



## Centurion University of Technology and Management, Odisha

### Minutes of 26<sup>th</sup> IQAC Meeting, Parlakhemundi campus

Date: 29.09.2018

Time: 3.00 pm

Venue: JITM Board Room

#### **Members Present:**

1. Dr. B.P. Mishra, Dean, SoET
2. Dr. Ashok Misra, Dean, SoAS
3. Prof. Durga Padhi, Deputy Registrar (Administration)
4. Mr. S. Kameswara Rao, Deputy Registrar (Placement & Training)
5. Prof. P.S. Rao, Dean R & D
6. Prof. Prafulla Kumar Panda, HoD, Civil
7. Prof. Sandipine Pine, Associate Dean, SoET
8. Prof. S.P. Nanda, Professor, Dean Admin, MSSSoA
9. Prof. Devender Reddy, Dean, MSSSoA
10. Prof. G. Pushpalata, Associate Dean, MSSSoA
11. Prof. Rashmi Ranjan Parida, PGP Coordinator, SoM)
12. Prof. P. R. Sahoo, Principal, SoVET
13. Dr. M. Abid Hussain, Associate Professor, MSSSoA, IQAC Coordinator

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

##### **1. Teaching and Learning**

###### ***Orientation Programme for 1<sup>st</sup> Year student***

- B.Tech Orientation programme and Boot Camp: School of Engineering and Technology had organized a month long from 2.08.18 to 30.08.18 Orientation programme for the 1st year B.Tech. students.
- Orientation programme for B.Sc. (Hons) Agriculture was conducted on 27<sup>th</sup> and 28<sup>th</sup> August. Invited speakers gave talks on Present Agriculture Scenario & Recent developments in Agriculture. The program also oriented students towards the policies of the University such as Anti-ragging, Grievance redressal, Committee against Sexual Harassment, hostel rules and regulations, Library rules, CSR clubs & activities etc.
- Student profiling was done for students of B. Tech., B.Sc. (Hons) Ag., BBA & MBA, B.Sc. & M. Sc. Students.

**Students Attendance in ERP/EMS:** Reviewed the EMS generated department-wise attendance report of students. As practiced, the Mentors would discuss the same in their mentoring sessions. As practiced, the first class absentee students' report need to send to their parents through EMS on daily basis. It was decided to share the bulk SMS ID & PW with the faculty/mentors for sending official SMS.

**Considered for taking compensatory classes:** It was decided to have extra sessions for doubt clearance. In this regard, Chief Hostel Superintendent was requested to provide the hostel facility for the day scholars staying back for the compensatory classes, as per the list provided by the concerned faculty members.

**Examination status Internal updates:** Head (Exam. Cell) was advised to allow the students having 75% attendance after taking dues clearance for writing the internal examination.

**Class work Progress of 1st, 3rd and 5th Semester:** Considered the class work progress of 1st, 3rd and 5th semester.

**Mentor Documentation:** (i) Mentor report was reviewed in the meeting. HoDs were requested to instruct the mentors to check the Students attendance, result, dues, backlogs, EOD, and communication with Parents during the mentoring process with the students.

### **Student training**

It was resolved that the Baseline Test would be conducted for all the students (of different batches). This test would include Aptitude, Reasoning, verbal ability, communication and subject knowledge. A question paper with answers needs to be developed by the School in collaboration with Training & Placement cell. This would be the base for developing Student Specific Career Plan.

## **2. Placement**

Campus recruitment drive was arranged for following companies and students were instructed to appear for the same with the full preparation (GD, PI & CV review): Indian Navy, Sadbhav Engg.Ltd., Welspun, Soctronics / Veda IIT, Capitalaim, Silicon Tech Lab, UX Reactor & Compro, Mindfire solutions, Pinclick and Silicon Techlab Pvt. Ltd. Whereas, BiocruX and Capital Avian conducted Skype interview for the B.Tech students.

It was discussed that the Department/ School career coordinators would take the responsibility to keep the student update about the forthcoming companies.

## **3. Faculty Development Programs**

- Dean IIE & HRD has circulated the FDP calendar for the Academic session 2018-19. It was discussed in the meeting and Mr. Prabhat Patnaik, FDP coordinator would work along with Deans of the Schools to carry it forward.
- Dr Sunila Nanda , Fisheries Expert from Haryana visited and delivered a Talk to faculty of Fisheries
- Tribal Conclave( Tata and Centurion University) planned to organize on 1<sup>st</sup> and 2<sup>nd</sup> Sept 2018. Tribal leaders from different states of Odisha, Andhara Pradesh and Telengana would participate.
- Balasore Workshop:Received willingness letter to conduct training programme on Healthy Shrimp and GIFT Tilapia culture using biofloc technology in association with TNJFU and NFDB sponsored programme submitted and receive the reply and sponsorship from NFDB.

- Talk on SRI method of Rice cultivation by Mr. Asuthosh Pal, Scientist , Tata Steel, on 4<sup>th</sup> Aug'2018 delivered to MSSSoA faculty members.
- Planned to conduct one FDP regarding Mentoring system and career plan for all faculty for SOAS.

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

- CONSIDERED for discussion that every department would encourage faculty to write papers for the forthcoming ICMSEA 2019 to be held in December (in collaboration with BITS, Vizag).
- NSDC Agri RPL project approved.
- 3 patents are in process

#### **5. Library facilities**

Chief Librarian was requested to organize the books in library through the help of student volunteers (through the CSR). New books ordered for the Academic session 2018-19 were procured and are being circulated.

#### **6. Student welfare**

- *Filling up of Anti-Ragging Affidavit by all students:* All the newly joined students have submitted the online Anti-Ragging affidavit. This was monitored by Dr. S P Nanda, Dean Administration, MSSSoA.
- *Insurance:* It was informed that all students of the 2018 admission batch have been covered under insurance.
- *Students' parent meeting:* It was resolved that Deans of Schools would finalise the date for Parents meeting. It should be conducted before December 2018.

#### **7. Faculty Welfare:**

- The Health insurance (annual) of Faculty and Staff (family) has been renewed.
- As per the GoI guidelines all the staffs having income below Rs. 12,000 (monthly) were covered under ESI scheme.

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