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# ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

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

## Internal Quality Assurance Cell

Date: 6<sup>th</sup> March 2021

### Minutes of IQAC Meeting No. 7 (Jan-June 2021)

Date of Meeting	Time	Venue
6 March 2021	12:30 PM	Conference Room

The following committee members were present for the meeting -

S.No.	Designation	Member	Signature
1	Chairperson	Dr. K.K. Dwivedi	
2	Teachers to represent all level	Dr. Sanjay Sharma, CSE	
		Dr. Manish Patkar, CE	
		Ms. Priyanka Rai, BS	
		Ms. Roopali Soni, IT	
		Ms. Kirti Chandraul, CE	
		Ms. Ruchi Jain, IT	
		Ms. Priyanka Rai, Management	
		Mr. Madhu Raje Sisodia, EC	
		Ms. Sravani Mathur, EX	
		Mr. Swaroop Bakre, ME & E	
3	One member from Management	Shri R.K. Sahani, CEO, OGI	
4	Few senior administrative officers	Dr. Sanjeev Sharma	
		Ms. Deepa Yadav	
		Mr. Ashish Nigam	
		Dr. Narendra Singh	
		Dr. Sonendra Gupta	
5	One nominee each from local society, students and Alumni	Dr. P.N. Johri Indrapuri	
		Ms. Namami Shukla, CSE	
		Mr. Rudresh sahu, IT	
		Ms. Saniya Hussain khan, EX 2015-2019	
6	One nominee each from employers/industrialists/stakeholders	Ms. Tanima Mitra, TCS, Regional Head	
		Mr. Hemraj Singh Chouhan RedHat Certified Instructor IT Consultant - Rajiv Gandhi Technical University Consultant - ITE Infatech Private Limited	
		Mr. Umashankar Bajpal H.No. 368, A-Sector, Gopal Nagar, Pipilani Bhopal	
		RO AICTE Bhopal	
7	One of the Senior teacher as Coordinator/Director IQAC	Dr. Anita Mahor Prof & Dean EC & EX	

Dr. Anita Mahor  
(IQAC Coordinator)Dr. K.K. Dwivedi  
(IQAC Chairman)



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## Internal Quality Assurance Cell

The seventh IQAC meeting was started by Dr. Amita Mahor, IQAC coordinator by welcoming the external industry representatives' members Ms. Tanima Mitra, Regional Head TCS and Mr. Hemraj Singh Chauhan, Red hat academy, Alumni and other internal members. And later on the following points were discussed in detail and following resolutions were passed.

**Agenda 1:** Review of Sixth IQAC minutes of meeting & Action taken.

### Discussion:

- In order to expedite the M.Tech Thesis work the time bounded guidelines were need to be prepared which was assigned to Dr Amita Mahor. Dr. Amita Mahor told that it has been prepared and circulated amongst M. Tech. Coordinators.
- The standardization of various formats regarding extracurricular activities need to be done and the responsibility was handed over to Dr. Amita Mahor. In this regard Dr Amita Mahor has reported to the committee that work has been finished and very soon the formats will be circulated to all HODs for the compliance.
- It was decided that all the study material is need to be uploaded on moodle and the compliance of the same is going on.

**Agenda 2:** Sharing of feedback of NAAC team.


### Discussion:

- Dr. K.K. Dwivedi, Director OCT has congratulated and appreciated the untiring efforts by the team OCT which they put before the NAAC peer team and during the preparation of NAAC.
- Dr. K.K. Dwivedi highlighted the areas of improvement within the organization as per the feedback received from Peer NAAC inspection team.
- It was discussed about hiring industry experts from various sectors for making students industry ready and be fit for the work culture.
- Proper documentation of all the centralized activities and departmental activities must be there in record.

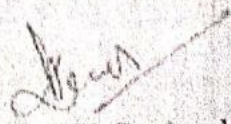
**Agenda 3:** Areas of Improvement and strategies need to be adopted for the same.

### Discussion:

- Mr. Hemraj Singh Chauhan, RedHat Certified Instructor and IT Consultant suggested the need of industry tie-ups keeping in view the emerging technologies and the upgradation in various sectors

  
Dr. Amita Mahor  
(IQAC Coordinator)



  
Dr. K.K. Dwivedi  
(IQAC Chairman)



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### Internal Quality Assurance Cell

- It was discussed that Python, Full Stack, D'box, etc are the much needed technical skills in students which is the primary requirement of IT sector
- It was also discussed to build association with core companies for students of core branches

**Agenda 4: Strategies to improve the publications and faculty participation in FDPs.**

#### Discussion:

- It was discussed that to create effective faculty development programs, it's important to get the faculty members' perspectives on what is actually needed. Without this input and the opportunity for faculty to collaborate and engage in growth and dialogue around common topics of interest, the essence of faculty development is lost.
- Ms. Tanima Mitra suggested to develop respect and trust with your faculty as learners.
- Build a culture for learning based on collaboration, teamwork, and shared vision.
- It is decided that each department at-least should conduct one FDP in a semester and one international conference in a year.
- In order to provide the research platform faculty members should encourage for taking the membership of professional bodies.

