



Centurion University of Technology and Management, Odisha

Minutes of 19th IQAC Meeting, Parlakhemundi campus

Date: 24.12.2016

Time: 3.00 p.m.

Venue: JITM Board Room

Members Present:

1. Dr. B.P. Mishra, Dean, SoET
2. Dr.M.Devender Reddy,Dean MSSSoA
3. Dr.Ashok Mishra Dean, SoAS
4. Prof. Durga Padhi, Deputy Registrar (Administration)
5. Prof. S. Kameswara Rao, Deputy Registrar (Training & Placement)
6. Prof. P.S. Rao, Professor, Mech. Engg.
7. Prof. S. P. Nanda, Dean, Administration, MSSSoA
8. Prof. G. Pushpalata, Associate Professor, MSSSoA
9. Prof. Prafulla Kumar Panda, HoD, Civil Engg.
10. Prof. K. Madhava Rao, HoD, EEE
11. Prof. Sandipan Pine, HoD, ECE
12. Prof. Subendhu Ku Nayak, HoD, CSE
13. Prof. Rasmi Ranjan Parida, PGP Coordinator , SoM
14. Mr. A. Rama Krishnam Raju, Nominee from Society
15. Prof. P S V Ramana Rao, HoD, Mech. Engg., IQAC Coordinator

Agenda and Action Taken:

1. Admission related

- The Manager (Admission) informed regarding the plans made with regard to mobilization for admission 2017-18.
- Dean, SoET and Dean, MSSSoA were requested to depute senior faculty members for admission meeting in Bhubaneswar campus.
- Faculty members would go along with Admission team to make presentations in Admission workshops planned at different Junior Schools and Colleges.
- 79 presentations had been made in the Junior colleges of Odisha and AP. 3079 forms had been sold. Advertisements had been flashed in dailies.
- M.Sc Ag. Brochure finalized and given for printing

2. Teaching and Learning

- Manufacturing , Survey, welding domain: Grading methods to be used for imparting hands on training and progress monitoring on daily basis. Daily target and achievement monitoring for all domain is decided.
- MoUs were signed with industry partners to support in delivery and internship of the Domain students. Internship would be approved by the HoD after ensuring that there was enough learning for the student from the internship/ organization.
- Learning record to be developed by each student for the different courses, both theory and practice. This is applicable for all Schools.
- Mentor classes can be used for boosting morale of students . Mentors are to be more proactive. Constant counseling regarding how to prepare for University examinations and Placement tests are to be done by mentors.
- 13 number of AICTE proposals submitted. DST-Proposals preparation by faculty in progress for submission.
- Dean suggested regarding requirement of another person to be associated with MIS to avoid the problems arising due to only two persons. Hence, it was decided to recruit one for ERP.
- The course progress report of 1st, 3rd, 5th semester and 7th semester was reviewed for all courses of all schools and found the progress was good.
- Class attendance for Life Skills Development was reviewed. It was decided that Deputy Registrar (T&P) would monitor the training classes regularly to check the quality of the delivery. HoDs and Mentors would counsel the students who have low attendance in LSD classes.
- The examination issues were discussed in the meeting with the HoDs for smooth functioning of the Examinations and publishing of marks in ERP. Exam Cell and ERP/MIS Cell would check the uploading status of internal marks of 1st & 3rd semester and notify to all the faculty members to verify the internal marks.
- CBCS subject depository, counseling and ERP registration for 2nd & 4th Semester was reviewed in the meeting.
- Course preparedness for 2nd, 4th and 6th sem was conducted on 13.12.16 and faculty were advised to do minor modification based on suggestion. Dean Academics would check them after revision.
- Dean MSSSoA informed that the newly introduced free elective course of 4th sem. B.Sc.(Ag.) has started which was approved by last Board of Studies.

4. Assessment

- The team effort made by IQAC members during the UGC 12 B inspection was appreciated by the Vice Chancellor. University got the UGC 12 B status. IQAC coordinator thanked all for their efforts in updating the requisite documents. He thanked one and all for their cooperation in smooth conduct of inspection.

- The presentation of RAWEP students were held from 28th 'Nov.'16 to 11th December'2016. The students were asked to report in groups of 30 from the field. It was held in two parallel session will be conducted one at seminar hall-1/JITM Board room and one at seminar hall-2/Food processing lab. The evaluation committee consisted of Guide + One Tech. Advisor + three faculties from different departments-extension, Entomology and Agronomy.
- The student's feedback was taken and compiled for odd semester. Deans have discussed the same with concerned faculty with less than 7 score out of 10 were counseled by the Deans.

