK interviews and GD and PI were planned at the department level.
- PPT classes were initiated for all the eligible students.
- Departmental faculties were asked to take Technical class to enhance Core knowledge of the students.
- MOCK interviews and GD and PI were planned at the department level.
- Preparatory Classes for Aptitude, Reasoning and C programming was conducted before the Campus Recruitment drives during the evening hours.
- Aptitude Workshop was also conducted.

## 3. Faculty Development Program

- Faculty members are participated in Faculty development training Programs held inside the campus.
- Senior faculty members regularly guiding junior faculty in academic and research activities.

- An invited talk on “Radiation Processing of Polymers” by Dr.(Mrs.) Anjali Acharya, Ex-R&D scientist, Bhaba Atomic Research Centre, Trombay, Mumbai.
- An invited talk on “The Gravitational Waves” by Dr. Suresh Kumar Patra, Professor, Institute of Physics Bhubaneswar.
- New Age teachers training at Parlakhemundi for a duration of two weeks.
- Our Department had organized faculty development Program in July to enhance the knowledge of faculties on some New research areas.
- The department organized a FDP in Microprocessor by Prof. Nidhi Meher in Room No.113 from 05.07.17 to 07.07.17.
- 3-day Training was arranged on FESTO Renewable Energy Systems from 17th July to 19th July 2017.
- Dr Nidhi Meher trained us on the experiments of Analog and Digital Electronics Lab at 3:30 PM on 23/8/2017 in Room No 112.
- IEEE seminar by Prof. Sivaji Chakravorti, Director- NIT Calicut on Transformer Health Monitoring was conducted in IITBBSR at Room 116, School of Electrical Sciences for the BTech stream faculty conducting the Distribution Network and Transformers Maintenance.
- One-week FDP on “**Engineering Analysis Using ANSYS**” held from 4-15 July 2017 at Centurion University, Jatni Campus, Odisha, India.

### 3.1 Culture, Sports and Responsibility

- Student participated in debate, essay, and quiz competition and secured position.
- Students of both discipline participated in Independence Day.
- Students celebrated teacher’s day in department.
- Students participated in BLOOD DONATION CAMP held on 9<sup>th</sup> September 2017 @AIIMS, BHUBANESWAR
- Number of students participated in Various competitions that has been organized by CSR Cell on the occasion of “ENGINEER'S DAY” was celebration on September 15<sup>th</sup>, 2017 in Seminar Hall from 3 PM onwards
- Chemistry Department students took part in the Rally for Rivers campaign launched by Isha Foundation to save the lifelines of our country. India has essentially grown along the banks of major rivers. Our ancient civilizations were born along the waters, and they perished when the rivers shifted course.
- Students participated in the seminar on waste management that was organized on 16<sup>th</sup> sept.2017.
- Dengu awareness campaign was initiated by the students on behalf of CSR cell in Telugu Basti, Vanivihar under BMC on 30th July 16.
- Teachers’ day was celebrated in the department by the students on 5<sup>th</sup> Sept. 16.
- Welcome ceremony of 1<sup>st</sup> year B.Sc,M.Sc and M.Phil students were completed in month of August by respective batches and departments.
- Teacher’s day was celebrated by the students.
- Ganesh puja was celebrated in University level.
- Students participated in a mega blood donation camp conducted in the university.
- World Red Cross Day is observed on 8<sup>th</sup> of May every year to commemorate the birth anniversary of the founder of the RedCross, Mr Jean Henry Dunant. The theme for this year is, "Everyone for Everywhere “ and sub-theme is "Less Known RedCross Stories”.
- Students participated and awarded in different competitions held in Engineer’s day.
- Independence Day was celebrated.
- National sports day was organized on 29th August 2017.
- Safe City-Safe Campus”: Flash Mob, Street Play, Seminar, and Other activities
- Awareness program on "E - Waste Management".
- Bharat Yatra Campaign: Bachpan Bachao Andolan