**Agenda 5: Registration of Alumni Cell.**


#### Discussion:

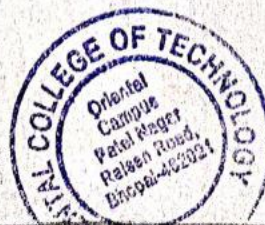
- Dr. Sanjeev Sharma discussed about Alma Shine software which is already active in the Institution in which all the Alumni need to be registered within a week's time. Dr Sanjeev Sharma has assured that along with Lalit Jain he will enquire about the registration process of alumni cell and will try to do the same within a month.

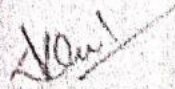
**Agenda 6: Leadership and Governance.**

#### Discussion:

- In order to improve the governance of the institute it has been decided to create the four portfolio's i.e. Dean Student Welfare, Dean Academics & IQAC, Dean Administration and Dean R & D. The proposal will be submitted to Management after the approval of the same the circular will be passed.
- The Institute level Academic Advisory Committee will be revised and the new one

  
Dr. Anita Mahor  
(IQAC Coordinator)



  
Dr. K.K. Dwivedi  
(IQAC Chairman)



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## Internal Quality Assurance Cell

- will be circulated within a week time.
- It is decided that the institutional level committees like, anti-ragging, discipline Women grievances, General Grievances Redressal cell etc will be reconstituted and circulated within a week time.
  - Dr. K.K. Dwivedi also discussed that planning of budget must be done beforehand and regular meeting to be conducted involving all the Board of Governors from the industry.
  - Ms. Tanima Mitra suggested that academic excellence has to be achieved not only by up to the mark practice of the course curriculum but enhancing the additional personality traits of students like problem solving skills and creativity.
  - It was also suggested to create bridge between industry and academics by providing better facilities to the industry people in the institution so that they can give their best to the students.

### Agenda 7: Capacity building of Lab Staff.

#### Discussion:

- In view of the formulation of the objective of IQAC it was discussed and decided that all the lab staff and workshop staff has to be kept updated about the recent advancement related to their field.
- It was suggested for conducting an induction programme of lab staff and to guide them with various online courses available so that they are familiar with the trending terminologies and also develop a basic knowledge of beyond curriculum skills.

### Agenda 8: Use of ICT tools in teaching learning process.

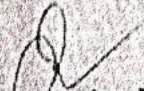
#### Discussion:

- It was suggested that various online courses of digital subjects as well as non digital subjects keeping in view the industry requirements should be learned by teachers and students both.
- Online certifications and courses must be completed by students which will help them to upgrade their technical skills.

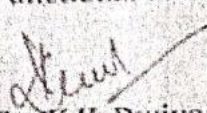
### Agenda 9: Functional MoUs.

#### Discussion:

- It was discussed to engross functional MOU's in the academic system.
- Kuldeep Mishra Head Training was requested to do the Functional MoUs with the

  
Dr. Amita Mahor  
(IQAC Coordinator)



  
Dr. K.K. Dwivedi  
(IQAC Chairman)



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## Internal Quality Assurance Cell reputed Companies.

### Agenda 10: Inputs from Industry experts and other stakeholders.


#### Discussion:

- Ms. Saniya Hussain Khan suggested the importance of alumni interaction with the current students and regular counselling of students.
- Ms. Namami Shukla (Alumni) discussed about the internship guidance of students by Training and Placement department.
- It was discussed that email communication between students and the concerned department must be there for any grievance and suggestions.
- Dr. Sonendra Gupta discussed about strong build-up of mentor-mentee system and also include parents in communication regularly by the mentor providing timely performance report of their wards.
- Ms. Deepa Yadav, Director T&P Cell suggested that alumni association must invite blogs from students to be displayed in Alma Shine software which will help the current students with the upgraded knowledge about the industry.

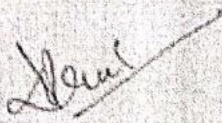
### Agenda 11: Any other point raised by IQAC committee members.

#### Discussions:

- Ms. Shiravani Mathur suggested to revise ways to help in the overall development of students.
- Ms. Priyanka Rai suggested that regular interaction of Alumni and current students must be conducted, specially alumni who are placed in core companies can help in value addition of students.
- Ms. Tanima Mitra discussed that proper infrastructure, labs, and all other physical amenities are the essence of any Institution and smooth functioning of academics so that students and teachers carry on the teaching-learning process cordially.
- It was also discussed that faculty improvement and upgradation should be a priority in any Institution.
- Dr. Amita Mahor, Director IQAC, discussed that motivation and upgradation of faculty members should be done on regular basis for the overall development of the same.

