



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

Centurion University of Technology and Management

Department of Electrical and Electronics

Monthly Departmental Meeting

Date: 20/03/2024

Time: 12:30 PM to 01:30 PM

Location: Department Room 109

Meeting called by: Dr. Sudhansu Kumar Samal(HOD)

Type of meeting: Monthly Review Meeting

Note taker: Dr. Sudhansu Kumar Samal

Attendees:

Prof. Jagannath Padhi

Dr. Sudhansu Kumar Samal

Dr. Rajendra Kumar Khadanga

Prof. Amit Kumar Sahoo

Prof. Rama Prasanna Dalai

Prof. Surya Narayan Sahu

Dr. Swakantik Mishra

Mr. Gautam Modak

Minutes

Agenda item: Academic Progress

Presenter: Dr. Sudhansu Kumar Samal

Discussion:

Discussion about course progress and attendance in classes was discussed. Almost 85% of courses are covered and some practice and project components need to be completed by 20th April. Suggested to update the Google sheet regular manner.

Also, it is instructed to continue the classes of 8th SEM up to 12th April 2024. So, those taking the classes of 8th SEM are instructed to give attendance accordingly.



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Conclusions:

All professors agreed to implement the above two courses.

Agenda item: Publications

Presenter: Dr. Sudhansu Kumar Samal

Discussion:

Faculty members are advised to publish a minimum of five papers in different journals, Scopus, SCIE, or indexed Conferences or book chapters. As per the NIRF ranking, all must have five publications in all senses. All are advised to collaborate with different organizations or CUTM-AP campus faculties to do publications.

Paper

All faculties agreed about that.

Agenda item: Question Bank Preparation/Mid Sem Question

Presenter: Dr. Sudhansu Kumar Samal

Discussion:

As per new examination system all faculty need to submit one set of question bank with all COs and PSOs mapping with 150 Questions. It was advised to send the question papers immediately to QA cell. Also, advised the faculty members to send Mid Sem Question papers to Exam cell.

All faculties agreed about that.

Agenda item: Carrier Coordinator meeting

Presenter: Dr. Sudhansu Kumar Samal

Discussion:

As, per discussion with ProVC (Mr. Ajay Nayak Sir) all faculty need to motivate their students to take part in the placement training and placement activities. We need to facilitates the componey specific traing to studntes for getting good job opputunites.

All faculties agreed about that.

Dr. Sudhansu Kumar Samal

Dr. Sudhansu Kumar Samal, Ph.D., M.Tech.

Head of the Department, Department of EEE

CUTM, BBSR

Thank You All...



**CENTURION
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Centurion University of Technology and Management

Department of Electrical and Electronics

Monthly Departmental Meeting

Date: 25/02/2024

Time: 12:30 PM to 01:30 PM

Location: Department Room 109

Meeting called by:	Dr. Sudhansu Kumar Samal(HOD)	Type of meeting:	Monthly Review Meeting
Note taker:	Dr. Sudhansu Kumar Samal		
Attendees:	Prof. Jagannath Padhi Dr. Sudhansu Kumar Samal Dr. Rajendra Kumar Khadanga Prof. Amit Kumar Sahoo Prof. Rama Prasanna Dalai Prof. Surya Narayan Sahu Dr. Swakantik Mishra Mr. Gautam Modak		

Minutes

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Discussion about course progress and attendance in classes was discussed. Almost 85% of courses are covered and some practice and project components need to be completed by 20th April. Suggested to update the Google sheet regular manner.

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Conclusions:

All professors agreed to implement the above two courses.

Agenda item: Faculty Annual Increments

Presenter: Dr. Sudhansu Kumar Samal

Discussion:

Discussion started with faculty incentive/Increments 2024, which was given to faculty who have cleared the IELTS score and published one journal article at least in Scopus/web of Science/ UGC Care or published a book chapter/book or a patent.

All faculties agreed about that.

Agenda item: Value-Added Courses

Presenter: Dr. Sudhansu Kumar Samal

Discussion:

In regular practice, we need to offer new value-added courses to all students to enhance their skills. This time we will offer MATLAB to all our EEE students and also, request to motivate the students to attend the classes as it is a credit course. Some CSE students may assigned to each faculty member as their student strength is much higher.

All faculties agreed about that.

