



**Centurion**  
**UNIVERSITY**

*Shaping Lives...  
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**Centurion University of Technology and Management, Paralakhemundi**  
**School of Engineering & Technology**

**IQAC-NAAC CELL**

**IQAC MEETING MINUTES - 5**

Venue: BOARD ROOM

Date: 22.07.2013

Time: 4.00 P.M.

**Members Present:**

1. Dr.Anita Patra-Dean-SoET
2. Dr.M.L.Narasimham-Dean-Academic
3. Dr.C.R.Rao.Member
4. Dr.S.P.Nanda- Asso.Dean-SoET
5. Mr.Sandipan Pine-HOD-ECE
6. Mr.K.Madhava Rao- HOD- EEE
7. Mr. Prafulla Kumar Panda-HOD-Civil
8. Mr.Arun Manohar-HOD-Mech
9. Dr.Achut Kumar Panda IQAC Coordinator

**Agenda**

- Orientation for New Faculty
- CUTM Tablets
- Orientation program for the B.Tech 1<sup>st</sup> year (2013-17) batch
- ERP implementation and different modules
- Recording of lectures by Faculty
- Induction of new .B.Tech branches- EE & B.Tech (Ag.):-
- Annual Review of the Faculty Members
- Anti-Ragging Affidavit
- Proposals of FDP/MODROBs

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

- **Orientation for New Faculty:-** All the HODs are informed that, since some new faculty members have joined the University, it is better to conduct an orientation programme to make them aware about the latest CUTM rules and regulations.
  - **CUTM Tablets:-** It was informed in the meeting that the CUTM Tablets containing course material will be supplied to all the 1<sup>st</sup> & 2<sup>nd</sup> year B.Tech and M.B.A students. It was also informed that the course contents are ready and 3<sup>rd</sup> & 4<sup>th</sup> year Students can download from the following address: [ftp:// 10.16.1.4](ftp://10.16.1.4)
  - The Dean SOET has informed in the meeting that orientation programme for the 1<sup>st</sup> year B.Tech students will be conducted from 29<sup>th</sup> July to 31<sup>st</sup> July 2013 and regular classes will start from 1<sup>st</sup> August 2013 onwards. Therefore, all the HODs are requested to plan accordingly for smooth conduct of the orientation programme. Dr.S.P.Nanda is requested to coordinate with the Dean-SoET for a detailed plan.
  - **Implementation of ERP and different modules:-** The Dean SOET has informed all the HODs to check about all the Modules of ERP i.e. online examination, opinion pool, so that the outcome will be confirmed.
  - **Recording of lectures by Faculty:-** It was informed that the lectures by faculty will be shot /recorded by the MRC (Mr.Jimmy Sabar). The HODs are requested to identify prime subjects in the curriculum of their branch and the concerned teacher for the purpose of video recording of the lecture. This information is to reach the undersigned by 31<sup>st</sup> July 2013. The video recording shall start from 1<sup>st</sup> August 2013 onwards.
  - **ERP Related issues:-** All the HODs are requested to instruct the faculty members to keep updating the attendance in the ERP from Monday onwards. Internal marks of 5<sup>th</sup> & 7<sup>th</sup> semester also should be entered by the faculty members through their ERP
  - **B.Tech new branches-EE & B.Tech (Ag.):**- The Dean SOET has informed in the meeting that two new branches viz Electrical Engineering and B.Tech in Agriculture Engineering. are going to be introduced in this academic year.
1. **Annual Review of the Performance of Faculty Members:-** The criteria for review of the performance of the faculty members was discussed in the meeting and all the HODs are informed in this regard that all necessary data will be collected from them and they are advised to keep ready the required information.
- **Anti-ragging Affidavit:-** Dr.S.P.Nanda has informed in the meeting that the anti-ragging affidavits are to be submitted by the students through online. So, in this regard

he has requested all the HODs to guide the students to submit the online affidavit as per the schedule prepared by him.

- **FDPS/MODROBS:-** All the HODs are requested to start the process of FDPS/MODROBS for this academic session. The HODs are advised to discuss the detailed with Dr. S.S.Nayak Dean R&D in this regard .

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