  
Dr. Amita Mahor  
(IQAC Coordinator)



  
Dr. K.K. Dwivedi  
(IQAC Chairman)

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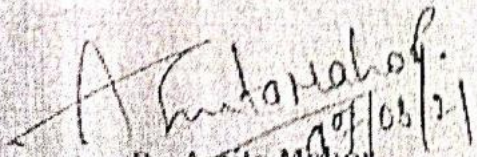
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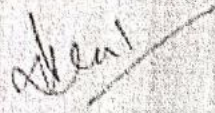
## Internal Quality Assurance Cell

Copy to:

- 1) Chairman OGI for Kind Information
- 2) All concerned

  
Dr. Amita Mishra  
(IQAC Coordinator)



  
Dr. K.K. Dwivedi  
(IQAC Chairman)



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Ref. No.: OCT/IQAC/2021

Date: 01/03/21

## CIRCULAR

A seventh IQAC meeting of all members is scheduled in conference room OCT ground floor at 12:30 PM on 6<sup>th</sup> March 2021. All are requested to attend the same.

The agenda of the meeting is as follows:

1. Review of Sixth IQAC minutes of meeting & Action taken
2. Sharing of feedback of NAAC team
3. Areas of improvement and strategies need to be adopted for the same
3. Strategies to improve the publications and faculty participation in FDPs
4. Registration of alumni cell
5. Leadership and governance
6. Capacity building of lab staff
7. Use of ICT tools in Teaching learning process
8. Functional MoUs

Looking forward to meet you in the meeting and your valuable suggestions.

*Amita Mahor*  
Dr. Amita Mahor  
02/03/21  
IQAC Coordinator

S.No.	Designation	Member	Signature with Date
1	Chairperson	Dr. K.K. Dwivedi	<i>[Signature]</i>
2	Teachers to represent all level	Dr. Sanjay Sharma, CSE / <i>Dr. Pradyumn</i>	<i>[Signature]</i> 02/03/21
		Dr. Manish Patkar, CE	<i>[Signature]</i> 02/03/21
		Dr. Priyanka Rai, BS	<i>[Signature]</i>
		Ms. Roopali Soni, IT	<i>[Signature]</i>
		Ms. Kirti Chandraul, CE	<i>[Signature]</i>
		Ms. Ruchi Jain, IT	<i>[Signature]</i> 02/03/21
		Dr. Priyanka Rai, Management	<i>[Signature]</i>
		Mr. Marlu Raje Sisodia, EC	<i>[Signature]</i> 02/03/21
		Ms. Sravani Mathur, EX	<i>[Signature]</i>
		Mr. Swaroop Bakre, ME	<i>[Signature]</i>
3	One member from Management	Shri R.K. Sahani, CLO, OGI	<i>[Signature]</i>
4	Two senior administrative officers	Dr. Sanjeev Sharma	<i>[Signature]</i>



	Ms. Deepa Yadav Mr. Ashish Iligam Dr. Narendra Singh Dr. Surenendra Gupta	<i>[Handwritten signature]</i>
One nominee each from local society, students and Alumni	Dr. P.N. Jhari Indrapuri JH Ms. Namami Shukla, CSE Mr. Rudresh sahu, IT Mr. Saniya Hussain Khan, EX 2015-2019	
One nominee each from employers/industrialists/stakeholders	Mr. Gaurav Ghelani, TC5 Mr. Salabh Mitra Executive Director, BSPL Bhopal Mr. Umashankar Bajpai HNo. 36B, A -Sector, Gopal Nagar, Piplani Bhopal RO AICTE Bhopal	
One of the Senior teacher as Coordinator/Director IQAC	Dr. Amita Mahor Prof & Dean EC & EX	<i>[Handwritten signature]</i>

*[Handwritten signature]*  
Director

Oriental College of Technology  
Patel Nagar, Raisen Road, Bhopal







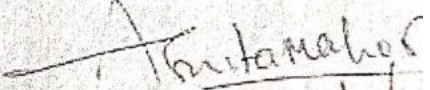
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Date: 21/01/2021

### ACTION TAKEN REPORT

The Sixth meeting of IQAC was conducted on 18/01/2021 and the summary of action taken on the record of discussions are as follows:

