

# Centurion University of Technology & Management

## Bhubaneswar Campus

### Minutes of the IQAC Meeting

Date: 07.02.2014

Time: 3.00pm

Venue: Jatni campus

Members Present:

1. Dr. A.M. Mohanty, Pro Vice Chancellor
2. Dr. Ashok Mishra, Registrar
3. Dr. R.C Mohanty-NAAC Coordinator
4. Prof. P.K Mohanty(Dean, SOM)- IQAC Coordinator
5. Dr. Manas Ranjan Samntray- Dept. of CSE
6. Dr. Styasis Mishra-Dept. of ECE
7. Prof. J. Padhi- Dept. of EEE
8. Dr. Ramakant Panigrahi- Dept. of Civil Engg.
9. Dr. Subrat Sarangi- Dept. of Physics
10. Dr. Anubha Ray- Dept. of English
11. Dr. S. K. Biswal- Dept. of Chemistry

Agenda: Discussion on NAAC accreditation Process.

Issue discussed and resolved:

Dr. Ashok Mishra, Registrar, informed that, the University will apply for NAAC Accreditation in 2014-15 academic year. Accreditation will be done for Paralakemundi campus and Jatni campus simultaneously. He advised all HoDs to prepare evaluative report and share with NAAC and IQAC Coordinators.

NAAC and IQAC Coordinators will prepare SSR in consultation with senior management members and submit the 1<sup>st</sup> draft by end of April 2014.

The following resolutions were taken by the members;

1. IQAC cell in the campus need necessary furniture and computer to conduct meetings, maintaining records and coordination for all purpose.

*Primary responsibility: Prof. P. K. Mohanty, IQAC Coordinator*

*Date Line: 24<sup>th</sup> February '14*

2. IQAC banner is to be prepared and hanged in the cell. The photograph of this banner needs to be hosted in the website.  
*Primary responsibility: Prof. P. K. Mohanty, IQAC Coordinator*  
*Date Line: 26<sup>th</sup> February '14*
3. A link of IQAC need to be created in the website and all information are to be hosted and updated.  
*Primary responsibility: Prof. P. K. Mohanty and Dr. Achyut Panda IQAC Coordinators*  
*Date Line: 28<sup>th</sup> February '14*
4. It was suggested that all faculty coordinators will have thorough understanding of NAAC guideline circulated as synopsis by the Registrar.
5. A list of requirements and action plan with reference to 7 criterions will be circulated to all faculty coordinator of respective departments. Based on these requirements each department will make action plan and undertake those events. This will be done in 1 week time.  
*Primary responsibility: Prof. P. K. Mohanty*  
*Date Line: 28th February '14*
6. Department coordinators are advised to start maintaining records of the activity/events organized in the past. Each event should have a report along with photographs as evidence for reference.  
*Primary responsibility: HoD of the Department*  
*Secondary responsibility: Department Coordinator*  
*Date line: It will be reviewed in every meeting*
7. It was also discussed to institute collaboration for students and faculty exchange programme.  
*Primary responsibility: Prof. P. K. Mohanty and Dr. Achyut Panda IQAC Coordinators*
8. The members proposed to organize International Conference on Quality Assurance at our University.  
*Primary responsibility: Prof. P. K. Mohanty and Dr. Achyut Panda, IQAC Coordinators*
9. All events at department level need to be applied through IQAC cell.
10. A group mail id of all person concern for NAAC accreditation process will be created for communication.  
*Primary responsibility: Prof. P. K. Mohanty, IQAC Coordinators*  
*Date line: 20<sup>th</sup> Feb '14*

Meeting was adjourned with thanks to all members.