



## **Centurion University of Technology and Management, Odisha**

### **Minutes of 21<sup>st</sup> IQAC Meeting, Parlakhemundi campus**

Date: 27.06.2017

Time: 11.00 a.m.

Venue: JITM Board Room

#### **Members Present:**

1. Prof. B.P. Mishra, Dean (SoET)
2. Prof. Durga Padhi, Deputy Registrar (Administration)
3. Prof. Devender Reddy, Dean, Administration, MSSSoA
4. Prof. S. Kameswara Rao, Deputy Registrar (Training & Placement)
5. Prof. P. S. Rao, Dean R & D
6. Prof. Prafulla Kumar Panda, HoD, Civil
8. Prof. Sandipine Pine, Associate Dean, SoET
10. Prof. S. P. Nanda, Dean Administration, MSSSoA
11. Prof. Rashmi Ranjan Parida, PGP Coordinator (SoM)
12. Prof. M. Abid Hussain, MSSSoA IQAC Coordinator

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

##### **1. Actions taken on the decisions of the previous meeting**

- ERP compliance on course work progress and final attendance generation: Course work progress of 2nd and 4th semesters were reviewed in the meeting and found good. The list of detained students was notified by the Dean (SoET).
- The progress of the University Examination was CONSIDERED in previous meeting. The examinations were conducted smoothly; further, submission of answer sheets and verification of marks in Exam Cell was also completed successfully.
- The critical cases where the student is permanently absent were considered in the meeting. The lists of absent/permanent absent students were to be generated for marking them as dormant in the ERP and their dues were excluded from the pending list.
- Youth Money Olympiad (YMO) contest for B.Tech students was held on 24.4.2017.

- Mentor classes and documentation was reviewed. HoDs reported that they personally monitored the mentor classes and checked the learning record books of the students and found progress satisfactory.
- Department proposal to enhance the visibility of CUTM: The proposals were given as below:
  1. Seminar/Workshop/Invited talks/Conference in coming Semester
  2. Tech-Fest-CSE (Karukruti), EEE (Syena), ECE (Tarang), Ag-Tech (AHAAR).
  3. Group Research- By the Department faculties on respective field of interest as summer research work.
  4. Visit to Industry - HoD/Faculty In-charge of placement coordinator of the departments should visit the Companies during the Summer Vacation
  6. Admission promotion by Individual Faculty to conduct practical classes for students in nearby adopted village for conceptual clarity. The concerned HoDs were advised to implement the above proposals as per the given schedule and report in a prescribed format to be developed by the HoDs.

*CIVIL*- Mr. Vishal Singh submitted a proposal to the Dean-SoET and its presentation before HoDs for further reviews.

Ag-Tech-Responsibility were shared to the following faculty members: Mr. Subodh Tanaya Panigrahi, Ms. Bijaya Bharti Bag, Ms. Padmini Sahoo, Ms. Swayamprabha Singh, and Ms. Manaswini Sahoo

*MECH*- HOD assigned the responsibilities to the following (i) Summer training Programme (CNC, CATIA, DELMIA) -Mr. Santosh, (ii) VR LAB workshop would be conducted in August 2017-Mr. Dinesh, (iii) Robotics Workshop would be conducted in December 2017-Mr. Raghuveer, and (iv) SAF Club to be launched- Mr. Raghuveer

*CSE*- HoD informed that Image Processing, Image mining and MATLAB & its application would be done by Prof. Vamsi Krishna and Mr. Santosh Ch. Rao.

*EEE*- Department planned (i) to conduct “Techfest” in next semester emphasising on more number of participants from outside colleges, (ii) to organise National level workshop, (iii) encourage the students to participate in various competitions, (iv) emphasis on live innovative projects, (v) planning of an “Renewable Energy Club” where different activities would be conducted by students.

*ECE*- Department planned for organizing different activities such as workshop/seminar/conference in different months in upcoming session.

## **2. Admission related**

- Discussed about the CUEE-2017 Entrance Examination and faculty arrangements with the HoDs and the Head-Examination Cell for smooth conduct of the CUEE-17 Entrance Test.
- CONSIDERED for the planning for involvement of department wise faculty members in the admission counselling process. The Manager Admission was advised to give the list of faculty members required for zone wise counseling and faculty required for Admission Office.

