

OP Jindal University, Punjipathra, Raigarh Internal Quality Assurance Cell (IQAC)

Ref. No.: OPJU/IQAC/2022/06

Date: 05/05/2022

Minutes of the Meeting

The IQAC meeting was held on 5th May 2022 at 5 pm in the conference room. The following members attended the meeting:

Sr. No.	Name of Person	Designation
1	Dr. R. D. Patidar, Hon. Vice Chancellor, OPJU	Chairman, IQAC
2	Dr. Ashok Bhansali, Professor and HoD, CSE	Director, IQAC
3	Mr. Anurag Vijaywargiya, Registrar, OPJU	Senior Members of Administration
5	Dr. Girish Mishra, Prof and Asst. Dean, SoS	Representatives of Teachers
	Dr. S. Jeswani, Asso. Prof. and HoD, SoM	
	Dr. Ashok Srivastava, Prof. and HoD Metallurgical Dept.	
	Dr. Srikant Prasad, Prof. and HoD, Electrical Engg. Dept.	
	Dr. Mahasakti Mahamaya, HoD, Civil Engg. Dept.	
	Dr. Rakesh Nayak, Professor, CSE	
6	Dr. Manish Sharma	Librarian
7	Dr. Amit Paras	Assistant Director Sports
8	Dr. Surendra Dwivedi	Hostel Warden
9	Dr. Ajit Kumar Singh	Asst. Professor, Dept. of Mechanical Engg.
10	Dr. Deepak Singh	Associate Professor, Dept. of Electrical Engg.
11	Dr. J. P. Rath	Asst. Professor, School of Management
12	Dr. M. Kalyan Phani	Associate Professor, Dept. of Metallurgical Engg.
13	Mr. Parikshit Singh	Head - IT

The Agenda of the Meeting was:

1. Review of task assigned in last IQAC meeting
2. Fixing NAAC assignments targets for the month of May 2022
3. Any other points with the permission of chair





The meeting started with a welcome address by Director, IQAC, **Dr. Ashok Bhansali** followed by a presentation by **Dr. Ajit Singh** about the agenda points of the meeting.

The following agenda points of were discussed in the meeting;

1. Preparation and Mapping of Program Outcome/Program Specific Outcome/Course Objectives is submitted by all the departments. NAAC committee will check and update the PO/PSO/CO in all respect by **10th May 2022**.
2. Formats for Academic and Administrative Audit (AAA) is shared by NAAC committee. All the departments and auditors have to complete and submit the AAA report in all respect by **15th May 2022**.
3. Slow – Fast learners and Mentor-Mentee format is shared by NAAC committee. All the departments have to complete and submit the report in all respect by **15th and 17th May 2022 respectively**.
4. Feedback from all the stakeholders is to be collected by all the Departments for design of curriculum. This assignment should be completed by **25th May 2022**. The Board of Study meeting will be scheduled after this assignment in order to incorporate the suggestions from stake holders tentatively by **31st May 2022**.
5. Audit process of the following areas need to be conducted;

Sr. No.	Particulars	Responsible Person	Target Date
01	Green and Energy Audit	Electrical Dept.	15 th May 2022
02	Environmental Audit	Civil Dept.	25 th May 2022
03	Administrative Audit	Registrar Office	31 st May 2022

6. Proposals of the following assignments need to be submitted;

Sr. No.	Particulars	Responsible Person	Target Date
01	Digitization of Library and LMS	Dr. Manish Sharma	10 th May 2022
02	Solar Energy and Sensor based energy conservation	Electrical Dept.	20 th May 2022
03	Bio - Gas plant	Dr. Surendra Dwivedi Dr. Dipayan Priyadarshi	20 th May 2022



7. NAAC team will visit the following labs/centers in order to check and strengthen the facilities;


Sr. No.	Name of lab/Centre	Responsible Person	Date of completion of assignment
01	Central Instrumentation Center	CSTPD	10 th May 2022
02	Business Lab (Information)	School of Management	15 th May 2022
03	Research/Statistical Database	Library team in coordination with CRE	30 th June 2022

8. IT team will ensure the availability of the ICT facilities such as smart boards, projectors, and learning resources tools and share the report by **15th June 2022**
9. It is decided that all the infrastructural development work will be monitored by **Prof. Shridhar A. Behre**.
10. Facilities on below areas need to be build;

Sr. No.	Particulars	Responsible Person	Target Date of Primary Report
01	Degradable and non-degradable waste	Civil Dept., Chemistry Dept., and Dr. Surendra Dwivedi	20 th May 2022
02	Water Conservation and recycling	Electrical Dept.	
03	Day care centre for children	Electrical Dept.	
04	Yoga Centre	Dr. Amit Paras	

11. Design of Signages needed in different key indicators for NAAC purpose is to be done by **Mr. Vikram Sinha**. All the concerned are requested coordinate with him for the same.
12. NAAC team will identify the functional MoUs across OPJU in coordination with CRE and Registrar Office. There should be at least one activity every month under each functional MoUs.

The meeting ended with formal vote of thanks by Director-IQAC, **Dr. Ashok Bhansali**.


Dr. Ashok Bhansali
 Director, IQAC-OPJU





Snapshots of the IQAC Meeting

