



ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

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

Internal Quality Assurance Cell

Date: 6th 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 CE	
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	online
6	One nominee each from employers/industrialists/stakeholders	Ms. Tanima Mitra, TCS, Regional Head	online
		Mr. Hemraj Singh Chouhan RedHat Certified Instructor IT Consultant - Rajiv Gandhi Technical University Consultant - ITE Infotech Private Limited	online.
		Mr. Umashankar Bajpai HNo. 368, A –Sector, Gopal Nagar, Piplani Bhopal	online
		RO AICTE Bhopal	online
7	One of the Senior teacher as Coordinator/Director IQAC	Dr. Amita Mahor Prof & Dean EC & EX	

Dr. Amita Mahor
(IQAC Coordinator)



Dr. K.K. Dwivedi
(IQAC Chairman)



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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.

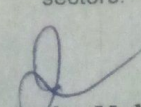
Discussion:

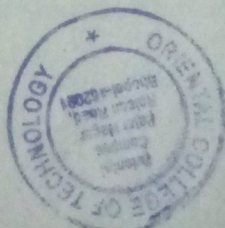
- Dr. K.K. Dwivedi, Director OCT has congratulated and appreciated the untiring efforts by the team OCT which they put before the NAAC peer team and during the preparation of NAAC.
- Dr. K.K. Dwivedi highlighted the areas of improvement within the organization as per the feedback received from Peer NAAC 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.

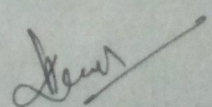
Agenda 3: Areas of improvement and strategies need to be adopted for the same.

Discussion:

- Mr. Hemraj Singh Chouhan, 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
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- 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.

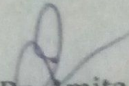
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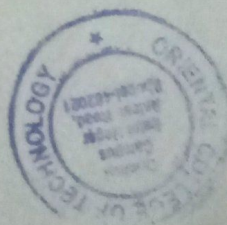
- Dr. Sanjeev Sharma discussed about Alma Shine software which is already active in the Institution in which all the Alumni need to be registered within a week's time. Dr Sanjeev Sharma has assured that along with Lalit Jain he will enquire about the registration process of alumni cell and will try to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

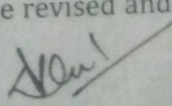
Agenda 6: Leadership and Governance.

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


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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.

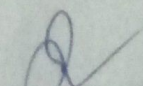
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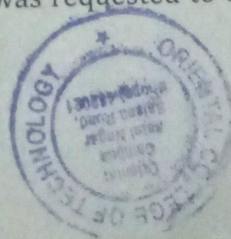
- It was suggested that various online courses of digital subjects as well as non digital subjects keeping in view the industry requirements should be learned by teachers and students both.
- Online certifications and courses must be completed by students which will help them to upgrade their technical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

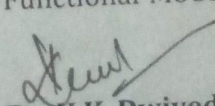
Agenda 9: Functional MoUs.

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


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reputed Companies.

Agenda 10: Inputs from Industry experts and other stakeholders.

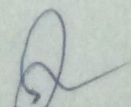
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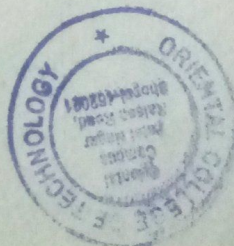
- Ms. Saniya Hussain khan suggested the importance of alumni interaction with the current students and regular counselling of students .
- Ms. Namami Shukla (Alumni) discussed about the internship guidance of students by Training and Placement department.
- It was discussed that email communication between 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.

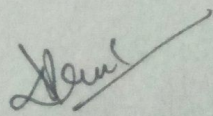
Agenda 11: Any other point raised by IQAC committee members.

Discussions:

- Ms. Shravani 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 te same.


Dr. Amita Mahor
(IQAC Coordinator)




Dr. K.K. Dwivedi
(IQAC Chairman)



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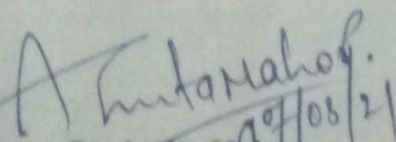
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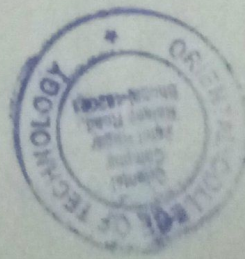
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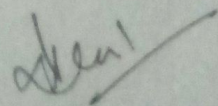
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Copy to:

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


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