

# OP JINDAL UNIVERSITY, PUNJIPATHRA, RAIGARH

## Internal Quality Assurance Cell (IQAC)

Ref. No.: OPJU/IQAC/2024/02

Date: 22/04/2024

### Minutes of the Meeting

The IQAC meeting with all team members is held on **22<sup>nd</sup> April** at **03.00 pm** in online mode (using Zoom platform).

The meeting was to discuss the following agenda points for the quality improvement in **academics, preparation for the NAAC peer team visit, course evaluation,** and the university's **teaching and learning processes.**

1. Review of Academic and Administrative Audit (AAA) Report for the July-December 2023 Session.
2. Preparation for NAAC Peer Team Visit (NAAC PTV) in May 2024.
3. Updating Course Outcome (CO) attainment rubrics to incorporate attendance weightage and laboratory evaluation details.
4. Collecting feedback on Teaching and Learning Processes (TLP) from all stakeholders, including Student Feedback and Parent-Teacher Meetings, to enhance academic quality.
5. Any other point with permission of chair.

As the gathering began, Dr. M. Kalyan Phani, Director IQAC, warmly welcomed all attendees, initiating the event with his gracious words. He expressed appreciation for everyone's presence and underscored the importance of the gathering, emphasizing the collaborative approach that would guide the proceedings. Following this, Dr. Deepak Singh, the Deputy Director, outlined the agenda for the members.

S.No.	Agenda Point	Discussion	Action Taken Report
1	Review of Academic and Administrative Audit (AAA) Report for the	Dr. Deepak Singh has informed that the AAA audit is already completed in all departments. Auditors have conducted thorough assessments and provided recommendations for enhancement to respective departments. A comprehensive report has been submitted to	Responsibility: All HoDs