- Students participated in a mega blood donation camp conducted in the university.
- WorldRedCross Day is observed on 8<sup>th</sup> of May every year to commemorate the birth anniversary of the founder of the RedCross, Mr Jean Henry Dunant. The theme for this year is, "Everyone for Everywhere" and sub-theme is "Less Known RedCross Stories".
- Students participated and awarded in different competitions held in Engineer's day.
- Welcome ceremony of 1<sup>st</sup> year B.Sc. and M.Sc. students was held in August end.
- Teachers' Day was celebrated in the department by the B.Sc. and M.Sc. students.
- Students participated in Parade and Road show on the event of Independence Day.
- Different competitions were conducted by Science Club Illuminati on Independence Day.
- Celebration of Ganesh Puja and Biswakarma Puja in the campus by the students.
- Commemoration of APJ Abdul Kalam death anniversary on 27.07.17
- Inter-college sports meet organized by Centurion University from 2<sup>nd</sup> January to 18<sup>th</sup> January. Around more than 10 colleges across Odisha and colleges outside Odisha took part in it. 16 days of the tournament having different sports event like Cricket, Football, Volleyball, Basketball, Lawn Tennis (Singles & Doubles).
- An Organ and Body Donation Initiative, (Awareness & Guinness World Record) was been organized in our University on 30 Jan 2017.
- Various events were held and participated by the students under Circuit Design Club.
- Independence day was celebrated.
- National sports day was organized on 29th August 2017.

#### 4. Placement

- B.Sc 5<sup>th</sup> semester students joined the campus drive by various companies
- Department has also encouraged and guide them to apply for JAM/Railway Exams/Bank PO and other competitive exams.
- 9 EEE students were placed in Campus recruitment out of 39 Eligible students.
- Different Strategic Planning was carried out to give placement to Rest 30 students within the next 6 months time.
- Special aptitude, reasoning, technical classes had been given.

#### 5. Research, Publication

- Research paper on areas of Biodiversity and Phytoremediation was approached for publication.
- Subhraj panda and Dr. S.L. Behera working on their research papers.
- Research paper on areas of Biodiversity and Phytoremediation was approached for publication.
- Faculty members were encouraged for interdisciplinary research work
- "Finding Frequent Text-Patterns on Big Data using Visualisation Techniques" is published in IJFRSCE November 17 Volume 3 Issue 11 (UGC Approved).
- "A Review Of Big Data And Its Current Research Directions" International Journal of Engineering, Science and Mathematics, Vol. 6 Issue 8, December 2017 (Special Issue) ISSN: 2320-0294 Impact Factor: 6.765 (UGC Approved)
- Training Programme on FESTO Renewable Energy System from 17th to 19th July 2017
- DD Behera & Biswajit Nayak had done publication on "Design and Fabrication of Solar Dryer for Sustainable Livelihoods of Fisher Women" International Journal of Engineering and Management Research, Volume-7, Issue-5 having impact factor 3.96 .
- Prof Babuli Kumar Jena, Prof Dilip Kumar Mohanta "OPTIMIZATION OF PROCESS PARAMETERS IN COLD CHAMBER PRESSURE DIE CASTING USING DOE" International Research Journal of Engineering and Technology (IRJET), Volume: 04 Issue having impact factor 5.181.

- Dr. A M Mohanty had done publication on “The failure study of bed ash silo a case study” International Journal of Latest Trends in Engineering and Technology, Vol.(9)Issue(3), pp.076-079 having impact factor 0.685.
- M.Sc final year students to different universities / Research institutes / Research Laboratories to carry out their project work
- The Department has got 1 publication in International Journals.
- C.R.Routray and Suchismita Acharya attended one day workshop on Nuclear Science at IOP,BBSR on 7.7.2017.
- One paper of by Dr. S. Jena and one by Mr. Sidique were accepted and expected to publish.

## **6. Resource acquisition**

### **6.1 Faculty staff recruitment & development**

- The department has 8 faculties and HoD advised all to work collaborate towards the development of the University as well as the department .
- Two new faculties joined in physics department- Dr. Santoshsatapathy and Dr. Sumanta Behera.
- HoD and Lab in charge were advised by the Dean of the School to have a regular check how the lab practical classes are undergoing and the challenges faced by the staffs during lab hours.

### **6.2 IT resource**

- Ubuntu software was installed in all the computers present in faculty rooms.
- HoD and Lab incharge were advised by the Dean of the School to ensure the cleanliness and keep a track on functioning of new as well as old instruments present in the lab

### **6.3 Physical facilities**

- New equipment list has prepared & proceed to purchase under the leadership of Dean.
- Management has been requested to built a newlab for M.Sc students and the proposal has been accepted.
- Planned to allocate Lab in urgent basis to conduct the practices

### **6.4 Library facilities**

- List of books for the department library were procured
- As decided in previous meeting all 1<sup>st</sup> semester M.Phil books are placed in central library.