5. Student training

a. Placement Training and job preparedness

- Cocubes practice test were planned to be started for 6th semester. Cocubes-PAT examinations and Pre-Assessment Tests for 7th semester B.Tech students were conducted successfully at scheduled time. The score were analysed.
- Head Held High (HHH) Training classes for B.Tech (Ag) students to be started from January 2017.
- It was decided that, HoDs would intimate Dy. Registrar (T&P) in advance regarding the period of Summer Training for the students so that intimation to students will be sent through the T&P cell to the Companies accordingly.

b. Culture, Sports and Responsibility (CSR)

Dean-Students Affair (I/C) informed that the following CSR activities in the campus were taken place:

- 30 volunteers supported for IEEE conference which was held in the month of Nov 2016.
- Blood donation camp on 1st October to observe the National Voluntary Blood Donation Day.
- Cultural Program along with a painting exhibition was conducted in November.
- YRC selection 2nd and 3rd phase will be done in September.
- CSR booklets were printed and distributed to all 1st year students.
- Anti-drug campaign was conducted in the Campus.
- A rally was organized on 1st December 2016 for observing World AIDS Day.
- A cricket tournament Centurion Premier League (CPL), was conducted in November 2016. It was planned to conduct more such events in the campus.
- The Dean Students affair was advised to take steps for providing more CSR facilities to the students in the campus, so that maximum number of students should be benefitted, for example, Inter Hostel music and other competition to be introduced.

6. Placement

- 2nd PAT of Cocubes held on 10.11.2016 (For 8th B.Tech)
- Cocubes Employability Apt test held on 07.12.2016 (For 6th B.Tech)
- Internship for B.Sc (Ag) started at Sugar factories in AP / Odisha and various other organizations. Acelerar Tech placement drive – 9 students got selected
- Happy Tech Pvt Ltd., placement drive By Aspire Info
- Appeal Group Placement drive -2 got selected
- IMS people interactive manpower solution - placement drive – 3 got selected
- Henote Tech Telephone interview – MBA -Telephone round held – 3 shortlisted for next round.
- Dy. Registrar (T&P) has informed about the weekly T&P activities in the campus.
- Mindtree, Tech Mahindra, Causecode Tech, Tech-Mahindra, Medimojo, Amazon, Just Dial, Net-Mantra, Acelerar Tech, JMC group, Cybran Tech, Winsom Tech and Kareermatrix placement drive have been conducted campus drive.
- Dy. Registrar (T&P) would work towards getting internships for B.Sc. Agriculture students. All concerned companies are to be briefed about the course completion details (including RAWEP and AELP) and will be requested to issue offer accordingly.
 - It was discussed to list out the Number of companies and separate department wise list and mail them to HoDs for better coordination and training.

7. Management Development Programs/ Conference.

- **IEEE conference** was conducted on 3rd Oct to 5th Oct'2016 successfully, The Convener Prof.D.K Sahoo thanked and appreciated all Hods, faculty members and students volunteers for extending their cooperation and making the conference a grand success. Further, He expressed gratefulness to the sponsors for providing fund for conducting the Conference successfully. (sponsorship availability at www.scopes.co.in)
- **Tech Fest:** As the students of different colleges are visiting the campus, HoDs are advised to include good number of projects into the Tech Fest. They were also advised to identify good students, who are interested in and can participate in the projects like drone, etc. HoDs of ECE and EEE were advised to coordinate and monitor the departmental projects.
- **Convocation:** The 4th Convocation was successfully conducted at Bhubaneswar campus and Hon'ble Governor had graced the occasion.

8. Research, Publication

- 2 scholars of CSE and 1 from Chemistry have submitted their Ph.D theses.
- 2 pre talks have been conducted and one of them was allowed to submit the thesis.
- Research Methodology classes are over for 2016-17 admitted batched of Ph.D. Programmes and eligible list is ready.

