



**Centurion**  
**UNIVERSITY**  
*Shaping Lives...  
Empowering Communities...*

# **Centurion University of Technology and Management**

## **Bhubaneswar Campus**

### **IQAC Minutes of Meeting (April – June 2018)**

Date : 7<sup>th</sup> July 2018

Time : 11.00 AM

Venue : Hall No 6, Aryabhata Building

#### **Members Present:**

1. Dr. Prashant Kumar Mohanty (Dean Academics)
2. Prof. Jaganath Padhi (Director)
3. Dr. S.K. Mandal. (HoD, ECE)
4. Prof. Smita Jana (HoD, EEE)
5. Prof. Ipsita Mishra (HoD, Mechanical)
6. Dr. Siba Prasad Mishra (HoD, Civil)
7. Prof. Sangram Keshari Swain (HoD, CSE)
8. Dr. Susanta Kumar Biswal ( Dean, SoAS )
9. Dr. Dojalisa Sahu (HoD, Chemistry)
10. Mr. Mohammed. Siddique (Associate Dean SoAS)
11. Dr. Goutam Kumar Mahato (HoD, Mathematics)
12. Dr. Amiya Singh (Dean, SoVET)
13. Dr. Padmaja Patnaik (HoD, Physics)
14. Prof. Sunil Kumar Jha (Dean SoPAHS)
15. Prof. Chandrabhanu Pattanayak (Dean, IKS & SoMC)
16. Prof. KVD Prakash (Dean HRD)

#### **Agenda and Action Taken**

- Organized a National Seminar on “National Conference on Biodiversity Conservation for Sustainable Development and Environment Management” (BCSDEM) on 1<sup>st</sup> & 2<sup>nd</sup> April, 2018.
- HoD and department IQA Coordinator’s discussed with faculty members on how to improve departmental activities.

- Mapping and identifying various files at the department level and updating the files as per data available.
- Some core areas to form the curriculum was identified and FDPs were planned.
- Suggestions were sought from faculty members on how to improve the student performance in the upcoming semester examinations.
- HoD advised faculty and staffs to cooperate exam cell for smooth conductance of semester and lab external examinations.
- Faculty members are advised to prepare their travel plan as external examiners to other campuses as directed by the exam cell.
- Meetings were held in the various departments for smooth conductance of the National conference on Biodiversity Conservation and for Sustainable Development and Environment Management (BCSDEM 2018) that would be on 1<sup>st</sup> and 2<sup>nd</sup> April 2018
- A faculty meeting was organized in the department regarding organizing a two days lecture workshop on Green Chemistry for Sustainable Development that was sponsored by Science Academies' of India.
- As previously planned one International conference was attended and presented research papers by 3 M. Phil students of Mathematics Department. One guest talk was delivered by Prof. T.C. Panda.
- 2 days' workshop on topic MATLAB was conducted by Mr. K. P. Rath and Dr. G. K. Mahato.
- There was a plan for M.Phil. students to present their research paper in any International conference
- National Seminar was conducted on Advanced Materials and Technology 2018.
- Faculty members were asked to get acquainted with all lab equipment's.
- Faculty Supervisor was asked to follow up with Industry Supervisor to send assessment sheet of Interns.
- Every Faculty member were asked to give the area on which they want to be trained during Summer Vacation.
- Subject Preparation Presentation was initiated.
- ERP will be automatically locked after 24 hrs and hence faculty have to enter attendance within 24hrs of their schedule class delivery.
- All the faculty members of CUTM must register his/her name in Google Scholar within two days i.e by Thursday (26.04.2018).
- HoD will assign department Coordinators for various responsibility for 2016-17 academic session.
- Faculties were asked to send the area on which they will be doing your summer immersion or FDP by Monday 2nd April .
- A meeting was chaired by Vice Chancellor in presence of our former Vice Chancellor Dr. D. Nageswar Rao to discuss on NAAC inspection in 2020 and formulate action plan, in Bhubaneswar campus.
- Team of trainers to manage their respective labs along with HOD's Odisha skill Conclave 2018 (6th & 7th May 2018)

## 1. Admission related

- M.Phil. and Ph.D. students have enrolled for the first batch.
- Suggestions were given to admission team how to increase the number of admissions.
- Faculty members were advised to associate with admission team members and help them in counselling and other admission related works so parents and students should not face any difficulty during the process.
- New joining of M.Phil. Mathematics department was completed now it is 2<sup>nd</sup> batch and new joining of M.Sc. Mathematics also completed.
- Faculty members rigorously working with the admission team for new admissions.
- M.Phil. and Ph.D. students have enrolled for the first batch.
- Brand building presentations have been conducted to increase the student's strength of our branch.
- These presentations were made by faculty members. Some more colleges/schools are lined up to do it.
- Online registration through tablet has also been initiated.

