



Centurion University of Technology and Management, Odisha

Minutes of 24th IQAC Meeting, Parlakhemundi campus

Date: 24.03.2018

Time: 2.00 p.m.

Venue: JITM Board Room

Members Present:

1. Prof. B. P. Mishra, Dean (SoET)
2. Prof. Durga Padhi, Deputy Registrar (Administration)
3. Prof. S. P. Nanda, Dean Administration, MSSSoA
4. Prof. Devender Reddy, Dean, MSSSoA
4. Prof. S. Kameswar 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
9. Prof. Santhosh Rao, HoD, CSE
10. Prof. Rashmi Ranjan Parida, PGP Coordinator , SoM
11. Prof. M. Abid Hussain, MSSSoA, IQAC Coordinator

Agenda and Action Taken:

1. Admission related

As reported by the Manager Admission the total number of admission presentation all over India is 225 in January and 300 in February 2018 by Admission team. . Total number of form sold 1502. Total number of students' attendance in all presentation is 32537.

2. Teaching and Learning

- Considered for the preparation of time table for B.Tech (2nd year). The Chief Time Table coordinator prepared, finalised and sent to the ERP/MIS Cell for uploading in the MIS.
- Considered for Even Semester Course Preparedness Presentation by teaching faculty, for which schedule were prepared by different department, i.e. CSE, PCH, ECE, EEE, MECH, CIVIL, AG-TECH. The faculty members presented the same in scheduled

time . Faculty members were also asked to present the Syllabus/Sessions Plan/Assignments/Experiments as per the CUTM format for Theory/Laboratory classes.

- Class work and course work progress were reviewed in the meeting. HoDs were advised to monitor the class work progress.
- The status of students' attendance in regular classes was reviewed. Faculty members were advised to find out the regular absentees and send SMS to their parents regarding the absence of their ward.
- Considered for making a list of students getting less than 'D' grade and submission of the analysis report/reason of obtaining low marks.
- Considered for reviewing of the odd semester university examination status of the Even semester. Head (Exam. Cell) was advised to do all the needful for smooth functioning of the university examination and upload of the internal marks in ERP on time.

3. Assessment

- Considered for the preparation of sample time tables by faculty to assist the students having backlogs for doubts clearing so that the best one could be considered for implementation.
- Considered all issues related with smooth running of examination such as issuance of admit cards for the 8th semester non-domain students.

Student training

3.1 Placement Training

- CONSIDERED to make a student data base groups with the following points: Grades, IQ score, Back paper and Minor projects.
- CONSIDERED for Aptitude training sessions for 8th sem B.Tech students and issue was resolved by making an arrangement for the same.
- Considered for LSD training 2 Hours per week for all 6th semester students (apart from 2 hours LSD training class for all students who have opted under CBCS).
- HoDs are advised to nominate some CVs and send it to the Dy.Registrar (T&P) to get training by the Dassault and such trained students would train the Government Officials afterwards.
- Deputy Registrar (T&P) was advised to motivate the students to join customized training programme as CUTM planned to offer one month summer courses (1st June to 30th June 2018) for all the students. The courses offered are 3D Printing, Robotics, Drones, Design and manufacturing an item, Unity gaming, Android programming, Web Design, and Java programming.

3.2 Job preparedness

- Considered to convert the students under Internship in the companies to Placement wherever possible. In pursuing of this, HoDs were directed to ensure that along with the Internship the students should carry out major projects in the same domain.
- Internship progress was reviewed in the meeting and date of its completion and presentation on internship were finalized. HoDs were advised to conduct review of the interns in the departments after they return from the Internship.

- All the faculty members were requested to encourage the students for registering for the JRF and Bank Coaching arranged by the University.

3.3 Culture, Sports and Responsibility (CSR)

- CONSIDERED for making aware of to observe the National and International Days, which would be helpful for the students in preparing the competitive examinations in future. In this regards, Ms. G. Sridevi, Sr. Lecturer of Mechanical Engineering Department will coordinate the all activities and will report compliance to the Dean-Students Affairs.
- Considered for carrying out following CSR activities in the campus. Dean-Students affair was instructed to make CSR team and chalk out the following programmes:
 1. Indoor games and Cricket tournament
 2. Go cashless drive in CUTM campus
 3. Blood Donation camp
 4. Other Cultural and Literary activities by different clubs
 5. Annual Cultural celebration by SoVET on 17th March
 6. Cricket and Basketball teams formed
 7. Badminton championship
 8. Inter University/College events
 9. Techfest plan presentation-All HoDs are requested to attend

4. Placement

- Considered for interaction of faculties with students regarding the placement drives and training plan. The placement team organized Campus Recruitment drive.
- Placement status was reviewed in the meeting. The Deputy Registrar (T&P) was advised to take necessary steps for improvement of the placement opportunities as per the target within three weeks.
- The following companies carried out campus recruitment drive and selected our B.Tech students: DexTech Consultants, DROMA India Pvt Ltd., OMICS International Pvt Ltd., Riaxe Systems Pvt. Ltd., Think & Learn (Byju's), DHAN Foundation, AgriMach, Just Dial, Access livelihoods consultants India, Capital First, Jain Irrigation, Agri Services Pvt. Ltd., Jain Irrigation Systems Ltd., and gboxz

