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ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

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

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. 8th 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.

ORIENTAL
GROUP OF INSTITUTES

DIQAC Meeting

Director OCT <directoroct@oriental.ac.in>
To: mradu.sisodiya@gmail.com, Swarup Bakre <swarupbakre@oriental.ac.in>, kirtichandraul@gmail.com, matshravani@gmail.com, ruchijain217@gmail.com, PRADEEP MISHRA <pradeepmishra1883@gmail.com>, Priyanka Rai <priyankarai@oriental.ac.in>
Wed, Mar 24, 2021 at 10:47 AM

Dear DIQAC members
Greetings
A meeting of all DIQAC members is scheduled today at 1:15 pm in my office. ensure your presence in the meeting.
With Best Regards,

Dr. Amita Mahor
Director
Oriental College of Technology, Bhopal (Established in year 2002)
Approved by AICTE and affiliated to RGPV Bhopal, ISO Certified
---
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DIQAC MEETING

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)

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

1. Dr Amita Mahor, IQAC coordinator
2. Prof. Swarup Bakre, Assistant Professor, DIQAC member ME dept.
3. Prof. Ruchi 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 9th 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:

- Name of student
- Enrollment No.
- Name of organization where they are doing internship
- Address of the organization
- Start date of internship
- End date of Internship
- Name of contact person in company/Industry
- Contact details like mobile and email id of the contact person

- The semester in which the evaluation of internship need to be done, in this semester the presentation of the students regarding internship should be done and the evaluation sheet of the same need to be maintained in the department. Apart from this the report of the internship need to be submitted by the students in the prescribed format.
- Prof. Kirti Chandraul Assistant Professor, Civil Engineering Department is requested to recall the activity as per the timeline to all the DIQAC coordinator.
- All DIQAC coordinators were requested to send the academic monitoring and attendance monitoring to the undersigned.
- The DIQAC coordinators of CE/ME/EC/EX were informed to share the quality circle meeting to the undersigned.
- DIQAC coordinators were requested to promote the research work at their department level.

Meeting ends with the thanks to all DIQAC members.

Dr. Amita Mahor 24/05/24

IQAC coordinator

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Ref. No.: OCT/IQAC/2021

Date: 27/02/21

CIRCULAR

A meeting of all DIQAC members is scheduled in my office at 12:30 PM today i.e. 1ST March 2021. All DIQAC members are requested to attend the same.

The agenda of the meeting is as follows:

1. Review of last DIQAC MOM & Action taken
2. Feedback on NAAC visit & learning from the same
3. Finalization of audit calendar Jan- June 2021
3. Any other point if DIQAC wants to discuss

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

Dr. Amita Mahor
IQAC Coordinator

S.No.	Name of DIQAC coordinator	Name of Department	Signature with date
1.	Prof. Ruchi Jain, Assistant Professor,	IT	1/3/21
2.	Prof. Swarup Bakre, Assistant Professor,	ME	1/3/21
3.	Prof. Kirti Chandraul, Assistant Professor	CE	01/03/21
4.	Prof. Mradu Raje Sisodia , Assistant Professor	EC	01/03/21
5.	Dr. Pradeep Mishra, Associate Professor	CSE	01/02/21
6.	Prof. Sravani Mathur, Associate Professor	EX	01/02/21

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DIQAC MEETING

Meeting: I
Date: 01/03/21
Program: B.Tech & M.Tech.
Semester: Jan-June 2021
Time : 12:30 PM
Venue : Dr. Amita Mahor (IQAC coordinator Cabin)

The first meeting of DIQAC members of the session Jan- June 2021 was arranged on 1th March 2021and the following DQIAC members were present in the meeting:

1. Dr Amita Mahor, IQAC coordinator
2. Prof. Swarup Bakre, Assistant Professor, DIQAC member ME dept.
3. Prof. Ruchi 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
7. Prof. Sravani Mathur, Assistant Professor, DIQAC member, EX dept.

The meeting was started by formally congratulating the new DIQAC members and later on the discussions were held on the feedback received from the NAAC peer team and the areas of improvements. The record minutes of meeting are as follows:

1. It has been decided in a session four audits will be done named as:
   a. Academic Readiness Audit
   b. Mid Term I Audit
   c. Mid Term II Audit
   d. Academic Closing Audit
2. The various activities that are need to be audit in Academic readiness and mid term audits were discussed and ensured that each and every academic activity should have the check for its compliance.
3. It is decided that the following activities will be checked at the time of academic readiness:
   - Subject Choice Filling Order from HOD
   - Faculty choice filling form
   - Subject Load Allocation Order from HOD
   - Load Allocation Sheet as per AICTE norms
   - First DIQAC MOM

- Process followed by HOD for the Electives offered in writing
- Process followed for Gap Analysis
- Subject Course files Report
- Notice/ MOM from HOD for TG allocation
- Notice/ MOM from HODs For other Departmental Activities
- Notice/ MOM from HOD where faculty members are nominated as lab in-charges
- Availability of Lab Manuals
- Display of lab timetable in labs
- Display of class timetable in front of class rooms and departmental Notice Board
- Check whether faculty member is having standard readings for all experiments for the lab subjects they are dealing
- Moodle Readiness
- Identification of Value addition Course for the current semester and its Process of identifcation
- Activity calendar
- TG files

