



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

### **Minutes of 23<sup>rd</sup> IQAC Meeting, Parlakhemundi campus**

Date: 01.01.2018

Time: 3.00 p.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. Admission related**

- Considered for discussion regarding the formation of Faculty Team for the Admission 2018-19. Faculty from each department were considered to be deputed by the Admission Cell on rotation basis, with proper arrangement of their regular classes.

For better management in admission-related issues, the following suggestions were made:

- Dedicated admission team member will be allocated to each School. Such member will be accountable for the targets fixed (Quality and quantity department-wise, school-wise and region-wise).
- Action Plan: (i) Admission team to talk to each school and draft school wise action plan. (ii) Presentation materials to be standardized. (iii) To revise the numbers/targets after discussion with HODs and Deans of each Department and School.

## 2. Teaching and Learning

- CONSIDERED of the following points and way forward for maintaining the Learning Records for each student:
  1. Faculty members have to explain students about the objective of maintaining Learning Records and the process of operationalizing it.
  2. To encourage students to write Learning Records through brainstorming and assign few marks for this assignment.
  3. Faculty can summarize the discussions in the class in few bullet points. These can be recorded and used for crosschecking the learning records.
  4. Faculty has to maintain Faculty Learning Record and Faculty Teaching Record. HODs to recognize the best learning record department-wise and appreciating those by Deans. Further, few of the Learning Records need to be preserved as samples for reference. Originals can be given to students.
- CONSIDERED the Mentoring programme and discussed the following points:
  1. Benefits of mentoring to students and faculty members; mentoring policy document along with To-do Activities, verifiable indicators and tools for measurement.
  2. Every mentor to make student specific plan for career development and back paper clearance. HODs and Deans of respective School to be responsible for compliance.
  3. A single mentor to be assigned for a student for the entire duration of study.
  4. To maintain a preferable Mentor: Mentee Ratio of 1:20 (it can maximum go upto 1:30)

## 3. Placement

The following key achievements were highlighted and noted down in the meeting:

1. MNCs and companies with high package and core companies were explored and brought in for on-campus drive. Team ensured 100% internship for students.
2. Mentoring was done by faculty members during the process of selection and interviews, which helped students to clear their interviews.
3. Few new areas (vendor parks) were explored in Adityapur, Coimbatore, Pithampur and some industrial areas in and around Maharashtra and Gujarat.
4. Regular mail communication is on with students for employment opportunities in PSUs, and WWW initiative for improving students' communication, world view and cutting edge knowledge. Each department with Department Head/Dean of Schools was requested to initiate such activities in their respective classes.

Placement team to work in the following areas:

1. Apart from Engineering and Management, to also focus on Agriculture, School of Paramedics, and Allied Sciences.
2. To make frequent visits to department labs to understand the technicalities that will help in meaningful discussion with the recruiters, especially core companies.

For better management in placement-related issues, the following suggestions were made:

1. Schools to have a committee to understand the industry need and introduce a course involving industry person
2. Due diligence/credential check needs to be conducted for companies/recruiters
3. Standard policy for internship, including selection of institutes/industry, process followed during internship and evaluation of internship projects to be developed.

Following points were discussed regarding Training:

1. Band-wise training programmes with detailed activities and responsibility matrix has been designed.
2. To identify right faculty from the departments for company specific training.
3. To introduce interactive way of handling students (like quiz) to improve communication, world view and cutting edge knowledge.

Action Plan has to be set for the following placement training-related matters:

1. To address stress before, during and after the interviews/recruitment drive. Prof. S. Bose, Chief Mentor, to design a plan in this regard.
2. Baseline test to be conducted with no multiple choices. The question paper needs to be kept ready within 2 months.

#### **4. Assessment**

- Aptitude scores being reviewed and categories to be made for students training
- JRF/GATE classes for B. Tech Agriculture and Civil Engineering students is under progress
- The guide for M.Sc. students finalized and synopsis presentation will be conducted
- The feedback from all the students collected
- All Optometry students were sent to CUTM, BBSR Campus to attend one Seminar and to undergo some experiments from 6<sup>th</sup> to 8<sup>th</sup> November 2017.
- Parents meeting will be conducted Schoolwise. MSSSoA has planned for 1<sup>st</sup> yr BSc Ag students on 30<sup>th</sup> Nov & 1<sup>st</sup> Dec. SoAS has planned for 2<sup>nd</sup> Dec. SoET & SoM had not yet confirmed the dates.
- Planned for exposure visit of 1st semester B.Sc Ag and B.F.Sc.to different places.
- **AELP/ RAWE**—The new batch is ready for AELP/ RAWE. SERP to still confirm for Internship. AELP students in Dairy Processing Units will have to work hard to learn better. Dean SoET is the guide and will associate a few 3rd yr B. Tech Ag students to the unit. Veterinary doctors help needs to taken to improve the health of the livestock.

#### **4. Research, Publication**

The following points were raised in the meeting with Action plan:

1. Focus on Context Specific Action Research by faculty members encourage students to participate and take inputs from Problem solving and Innovators lab which has repository of problem statements and coordinate with relevant Faculty (Faculty Coordinators) to take the research to a logical end.
2. Research coordinator from each department shall come up with a working paper (on the theme finalized by the department) with State of Art Review by end of Feb 2018.
3. HODs and Deans of respective School to be responsible for compliance. Director (Research) to monitor monthly progress and report to Registrar.
4. Publication of at least 1 working paper per faculty by December 2018.

#### **5. Alumni Engagement**

Considered the viewpoints of Prof. Anita Patra who showcased Alumni Linkage effort with the following Action Plans:

1. Alumni talks to be conducted through-out the year.

2. Supporting our Alumni for research, placement and Entrepreneurship by giving Incubation facility.
3. Getting business through Alumni like MDPs at their companies.
4. Zone wise Alumni chapter to be initiated and Alumni Meets at different locations to be organized.
5. To create an Alumni portal in CUTM website.
6. Faculty and SMT members to campaign the importance of alumni association
7. To have department-wise Student and Faculty alumni coordinator.
8. To use Fourth Ambit as a platform
9. To connect alumni through social network.
10. JITM Alumni Association to be changed to CUTM Alumni Association.

## 6. Strategic Plan

### *Perspective long-term plans*

As advised by our VC sir, CONSIDERED for preparation of Perspective 5 years plan and Annual plan (to be monitored by Deans and HODs on preparing the requisite documents):

1. Each department has to consider the purpose of its existence and what it wants to become (Mission & Vision) and draft the objectives and strategies.
2. Consideration of the National agenda and the need of the day and future to design the plan and listing down of all the resources and infrastructure requirement and also financial viability

### *Centre of Excellence*

The views of Prof. Devendra Reddy (Dean, School of Agriculture Sciences) and Prof. A M Mohanty (Mechanical Engineering) were considered their plans to make School of Agriculture and Mechanical Engineering as Centre of Excellence, respectively.

### *Skill Integration*

Senior members gave their suggestions on the following points:

1. Student to carry out maintenance, if necessary, and suggest improvement and that can be a part of learning record.
2. More emphasis on T-P-P mode
3. Skill based electives to be offered. GTET and CUTM to jointly train the students and utilize the University infrastructure to promote Entrepreneurship.
4. To expand the choice of domain based courses by adding more options of relevant courses.

The suggested Action Plan should follow up National Employability Enhancement Mission (NEEM) to be used as a platform for skill integration, by taking AICTE into loop. For this, Prof. Sadat has to take the lead and design the programme within 2 months.

The meeting ended with the vote of thanks.