Centurion University of Technology & Management
Parlakhemundi Campus

IQAC-NAAC CELL
IQAC MEETING MINUTES - 4

Venue: BOARD ROOM

Date: 22.04.2013   **Time: 4.30 P.M.**

Members Present:

1. Prof. D.N.Rao, Vice-President

2. Dr.Anita Patra-Dean-SoET

3. Dr.M.L.Narasimham-Dean-Academic

4. Dr.C.R.Rao,Member

5. Dr.S.P.Nanda- Asso.Dean-SoET

6. Mr.Sandipan Pine-HOD-ECE

7. Mr.K.Madhava Rao- HOD -EEE

8. Mr. Prafulla Kumar Panda-HOD-Civil

9. Mr.Arun Manohar-HOD-Mech

10. Dr.Achut Kumar Panda   IQAC Coordinator

Agenda

- ➢ Workshop on Basic Engineering Subjects
- ➢ R&D Forum coordination
- ➢ Alumni Registration
- ➢ Best Project Presentation
- ➢ Examination Plan for B.Tech,M.Tech,M.B.A
- ➢ Use of CUTM group E-Mail IDs:-
- ➢ Centurion Tablet Demos 11.5.13
- ➢ Faculty Development Programme
- ➢ Skip of Credits
- ➢ ERP examination module

The meeting of IQAC Cell, JITM Campus, Centurion University was held and the following resolutions were taken by the Board

➢ The members in the meeting appreciated the effort rendered by the faculty members in the conduct of workshops in certain engineering subjects like Math-I & II, Physics-I, Mechanics, TD, BEE, & BE, enabling the students to clear their doubts and focus their attention to improve the performance.

➢ Mr.Arun Manohar was nominated as the R&D forum Coordinator from the School of Engineering and Technology, Paralakhemundi campus to coordinate with the Dean, R&D

➢ Alumni Registration:-It was discussed in the meeting regarding the Alumni Association. The Dean-Soet has informed all the members that Alumni Association of JITM of 2008 was revived. In this regard all the Pass out students are encouraged to join the Alumni Association by paying Rs.200/- as the lifetime membership fees. It is also planned to have an Alumni meet during December 2013.

➢ Best Project Presentation:- The best project presentation was held on 3rd April 2013. It was decided to give certificates of merit to the students with best projects. The Dean-SoET congratulated the concerned faculty members for their guidance and encouragement in rising the quality of project work, carried out by students.

➢ It is informed to all members that henceforth B.Tech, M.Tech and M.B.A. examinations will be held pre-fixed schedule to ensure that the students appearing for the improvement examination do not miss the regular classes. The schedule is as follows.

  ➢ For odd semester students, Examination Window will open from November 15th to December 15th .For even semester students, Examination Window will open from April 1st to May 1st

➢ The HODs are requested to instruct the faculty & Staff members to send the information through E-mail to concerned persons only and not to all.

➢ **Faculty Development Programme**:- It was informed in the meeting that Faculty Development Programme will start from May2013.

➢ **CUTM Tablets:-** A Tablet loaded with B.Tech course materials is available with the Dean SoET for the purpose of demonstration to students and will be available from 11.5.13 onwards.

➢ It was also informed that the B.Tech students of 2009-13 can skip one free elective paper to become eligible for the award of B.Tech Degree. In this regard a notice will be released by the Dean SoET.

➢ **ERP FOR THE COMING SESSION**:- Prof.D.N.Rao has informed all the HODs in the meeting that from the next session onwards the ERP examination module will be used for all the examination related work such as examination schedule, doing online examination registration, issue of admit cards, issue of result/grade sheets, entry of internal marks by

the faculty Members etc. Hence, the examination section and faculty should use ERP extensively for the purpose.

The meeting ended with vote of thanks by Dr.Achut Kumar Panda   IQAC coordinator.