5. Management Development Programs

- CONSIDERED to take Adarsh Village Project forward in Patikota and Barlanda village by SOM, MSSSoA and NSS.
- Bio Gas plant for human excreta to be started at PKD campus.
- Faculty Enterprise will be encouraged, i.e faculty to start their own company and university will provide all kind of support.
- CONSIDERED to plan one day training of farmers in association with APEDA by MSSSoA.
- SOM has organized BIZ BUZZ 2018, an inter college management fest.
- Motivational Talk on Joy Of Living by Dr.Alok Pandey, Pondicherry
- One thousand plus farmers training conducted from 23rd march in Mohana Block with our project partner SACAL.
- Motivational Talk on Social start up in India by Mr.Soumya Dalua.

6. Research, Publication

The faculty members were advised to choose their area of research and start working on the subject of their interest. A few faculty members selected the following topics:

CSE: Data analytics (Prof. Sashi Bhusan Maharana)

EEE: Wireless power transmission (Prof. Sunita Rao)

ECE: VLSI (Prof. Prabhat Patnaik)

CIVIL: Water resources, GIS & HS application structure (Prof. P. Simanchalam)

MECH: Nano tubes, FD, Heat transfer welding/manufacturing/production (Prof. Amrit Mallik)

Ag.Tech.: Geo special ground water hydrology; new food products/design of machinery/storage; solar powered implements (Prof. Bijaya Bharati Bag)

7. Resource acquisition

Physical facilities

The safety status in the Laboratories was reviewed in the meeting. HoDs were advised to check each of the Laboratories about the safety status. The procurement of a number of fire extinguishers was made and kept in each Laboratories in phases for firefighting. Safety sign boards were also displayed at appropriate places in case of evacuation.

8. Alumni Engagement

Considered for organizing Alumni Talk from time to time in coordination with the HoDs of the departments. The issue was resolved by preparing the calendar of activities and communicating with Dean (SoET).

9. Community Engagement (Extension)

- Digital Village: Considered for making a team consisting of the faculty members of CSE/Civil/B.Sc(Ag)/Mechanical departments for selecting villages of Srikakulam District, A.P. to collect data and develop a programme in 3D experience.
- Kissan Mela organized on 13th and 14th March by MSSSoA

10. Strategic Plan

- Considered for revision in the syllabus for upcoming Pre-BoS: A change was felt in basket-3 (3 credits) and domain BEE (theory/Practical) and a new course on 'Measuring instruction' needs to be added. Appointment of Adjunct Faculty from industries.
- The suggestions of the Pre-BoS meeting was reviewed to be implemented by the concerned departments, however credit mismatch and number of hours in the syllabus was found. HoDs were advised to check the syllabus and give a small presentation and discussion and later on, confirmation about the incorporation of the corrections.
- **Considered for Drone/Robotics/3D printing workshop during summer vacation:** all faculty members including HoDs, Prof. Sadat Ali, Mr. Dinesh, Mr. Suman and Mr. Ashish were assigned to plan for a drone workshop during the summer vacation. The Mechanical HoD must prepare the course content and other departments will extend their cooperation for making the workshop a successful. Prof. Vijay Muditana is advised to coordinate the above processes and report to the undersigned.

- **Implementation of Backlog plan.** For its implementation, faculty members were advised to make students' list having backlogs, teachers' requirement and preparation of a plan so that the backlogs remedial classes could be started from 5th May 2018 onwards.

11. Student welfare

- CONSIDERED for formation of department-wise new club. The following new clubs were formed by the concerned departments:
 - IOT club by ECE department
 - Drive club by Civil/ECE department (Survey)
 - Robotic club by Mechanical/ECE department
 - Go-carting club by Mechanical department
 - Geospatial Club by Civil Engineering
- CONSIDERED for conducting Parents Meeting. In this regard, Computer Science Engineering department conducted parents meeting for 1st year students on 03.03.2018 to discuss various issues on teaching and facilities.
- CONSIDERED for a Study room and Lunch room for the students in the CSREM block. The issue was resolved and Deputy Registrar (Admin.) was requested to do the needful.
- HoDs were informed to check the PRERANA (SC) students cases personally and advice the mentors to call the PRERANA (SC) students received scholarship to clear the pending dues in the accounts section immediately. Alternately, the PRO, Accounts section should send the list of PRERANA (SC) students for counseling through the mentors and ensure that all PRERANA Scholarship beneficiaries clear all pending dues by 28.03.2018.

12. Staff Welfare

All staff having salary less than Rs. 15000 per month were registered under ESI scheme.

The meeting ended with the vote of thanks.