



CENTURION  
UNIVERSITY  
*Shaping Lives...  
Empowering Communities!*

## Centurion University of Technology and Management, Odisha

### Minutes of 25<sup>th</sup> IQAC Meeting, Parlakhemundi campus

Date: 23.06.2018

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. 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**

**Admission 2018-19 status:** Batch Coordinator/HoDs were requested to obtain the present admission status branch wise from the Admission cell. HoDs were requested to provide all kinds of support to the admission cell as and when required.

##### **2. Teaching and Learning**

**Course Completion status:** Considered for review of department-wise course completion status. Upon scrutiny, it was found satisfactory.

**Examination status (detained list & issue of admit card):** Considered for status of students attendance, distribution of admit card and list of detained students. Head, Examination Cell sent the attendance to all HoDs, who in turn finalized the list of detained students.

**Considered for implementation of new ERP system (iCloudEMS):** The ERP cell head was advised to complete the configuration work in the new ERP, as per the final Time Table issued by the Chief Time Table Coordinator. All the Faculty members were also advised to complete the login process in the new ERP login.

**Time Table finalization:** Considered for preparation of time table finalization for odd semester and include Mentoring sessions, Life Skill Development classes, etc.

**Commencement of Odd Semester Class work & Course Preparedness Presentation:**

All the Faculty members had given the session plan presentation. All faculty would submit the session plan to the HoD after incorporating the modifications suggested by the Panel.

### **Assessment**

**Considered for Backlog clearance plan for the students:** HoDs were advised to finalize the name of the subjects to be taught and the name of the faculty members against the subjects to be offered during summer vacation EOD and scheduling of classes. It was decided that the courses, in which more than 30 students failed and registering would be floated for summer course. A maximum of 4 backlogs was permitted per student in the summer class.

The backlog/remedial classes had started from 28.05.2018. HoDs were advised to encourage the students having backlogs to register as per the notification and avail the facility.

**Considered the difficulties faced during last project/Internship preparation:**

HoDs were advised to find out the problems of each student with suggestions for taking necessary steps, so that in future such problems would be resolved for the students. It was also advised to develop a project/Internship book format for the Internship/Project purpose, so that it could be easy to evaluate the students' progress after completion of the project/Internship.

## **3. Student training**

### **3.1 Placement Training**

- **Considered** for motivating more number of graduating students to appear for campus recruitment drive. In pursuit of the goal, a total of 29 B.Tech students registered for Customized Training for placement 2019. Deputy Registrar (T&P) was instructed to motivate more students to join the training program through the Dean and HoDs.
- AMCAT pre-assessment test was held on 5th April for B.Tech. 6th Sem students (registered for placement 2019).
- **Considered for inclusion of 2 hours slot in Time Table for the customized training:** In this regard, Time Table Coordinator was informed to accommodate 2 hours slot daily and four days a week for the customized training in the Regular Time Table.

### **3.2 Job preparedness**

**Considered for making arrangement for Bank, CAT Coaching:** In the pursuit, all were advised to encourage B.Tech students to register for the Bank/CAT coaching to be provided by the Institute in more numbers, which would be beneficial to their career.

**GATE/GRF/Bank coaching:** Considered for conducting GATE/GRF/Bank Coaching, which would start in the campus w.e.f. 25.06.2018 and classes will be held during

Saturday and Sundays. Already 60 B.Sc. (Ag) number of students registered for the Bank coaching. Faculty members were requested to encourage B.Tech students to register and avail the training facility at reasonable fees inside the campus.

### **3.3 Culture, Sports and Responsibility(CSR)**

Considered for arranging International Yoga Day, which would be observed on 21st June 2018 with mass yoga session with students and staffs from 7:00 to 8:00 A.M.

## **4. Placement**

- Gboxz, Gupta Power, campus placement was held in our campus. Further, Dhan foundation conducted off campus drive for B.Sc.(Ag.)/B.Tech. Ag. for the post of District Coordinator.
5. Considered for discussion regarding the overall departmentwise placement during the session 2017-18, which was good but needs to improve.

## **6. Resource acquisition**

### **6.1 Faculty recruitment & development**

**Considered for the additional faculty requirement:** HoDs of all departments were advised to check for the requirement of additional faculty in their respective departments and give their suggestions, which would be placed for consideration

**Considered for call of Adjunct faculty:** The Senior faculty members were advised to contact the industry qualified Officers/Managers and made subject-wise list of experts ready to take some classes for the students as Adjunct Faculty.

## **7. Strategic Plan**

**Considered for the Industry visit by faculty during summer:** It was requested to submit plan for visit to industry faculty wise plan for the Industry visit during the month of May and June. It was decided that every department will appoint at least one adjunct faculty from Industry.

**Mentoring system review:** Considered for reviewing of the mentor class work conducted during 2017-18 and documentation work in the departments. HoDs were advised to follow the following from the 2018-19 session onwards:

- i. Mentors cannot be changed for a group of students, i.e. for four years same mentor for same group.
- iii. The mentors should check the students all academic aspects, i.e. attendance in regular class work/performance in exam/registration, Examinations on Demand, job interviews, etc.

## **8. Student welfare**

CONSIDERED: Students insurance scheme was taken up by the University.

The meeting ended with a vote of thanks to the Chair.