### 3. Teaching and Learning

#### *Internship/Domain Progress of final year students:*

- *Civil*- Under Civil department two domains were running (Construction 41 students and Survey 37 students enrolled). They maintained weekly report generation, which was verified by the Department Head.
- *CSE*:- Under CSE department the following were the domain strength: Aspire Labs (# 07 students enrolled), Web Prog. (# 09), Data Analytics (# 01) and Internet Security (# 04).
- *MECH*:- Manufacturing (# 40 students enrolled), Automotive (# 06), Welding (# 05). Their weekly attendance was maintained in the department.
- The number of students gone for Internship in ECE was 26 whereas in EEE was 27. HoDs were advised to submit the data regarding number of industry, remarks about their internship progress, Visit report and defaulter students list (for taking corrective measures).
- Prof. Mir Sadat Ali explained about Practice + Project system of learning for the students undergoing Internship in the meeting. Teaching faculties were advised to plan accordingly and share their ideas to make the evaluation process effective.

***CBCS dual degree and Degree in 3 years:*** CONSIDERED for the new provision for the B.Tech students to compete the credit requirement for a Degree in 3 years and use the last year for career development double degree in 4 year time. A student could get a dual degree in CBCS by studying all credits of Basket 4 of the relevant discipline. Teaching faculties were advised to discuss the same to counsel the students in above two concepts.

***CBCS Syllabus Review*** was conducted in April 2017. The ERP Cell was advised to extend the cooperation with all the HoDs/Batch Coordinator/Associate Dean for supply of Subject-wise data as per the prescribed format for taking the students feedback. ERP/MIS Cell was advised to submit the faculty workload after finalization and floating of the CBCS subjects and registration process. HoDs and Batch Coordinator were requested to do needful for finalization of the subjects to be offered for the 3<sup>rd</sup> & 5<sup>th</sup> semester of forthcoming session.

***ERP Registration Status:*** The students' registration status under the CBCS process was reviewed. As the regular classes for 3<sup>rd</sup> & 5<sup>th</sup> Semester would commence from 03.07.2017 onwards, Time Table Coordinator was advised to finalize the time table, so that tentative time Table could be circulated. The MIS/ERP cell configured the ERP according to the Time table for the online registration of the subjects for the 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> Semester and the student subject registration was completed.

4<sup>th</sup> Sem Optometry students are undergoing 2 months Internship from 25<sup>th</sup> May to 25<sup>th</sup> July at Visakha Eye Hospital, Vizag. they resume their classes from 1<sup>st</sup> Aug for 5<sup>th</sup> Sem.

### 4. Assessment

#### *Exam Cell Status:*

- Head-Exam Cell was advised to make the necessary arrangements for the new session, i.e. 2017-18. ERP/MIS cell was advised to provide the information regarding the students registration and Time Table to the Exam Cell for record and find out number of students who did not complete the domain and their results were withheld for 2013-17 batch.
- AELP presentation for final year B.Sc. Ag students were completed by 16<sup>th</sup> May.

- Student Feedback of Even semester of 2016-17 has been distributed to faculty.
- Five Ph.D. pre-talks were conducted. Two Ph.D. scholars were awarded.

## 5. Student training

### 5.1 Job preparedness

CONSIDERED for allocation of one hour computer programming class in the two hours Technical Training class works for all the departments. HoDs were advised to plan accordingly and provide department wise list of students interested to learn C++ programming to the Senior faculty members.

Considered to have Bank coaching for B.Sc. Ag and SoM students. JRF coaching for B.Sc. Ag students has been planned (with external experts) and it will start from August 2017.

### 5.2 Culture, Sports and Responsibility (CSR)

The Dean Students affair informed in the meeting that formation of the new department wise CSR team.

## 6. Placement

- Several Private companies, namely DCR Shriram, National Innovation Foundation (India), DHAN Foundation, IDEA NGO, Tranzcape, Milk Mantra, Vijay Nirman Co. and MPS Limited Co.conducted placement drives for B.Tech/M.Tech students during the last three months and 23+4 students got selected.
- Placement cell sent the list of companies to HoDs so that during the summer the departments may plan for sending their faculty members to some selected companies, who can help the departments in providing students internships as well as support placements.
- Inplant training at various organisations has been arranged for 7thB.Tech – Ag students.