## **7. Community Engagement (Extension)**

- Department has a discussion with Dr.Tapan Rout, senior scientist Tata Steel corporation kalinga nagar how to get projects from different industries.
- Dr. Swarnalata Jena and Mr. KaliprasadRath were doing their research work in collaboration with S’O’A University, Bhubaneswar.
- Mohammed Sidique was doing his research work in collaboration with KIIT University, Bhubaneswar.
- Dr. Goutam Kumar Mahato was doing research work in collaboration with the following universities: IIT (ISM) Dhanbad, University of Kwazulu-Natal, South Africa, KIIT University, Bhubaneswar, Thapar University, Patiala, O. P. Jindal Institute of Technology, Raigarh (now O P Jindal University Raigarh).
- Gram Tarang : a social entity of CUTM which has three different wings as foods ,skill training and financial inclusion .
- Centurion is the training partner of NSDC under SSC (Sector Skill Council) and offering around 22-28 skill courses every year.



- Contribution of department to the wellbeing / awareness for social development (event arranged or initiative taken )
- Different Aluminies were asked to give their feedback about the Department and Alumini videos were kept at Department level .

## 8. Strategic plan

- Dean of the School called a meeting and HoD suggested to improve the research activities under the Leadership of Dr.Dinabandhu Bhatta, Ex-Professor and Head ,Utkal University , BBSR.
- Planning for National Seminar AMT 2018.
- Planning for a FDP on “Computational methods in Physics” in 2018.
- Review of projects for the final year students
- Collection of evaluation reports from the domain/industry partners with respect to the individual student project performances
- Conducting departmental level project review based on individual internship reports and project presentations.
- Departmental Faculties were putting all their hard work to get good Grades in the upcoming NAAC Inspection.

## 9. Student welfare

- Remedial Classes has been organized for poor students by their respective subject teachers .
- Mentoring class was a part of the department time table and is held once in a week so as to monitor the student progress and keep a track record of their performance in internal as well as semester examinations and also information sent regularly to parents.
- Weekly seminar on different topics was performed by M.Sc 3<sup>rd</sup>sem and M.Phil 1<sup>st</sup>sem students.
- Seminar talk on “Principles of Natural Time” by M.Sc. student KapilAcharya
- Students participated in different activities conducted by CSR club.
- Robotics event to carry out on 4-8-2017 (Friday ) evening to 5-8-2017 (Saturday) evening by our Robotics club.
- Student related activities – competitions, sport activities, achievements, mentoring, Remedial classes had been done.
- Intra college and inter college sports had been done and mechanical students had participated.
- Students are encouraged to take the wi fi facility.
- Parents meeting had been done.
- Centurion students played a vital role for smart city development.
- Study tours were arranged for our students.
- Different Skill Courses were taught to students as a part of Course Curriculum.
- Hostel Visits were conducted by faculties during evening hour to check the student’s study hour.

## 10. Faculty and Staff welfare

- HoD advised faculty members to be a part of various professional organizations .
- Some faculty selected as editorial board members of different research journals
- Dr.S.K.Biswal became the Member of Editorial Board of “Asian Journal of Applied Sciences and Technology.
- Mrs. Saubhagyalaxmi Singh was got admitted in Ph.D. programme at UTKAL UNIVERSITY, Bhubaneswar.
- Dr. R.C Mohanty attended an AICTE sponsored short term course on “Numerical and Analytical Techniques to Undertake Research in Engineering (NATURE-2017)” held from Sept 01-05, 2017 at IITDM, Jabalpur.
- Faculty development programs were held for the SOVET faculties to enhance Academic Interface.

- University announced Placement Incentives for the faculties who can place the students through on-campus and Off-Campus Recruitment. Our faculties were trying hard to make all our students placed by this Strategies.
- Faculties were using Virtual Lab environment to carry out their Different Lab experiments.
- Each faculty will present result analysis of their subjects taught in last year and discuss on how to improve.
- Faculties were asked to visit other Department Labs and share the reports.