- Course work examination of 2016-17 batch Ph.D. scholars are proposed to be conducted during 2nd week of February 2017.
- As suggested by Director(R&E), MSSSoA, it was decided that every last Saturday of the month a faculty talk will be arranged from 4.30pm to 5.30pm. The first talk was delivered by Dr.Mohammad Abid Hussain on 30th December'2016
- It was proposed to conduct the BoS meeting for the year 2017-18 during 2nd week of March 2017.
- Prior to that it was suggested to conduct two internal BoS meetings , 1st one during 2nd week of January and 2nd one during 2nd week of February 2017.
- Dean (SoET) has briefed the discussion with Dr. Jayaram Reddy at Bhubaneswar Campus during the Task Force Meeting held on 2nd November 2016.
- It was emphasized to submit at least two research proposals from each department through Dr. P.S. Rao, Dean-R&D for further processing. Dr. P.S. Rao and Dr. M.L. Narasimham would be helpful in this regard.

9. Resource acquisition

a. *Staff recruitment & development*

- One Lab Assistant for Physics Lab has joined.
- The Faculty and Staff annual insurance was renewed.

b. *IT resource*

It was decided that HoDs would update the webpage of their department regularly.

Department-wise faculty video lecture schedule was also submitted to the MRC Cell and accordingly videos were captured.

c. *Lab/ workshops development (equipment & others)*

- Soil & Water conservation Lab is being setup.
- Bakery/Extraction machinery required for Food Engg. Lab and procurement is in progress.
- Net configuration in CAD/CAM lab completed.
- HoD (Ag.Tech) was advised to set up the Labs shifted to the Mechanical Engineering department, so that the Labs could be conducted smoothly. The issue was RESOLVED by shifting the lab and reorganizing it. Further, HoD B.Tech (Ag) was advised to do the needful for completing the course in time.
- Tissue culture lab set up, New Vermicompost and Vermiwash Lab, Watershed Lab, Demo farm, Azola tank, Hi-tech green house, Bio fertiliser lab, Mushroom unit, Dairy ,Hanging Garden, Hydroponics lab are in progress.

d. *Physical facilities*

Domain Coordinators have to develop a module to manage its students receive offer from reputed companies.

- Soil & water conservation Energy lab to be set up and bakery/Extrusion machinery required for Food Engg. Lab.
- Two water treatment tanks required one behind hostel 3 and one near A-type quarter to irrigate the nearby fields(work already started)
- IT Problem- Meeting with AGM BSNL for Internet problem
- Bio fertilizer lab work has been completed. Production will be started soon.
- Tissue culture lab set up. Production will be started within one month.
- Green house & Poly house set up.
- New Vermicompost unit has been completed and production has started.
- Demo farm in progress
- Watershed Lab in progress
- Azola tank work is in progress
- Mushroom unit(large scale) in progress
- Hi tech green house installation is over
- Hydroponics lab has been completed

e. Culture

- Associate Dean and HoDs were advised to look into the Hostel duty, Class Punctuality and Students Uniform/Identity Card matter.
- Committee against Sexual Harrassment has done FDP in Nov 2016 for the SMT members and HoDs.
- 24 RMIT, Australia students had come for a joint study with MBA Development Management students from 19th Nov 2016 to 22nd Nov 2016.

10. Community Engagement (Extension)

- Kissan Mela date is finalized on 25th January 2017, sponsored by CARE India.
- The MBA Development Management had been to Badigaon and done the village survey. They would work on the Livelihood aspect. But, at first as per the demand of the girls of that village, students were working on the plans to start the night school for the girls there.
- NSS students had been to Govt. School at Patikota and done the cleanliness campaign.

11. Strategic Plan

- Head (Mechanical Engg.) was advised to start mass manufacturing of chairs (as advised by the Vice-President Prof. D.N. Rao) with the help of welding domain team. Design domain students would design the chains ergonomically. It would be the outcome of the Domains.

- It was further informed that from the next session onwards all the domains will be linked to industry partners.

12. Mentoring/ Counseling

- Concerned Hostel Superintendents are requested to Monitor the hostel study hour and report to the Chief Hostel superintendent from time to time on the weekly visit.
- MIS coordinator was advised to keep sending SMS to Parents for absent students and also advised to make a data base of regular absentees and monthly send the report to the Mentors for discussing with the parents by end of every month.
- Mentors had been instructed to contact at least 2 or 3 parents every week which is already being practiced. Deans are monitoring the system.
- FDP on Mentoring has been done conducted in Nov 2016.

The meeting was adjourned with thanks to all the members present in meeting.