## Teaching and Learning

- Load distribution, Lesson plan preparation and presentation by respective faculty members
- E-content is provided to the students on important and difficult topics
- 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
- Syllabus was prepared for M.Phil. and CBCS UG domain.
- Load distribution is finalized and submitted to Dean of the School and DVC Office.
- E-content progress review was analysed and suggestions are given for improvement the quality of it.
- A meeting was held how to design the curriculum and also to include alumni, parents and experts from other Institutes
- New curriculum as per CBCS was designed and put before members in pre BOS meeting.
- 3<sup>rd</sup> Class test date was finalized and conducted successfully.
- Internal marks were updated in ERP by respective subject teachers.
- Laboratory Examinations were conducted by external examiners and marks were sent to the Exam Cell.
- M.Sc. 4<sup>th</sup> semester students submit th dissertation of project work and final review was completed by invited expert from outside CUTM system.
- A two days lecture workshop on ‘Green Chemistry for Sustainable Development’ that was sponsored by Science Academies’ of India was organized on 29<sup>th</sup> and 30<sup>th</sup> April 2018.
- Load distribution, syllabus preparation and syllabus presentation for new upcoming batch was completed.
- Time table preparation and load distribution for odd semester was successfully completed.
- Load distribution, course preparation and presentation for B.Sc. 5<sup>th</sup> and M.Sc. 3<sup>rd</sup> semester students.
- Time table prepared for the above said semesters.
- Course preparation for new B.Tech courses.
- Load distribution, Lesson plan preparation and presentation by respective faculty members.
- E-content is provided to the students on important and difficult topics
- 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.
- Syllabus was prepared for M.Phil. and CBCS UG domain.
- All records and credentials of placement and higher studies about pass out students need to be updated, reported, analysed and recorded by the concerned faculty in charge coordinator.
- There should be augmented behavioural attitude towards pass out students and ongoing students to build up impression about the institution among the future up coming’s. A healthy atmosphere should be built up between the current students. Bridging between the parents should be cordial and regular.
- An Excel sheet or a fact sheet should be prepared by the mentors and to be circulated between all faculties so that any student remaining absent from class continuously for three days, should be informed by the faculty to their parents.
- Extra classes for students, having poor performance should be taken in the current semester rather than to the failed students, so that the students avails the privilege of internal marks and not appearing repeated EOD.
- After completion of hands on practice of each module, the faculty should give questions, answers, brief notes and study materials to the students positively.

- At least 5 years University Question Papers should be collected by the faculty and to be discussed in the class. The students, absent from examination or have poor concert should answer those questions as assignment so that his internal assessment performance can be evaluated and reported accordingly.
- As a target each faculty should initiate admission of at least three new students, so that poor admission strategy can be ameliorated.
- Faculties apt in aptitude and reasoning and promptness in a subject should take the classes for befitting outcome and create interest among the students.
- CBCS subject registration process was opened for the students
- Domain Ownership was proposed for the faculties.
- New upcoming areas of industry interest were discussed to be introduced in the syllabus (Block chain, Fintech, Robotics, Gaming, Unity).
- Lesson plan circulation among students for assisted studies was
- Evaluation of final project and internship was conducted on 4<sup>th</sup> April 2018.
- Course completion report was collected, compiled and submitted the same to authorities.
- On 22<sup>nd</sup> June the final syllabus was finalized and hence applicable.
- Course preparedness presentation scheduled to conduct in presence of Prof. D. Nageswar Rao during 2<sup>nd</sup> and 3<sup>rd</sup> July 2018.
- 7 module systems were initiated to be implemented in to the even semester.
- Orientation program for 1<sup>st</sup> year students was planned and scheduled accordingly.
- Domain and Non -Domain internship and project Evaluation of students were finalized.
- On 6th and 7th of April there was domain project and internship evaluation for Final year students.
- Lab maintenance was carried out during summer.
- Work Load distribution was prepared for ODD semester time table
- Odd Semester Timetables were finalized.

## Assessment

- Faculty members were deputed to Quality Assurance Cell to for evaluation of Semester papers.
- Even end semester exam was successfully completed.
- All internal marks are uploaded in ERP.
- Semester exams are completed for all batches of even semester.
- Internal marks for theory and lab are uploaded in ERP.
- Even Semester exams were completed and Semester evaluation was done by the respective faculties.
- EOD took place in June for the students having Backlogs.
- Btech and diploma lab external was conducted.