## 7. Resource acquisition

### 7.1 Lab/ workshops development (equipment & others)

Lab proposals of the departments and department-wise proposals were given below:

- **School of Agriculture:** 13 acres of land at Bagusala has been identified for students (UG and PG) farm. Planned for fencing soon. Seed unit is renovated and started operation. Inaugurated small rice mill and tested for milling.
- **Civil Engineering-** HoD proposed for establishing a Remote Sensing and GIS Lab, which was sent to the Dean (SoET) for necessary action.
- **Computer Science Engineering-** HoD proposed for establishment of an Internet Security Lab, Hadoop Lab and Image Processing and Image Mining Lab
- **Mechanical Engineering-** HoD suggested for establishment of a Digital Material Testing Lab
- **Electronics and Electrical Engineering -**HoD submitted the Digital Drive Lab proposal.

- **Electronics and Communication Engineering** - HoD suggested for establishment of the following Labs (i) 3g/4g (ii) Embedded System (iii) CADENCE, and (iv) FPGA Design Lab .

### **Faculty Recruitment**

Walk in interview conducted in 3 phases and selected candidates have been offered for joining.

### **Strategic Plan**

**Model Village classes and Courses:** It was emphasized in the meeting to take steps for taking the Lab to the Land, which means the teaching staffs may plan any one subject practical should be conducted in any one of the nearest selected villages. Accordingly, HoDs should submit their plans for the forthcoming semester.

**Basic Science:** Teaching staffs were advised to formulate M.Sc. programme oriented towards demanding subjects such as use of CFD and Similar Courses in Aerospace engineering.

**B.Tech (Ag):** CONSIDERED for recasting some of the B.Tech (Ag) courses like Survey, Autocad (3D), Catia (DS), Heat & Mass Transfer and include the course available under the Civil and Mechanical engineering department for preparing students for better job orientation.

### **Laboratory modernization in SoET Departments:**

The requirement of modernization of Laboratory for the School of Engineering and Technology, Paralakhemundi Campus was assessed by Dean and Associate Dean. The proposals submitted by the departments were discussed and following proposals were finalized for procurement:

- CE: Development of MoU/tie-up with ESRI to float M.Sc./M.Tech level programme in GIS/ESRI remote sensing. Up-gradation of Computer with 2 GB Graphics Card and RAM in computers in Survey Laboratory.
- ME: a) IC Engine Laboratory b) Digital Material testing Laboratory (excluding UTM) was approved as the machines proposed were required to conduct Laboratory classes.
- ECE: Laboratory requirements to be finalized considering the requirements for the coming semester. PLC to be upgraded as per the domain requirement. Additional Laboratory requirement proposal for EMBEDDED/FPGA LAB/4g was to be re-casted and submitted for approval of Vice-President, CUTM.
- CSE: The performance of the department faculty members was reviewed in the meeting. Faculty members were advised to go deep into the Domains offered by the department. The HoD is advised to monitor and report.
- EEE: The HoD is advised to suggest the Lab requirements to develop present Laboratory to a better industrial tuned Laboratory for simulating industry exposure for the students. Additional interventions required for converting present Laboratory to Smart Electrical Drive Laboratory would be approved.

**Mentor classes:** CONSIDERED for circulating a format among mentors and advised to utilize such format in submitting the information like Back paper clearance plan, Attendance tracking, Placement etc. They would be reporting to the Chief mentor time to time.

## **8. Faculty and Staff welfare**

*Summer Self-declared learning goal for individual faculty:* All teaching faculties were advised to submit the details of faculty summer self-declared learning goal for the individual faculty members during this summer.

CONSIDERED for improving the performance of the faculty members through the Academic improvement, student knowledge based development, visibility as well as personal managerial development. Teaching faculties were advised to make a plan for the session 2017-18 for improving the performance on the above points and submission of the plan to their respective Deans/HoDs for future course of action.

## **9. Achievements**

B.Sc. Agriculture students got an award in BCKV, Kolkatta for presenting their work on Organic Research Farm under the guidance of Mr. Dinakar Gaikwad.

The meeting ended with the vote of thanks.