Point No.	Description of the point	Action Taken	Remarks
5	In order to expedite the M.Tech Thesis work the time bounded guidelines are need to be prepared and the task was assigned to Dr Amita Mahor.	Guidelines were prepared and circulated amongst the M.Tech Coordinators	Attached
6	The standardization of various formats regarding extracurricular activities need to be done and the responsibility of the same were handed over to Dr Amita Mahor.	Work is in progress. 70 % Completed	
7	It is decided to upload all study material on moodle for students access	Execution is going on	


  
Dr. Amita Mahor 21/01/21

IQAC coordinator

Copy to:

- 1) Director for kind information
- 2) Departmental IQAC Coordinators
- 3) HODs



  
Director  
Oriental College of Technology  
Patel Nagar, Raisen Road, Bhopal



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Date: 9/01/2021

## CIRCULAR

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

All members are requested to attend the meeting and give your valuable suggestions.

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 Varma, BS, Teacher Representative, Senior faculty	
5	Ms. Roopalj 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. Anita Mahor, Prof & Dean EC & EX, Director IQAC	
18	Dr. P.N. Jhari Indrapuri, Nominee from Local Society	
19	Ms. Nandani Shukla, CSE, Student Representative	
20	Mr. Rudresh sahu, IT, Student Representative	
21	Mr. Saniya Hussain Khan, Student Representative	



IQAC committee members present in the meeting through google meet

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

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 MCC has briefed about the activities conducted online.
13. Ms Umashankar Bajpai 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 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

*Amita Mahor*  
Director IQAC 10/1/21

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

*Amita Mahor*  
Director  
Oriental College of Technology  
Patel Nagar, Raisen Road, Bhopal





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## 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, CSB, 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. Sahan, 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. Anita Mahor, Prof & Dean BC & EX, Director IQAC	



22	Mr. Umashankar Bajpai, Parent Representative	<i>Um</i>
23	Mr. Gaurav Ghelani, TCS, Employer Representative	
24	Mr. Salabh Mitra Executive Director, BSPL Bhopal, Industry Representative	<i>S. Mitra</i>
25	RO AICTE Bhopal, Regulatory body representative	

*Amitamal*

Director

Oriental College of Technology  
Patel Nagar, Raisen Road, Bhopal





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## 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:

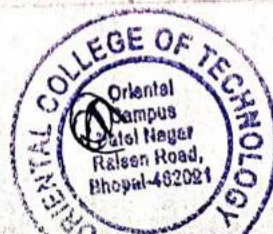
1. Review of MOM of previous meeting
2. Conduction of Mid Sem Exams & Its evaluation
3. Purchase of Learning management System
4. NAAC progress
5. Finalization of IQAC Calendar 2020-2021

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	
21	Mr. Saniya Hussain khan, Student Representative	Rudresh 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 the 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

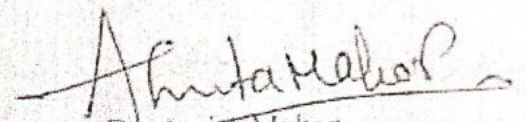
Mr. Parag Gupta, CE

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.

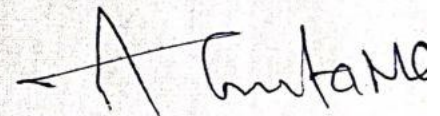


Dr. Amita Mahor

Director IQAC

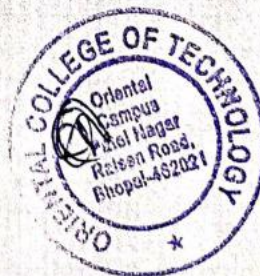
Capt to:

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



Director

Oriental College of Technology  
Patel Nagar, Raisen Road, Bhopal





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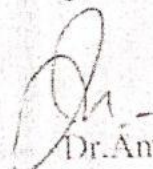
Date: 10/09/2020

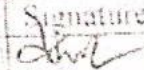
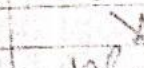
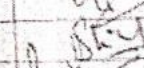
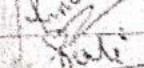
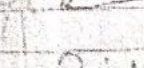






## CIRCULAR

The fifth IQAC meeting for the session July- Dec. 2020 is scheduled on 16<sup>th</sup> Sept. 2020 at conference hall ground floor, OCT. The agenda of the meeting is as follows:

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. Any other points raised by the committee members

All committee members are requested to attend the same and give your valuable suggestions.