Agenda item: 2nd SEM Course Registration

Presenter: Dr. Sudhansu Kumar Samal

Discussion:

As per mail received from Exam Cell, the last date of subject registration for the 2nd-semester courses is **22nd February**. Please prepare accordingly. All faculty members requested to discuss with 1st-year students and get them registered as soon as possible.

All faculties agreed about that.

Agenda item: Departmental Courses Book requests to Library.

Presenter: Dr. Sudhansu Kumar Samal

Discussion:

It is requested that all faculty members share with us a consolidated requisition of books, which is next recommended by the dean to the Library.

Dr. Sudhansu Kumar Samal

Dr. Sudhansu Kumar Samal, Ph.D., M.Tech.

Head of the Department, Department of EEE

CUTM, BBSR, Jamsil, Odisha

Thank You All...

**School of Applied Sciences
Department of Chemistry**

Minutes of Faculty Meeting

Date 04.10.2023

Time: 10.30 to 11.30 AM

Agenda:

1. Course progression
2. Mentoring
3. Other issues

Resolutions taken

1. The meeting was started with a warm welcome by the host.

The course progression report from the faculty members were noted. Most of them had finished more than 35-40% of their courses

2. It was instructed to conduct mentoring of the students properly with appreciable seriousness.
3. Student project status to be monitored by respective faculty members.
4. Respective reports to be mailed to the IQAC coordinator (Mr. Chitranjan Routray) by 28th Sept. 2022.
5. It was decided that, after Puja Vacation, students to visit to some specific industrial area, according to their curriculum.
6. The exams coordinator was instructed to ensure the smooth conduction of to special backlog EoD examination.
7. The meeting was ended a thanks note by Dr. Dojalisa Sahu, Associate Dean, SoAS.

Members Present:

Dr. Ashish Kumar Sahoo *ashish*

Dr. Dojalisa Sahu *Dojalisa*

Dr. Pratap Kumar Chhotray *Pratap*

Dr. Suchismita Acharya *Suchismita*

Dr. Shraban Kumar Sahoo *Shraban*

**School of Applied Sciences
Department of Chemistry**

Minutes of Faculty Meeting

Date 08.09.2023

Time: 2.30 to 3.30 PM

Agenda:

1. Minutes of Board of Studies 2023 meeting held on 7th September 2023.
2. Transfer of charges of Laboratory, Placement and Alumni Coordinators.
3. Other things related to discipline and lab maintenance.

Resolutions taken

1. The meeting started with an warm welcome by the HoD, followed by discussions.
2. Minutes of BoS meeting were discussed with the faculty members, where six courses have to be merged to make them three. In addition, three more courses of relevance to be added in the present existing M.Sc. Applied Chemistry syllabus. These were as per the suggestion of the external BoS members.
3. Different coordinating charges were redistributed among faculty members, as per their convenience and ease of working, which are as follows:
 - ✓ Dr. Pratap Kumar Chhotray was assigned the charge of Placement Coordinator from Dept of Chemistry.
 - ✓ The Laboratory Coordinator for Inorganic and Organic Chemistry laboratory was assigned to Dr. Suchismita Acharya, which is in addition to her existing charge as exams coordinator from Dept of Chemistry. All laboratory staffs to take note of this.
 - ✓ Dr. Shravan Kumar Sahoo has been assigned the charge of Alumni Coordinator of Dept of Chemistry (in addition to his existing charge as CSR Coordinator)

With my earnest thanks to the Pratap Sir and Dr. Srikant Sir for carrying out their previous charges with all sincerity, I request Dr. Pratap Kumar Chhotray to kindly handover his earlier charge as Laboratory coordinator of Inorganic and Organic Chemistry laboratory, to Dr. Suchismita Acharya.

4. Laboratory staffs were warned regarding proper laboratory maintenance and punctuality. Any type of deviation, if noted, will liable to deduction of salary of the of the day, corresponding to the concerned staff.
5. The session ended with a vote of thanks by HoD Chemistry.



