

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

Ref. No.: OPJU/IQAC/2022/05

Date: 08/04/2022

### Minutes of the Meeting

The IQAC meeting was held on **8<sup>th</sup> April 2022** at **11 am** 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
4	Mr. Kiran Thakur	Representative of Alumni
5	Dr. Girish Mishra, Prof and Asst. Dean, SoS Dr. S. Jeswani, Asso. Prof. and HoD, SoM Dr. Rakesh Nayak, Professor, CSE Prof. R. N. Shukla, Sr. Asst. Professor, Computer Science and Engg. Dept. Dr. Srikant Prasad, Prof. and HoD, Electrical Engg. Dept.	Representatives of Teachers
6	Dr. Lav Kumar Patel	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.

#### The Agenda of the Meeting was:

1. Syllabus and Curriculum
2. Academic and Administrative Audit
3. Feedback System for Curriculum Design
4. Mentor-Mentee Activity



The meeting was chaired by Dr RD Patidar, VC and Chairman, IQAC and started with a welcome address by Dr. Ashok Bhansali, Director, IQAC and followed by a presentation about the agenda points of the meeting.

**The following points were discussed in the meeting:**

1. All departments (SoE, SoS, and SoM) will update and submit their own POs, PSO, COs and mapping to the NAAC committee by **16<sup>th</sup> April 2022**. NAAC committee will check and then these will be updated in Moodle and OPJU website by **22<sup>nd</sup> April 2022**.
2. A format for Academic and Administrative Audit (AAA) is to be revised and will be prepared by **17<sup>th</sup> April 2022**. IQAC committee in consultation with VC/Registrar will share the list of auditors to departments by **20<sup>th</sup> April 2022**. All the departments have to complete and submit the AAA report by **5<sup>th</sup> May 2022**.
3. A feedback committee was formulated for structured feedback system of curriculum design. The committee members will be Dr. G. Madhusudan Rao (Professor, Electrical Engg. Dept.), Dr. Biranchi Prasad Panda (Professor, School of Management), and Dr. Bhupesh Kumar Dewangan (Associate Professor, Computer Science and Engg. Dept.). The committee will share the format for feedback system by **25<sup>th</sup> April 2022**.
4. A Standard Operating Procedure (SOP) for updating the Mentor-Mentee scheme is to be prepared by **15<sup>th</sup> April 2022**. Dr. Ashok Bhansali and Dr. Surendra Dwivedi will be the responsible person to design the format.

The meeting ended with formal vote of thanks by Director-IQAC, **Dr. Ashok Bhansali** and assured that the university will put best effort to incorporate those suggestions.

[ Digitally Signed ]

**(Dr. Ashok Bhansali)**  
Director, IQAC-OPJU