## 2. Student training

### 2.1 Placement Training / Job preparedness

- Department wise domain training was planned to initiate
- Suggestions and advises were given to training placement cell to conduct more numbers of campus drive for B.Sc students
- Suggestions was seeked from core management to give extra training to students in order to help them for getting job after completion of the degree.
- Technical classes were planned for the students poor in coding
- LSD classes were initiated for all the eligible students.
- 2 of our faculties were taking LSD Technical class.

- 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

- In house FDPs were conducted taking senior faculty members as resource person to facilitate the learning of difficult subjects to new faculty members.
- New experiments included in the curriculum were demonstrated by expert faculty members to laboratory assistants.
- Faculty members have been assigned to monitor student activities by visiting their hostels and send a report on the next day/
- 7days FDP was conducted on "Computational Methods" attended by all faculties of the department.
- Ms. Anannya Dutta attended a 2 day INUP Familiarization on Nano fabrication technology.
- A workshop was organized on "Agile Software Development" on June 29th delivered by Mr. Rajesh from Exuber Software Solutions Private Ltd.
- Summer plans were invited from department faculties who are going to utilise the vacation for improvement of career on 4<sup>th</sup> April 2018.
- Faculty participated in FESTO renewable Energy systems conducted by CUCREE during 30<sup>th</sup> April to 2<sup>nd</sup> May.
- Ms. Swarna Prabha Jena, Asst Professor and Mr. Subrat Kumar Pradhan, Asst Professor from ECE were invited by OSDA as JURY to evaluate at the World Skill Competition 2018 for the events on date 29<sup>th</sup> and 30<sup>th</sup> April 2018.
- All the faculty members were instructed to study the past years AQAR and the new manual for NAAC 2020 and give valuable suggestions to meet the requirements.
- Departmental FDP were suggested and conducted.
  - i. VLSI Design ----- Prof. S. K. Panda 22<sup>nd</sup> May 2018
- Mr.NimayGiri, Mr Smruti RNayak, Ms Bhabani Dash and Mr Subrat were involved in CREE, for Suryamitra Training from 26<sup>th</sup> June 2018.
- Seminar on Block Chain Technology was arranged on April 7th 2018 at CUTM Hall No. 6, two sessions (morning and afternoon)
- FDP on Mentoring was organized.
- The department of Electrical & Electronics engineering organized FDP on Power Control & Drives from 16th May 2018 to 23rd May 2018. Which will be conducted by Prof. Nidhi Meher
- Seminar on Estimation, Guidance and Control Techniques of Flight Vehicle was organized on 1st June 2018.
- FDP on "Basics of Mat lab Programming" was organized.
- Our School had organized faculty development Program by Internal Faculties to enhance the knowledge of faculties on some new research areas.
- FDP on CATIA Software was conducted by Mr. Rezwani Khan.
- Seminar on Block Chain was arranged on April 7th 2018 at CUTM Hall No. 6, two sessions (morning and afternoon).
- FDP on Mentoring was organized.
- FDP on "REVIT Software" was organized By Mr. Chiranjeev Prasad Mohanty.

#### 3.1 Culture, Sports and Responsibility

- World Environment day was celebrated.
- World Environment day was celebrated.
- 'March for Justice' to seek justice for Rape Victims

- Annual Project Exhibition of SoVET
- World Yoga Day 21st June 2018

#### **4. Placement**

- Campus drive was conducted for M.Sc final yr and B.Sc final year students.
- 14 students were placed out of Total 48 EEE students.
- Different strategies were made to place the rest.
- Students were placed Gestamp, Valeo India, NSK Bearing, Pollutech Engg.
- Different strategies were made to place the rest.