  
Dr. Amita Mahor  
Director IQAC

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, FX, Teacher Representative, Senior faculty	
11	Shri R.K. Saham, 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. Anita Mahor, Prof & Dean EC & EX, Director IOAC	<i>Amrita Mahor</i>
18	Dr. P.N. Johri Indrapuri, Nominee from Local Society	<i>P.N. Johri</i>
19	Ms. Namami Shukla, CSE, Student Representative	<i>Namami Shukla</i>
20	Mr. Rudresh sahu, IT, Student Representative	<i>Rudresh Sahu</i>
21	Mr. Saiiya Hussain Khan, Student Representative	<i>Saiiya Hussain Khan</i>
22	Mr. Gaurav Ghelani, TCS, Employer Representative	<i>Gaurav Ghelani</i>
23	Mr. Salabh Mitna Executive Director, BSPL Bhopal, Industry Representative	<i>S. Mitna</i>
24	Mr. Umashankar Bajpai, Parent Representative HNo. 368, A -Sector, Gopal Nagar, Piplani Bhopal	<i>Umashankar Bajpai</i>
24	RO AICTE Bhopal, Regulatory body representative	

*Amrita Mahor*  
10/09/20

*Amrita Mahor*  
Director

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Patel Nagar, Raisen Road, Bhopal





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Ref.: OCT/IQAC/2021/MOM-3

Date: 26-07-2021

### Minutes of Meeting

A meeting of Internal Quality Assurance Cell Coordinators was held on 26.07.2021 at 4:00 PM with following committee members in presence of Director in Director Office:

1. Dr. Amita Mahor, Director
2. Dr. Mayur Shukla, Assistant Professor & DIQAC, EC Dept.
3. Mrs. Kirti Chnadraul, Assistant Professor & DIQAC, CE Department
4. Ms. Ruchi Jain, Assistant Professor & DIQAC, IT Department
5. Mr. Swarup Bakre, Assistant Professor & DIQAC, ME Department
6. Mrs. Smrita Parte, Assistant Professor & DIQAC, CSE Department
7. Mrs. Shravani Mathur, Assistant Professor & DIQAC, EX Department
8. Ms. Priyanka Jain, Assistant Professor & DIQAC, BS Department

The meeting agenda were to have discussion on following points:

1. Mid Term I & II audit
2. Exam II audit
3. Academic closing audit
4. Library audit
5. Lab audits
6. 8<sup>th</sup> IQAC meeting
7. External audit team

The following points were discussed in the meeting:

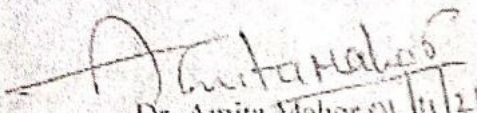
1. The compliance of the IQAC calendar Jan-June 2021 was reviewed and Mid Sem II Audit Reports of various departments were viewed and corrective measures were suggested.



5. Prof. Ruchi Jain, DIQAC, IT Dept and Prof. Roopali Soni, HOD & Assistant Professor, DIQAC, Cyber Security dept are requested to plan and schedule an Expert Series on Quality Assurance. The review of same need to be given before 12<sup>th</sup> Nov 2021.
6. Discussion on Academic Closing Audit format was done and modifications were suggested. I/C IQAC has asked to prepare the same the mail the format to all the DIQAC members and all HODs to work on the same. The first review on Closing Audit is scheduled on 15<sup>th</sup> Nov 2021.
7. Few names for external Auditors were suggested by the coordinators. Prof. Kirti Chandraul, Assistant Professor, DIQAC, CE Dept is asked to plan and schedule the same.
8. All the DIQAC members are advised to maintain all the documents in the file and submit softcopy as well as Xerox copy to Prof. Kirti Chandraul, I/c IQAC.
9. Point No. 17 on Mid Term Format i.e. "Mid Term feedback from students" was discussed regarding the sharing of all feedback reports from google form to all the HODs. All members were advised to keep the copy of same in the file and use the same during QCM Meeting.
10. It is decided that the departmental Grievances format must be same for all the dept. Thus I/C IQAC is advised to make format and circulate to all coordinators.
11. Prof. Sravani Mathur, Assistant Professor, DIQAC, EX dept, raised a point regarding Grade Sheet of Students. All the coordinators are instructed to grade the students in same pattern i.e A+, A, B+, B, C+ & C etc. According to the performance of student.
12. Prof. L. K. Vishwamitra, HOD & Assistant Professor, DIQAC, Data Sci. Dept, asked for compliance of Activity Calendar. Prof. Kirti Chandraul is asked to provide him the same.
13. All the departmental coordinators are advised to focus on good major and minor projects so that college can conduct an exhibition of same with experts from industries. This may give a good opportunities to the students and for R&D. This kind of competition will uplift the quality of projects and knowledge of students as well.
14. Director advised all the coordinator to more focus on Internship of students. They must do internship as per curriculum as well as they have to prepare report and presents the same.
15. Director informed all the coordinators that now college is focussing on NIRF ranking also thus all are requested to maintain all the department data and motivated to work towards R&D and MOUs.