4. It was discussed that the following points need to be checked in Mid term audits.
   - Course File Updation by subject Teachers
   - Moodle Updation
   - Proof of Mid Sem I Question Paper Moderation
   - Random check on the quality of Mid sem question papers
   - Academic Monitoring -1
   - Attendance Monitoring 1 (Available with department & should display on notice board)
   - Compilation of Mid Sem Marks (Available with department & should display on notice board)
   - Mid Sem Result Analysis
   - Identification of slow and fast learners
   - Action taken for advance and fast learners
   - Major and minor project Initiation forms, progress report & Evaluation sheets
   - Internship Records
   - Industrial Training Record
   - Lab grading sheet for the lab subjects
   - Random check on Lab reports of students
   - MOM of first quality circle minutes of meeting & action taken
   - Mid Term Feedback from students
   - HOD minutes of meeting
   - Activity calendar compliance
   - Faculty publications
   - FDP attended by faculty
   - M.Tech. thesis Status

- NPTEL/SWAYAM/MOOCS courses compliance
- Grievance Redressal mechanism at department level

5. The formats for the above mentioned audits will be designed by the IQAC coordinator.
6. In order to make the TG system effective the guidelines for the proctor proctee system and the required formats to maintain the records was discussed and DIQAC members were informed that they should ensure the strict compliance of the same at their department level.
7. The tentative dates were decided for these audits seeing to the academic calendar and it is decided that it will be prepared and circulated by the IQAC coordinator.
8. In order to maintain the record of extracurricular and curricular activities the standard formats are designed and the same was briefed to the DIQAC members and requested them to follow that in their departments.
9. It is decided that the we will do the audit inter department and the constitution of the committee will be as follows:
    a. Dean/ HOD of other department than the audited department will be the Chairman
    b. DIQAC member of other department who is having domain knowledge will be the external member
    c. DIQAC member of audited department will be the internal member.
    d. One senior faculty of the other department as expert member other than the audited department.
10. It has been decided to arrange the expert talks for the quality enhancement from the external experts from regulatory bodies.

Meeting ends with formal thanks to each DIQAC member.

Dr. Amita Mahor 02/03/21

IQAC coordinator

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Date: 21/01/2021

ACTION TAKEN REPORT

The first meeting of departmental IQAC coordinator was conducted on 04/01/2021 and the summary of action taken on the record of discussions are as follows:

Point No.	Description of the point	Action Taken	Remarks
3	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 regrading 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	
4	It is decided to upload all study material on moodle for students access	Execution is going on	

Amita Mahor

Dr. Amita Mahor

IQAC coordinator

Copy to:

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

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Ref.: OCT/IQAC/2021/

Date: 5/01/2021

Minutes of Meeting of Departmental IQAC Coordinators

The meeting was conducted on 04/01/21 and the following members were present in the meeting:

- Ms. Kirti Chandraul, Assistant Professor, Civil Engineering
- Ms. Ruchi Jain , Assistant Professor, Information Technology
- Ms. Priyanka Rai, Basic Sciences
- Mr. Pradeep Patel, Electronics & Communication
- Mr Kaushal sen, Electrical & Electronics
- Mr. Awdesh Shakya , Mechanical Engineering
- Dr. Pradeep Mishra Computer Science Engineering

Pradeep.

The records of discussions are as follows:

IQAC coordinator has reviewed the activities conducted by the departmental IQAC coordinator of the session July-Dec. 2020 and found satisfactory.

1. Committee has reviewed the following documents :
    a. Academic monitoring and attendance monitoring
    b. Implementation of Examination guidelines
    c. All audit reports
2. Minutes of quality circle meetings of previous semesters were reviewed and the action taken report has prepared and shared with director.
3. 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.
4. It is decided to upload all study material on moodle for students access.
5. First year students QCM MOM were reviewed.
6. The standardization of various formats regrading extracurricular activities need to be done and the responsibility of the same were handed over to Dr Amita Mahor.
7. IQAC coordinator has reviewed the examination process on moodle and after discussion with all Departmental IQAC coordinator and exam superintendent it is found that the system is good.
8. It has been decided to continue the assignment and quizzes need to be conducted on moodle.
9. At last IQAC coordinator thanked each and every member for their contribution in IQAC.

Dr. Amita Mahor
IQAC Coordinator

Copy to: Director for kind information, HOD's & all concerned

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Date: 2/01/2021

CIRCULAR

The Departmental IQAC coordinators meeting is scheduled on 4th January 2021 in the IQAC office Third floor OCT, All members are requested to attend the meeting.

Dr. Amita Mahor 02/01/21

Director IQAC

Copy to:

1) Director for kind information
2) HODs & Deans
3) NAAC coordinator
4) All departmental IQAC coordinators

Kaushal Sen

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Date: 21/09/2020

ACTION TAKEN REPORT

The first meeting of departmental IQAC coordinator was conducted on 25/08/2020 and the summary of action taken on the record of discussions are as follows:

Point No.	Description of the point	Action Taken	Remarks
1.	In order to improve the quality of question papers and effective valuation it is decided to constitute the moderation and head valuation committee. In this regard the detailed guidelines for flow of moderation of question paper, Format of question paper before and after moderation, Moderation format etc need to be prepared and the responsibility of the same has given to IQAC coordinator.	Guidelines are prepared and circulated amongst the Faculty.	
2.	It has been decided to add value added experiments and for departmental IQAC coordinator has suggested to discuss with HOD and after interacting with the concern faculty and other experts the decision of value addition courses can be taken.	Each and every Hods has done.	The Mom for the same is available with HOD.
3.	It is decided to upload all study material on moodle for students access	It is already done	

Dr. Amita Mahor
21/09/20
IQAC coordinator

Copy to:

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

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Ref. No.: OCT/IQAC/2020/

Date: 20/01/2021

CONSTITUTION OF IQAC COMMITTEE 2021

S.No.	Composition	Category	Member
1	Chairperson	Head of Institution	Dr. K.K. Dwivedi
2	Teachers to represent all level	Professor	Dr. L.K. Vishwamitra,CSE
		Professor	Dr. Manish Patkar, CE
		Associate Professor	Dr. Shivali Verma, BS
		Associate Professor	Ms. Roopali Soni, IT
		Associate Professor	Ms. Kirti Chandraul, CE
		Assistant Professor	Ms. Ruchi Jain, IT
		Assistant Professor	Dr. Priyanka Rai, Management
		Assistant Professor	Mr. Pradeep Patel, EC
		Assistant Professor	Mr Kaushal Sen, EX
3	One member from Management	Management representative	Shri R.K. Sahani, CEO, OGI
4	Few senior administrative officers	Dean SW	Dr. Sanjeev Sharma
		Placement Cell	Mr. Ajay Shrivastava
		Registrar	Mr. Ashish Nigam
		In-charge Exam Cell	Dr. Narendra Singh
		Prof. In-charge NSS	Dr. Sonendra Gupta
5	One nominee each from local society, students and Alumni	From Local Society	Dr. P.N. Johri Indrapuri
		From students-Third Year female	Ms. Namami Shukla, CSE
		From students- Third Year male	Mr. Rudresh sahu, IT
		From Alumni	Mr. Saniya Hussain khan, EX 2015-2019
6	One nominee each from employers/industrialists/stakeholders	From employer	Mr. Gaurav Ghelani, TCS
		From Industrialist	Mr. Salabh Mitna Executive Director, BSPL Bhopal
		From Stakeholders-Parents	Mr. Umashankar Bajpai HNo. 368, A –Sector, Gopal Nagar, Piplani Bhopal
		From Stakeholders AICTE	RO AICTE Bhopal
7	One of the Senior teacher as Coordinator/Director IQAC	IQAC Director	Dr. Amita Mahor Prof & Dean EC & EX

20/1/21

Dr. K.K. Dwivedi
Director

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

Copy to: Chairman OGI/CEO/Deans/HODs/All concerned

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Ref. : OCT/IQAC/ 2021/

Date: 27/02/2021

CIRCULAR

In order to ensure the quality in the departments the following faculty members are nominated as departmental IQAC coordinators for the Jan - June 2021 session:

1. Prof. Ruchi Jain, Assistant Professor, IT Department
2. Prof. Swarup Bakre, Assistant Professor, ME Department
3. Prof. Kirti Chandraul, Assistant Professor, CE Department
4. Prof. Mradu Raje Sisodia , Assistant Professor, EC Department
5. Dr. Pradeep Mishra, Associate Professor, CSE Department
6. Prof. Sravani Mathur, Associate Professor , EX Department
7. Prof. Priyanka Rai, Assistant Professor, Basic Science Department

All nominated IQAC coordinators are requested to fulfil their responsibilities with full of dedication.

Dr Amita Mahor 27/02/21

IQAC Coordinator

27/2/21

Dr. K.K. Dwivedi

Director

Copy to:

All deans & HODs for kind information

All concerned

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Ref. : OCT/IQAC/ 2021/ Date: 25/02/2021

INTERNAL QUALITY ASSURANCE CELL CALENDAR JAN-JUNE 2021

S. No.	Date	Activity	Person Responsible
1	20/02/21	IQAC Meeting	IQAC Coordinator
2	24/02/21	First meeting with Departmental IQAC Coordinators	All DIQAC members
3	25/02/21	Academic Readiness Audit (All Departments)	Inter-department committee
4	08/03/21	Expert talk 1 on quality assurance	External expert form reputed academic institute
5	05/04/21-08/04/21	First Quality Circle Meeting (All Departments)	DIQAC members
6	09/04/21	Mid Term Academic Audit –I (All Departments)	Inter-department committee
7	13/04/21	Second meeting with Departmental IQAC Coordinators	All DIQAC members
8	22/04/21	Exam Cell Audit I	Audit committee
9	24/04/21	Expert talk 2 on quality assurance	External expert form reputed academic institute
10	03/05/21-06/05/21	Second Quality Circle Meeting (All Departments)	DIQAC members
11	26/04/21	Third meeting with Departmental IQAC Coordinators	All DIQAC members
12	08/05/21	Mid Term Academic Audit-II (All Departments)	Inter-department committee
13	22/05/21	Exam Cell Audit II	Audit committee
14	03/07/21	Final Academic Audit at the end of semester	Inter-department committee
15	10/07/21	External Academic Audit From Outside Agency	External expert form Audit agency
16	21/07/21-30/07/21	Library Audit	Audit committee
17	21/07/21-30/07/21	Laboratory Audit	Inter department Committee
18	11/08/21	AQAR Report Preparation	IQAC & DIQAC coordinators

Note: The list of audit committee members will be circulated one week before the audit dates by IQAC Coordinator.

