

ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

Approved by AICTE, New Delhi & Govt. of M.P. Affiliated to Rajiv Gandhi Pradyogiki Vishwavidyalaya, Bhopal
Oriental Campus, Raisen Road, Bhopal-462021 (MP) INDIA

MINUTES OF MEETING OF FIFTH IQAC

Date: 19/09/2020

The Fifth meeting of IQAC is scheduled on 16/09/2020 for the academic year 2020-2021 at 1:30 PM in the conference hall Ground floor OCT. The agenda of the meeting was:

1. Review of MOM of previous meeting
2. Conduction of Mid Sem Exams & Its evaluation
3. Purchase of Learning management System
4. NAAC progress
5. Finalization of IQAC Calendar 2020-2021

IQAC committee members present in the meeting in person

S.No.	Name of Member	Signature
1	Dr. K.K. Dwivedi, Chairman	
2	Dr. L.K. Vishwamitra, CSE, Teacher Representative, Senior faculty	
3	Dr. Manish Patkar, CE, Teacher Representative, Senior faculty	
4	Dr. Shivali Verma, BS, Teacher Representative, Senior faculty	
5	Ms. Roopali Soni, IT, Teacher Representative, Senior faculty	
6	Ms. Kirti Chandraul, CE, Teacher Representative, Senior faculty	
7	Ms. Ruchi Jain, IT, Teacher Representative, Senior faculty	
8	Dr. Priyanka Rai, Management, Teacher Representative, Senior faculty	
9	Mr. Pradeep Patel, EC, Teacher Representative, Senior faculty	
10	Mr Kaushal Sen, EX, Teacher Representative, Senior faculty	
11	Shri R.K. Sahani, CEO, OGI Management Representative	
12	Dr. Sanjeev Sharma, Senior Administrative officer	
13	Mr. Ajay Shrivastava, Senior Administrative officer	
14	Mr. Ashish Nigam, Senior Administrative officer	
15	Dr. Narendra Singh, Senior Administrative officer	
16	Dr. Sonendra Gupta, Prof. Incharge NSS	
17	Dr. Amita Mahor, Prof & Dean EC & EX, Director IQAC	

IQAC committee members present in the meeting through google meet

18	Dr. P.N. Johri Indrapuri, Nominee from Local Society	
19	Ms. Namami Shukla, CSE, Student Representative	

20	Mr. Rudresh sahu, IT, Student Representative	Rudresh
21	Mr. Saniya Hussain khan, Student Representative	Saniya

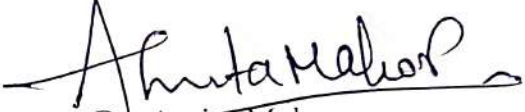
IQAC Committee members absent in the meeting

22	Mr. Gaurav Ghelani, TCS, Employer Representative	
23	Mr. Salabh Mitna Executive Director, BSPL Bhopal, Industry Representative	
24	Mr. Umashankar Bajpai, Parent Representative HNo. 368, A –Sector, Gopal Nagar, Piplani Bhopal	
24	RO AICTE Bhopal, Regulatory body representative	

The record of discussions is as follows:

1. Chairman IQAC Dr. K.K. Dwivedi has shown his concern for the disturbance held in academics because of pandemic.
2. Chairman IQAC has congratulated the new team members of IQAC, who have been nominated recently in the current IQAC team and have shown confidence that all team works together and will continuously improve the quality of education and work for the single ultimate cause i.e. to make our students employable and good human being.
3. Dr Amita Mahor Director IQAC has briefed the objective of IQAC and how it functioned to the team members.
4. Formal meeting was started with the review of NAAC progress work and Dr. Roopali Soni NAAC coordinator has presented the progress report in front of the committee.
5. Roopali Soni has brought into notice that with the efforts of all team members OCT has successfully submitted the Self-Assessment Report of NAAC and DVV clarification round has also cleared.
6. Dr. Roopali soni and Director K.K. Dwivedi has briefed the team that the peer visit of the NAAC team is due, hence the team should maintain their enthusiasm and keep on working with the same spirit.
7. On behalf of IQAC team Dr Amita Mahor Director IQAC has ensured that the team will work with the same spirit and will successfully get the NAAC certification with good grade.
8. Dr. Narendra Singh has raised the issue of Internal examination as the Mid semester exams of senior classes are due and how it is going to conduct. Dr Amita Mahor has suggested that this exams are going to conduct through Moodle and the mid sem exam timings will be of 1:30 minutes including 30 minutes Objective type question paper followed by 1 hr subjective question paper. All committee members were agreed on it.
9. For the successful conduction of Exam the following moodle coordinators were nominated from the each and every department:
Mr. Swaroop Bakre ME
Mr. Kaushal Sen EX
Mr. umesh Joshi, CSE
Mr. Joy, IT
Mr Sandeep Garg, EC
Mr. Parag Gupta, CE
10. It has been decided to conduct the training session of moodle for the faculty members so that they can start using it.

11. It is also decided to submit the proposal for the purchase of cloud storage for the moodle. Dr. Amita Mahor has assigned this task.
12. Dr. Amita Mahor has assigned the task of preparation of students, invigilators and general Guidelines for the conduction of mid sem examination on moodle.
13. In order to improve the quality of question papers the concept of moderators teams was introduced and it has been decided that the guidelines of the same will be prepared by Dr. Amita Mahor.
14. Dr. Amita Mahor has discussed the few points regarding the preparation of IQAC calendar for the session July-Dec. 2020. And the same will be circulated by her with in five days.
15. The quality circle meeting s feedback were discussed in the meeting and the HODs were asked to take the corrective measures wherever is required.
16. Dr. Amita Mahor, Director IQAC has thanked each member at the end of meeting.



Dr. Amita Mahor

Director IQAC

Copt to:

1. Chairman OGI for kind Information
2. CEO, OGI for kind information
3. Director for kind information
4. All members IQAC
5. HODs
6. Department IQAC Coordinators