Prof. Kirti Chandraul

I/C IQAC

  
Dr. Amita Mahor 01/11/21

Director



  
Director

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Meeting: II

Date: 24/03/21

Program: B.Tech & M.Tech.

Semester: Jan-June 2021

Time : 1:20 PM

Venue : Dr. Amita Mahor (IQAC coordinator Cabin)

DIQAC MEETING

The second meeting of DIQAC members of the session Jan-June 2021 was arranged on 24<sup>th</sup> March 2021 and the following DIQAC members were present in the meeting:

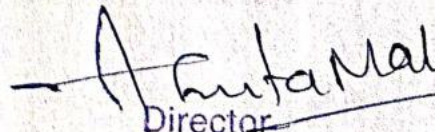
1. Dr Amita Mahor, IQAC coordinator
2. Prof. Swarup Bakre, Assistant Professor, DIQAC member ME dept.
3. Prof. Ritchi Jain, Assistant Professor, DIQAC member IT dept.
4. Prof. Kirti Chandraul, Assistant Professor, DIQAC member, CE dept.
5. Prof. Mradu Raje Sisodia, Assistant Professor, DIQAC member, EC dept.
6. Prof. Pradeep Mishra, Associate Professor, DIQAC member, CSE department

Member absent in the meeting:

7. Prof. Sravani Mathur, Assistant Professor, DIQAC member, EX dept. (

The record points of discussion are as follows:

- DIQAC coordinators have briefed that we need to prepare the department as in the month of January we are again going to apply for the NAAC.
- DIQAC coordinators were requested to ensure the work assigned to them as per the timeline.
- The mid term 1 audit is due on 9<sup>th</sup> April 2021, hence the DIQAC coordinators were requested to ensure all the parameters that are need to be checked in their departments.
- DIQAC coordinators were informed to arrange the Minor and major project exhibition in their department just before the Mid Sem 2.
- DIQAC coordinators were advised to conduct the interview session for all semester students just before the mid sem II where the students are supposed to talk about their participation in the extracurricular and other activities. At the same time they need to bring the proofs of it as well. The weightage of this need to be given in the internship marks.
- Internship data need to be collected from the students by google forms having the following information:

  
Director

Oriental College of Technology  
Patel Nagar, Raisen Road, Bhopal





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Ref: OCT/IQAC/2021/MOM-4

Date: 30/10/2021

## Minutes of DIQAC Meeting

The meeting of Internal Quality assurance Cell Coordinators was held on 29/10/2021 at 4: 30 pm in Director's Office and following members were present in the meeting:

1. Dr Amita Mahor, Director OCT
2. Prof. Kirti Chandraul, Assistant Professor, DIQAC, CE Dept.
3. Dr Mayur Shukla, Assistant Professor, DIQAC, EC Dept.
4. Prof. Swarup Bakre, Assistant Professor, DIQAC, ME Dept.
5. Prof. Ruchi Jain, Assistant Professor, DIQAC, IT Dept.
6. Prof. Smrita Parte, Associate Professor, DIQAC, CSE Dept.
7. Prof. Sravani Mathur, Assistant Professor, DIQAC, EX dept.
8. Prof. Roopali Soni, HOD & Assistant Professor, DIQAC, Cyber Security dept.
9. Prof. L. K. Vishwamitra, HOD & Assistant Professor, DIQAC, Data Sci. dept.

The agenda of meeting was as follows:

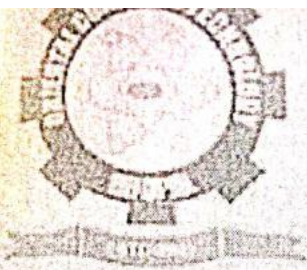
1. Finalization of 8<sup>th</sup> IQAC meeting Dates
2. Review on Action taken on 7<sup>th</sup> IQAC meeting
3. An Expert Lecture on QA
4. Review of Mid Term I Audit Reports
5. Academic Closing Audit
6. Review on Quality Circle Meetings

The following points were discussed in the meeting:

1. The QCM audit reports of various departments were viewed and few corrections were suggested to respective departmental coordinators.
2. All the DIQAC members are suggested to look at the issues raised by students in QCM meeting and submit the action taken report in next meeting.
3. I/C IQAC Coordinator communicated that the Mid Term I Audit Reports are not yet submitted by Coordinators of EC, Cyber and data Sci. Dept. The Respective DIQAC members are instructed to ensure the completion of the same and submit the hardecopy to I/C IQAC asap.
4. The 8<sup>th</sup> IQAC meeting is finalized on 20<sup>th</sup> Nov 2021 and I/C IQAC coordinator suggested to plan the agenda of meeting and prepare Action Taken report of Last meeting. Prof. Smrita Parte, DIQAC, CSE Dept, will work with I/C Coordinator for execution of the same, And Prof. Smita Parte will take the charge of execution if I/C Coordinator is in leave.



