

OP JINDAL UNIVERSITY, PUNJIPATHRA, RAIGARH

Internal Quality Assurance Cell (IQAC)

Ref. No.: OPJU/IQAC/2023/20

Date: 20/09/2023

Minutes of the Meeting

The IQAC meeting with all team members is held on 20th September 2023 at 10:00 AM in video conferencing room.

The Agenda of the Meeting was related to the quality improvement the Academics, Infrastructure, Student support for NAAC, SAC, NPTEL and NEP related initiatives of the University.

1. AAA Audit for Jan-June 2023.
2. Status review of NAAC related infrastructure development before NAAC IIQA filling.
3. Participation in ranking and accreditation and their related website development and updation.
4. Improving student support for NAAC student satisfaction survey (NAAC SSS).
5. Activating students' clubs and SAC council.
6. Review of NPTEL/MOOC courses SOP.
7. Preparation of four-year degree courses in accordance with NEP 2020 guidelines.
8. Any other point with permission of chair.

The meeting started with a welcome address by Director **Dr. Girish C. Mishra**.

S.No.	Agenda Point	Discussion	Action Taken Report
1	AAA Audit for Jan-Jun 2023.	Dr. Girish C. Mishra, the Director of IQAC, has informed the committee about the commencement of the AAA audit process and the deadline for submitting the audited report to IQAC. Dr. R.D. Patidar, the Vice Chancellor, has articulated his perspective that the AAA report serves as a vital tool for evaluating our processes and their outcomes. He emphasized that this audit will facilitate system	Responsibility: 1) All HODs to ensure proper audit of their departments. 2) IQAC will present the consolidated report and will discuss the





		enhancement through a continuous feedback loop. Consequently, he has issued a directive to all Heads of Departments (HODs) to conduct the AAA audit within the specified timeframe and enhance our processes.	findings to the committee.
2	Status review of NAAC related infrastructure development before NAAC IIQA filling.	Dr. M. Kalyan Phani and Dr. Deepak Singh have discussed on the updates regarding various infrastructure requirements in connection with NAAC. Dr. Surendra Dwivedi, the Director of Administration, has given his assurance that all necessary tasks will be promptly accomplished. He and his entire team are dedicatedly working towards fulfilling their assigned responsibilities.	Responsibility: The following persons are responsible for completing different tasks. <ol style="list-style-type: none">1) Mr. Anup Bharti – Flex, SoPs, Signages2) Mr. Anup Bharti – Art Gallery, Museum3) HODs – Different wings are allotted to all dept. to display their achievements, and etc. Also flexes related to laboratories.4) Dr. Surendra Dwivedi – Tactile path, Bio-Gas Set-up (along with Dr. Deepayan) and other infrastructure related work5) Mr. Siddhant Chaturvedi – E-Car and other purchasing items.



3	Participation in ranking and accreditation and their related website development and updation..	Dr. R.D. Patidar, the Vice Chancellor, has voiced his apprehensions regarding the regular updating and accuracy of the university's website content. He has instructed Dr. Amit Jain to assemble a team comprising members from various departments to enhance and update the website to make it as appealing as possible.	Responsibility: 1) Dr. Amit Jain has to form a team from all departments and schedule meeting with them for updating the data in website. 2) Mr. Anup Bharti has to recruits some interns for the website designing work.
4	Improving student support for NAAC student satisfaction survey (NAAC SSS).	Dr. R. D. Patidar, the Vice Chancellor, has directed all Heads of Departments (HODs) and members of the leadership team to educate students about the significance and procedures of NAAC. Additionally, he has emphasized the need to discuss the various advantages that students will enjoy as stakeholders of the university once the university will be accredited.	Responsibility: All HODs
5	Activating students' clubs and SAC council.	Dr. Girish C. Mishra, the Director of IQAC, has notified the committee that the School of Sciences (SoS) has initiated various activities through different student clubs. Dr. R.D. Patidar, the Vice Chancellor, has directed the School of Management (SoM) and the School of Engineering (SoE) to create similar teams as SoS, and subsequently, members of university-level student clubs will be determined.	Responsibility: Dean SoM and Dean SoE
6	Review of NPTEL/MOOC courses SOP.	Mr. Asimkiran Dandpat has crafted a comprehensive Standard Operating Procedure (SoP) for NPTEL/MOOC	Responsibility: 1) Mr. Asimkiran Dandpat for