Amita Mahor

Dr. Amita Mahor
IQAC Coordinator

25/2/21

Dr. K.K. Dwivedi
Director

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Quality Circle Meeting II Schedule Nov. 2020

Session: July-Dec. 2020

S. No.	Name of Departmental IQAC	Branch	Section	Semester	Date of Meeting	Time	Google meet link
1	Prof. Pradeep Mishra	CSE	A	III	18/11/2020	3:30PM to 4:30PM	meet.google.com/mxb-eqjm-msz
2	Prof. Pradeep Mishra	CSE	B	III	18/11/2020	2:00PM to 3:00PM	meet.google.com/mxb-eqjm-msz
3	Prof. Pradeep Mishra	CSE	A	V	19/11/2020	3:30PM to 4:30PM	meet.google.com/mxb-eqjm-msz
4	Prof. Pradeep Mishra	CSE	B	V	19/11/2020	2:00PM to 3:00PM	meet.google.com/mxb-eqjm-msz
5	Prof. Pradeep Mishra	CSE	A	VII	20/11/2020	3:30PM to 4:30PM	meet.google.com/mxb-eqjm-msz
6	Prof. Pradeep Mishra	CSE	B	VII	20/11/2020	2:00PM to 3:00PM	meet.google.com/mxb-eqjm-msz
7	Ms. Ruchi Jain	IT	A	III	18/11/2020	3:30PM to 4:30PM	meet.google.com/zyw-vksk-cgt
8	Ms. Ruchi Jain	IT	B	III	18/11/2020	2:00PM to 3:00PM	meet.google.com/zyw-vksk-cgt
9	Ms. Ruchi Jain	IT	A	V	19/11/2020	3:30PM to 4:30PM	meet.google.com/zyw-vksk-cgt
9	Ms. Ruchi Jain	IT	B	V	19/11/2020	2:00PM to 3:00PM	meet.google.com/zyw-vksk-cgt
10	Ms. Ruchi Jain	IT	A	VII	20/11/2020	3:30PM to 4:30PM	meet.google.com/zyw-vksk-cgt
11	Mr. Pradeep Patel	EC	A	III	18/11/2020	3:30PM to 4:30PM	meet.google.com/tsz-gxdm-smo
12	Mr. Pradeep Patel	EC	B	III	18/11/2020	2:00PM to 3:00PM	meet.google.com/tsz-gxdm-smo
13	Mr. Pradeep Patel	EC	A	V	19/11/2020	3:30PM to 4:30PM	meet.google.com/tsz-gxdm-smo
14	Mr. Pradeep Patel	EC	A	VII	19/11/2020	2:30PM to 3:00PM	meet.google.com/tsz-gxdm-smo
15	Mr. Avdesh Shakya	ME	A	III	18/11/2020	3:30PM to 4:30PM	meet.google.com/mxz-ydxn-fdk
16	Mr. Avdesh Shakya	ME	A	V	19/11/2020	2:00PM to 3:00PM	meet.google.com/mxz-ydxn-fdk
17	Mr. Avdesh Shakya	ME	A	VII	20/11/2020	3:30PM to 4:30PM	meet.google.com/mxz-ydxn-fdk
18	Ms. Kiru Chandraul	CE	A	III	18/11/2020	3:30PM to 4:30PM	meet.google.com/kxn-rofp-fgx
19	Ms. Kiru Chandraul	CE	A	V	19/11/2020	2:00PM to 3:00PM	meet.google.com/kxn-rofp-fgx
20	Ms. Kiru Chandraul	CE	A	VII	20/11/2020	3:30PM to 4:30PM	meet.google.com/kxn-rofp-fgx
21	Mr. Kaushal Sen	EX	A	III	18/11/2020	3:30PM to 4:30PM	meet.google.com/yuk-fhoz-mfh
22	Mr. Kaushal Sen	EX	A	V	19/11/2020	2:00PM to 3:00PM	meet.google.com/yuk-fhoz-mfh
23	Mr. Kaushal Sen	EX	A	VII	20/11/2020	3:30PM to 4:30PM	meet.google.com/yuk-fhoz-mfh

Dr. Amita Mahor
IQAC Coordinator

Copy to: Director for kind information, All HODs & Departmental IQAC Coordinators

Phone No.-0755-2529015, 2529016
Fax: 0755-2529472
E-mail: directoroct@oriental.ac.in
Website: http://www.oriental.ac.in/oct-bhopal/

ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

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Oriental Campus, Raisen Road, Bhopal-462021 (MP) INDIA

Ref. : OCT/CSE/IQAC/2021/02

MID TERM II AUDIT

Name of the Department: Computer Science & Engineering **Date: 22-06-2021**

SNo	Particulars	Verification (If available then Yes otherwise no)	Action Taken	Remarks
1	Course File Updation by subject Teachers	Yes		Available at HOD Office
2	Moodle Updation	Yes		Available with Moodle Coordinator
3	Proof of Mid Sem II Question Paper Moderation	Yes		Available at HOD Office
4	Random check on the quality of Mid sem question papers	Yes		Available at HOD Office
5	Academic Monitoring -2	Yes		Available at HOD Office
6	Attendance Monitoring 2 (Available with department & should display on notice board)	Yes		Available at HOD Office and Notice Board
7	Compilation of Mid Sem Marks (Available with department & should display on notice board)	Yes		Available at HOD Office
8	Mid Sem Result Analysis	Yes		Available at HOD Office and Mailed to Exam Cell
9	Identification of slow and fast learners	Yes		
10	Action taken for advance and fast learners	Yes	Extra Classes for slow learners are arranged.	Time Table and attendance available in HOD office
11	Major and minor project Initiation forms, progress report & Evaluation sheets	Yes		Available at HOD Office
12	Internship Records	Yes		
13	Industrial Training Record	Satisfactory		Available with TGs.
14	Lab grading sheet for the lab subjects	Yes		Available in Respective Labs
15	Random check on Lab reports of students	Yes		