*[Handwritten signature]*



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## MID SEM EXAMINATION GUIDELINES FOR THE INVIGILATORS OCTOBER 2020

As you all are aware that this time OCT Bhopal is conducting Online Invigilators Monitored Mid Semester exams on Moodle for senior classes. In this regard the following guidelines are issued for the successful conduction of the exam:

- 1) All invigilators are requested to check their duty from the duty chart and identify the place of invigilation duty, the branch of students for them they are doing invigilation.
- 2) Invigilators are supposed to create the one google meet link for all the invigilation duty assigned to him and her and share with the undersigned in the attached format for the further circulation amongst students.
- 3) Invigilators need to take the printout of the attendance sheet which exam cell has already circulated to the invigilators.
- 4) Report to the respective lab of invigilation and system, login the google meet link At least 15 minutes before the start of exam.
- 5) Invigilators are supposed to instruct the students and ask them to do the following:
  - a. Login in the model account of the students
  - b. Ask the student to attempt the Quiz first & then subjective question paper
  - c. Camera on
  - d. Audio on
  - e. Do the initial entry on the A4 pages of the answer script as per the following at the top of answer script of subjective part of mid sem.

MID SEMESTER EXAMINATIONS JULY-DEC 2020	
Name of the Student:	Enrollment No.:
Branch:	Sem:
Subject Name:	Subject Code:
Date of Exam:	Signature of student:

f. Students should have cam scanner / adobe scan or any other scanner on their mobile to take the snapshot and upload on Moodle as single file. The file name should be as follows:

MID SEM I\_NAME OF SUBJECT CODE\_ENROLLMENT NO

for example

MID SEM I\_EX 502\_0126EN171009





6) In case if the student is facing any problem in uploading file on Moodle for the subjective question then the invigilator can ask them to send on the following email id.

[ocetbhopal.moodle@gmail.com](mailto:ocetbhopal.moodle@gmail.com)

7) Invigilators are need to mark the attendance in the answer sheet as A or P.

8) Invigilator need to submit the attendance to the exam cell after finish of exam

*NK*

Exam Suprintendent

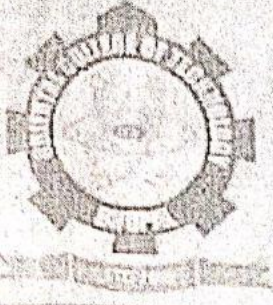
*[Signature]*  
15/12/20  
Director

Director  
Oriental College of Technol. 1711  
Thakral Nagar, Raisen Road, Bhopal

*Amitamahar*  
Director

Oriental College of Technology  
Patel Nagar, Raisen Road, Bhopal





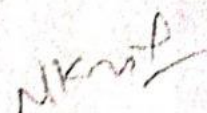
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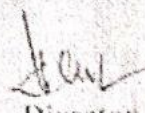
## MID SEM 2 EXAMINATION GUIDELINES FOR THE MOODLE COORDINATORS NOVEMBER 2020

As you all are aware that this time OCT Bhopal is conducting Online Invigilators Monitored Mid Semester 2 exams on Moodle for senior classes. In this regard the following guidelines are issued for the successful conduction of the exam.

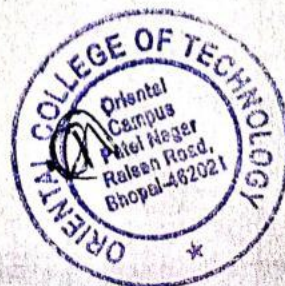
- 1) Department Moodle Coordinator will be responsible for the smooth functioning of the exam as far as Moodle related things are concerned.
- 2) Moodle coordinators are need to ensure that one day before the exams the Multiple choice question paper and subjective question paper should be uploaded on the subject page with proper timings.
- 3) This time the subject teachers will be the invigilators only hence moodle coordinator should work in coordination with the subject teacher and resolve the issues of students instantly.
- 4) Moodle coordinators are need to train the faculty members of their department that how to download the file of subjective question paper from moodle.
- 5) Moodle coordinators are needed to motivate their faculty department faculty members that they should evaluate the copies on the same day of finish of exam.
- 6) And in close coordination subject faculty after finish of valuation of subjective answer script, Moodle coordinators need to ensure that subjective question papers files should be downloaded and removed from the Moodle site. So that the site should not face the problem of maintenance due to over usage of resources.
- 7) Departments who are having more no. of students are need to ensure extra care.

