



**Centurion**  
**UNIVERSITY**  
*Shaping Lives...  
Empowering Communities...*

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

**IQAC-NAAC CELL**

**IQAC MEETING MINUTES - 6**

Venue: JITM BOARD ROOM

Date: 10.10.2013

Time: 4.00 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

- Sending SMS to parents by ERP SMS Option
- Tab Utilization in E-Class Room
- Certification Course under the Mini Tool Room
- Placement Training
- University Website Page
- Academic Audit Report
- Convocation
- Time Table for ensuring semesters-CSR time table:
- Internship for 8<sup>th</sup> semester

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

- All the HODs are requested to instruct the faculty members to submit the daily attendance in the ERP within 24 hours, enabling the office to send the SMS to the parents through ERP by the administrator. The attendance submitted after 24 hours will not be accepted in the ERP for sending the daily SMS.
- All the HODs are instructed in the meeting to utilize the E-Class Rooms to the maximum extent possible and encourage the students to utilize the TABs in the E-Class Rooms.
- Certification Course under the Mini Tool Room:- The Dean SoET has informed that a certification course under the Mini Tool Room will be started soon in the JITM Campus. Prof.D.K.Sahoo, Faculty member of CIT will visit the campus and will announce the courses to the students. For the purpose it was decided to appoint Mr.S.N.Padhi, ECE department as the Coordinator for certification courses. All the HoDs are requested to propose a date so that Prof.D.K.Sahoo may be invited to visit the campus for announcing the courses in all the departments
- Placement Training:- The Placement Training for the students was reviewed in the meeting. The Placement Coordinator Mr.C.B.Kumar was requested to conduct the placement training test. He is also instructed to avail the help of the ERP cell for giving the demo for operating the ERP. Further, the T&P Coordinator was additionally instructed to take the feedback of the students about the confidence factors of training
- University Website Page:- All the HODs are informed in the meeting that the activities of all the departments will be uploaded into the University website page. So, all the HoDs are requested to forward matters relating to Conferences, Seminars, workshops and departmental achievements to ERP cell for scrolling in the University website. In this regard the Dean-Student Affairs is also requested to send all the students activities under CSR for updating the information in the website.

- Elaborate discussion was held on the Academic Audit report which was conducted during the period 5<sup>th</sup>& 6<sup>th</sup> September 2013 by Group of Professors from CIT campus. The Dean SoET was given responsibility to initiate the necessary corrective steps deemed fit.
- It was informed in the meeting that 1st convocation of CUTM will be held on 9<sup>th</sup> November 2013 and in this connection all the HoDs are requested to convey the information to pass out students and to register for the convocation. It was decided to provide free accommodation for the outstation students for two days i.e. on 8<sup>th</sup> & 9<sup>th</sup> November 2013.
- It was informed in the meeting that the CSR will be included in the regular time table from the coming even semester onwards and that the central Time table coordinator is instructed accordingly to do the needful.
- Internship for 8<sup>th</sup> semester and Project work for other students: All HoDs are advised to encourage the final year students to go for the internships, so that they get exposure to the Industry requirements and procedures.

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