16	MOM of Second quality circle minutes of meeting& action taken	Yes		Available at HOD Office
17	Mid Term Feedback from students	Yes		Available at HOD Office
18	HOD minutes of meeting	Yes		Available at HOD Office
19	Activity calendar compliance	Yes		Available at HOD Office
20	Faculty publications	Partially Satisfactory	HOD is Informed to motivate the faculties to do Research work	
21	FDP attended by faculty	Yes	Faculties are attending Online FDPs.	
22	M.Tech. thesis Status	Yes		Available at HOD Office
23	NPTEL/SWAYAM/MOOCS courses compliance	Satisfactory	Instruction are given to motivate faculty and students to participate more	
24	Grievance Redressal mechanism at department level	NA		Available at HOD Office

Signature & Name of Committee Members with Date:

1. Prof. Roopali Soni, Chairman
2. Prof. Smita Parte, External Member
3. Prof. Ruchi Jain, DIQAC IT, External Member
4. Dr. Pradeep Mishra, DIQAC CSE, Internal Member

Phone No.-0755-2529015, 2529016
Fax: 0755-2529472
E-mail: directoroct@oriental.ac.in
Website: http://www.oriental.ac.in/oct-bhopal/

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Ref.: OCT/DIR/ADMIN/ 06-005 Date: 18/06/2021

NOTICE

As per IQAC calendar the Exam Audit -1 for the current session i.e. Jan-June 2021 is due, in this regard the following members committee is constituted to do the same:

1. Dr. Manish Patkar, Professor & HOD CE, Head of Committee
2. Ms. Ruchi Jain, Assistant Professor, IT, Member
3. Ms. Sravani Mathur, Assistant Professor, EX, Member

Mr. Vijay Asnani Lab Technician EC will assist the team during Audit.
Exam Superintendent is requested to extend the full support to the team in the audit Process.

Amita Mahor

Dr. Amita Mahor 18/06/21
Director

Copy to:
1) Exam Superintendent
2) All HODs
3) All concerned

Amita Mahor

ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

Internal Quality Assurance Cell

Exam Cell Audit

Date: 21/06/21

S.no	Particulars	Verification (Yes/ No)	Action taken	Remarks
1	Time Tables of all Internal and Mid Term	Yes		Available
2	Question papers of all Internal and Mid Term	Yes		Available
3	Circulars regarding Mid Term	Yes		Available
4	Documenation of Moderation process i.e. premoderation paper, moderation format	Yes		Available
5	Seating Plan	NA		online.
6	Invigilator Duty Chart	Yes		Available
7	Attendance records of mid semester exams	Yes.		online
8	Mid semester answer scripts	Yes	Available in google drive	online
9	Documentation of Head Valuation process i.e Notice, Valuation and Report	NA		online
10	Mid semester results & its analysis	Yes		Available.

Name and Signature of Auditor : (1) 21/06/21 Dr. Manish Patka (2) Prof. Ruchi Jain 21/06/21 (3) Prof. Shivanee Mathur 21/06/21

Name and Signature of Faculty

Director, IQAC

Phone No. 0755-2529033, 2529034
Fax 0755-2529472
E-mail: directorsct@oriental.ac.in
Website: http://www.oriental.ac.in/oct-bhopal/

ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

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Oriental Campus, Ratnia Road, Bhopal-462021 (MP) INDIA

Ref.: OCT/DIR/ADMIN/ 06-004 Date: 18/06/2021

NOTICE

As per IQAC calendar the Library Audit for the current session i.e. Jan-June 2021 is due, in this regard the following members committee is constituted to do the same

1. Dr. L.K. Vishwamitra, Professor CSE, Head of Committee
2. Prof. Kamlesh Sahu, Assistant Professor, BS, Member
3. Prof. Shahnawaz Ansari, Assistant Professor ME, Member
4. Prof. Vasundhara Shukla, Assistant Professor EC, Member

Apart from above the following lab Technicians will assist the Lab audit team:

1. Ms. Madhu Bijarson, Lab Technician CE
2. Ms. Anchal Singh, Lab Technician IT
3. Mr. Vijay Asnani, Lab Technician EC
4. Mr. Rajeev Gupta, Lab Technician ME
5. Mr. Ajeet Kumar Nair, Lab Technician, ME
6. Mr. Gajraj Singh Lodhi, Lab Technician, ME
7. Ms. Vandana Bharti, Lab Technician EX
8. Mr. Om Prakash, Lab Technician EX

Librarian is requested to extend the full support to the team in the audit Process.

Amita Mahor
Dr. Amita Mahor 18/06/2021
Director

Copy to: Librarian, All HODs, All concerned

Amita Mahor

ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

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Oriental Campus, Raisen Road, Bhopal-462021 (MP) INDIA

Dated: 21/08/2021

Circular

Regarding: Library Books Verification

The library books verification work has been started with meeting in which the process of Formation of teams:

Team No	Faculty/Staff Members
1	1. **Prof. MD. Shahnawaj Ansari** 21/8/21 2. Ms. Madhu Bijarson 3. Mr. Rajiv Gupta/Mr. Rishabh Tripathi
2	1. **Prof. Kamlesh Sahu** 21/8/21 2. Mr. G.S.Lodhi 3. Ms. Anchal Singh/Mr. Sanjay Makode
3	1. **Prof. Vasundhra Shukla** 21/8/21 2. Mr. Ajit Nair 3. Mr.Omprakash Mehar 4. Mrs. Vandana Bharti

1. Due to Pandemic duration and non-regularity of faculty and staff members online meeting was organised on at 12:30 using online Google meet platform on 29th June, 2021.
2. Three teams were formed and Position 1 in each team were given the charge as group leader while rest as team members.
3. All team leaders were instructed to keep on watching the verification activities on daily basis.
4. All team leaders were advised to share the number of books verified on daily basis in WhatsApp group.
5. All team members are instructed to complete their departmental work either of 1st or 2nd half and continue verification work in either of the halves.