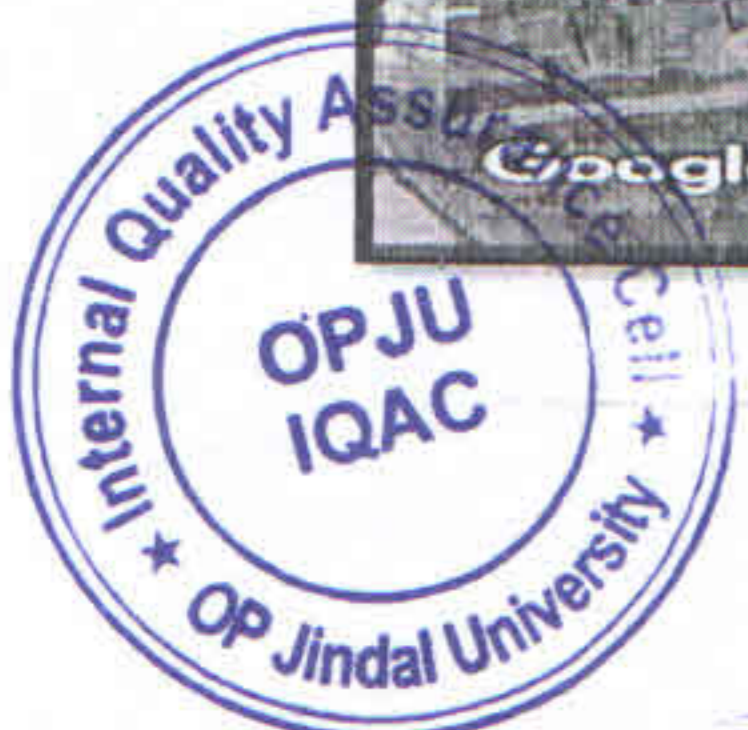
		courses, encompassing the entire process from student registration to credit transfer. The esteemed Vice Chancellor sir has directed him to exert his efforts to establish OPJU as a Nodal Centre for NPTEL.	<p>establishing NPTEL nodal centre at OPJU</p> <p>2) All HODs to ensure all students' registration to NPTEL courses.</p>
7	Preparation of four-year degree courses in accordance with NEP 2020 guidelines.	Dr. Girish C. Mishra, the Director of IQAC, has conveyed to the committee that the School of Sciences (SoS) is in the process of formulating ordinances for four-year degree programs in alignment with the NEP 2020 guidelines. The respected Vice Chancellor sir has directed the School of Management and Engineering (SoM & SoE) to likewise prepare such ordinances for their various degree programs.	<p>Responsibility:</p> <p>1) Registrar Office and all Deans</p>

After the meeting concluded, Dr. Deepak Singh, the Deputy Director of IQAC, extended his gratitude to all the attendees with a formal vote of thanks. Additionally, he reassured the team that the University would carefully evaluate their valuable suggestions and actively strive to incorporate them into the university's procedures and policies.



(Dr. Girish C. Mishra)
Director, IQAC- OPJU

Meeting Snapshots





OP JINDAL UNIVERSITY, PUNJIPATHRA, RAIGARH
Internal Quality Assurance Cell (IQAC)

Meeting Attendance Sheet

Date & Time: 20.09.2023 || 10:00 AM

Venue: F-14, Video Conf. Room

Sr. No.	Name of the participant	Designation	Signature
①	Dr. R. D. Patidar	Vice chancellor	
②	Anurag Vilaywargya	Registrar	
③	Dr. Mahesh Bhivapurkar	Professor	
④	Dr. Deepam Prasad	CEO, OPJU-IT	
⑤	Dr. S. Das	Prof. & Head MeL	
⑥	Dr S.K. Dusiwedi	Admin Director & Assoc. Prof.	
⑦	Dr. S. S. Chakrabarti	Meelharwal - HOD	
⑧	Dr. G. N. S. M. U. S.	Director IQAC	
⑨	Dr. Sheshaiah Nayak	Director - CDC	
⑩	Dr. S.K. Singh	Professor	
⑪	Dr. M. S. DESAI	Associate Prof.	
⑫	Dr. Rakesh Nayak	Asst. dean & HOD CSE	
⑬	Dr. Deepak Singh	Dy. Director IQAC	
⑭	ASIMKIRAN DANDOPAT	ASST. Prof.	
⑮	Dr. M. Kalyan Phani	Coordinator, NAACSL	
⑯	Dr. Anil Jain	Professor CSE	
⑰	Dr. Manish Sharma	Librarian	
⑱	Siddhant Chaturvedi	D. C. P. A. O.	
⑲	Dr. Dhruv Singh	Prof. (Parero)	
⑳	Dr. Y. Anand	ACM (Parero)	
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