



ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

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

Minutes of Meeting of SIXTH IQAC

Date: 21/01/2021

The ~~Sixth~~ meeting of IQAC is scheduled on 18/01/2021 for the academic year 2020-2021 at 12:00 PM in the conference hall Ground floor OCT. The agenda of the meeting was:

1. Review of MOM of previous meeting
2. NAAC progress
3. Finalization of Formats to maintain the record of various extracurricular and curricular activities.
4. Finalization of IQAC Calendar 2020-2021
5. Progress on M.tech thesis

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	

18	Dr. P.N. Johri Indrapuri, Nominee from Local Society	P.N. Johri
19	Ms. Namami Shukla, CSE, Student Representative	Namami
20	Mr. Rudresh sahu, IT, Student Representative	Rudresh
21	Mr. Saniya Hussain khan, Student Representative	Saniya
22	Mr. Umashankar Bajpai, Parent Representative	Umashankar

IQAC Committee members absent in the meeting

23	Mr. Gaurav Ghelani, TCS, Employer Representative	
24	Mr. Salabh Mitna Executive Director, BSPL Bhopal, Industry Representative	
25	RO AICTE Bhopal, Regulatory body representative	

The record of discussions is as follows:

1. Committee has reviewed the action taken report of the previous meeting and found satisfactory and almost all the task which has been assigned they have been done by the concerned.
2. Few faculty members who have left the job, the chairman IQAC Dr. K.K. Dwivedi has advised director IQAC to replace the those names and discussed that these faculty members should replaced with the new faculty members and the revised IQAC committee need to be Circulated.
3. Chairman IQAC Dr. K.K. Dwivedi has informed that the visit of Peer Team NAAC is scheduled in the month of February.
4. Chairman IQAC has asked the NAAC coordinator Dr. Roopali Soni, to brief the progress about the NAAC work and also informed that HOD's need to expedite their work.
5. Committee has observed that the M. Tech. Thesis Completion status is not good, hence committee has decided to form the time bounded general guidelines. The Chairman IQAC has given that responsibility to Dr. Amita Mahor and need to be prepared within a week.
6. Committee has observed that there is a need of Standardization of the formats to maintain the record of Various Curricular and extra curricular activities. The responsibility of the same was given to Dr. Amita Mahor Director IQAC and she is suppose to finish the task within 10 days of the meeting.
7. The committee has reviewed the feedback received on usage of moodle to conduct the internal exams and it has brought to the notice that the things were smooth. So it has been Decided that It will continue in future as well.
8. The committee has informed by the Departmental IQAC coordinators that faculty members are not uploading the study material on moodle, Director IQAC & Chairman has decided to send the notice to the HOD for the strict compliance of the same.
9. Dr Narendra singh has briefed his report related to exams.
10. It has been decided to increase the No. of MOU's and for the same HOD is advised to motivate the faculty members.
11. Director T & P has briefed about the placement activities.
12. Prof. Incharge NCC has briefed about the activities conducted online.
13. Ms Umashankar Bajpei parent representative has shown his concern about the Placement.

14. Dr. Amita Mahor has raised the issue of research and consultancy work as it is very poor, in this regard it is decided to create one Institute profile highlighting the intellectual strengths of of the institute.
15. At last Director IQAC has thanked each committee members and the next meeting date is scheduled in the month of April 2021


Director IQAC 21/01/21

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