23.08.2021

Dr. L.K. Vishwamitra
(Coordinator, Library Books Verification)

Note:

1. Finally, the 07 Books have been found Missing and Report Attached duly signed by Librarian.

Dr. L.K. Vishwamitra
Coordinator

Encl: 1. Missing Books Status

CC:
1. Office Record
2. IQAC Cell

Phone No.-0755-2529015, 2529016
Fax: 0755-2529472
E-mail: directorpct@oriental.ac.in
Website: www.oistbpl.com

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Oriental Campus, Raisen Road, Bhopal-462021 (MP) INDIA

Date: 21-08-2021

LIBRARY BOOKS VERIFICATION JUSTIFICATION

S. No.	Year	No. of missing books	Series (TK/TB/MCA)	Cost (in Rs.)
1	2005-2006	29	TB 29	5306
2	2006-2007	54	TB 54	9082
3	2010	146	TB 143 CA 01 TK 2	27277.42
4	2012	92	TB 9 TK 01	19901
5	2013	58	TB 47 TK 11	14100
6	2014	60	TB 36 TK 21 CA 3	17432
7	2015	69	TB63 TK6	17539
8	2016	48	TB20 CA 6 TK 22	15706
9	2018	57	TB 42 TK 15	17864.60
10	2019	25	TB 22 TK 03	7290.00
11	2020	17	TB 11 TK 06	2735.00
12	2021	07	TB05 TK02	1389.00

Remark:

- There are 07 missing book as per the library stock verification report in 2021.

Note:

- It is recommended that books those are of very old edition or older than 10 Years may be written off and in place of those books, new books of the latest edition can be purchased.

21/8/21

Manoj Rai
Librarian OCT

Library Missing Books' Details 2021

S.No.	Acc.NO	Title	Author Name	Price (Rs)
1	TB12991	Engg.Chemistry	Shashi Chawla	140
2	TB12136	Theory of Computer Science	K.L.P. Mishra	175
3	TB8549	Compiler Construction	D.M.Dhamdhere	195
4	TB21224	Electronics Instrumentation	U.A.Bakshi	299
5	TB26018	Discrete Structure	D.C.Agrawal	225
			Sub Total	**1034**

S.No.	Acc.NO	Title	Author Name	Price (Rs)
1	TK3150	Energy Ecology Evironment & Soci	Deswal	115
2	TK23584	Communication Skills	Dr. Neeta Sharma	240
			Sub Total	**355**

Grand Total **1389**

Prof. Mohd. Shahnawaz Ansari
Co-coordinator

21.08.2021
Dr. LK Vishwamitra
Coordinator

23/8/21
(Manoj Rai)

ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

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Oriental Campus, Barwa Road, Bhopal-16/024 (MP) [illegible]

Reference: OCT/IQAC/2021/[illegible] Date: [illegible]

Circular

As per IQAC Calendar, the lab audit is due of various departments. [illegible] the following faculty members are assigned the duty

S. No.	Name of the departments whose labs are need to be audited	Name of Faculty auditors
1	Electronics & Communication	Ms Urmila Soni, Associate Professor EX Dept. Head of committee Ms Sravani Mathur, Assistant Professor EX Dept.
2	Electrical & Electronics	Mr. Akhilesh Jain, Assistant Professor EC Dept. Head of Committee Ms. Vashundhara Shukla, Assistant Professor, EC Dept.
3	Mechanical Engineering	Mr. Pankaj Dixit, Assistant Professor Civil Dept. Head of Committee Mr. Narayan Malviya, Assistant Professor Civil Dept.
4	Civil Engineering	Mr. Santosh Vishwakarma, Associate Professor ME dept., Head of Committee Mr. Ashish Gurjar, Assistant Professor, ME Dept.
5	Basic Science Engineering	Ms. Smita Parte, Associate Professor, CSE Dept. Head of the committee Mr. Shanawaz Ansari, Assistant Professor, ME Dept.

All concerned faculty members are needed to visit the labs and do the audit and submit the report in the attached format to the undersigned latest by 1st August 2021. HODs, professor in charge LAB and lab technicians are requested to extend the full support to audit team during audit process.

Dr. Amita Mahor
Director, OCT

Enclosed: 1) Lab audit format

E-mail: directoroco@oriental.ac.in
Website: http://www.oriental.ac.in/oct-bhopal/

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Ref.: OCT/IQAC/

LAB AUDIT REPORT (SESSION:-July-Dec 2021)

Name of Lab: CNTL Lab | Room No: 129 | Area of lab: | Name of Prof. Incharge Lab: Vasundhara Shukla
Branch & Semester applicable: EC-V | Stock register no: | Date of Audit:

Equipments audit

S. No.	Name of item	Specifications	Stock register page no	Condition (Tick the appropriate one)		In case not working then repairable or not (Please mention yes/no)	Repairing can be done (Please mention In-house or outside)	Estimate cost of repairing	Timeline for repairing (Please mention date)	Remarks
				Working	Not working					
1	Transmission line Trainer Kit	ST2266	8	2 working	1 Not working	Repairable	In house	-	5th Aug 2021	-
2	Transmission line Trainer kit model	X22	8	-	1 Not working	Not Repairable	-	-	-	