  
Exam Superintendent

  
Prof. Incharge Moodle (OCT)

  
Director

Director  
Oriental College of Technology  
Tukral Nagar, Raisen Road, Bhopal





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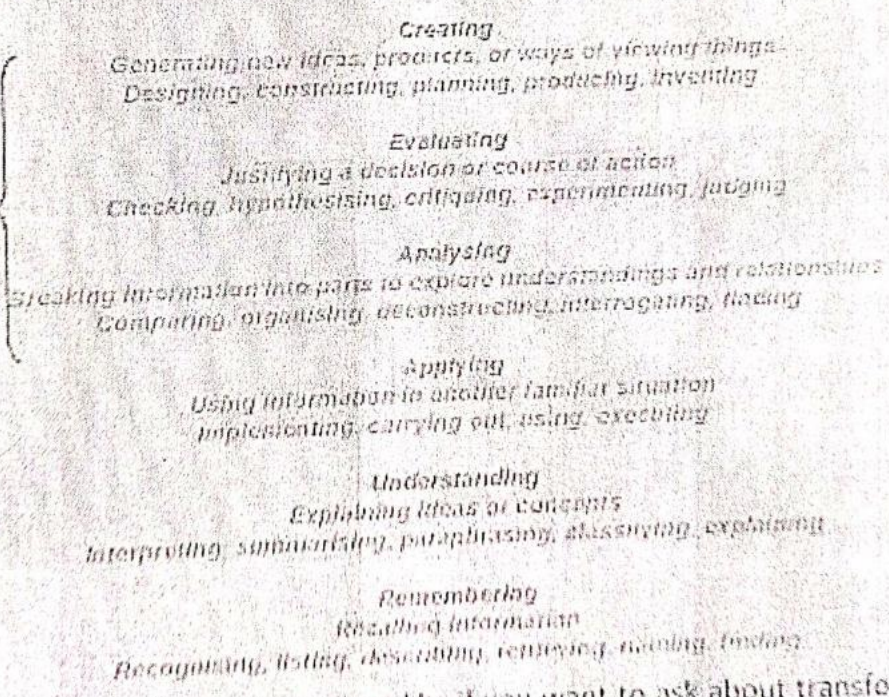
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## GENERAL GUIDELINES FOR MID SEM II EXAM NOV. 2020

Faculty members are required to prepare the question paper as per the following norms:

1. The timing of the question paper will be 1 hr. 30 minutes and maximum marks of 40.
2. Question paper will be in two parts one part is of 30 minutes having 20 no. of multiple choice questions each of 1 mark and second part will be of 1 hr. having 3-5 subjective questions as decided by the subject teacher. Min and maximum marks for subjective questions can vary between 3-8.
3. Faculty members are requested to avoid explain, discuss, describe, what type of terms while drafting of question. They are supposed to strictly follow the Revised bloom Taxonomy as given below while preparing the question paper:

Bloom's Taxonomy



4. Try to give at least one question indirect like if you want to ask about transformer, then your question can be like "Name the electrical machine which can change the voltage level of AC and draw the constructional diagram and its operation". Means the examiner is not directly



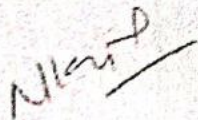
asking about transformer but while asking about it we are forcing the student to think about the application.

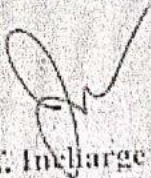
5. Moderation process of the question paper needs to be ensured by HOD as per the process explained by previous IQAC order No. OCT/IQAC/2020/1 following the flow of moderation.
6. Subjective questions students are supposed to write on blank pages and take the snap/hot of it and upload on Moodle. At the top of the blank page students are suppose to mention the following detail in the format as mentioned.

MID SEMESTER EXAMINATIONS JULY-DEC 2020	
Name of the Student:	Enrollment No.:
Branch:	Sem:
Subject Name:	Subject Code:
Date of Exam:	Signature of student:

7. The exam will be monitored by the subject teachers only and they will be do the invigilation though google meet as per the allocated timetable.
8. Exam cell will share the venue of invigilation and at that venue the subject teacher need to go and do the invigilation.
9. Subject teacher/ invigilators is supposed to take the print out of the attendance sheet need to mark A & P.
10. It is also suggested to conduct the exams of senior classes at different time slots to manage the faculty invigilators and infrastructure.
11. All students should be on online with camera and audio on during exam time
12. In case if department feels then they can do the mock session.

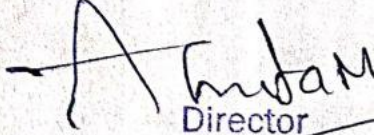
Looking forward for the Successful online monitored examination.

  
Exam Superintendent

  
Prof. Incharge Moodle (OCT)

  
Director

Director  
Oriental College of Technology  
Thakral Nagar, Raisen Road, Bhopal

  
Director

Oriental College of Tech  
Patel Nagar, Raisen Road, I