#### **5. Research, Publication**

- Conducting survey on ethno botany, lichen and hydrophytes along with basic research in their local area
- Pharmacognosy work of medicinal plants is carried out by the students
- Three abstracts have published
- Department has identified certain core research areas and it was planned to focus on those areas by respective faculty members.
- All faculty members attended National Conference on Bio diversity conservation for sustainable development and Environment Management that was held on 1<sup>st</sup> and 2<sup>nd</sup> April 2018.
- All faculty members attended a two days science academies' sponsored lecture workshop "Green Chemistry for Sustainable Development" on 29<sup>th</sup> and 30<sup>th</sup> April 2018.
- Conducting survey on fauna of CUTM campus by students
- Three abstracts have published
- Rama Prasanna Dalai, Asst Professor, EEE published 2 journals on (1) Design of Liquid Level Control system based on PLC (2) Automatic water level controller.
- Nanda Kishore Ray, Saroj Kumar Panda published a conference paper on Novel Method of Phase & Frequency Extraction during Grid Abnormalities.
- Biswajit Mohapatra published a Journal on Solar based SMPS
- Mr. Kula Bhusan Pradhan, Asst Professor- SoVET published a journals on "Fabrication and Electrical Discharge Machining Of Al-SiC-Mg Composite with Mechanical Characterisation".
- A Journal Titled "Functional Link Artificial Neural Network (FLANN) Based Design of a Conditional Branch Predictor" was published by Mr. Jitendra Pramanik, Asst Professor - SoVET.

#### **6. Resource acquisition**

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

- Department of EEE were conducting faculty recruitment on 5th of June 2018 for our department.

##### **6.2 IT resource**

##### **6.3 Physical facilities**

- New Chemicals and glass wares are purchased

##### **6.4 Library facilities**

- List of books for M.Sc and B.Sc students' new curriculum has given to the library purchase committee.

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

- Various project proposals were submitted before UTF Committee members.
- Departmental research progress was reviewed UTF meeting.

- Senior Management team called meeting with department members to collaborate with different institutes / industries.
- Project work of M.Sc students are done in collaboration with Sambalpur University and CVRaman College of engineering.
- Different Alumni students were asked to give their feedback about the Department and Alumni videos were kept at Department level.
- Organised alumni meet which was conducted on 8th April 2018 at Hyderabad
- Alumni Talk; Currently Mr. Pramod Dash has been instructed to inform concerned HoD about the Alumni visit to campus for certificate. HoD has to plan for his interaction with students. Further similar information will be sent to Sabita or Saumya to coordinate.

## **8. Strategic plan**

- Interdisciplinary work with other departments
- Phytoremediation of CUTM pond water by which the water can become portable.
- Development of Herbarium and Repository
- Plans were framed how to increase the number of admissions in B.Sc
- Rules are framed for new faculties and late reporting staffs.
- Dr. Swarnalata Jena, Asst Professor and Mr. Kaliprasad Rath, Asst Professor were doing their research work in collaboration with S'O'A University, Bhubaneswar.
- To organize workshop on artificial intelligence
- Publish Research Paper having good Impact Factor.
- Encourage students to produce more Live projects and consider to apply for Patents.

## **9. Student welfare**

- Mentoring, remedial classes were held weekly once.
- Remedial Classes has been conducted for slow learners by the respective subject teaching faculty members.
- Students celebrate “odianababarsa” on 14<sup>th</sup> march with a lot of happiness.
- Each student submitted an anti-ragging undertaking / Affidavit through online.
- A seminar talk by M.Sc final year student on the topic “Biophysics: A new field of Study”
- One M.Sc. student got selected in Combined Graduate Level Examination (CGLE)
- Mentoring, remedial classes were held weakly once.
- Hostel Visits were conducted by faculties during evening hour to check the student’s study hour.
- Students were encouraged to use CUTM Blog.
- Students were asked to participate in Meditation Class to increase their Concentration power.
- Student attendance for participation in any co-curricular activities will be assigned under CSR slot in ERP.
- Each student (Senior or Junior, Undergraduate or Postgraduate) must submit an Anti-Ragging Undertaking/Affidavit through online.
- Hostel Visits were conducted by faculties during evening hour to check the student’s study hour.

## **10. Faculty and Staff welfare**

- Faculty members assigned as foster parents to students share their experience and challenges as well as the best practices among others.
- Summer vacation is announced and faculty as well as staffs are advised to give their choice of slot for roaster duty.
- 15 days of summer vacation was sanctioned towards all faculty members of our department and everybody joined after summer vacation.

- Mr. Sasi Bhusan Padhi has been selected to join Ph.D. programme in Centurion University.
- Faculty joined after enjoying 15 days of vacation in the summer.
- Faculty development programs were held for the EEE faculties to enhance Industry-Academic Interface.
- Faculties were using Virtual Lab environment to carry out their Different Lab experiments.
- Faculties were encouraged to use Twitter Account.
- A team of Professors from IIT Bhubaneswar visited our University and different laboratories.
- Faculty development programs were held for the SOVET faculties to enhance Industry-Academic Interface.
- Faculties were using Virtual Lab environment to carry out their Different Lab experiments.
- Faculties were encouraged to use Twitter Account.
- A team of Professors from IIT Bhubaneswar visited our University and different laboratories.