Logistic Items audit

S.No.	Name of item	Quantity	Maintenance required (Please write Yes or No)	Timeline for repairing or maintenance (Mention date)	Remarks
1	Connecting Wires	30	No		
2	Experiment table	4	No		

Please tick the correct one:

Is the List of experiments are displayed (Yes/No)- Yes

Is the list of major equipment's are displayed (Yes/No)- Yes

Whether relevant charts are displayed in the labs (Yes/No) -

Lab manuals of all the experiments as per the list of experiments are available in the labs (Yes/No)-

Whether standard reading for the lab experiments as per the list displayed are available in the lab manuals (Yes/No)-

Whether the justification for the experiments of course beyond syllabus are available or not (Yes/No)-

Whether the Students lab records for the labs are available (Yes/No)-

Is the lab is presentable (Yes/No)-

General Remarks: Satisfactory

Recommendations for the improvements:

Name of prof. Incharge Lab- Vasundhara Shukla

Signature with date

Mrs. Umila S. Soni
Name of external auditors

Signature with date

Phone No.-0755-2529015, 2529016
Fax: 0755-2529472
E-mail: directoroct@oriental.ac.in
Website: http://www.oriental.ac.in/oct-bhopal

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Oriental Campus, Raisen Road, Bhopal-462021 (MP) INDIA

Ref.: OCT/IQAC/

LAB AUDIT REPORT (SESSION:-July-Dec 2021)

Name of Lab: OFC Lab | Room No: 133 | Area of lab: | Name of Prof. Incharge Lab: Pradeep Patel

Branch & Semester applicable: EC-VIII | Stock register no: | Date of Audit:

Equipments audit

S. No.	Name of item	Specifications	Stock register page no	Condition (Tick the appropriate one)		In case nor working then repairable or not (Please mention yes/no)	Repairing can be done (Please mention In-house or outside)	Estimate cost of repairing	Timeline for repairing (Please mention date)	Remarks
				Working	Not working					
1	FIBRE LINK A, FIBRE OPTIC TRAINER KIT (4), FALCON		02	W	-					
2	FIBRE OPTIC POWER SUPPLY (3)		02	W	-					
3	FIBRE LINK A, FIBRE OPTIC TRAINER KIT (4), FALCON	United Electro Technology	04	W	-					

Logistic Items audit

S.No.	Name of item	Quantity	Maintenance required (Please write Yes or No).	Timeline for repairing or maintenance (Mention date)	Remarks
1	Coaching wire	10			
2	Optical wire	01			

Please tick the correct one:

Is the List of experiments are displayed (Yes/No)-

Is the list of major equipment's are displayed (Yes/No)-

Whether relevant charts are displayed in the labs (Yes/No) -

Lab manuals of all the experiments as per the list of experiments are available in the labs (Yes/No)-

Whether standard reading for the lab experiments as per the list displayed are available in the lab manuals (Yes/No)-

Whether the justification for the experiments of course beyond syllabus are available or not (Yes/No)-

Whether the Students lab records for the labs are available (Yes/No)-

Is the lab is presentable (Yes/No)-

General Remarks: Satisfactory

Recommendations for the improvements:

Name of prof. Incharge Lab- Mr. Pradeep Patel

Signature with date 09/08/2021

Name of external auditors : Mrs. Urmila S. Soni

Signature with date.

This certificate is computer generated and can be verified by scanning the QR code given below. This will display the certificate from the NPTEL repository, https://nptel.ac.in/noc/

Roll No: NPTEL20EE46S21270063

To
LALIT JAIN
C-3, SIDDHARTH LAKE CITY
ANAND NAGAR
BHOPAL
MADHYA PRADESH - 462021
PH. NO :9179128221

Score	Type of Certificate
>=90	Elite+Gold
75-89	Elite+Silver
>=60	Elite
40-59	Successfully Completed
<40	No Certificate

No. of credits recommended by NPTEL:3
An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.

NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)

This certificate is awarded to

LALIT JAIN

for successfully completing the course

Network Analysis

with a consolidated score of **57** %

Online Assignments	20.47/25	*Proctored Exam*	36.39/75

Total number of candidates certified in this course: **106**

Prof. G P Raja Sekhar
Dean, Continuing Education
IIT Kharagpur

Jan-Apr 2020
(12 week course)

Prof. Debjani Chakraborty
Coordinator, NPTEL
IIT Kharagpur

Indian Institute of Technology Kharagpur

certificate is computer generated and can be verified by scanning the QR code given below. This will display the certificate from the NPTEL repository. https://nptel.ac.in/noc/

Roll No: NPTEL20CS70S41270026

To
SHRAMAN JAIN
7 JAIN BHAWAN, LOHA BAZAR, STREET NUMBER 2, BHOPAL
MADHYA PRADESH , 462001
PH NO :7999705240

Score	Type of Certificate
>=90	Elite+Gold
75-89	Elite+Silver
>=60	Elite
40-59	Successfully Completed
<40	No Certificate

No. of credits recommended by NPTEL:2
An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.