Members Present

Teaching:

Dr. Ashish Kumar Sahoo

Dr. Pratap Chhotray

Dr. Suchismita Acharya

Dr. Shraban Kumar Sahoo

Mr. Chittaranjan Routray

Non-Teaching:

Swatimayee Mohapatra

Laxmikanta Sasmal

S. Mohapatra

L. K. Sasmal



Centurion University of Technology and Management

School of Forensic Sciences

SCHOOL REVIEW MEETING

Date: 07.10.2023

Time: 03:30 P.M

Members Present:

Dr. Reena C. Jhamtani (Associate Prof., SoFS, CUTM, BBSR)

R. Jhamtani

Ms. Shruti Rajwar (Asst. Prof., SoFS, CUTM, BBSR)

Shruti Rajwar

Ms. Varsha Singh (Asst. Prof., SoFS, CUTM, BBSR)

Varsha Singh

Ms. Tamosa Mukherjee (Lecturer, SoFS, CUTM, BBSR)

T. Mukherjee

Ms. Manisha Panda (Asst. Prof., SoFS, CUTM, BBSR)

Manisha Panda

Mr. Wishard La Vincent Barreto (Asst. Prof., SoFS, CUTM, BBSR)

W. Barreto

Mr. Sangram Kishore Routray (Asst. Prof., SoFS, CUTM, BBSR)

S. Routray

Mr. B. Vigneswaran (Asst. Prof., SoFS, CUTM, BBSR)

B. Vigneswaran

Centurion University of Technology and Management, Odisha

School of Forensic Sciences

SCHOOL REVIEW MEETING

Time: 3:30 PM
Mode: Offline

Date: 7.10.2023

AGENDA

Sl. No.	Particulars
1.	Subject allotment to new faculty : New faculty has been assigned subjects in M.Sc Forensic Science
2.	Mentoring : Mentoring formats to be maintained
3.	New Faculty joining : Mr. B. Vighneswaran joined as an Assistant Professor in School of Forensic Sciences
4.	School co-ordinators : Re-shuffling of co-ordinator responsibilities

School of Forensic Sciences

SCHOOL REVIEW MEETING

Time: 3:30 PM
Mode: Offline

Date: 7.10.2023

MINUTES OF MEETING

1. In concern to agenda particular-1:

Sl. No.	Program	Sem	Subject	Faculty
1	M.Sc	1	Forensic Biology and Anthropology	Mr. B. Vighneswaran
2	M.Sc	3	Molecular Biology and Genetics	Mr. B. Vighneswaran

2. In concern to agenda particular-2:

All the mentors should do mentoring regularly and the record must be maintained in the given format. Mentoring formats to be submitted for monthly review.

3. In concern to agenda particular-3: Mr. B. Vighneswaran joined the School of Forensic Sciences on 6th October,23 as an Assistant Professor, with specialization in Forensic Biotechnology. He has been introduced to all the members of the school and was also briefed about his roles & responsibilities.

4. In concern to agenda particular-4:

Sl. No.	Responsibility	Faculty
1.	Internship Coordinator	Ms. Varsha Singh
2.	Alumni Coordinator	Ms. Manisha Panda
3.	Social Media Coordinator	Mr.B.Vighneswaran

R. C. Thantani
Dr. R.C. Thantani
DEAN
SCHOOL OF FORENSIC SCIENCES
CUTM, BHUBANESWAR



Centurion University of Technology and Management

Minutes of Meeting (IQAC and Academic)

Bhubaneswar Campus

School of Management

Date : 18.11.2023

Time : 04.30 PM

Venue : Department Library

Members Present:

1. Dr. Chinmaya Kumar Dash

2. Dr. Susanta Kumar Mishra

3. Dr. Pramod Kumar Patjoshi

4. Dr. Girija Nandini

5. Dr. Ansuman Jena

6. Dr. Sisir Ranjan Dash

7. Dr. Deepti Mishra

8. Dr. Shiv Sankar Das

9. Dr. Swetalina Mishra

C. Dash
S. Mishra

G. Nandini

D. Mishra

Agenda and Action Taken:

1. **Admission related:** As and when required faculty will go for giving career counselling to different colleges and schools.

Production Unit Allocation: Students are going for undertaking different activities in the production unit being guided by respective faculty assigned to different production unit.

2. **Learning Records (LR) Procedure:** Faculties are advised to guide the students on how to write the learning record and understand the project report format and submit the same before commencement of the examination.
3. Faculties are advised to publish one article by end of the December 2023. The research article needs to be reflected in Scopus database for eligibility to get the incentive.
4. The research coordinator was assigned to Dr. Shiv Sankar Das
5. Faculties were advised to conduct workshop/seminar in their respective area. Dr. Deepti Mishra is the coordinator for undertaking the activities for School.

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