



OPJU

Ref No OPJU /28th Aug/2018 -19/ MOM/1/F29

Date: 28th August 2018

Minutes of Meeting

Meeting of Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) was held on **28th August 2018 at 4.00 p.m.** in the meeting room of Dean SoE/SoS office to discuss following agendas:

Agenda:

1. To discuss the role, functioning and frequency of meetings of IQAC.
2. To decide the work distribution of members of IQAC.
3. To discuss various quality initiatives to be undertaken by IQAC.

Following members were present;

i.	Dr. P.S. Bokare	Dean SoE/SoS
ii.	Dr Ashok Srivastava	HoD Metallurgy
iii.	Dr Siddharth Chakraborti	HoD Mechanical
iv.	Dr Srikant Prasad	HoD Electrical
v.	Mr Pradeep Rusiya	Incharge HoD Computer Science
vi.	Dr SeshadevNayak	HoD School of Management
vii.	Mr. NandalalAcharjee	Department of Metallurgy
viii.	Mr. Mukesh Desai	Department of Mechanical
ix.	Ms. Mahashakti Mahamaya	Department of Civil
x.	Mr. Pradeep Singh Chauhan	Department of Electrical
xi.	Mr. Arvind Singh Chandel	Department of Computer Science
xii.	Mr. Tanweer Ahmad	School of Management
xiii.	Dr DeeptimoyeeSahoo	School of Science

Agenda 1.

The Dean SoE/SoS presented the **Agenda Point no. 1** through the slides of Power Point Presentation, copy is attached to this MoM.
It has been decided that **IQAC will meet on every Wednesday at 3 pm to review and plan the NAAC work.**

Agenda 2

The Dean SoE explained various criteria and Quality Indicator frameworks in NAAC to members of IQAC.



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Following Work Distribution was finalized for carrying out NAAC work:

Criteria	IQAC Member
1	Dr. S M Hussain
2	Dr. Mahashakti
3	Mr. Nandalal Acharjee
4	Mr. Arvind Singh Chandel
5	Mr. Mukesh
6	Mr. Tanveer Ahmed
7	Mr. Pradeep Singh Chauhan

Agenda 3

Members of the IQAC will start preparing the draft of Criteria shown against their names in Agenda No 2 as per deadline given below;

Task	Deadline
Draft report criteria 1 & 2	Monday the 17 th September 2018
Draft report criteria 3 & 4	Monday the 1 st October 2018
Draft report criteria 6	Monday the 22 nd October 2018
Draft report criteria 5 & 7	Monday the 18 th November 2018
Preparation of first draft of SST	Monday the 17 th December 2018
<ul style="list-style-type: none"> We need to ready the Self Study Report (SSR) before July 2020 Get all supporting documents ready Fill it online in July 2020 	Jul-2020

The meeting ended with vote of thanks.

Dr P.S Bokare
Dean SoE/SoS

Dean

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