Elite

NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)

This certificate is awarded to

SHRAMAN JAIN

for successfully completing the course

Programming, Data Structures and Algorithms using Python

with a consolidated score of **72** %

Online Assignments	24/25	Programming Exam	25/25	Proctored Exam	22.5/50

Total number of candidates certified in this course: **1579**

Devendra Jalihal

Prof. Devendra Jalihal
Chairman
Centre for Continuing Education, IITM

Sep-Nov 2020
(8 week course)

Prof. Andrew Thangaraj
NPTEL Coordinator
IIT Madras

Indian Institute of Technology Madras

swayam

computer generated and can be verified by scanning the QR code given below. This will display the certificate from the NPTEL repository, https://nptel.ac.in/noc/

Roll No: NPTEL20ME70S81270108

To
PRAVEEN MISHRA
FLAT NO 16, ARYAN HEIGHTS
JATKHEDI, HOSHANGABAD ROAD BHOPAL
BHOPAL
MADHYA PRADESH - 462026
PH. NO :8319907066

Score	Type of Certificate
>=90	Elite+Gold
75-89	Elite+Silver
>=60	Elite
40-59	Successfully Completed
<40	No Certificate

No. of credits recommended by NPTEL:3
An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.

Elite

NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)

This certificate is awarded to

PRAVEEN MISHRA

for successfully completing the course

Work System Design

with a consolidated score of **81** %

Online Assignments	24.38/25	Proctored Exam	57/75

Total number of candidates certified in this course: **538**

Prof. V. C. Srivastava
Coordinator, Continuing Education Centre
IIT Roorkee

Sep-Dec 2020
(12 week course)

Prof. Inderdeep Singh
NPTEL Coordinator
IIT Roorkee

Indian Institute of Technology Roorkee

swayam

...and can be verified by scanning the QR code given below. This will display the certificate from the NPTEL repository. https://nptel.ac.in/noc/

Roll No: NPTEL20CS70S41270036

To
MOHIT SWAMI
32, BHEL NAGAR
AYODHYA BYPASS ROAD
BHOPAL
MADHYA PRADESH - 462022
PH. NO :7898026209

Score	Type of Certificate
>=90	Elite+Gold
75-89	Elite+Silver
>=60	Elite
40-59	Successfully Completed
<40	No Certificate

No. of credits recommended by NPTEL:2
An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.

Elite

NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)

This certificate is awarded to

MOHIT SWAMI

for successfully completing the course

Programming, Data Structures and Algorithms using Python

with a consolidated score of **82** %

Online Assignments	24/25	Programming Exam	25/25	Proctored Exam	32.5/50

Total number of candidates certified in this course: **1579**

Devendra Jalihal

Prof. Devendra Jalihal
Chairman
Centre for Continuing Education, IITM

Sep-Nov 2020
(8 week course)

Prof. Andrew Thangaraj
NPTEL Coordinator
IIT Madras

Indian Institute of Technology Madras

swayam

...cate is computer generated and can be verified by scanning the QR code given below. This will display the certificate from the NPTEL repository, https://nptel.ac.in/noc/

Roll No: NPTEL20CS70S41270044

To
KAPIL PARLANI
H.NO-135,SHEETAL MEGA CITY,GAJJU
PIPALIYA ROAD,MANDIDEEP
MADHYA PRADESH - 462046
PH. NO :8966857012

Score	Type of Certificate
>=90	Elite+Gold
75-89	Elite+Silver
>=60	Elite
40-59	Successfully Completed
<40	No Certificate

No. of credits recommended by NPTEL:2

An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.

Elite

NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)

This certificate is awarded to

KAPIL PARLANI

for successfully completing the course

Programming, Data Structures and Algorithms using Python

with a consolidated score of **70** %

Online Assignments	25/25	Programming Exam	25/25	Proctored Exam	20/50

Total number of candidates certified in this course: **1579**

Devendra Jalihal

Prof. Devendra Jalihal
Chairman
Centre for Continuing Education, IITM

Sep-Nov 2020
(8 week course)

Prof. Andrew Thangaraj
NPTEL Coordinator
IIT Madras

Indian Institute of Technology Madras

swayam

Roll No: NPTEL20CS70S41270044

To validate and check ...

...is computer generated and can be verified by scanning the QR code given below. This will display the certificate from the NPTEL repository, https://nptel.ac.in/noc/

Roll No: NPTEL20CS58561270248

To
SHUBHAM CHATURVEDI
WARD NO 11 BEOHARI ,DISTT SHAHDOL
VN
BEOHARI
MADHYA PRADESH - 484774
PH. NO :7222965805

Score	Type of Certificate
>=90	Elite+Gold
75-89	Elite+Silver
>=60	Elite
40-59	Successfully Completed
<40	No Certificate

No. of credits recommended by NPTEL:3
An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.

Elite

NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)

This certificate is awarded to

SHUBHAM CHATURVEDI

for successfully completing the course

Programming in Java

with a consolidated score of **76** %

Online Assignments	24.31/25	Programming Exam	25/25	Proctored Exam	27.09/50

Total number of candidates certified in this course: **3157**

Prof. G P Raja Sekhar
Dean, Continuing Education
IIT Kharagpur

Sep-Dec 2020
(12 week course)

Prof. Debjani Chakraborty
Coordinator, NPTEL
IIT Kharagpur

Indian Institute of Technology Kharagpur

swayam

Roll No: NPTEL20CS58561270248

To validate and check scores: https://nptel.ac.in/noc

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Developing Library Network

New Delhi

www.delnet.in

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This certifies that

Oriental College of Technology Bhopal

is an Institutional Member of

DELNET – Developing Library Network

and is entitled to all benefits and privileges pertaining thereto.

Membership Number *IM – 6668* has been renewed and it

expires on February 7, 2021

Dr. H. K. Kaul
Director
DELNET, New Delhi

Date of Issue: February 3, 2020