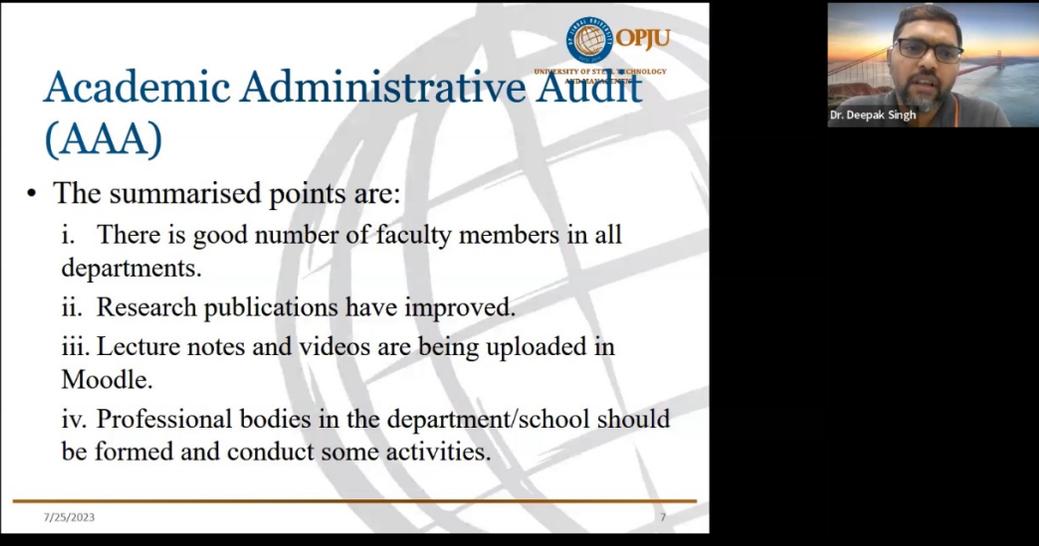
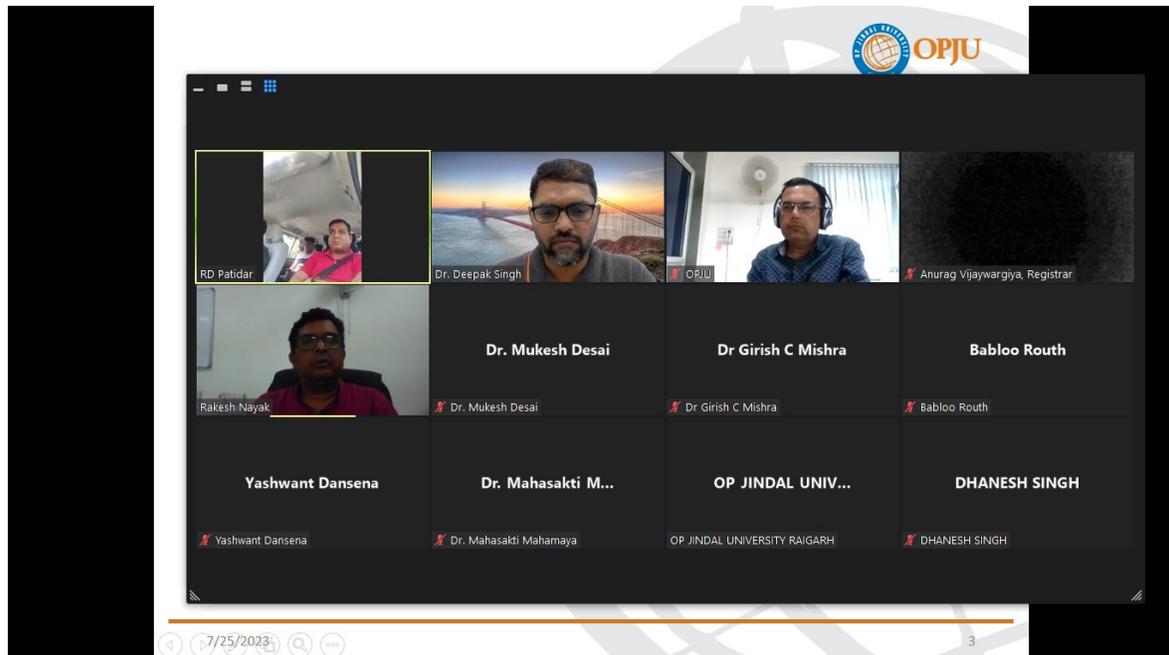
	July-December 2023 Session	the committee. Our Vice Chancellor, Dr. R.D. Patidar, has recommended action on key points to enhance all relevant areas.	
2	Preparation for NAAC Peer Team Visit (NAAC PTV) in May 2024	Dr. M. Kalyan Phani and Dr. J. P. Rath have provided updates on the preparations for the NAAC peer team visit. Prof. (Mr.) Anurag Vijaywargiya, the Registrar, has informed team members that preparations for administrative and registrar office matters have been completed. Dr. Siddharth Chakrabarti, the Dean (Academics), has also encouraged and directed department heads in their preparations for the NAAC peer team visit.	Responsibility: All faculty and staff
3	Updating Course Outcome (CO) attainment rubrics to incorporate attendance weightage and laboratory evaluation details	Dr. M. Kalyan Phani, Director of IQAC, and Dr. Siddharth Chakrabarti, the Dean (Academics), have proposed integrating attendance into TA marks and recommended updates to the rubrics of course attainment for more accurate calculations. Dr. Rakesh Nayak, Head of the Department of Computer Science and Engineering (CSE), responsible for implementing the course attainment sheet, has confirmed that these updates will be included in the upcoming versions of the course attainment sheet.	Responsibility: Dr. Rakesh Nayak
4	Collecting feedback on Teaching and Learning Processes (TLP) from all stakeholders, including Student Feedback and Parent-Teacher Meetings, to enhance academic quality	Dr. Deepak Singh, the Deputy Director, has addressed the process of collecting feedback from all stakeholders for curriculum updates. Dr. M. Kalyan Phani, Director of IQAC, also emphasized the potential benefits of events like parents' meetings in enhancing our feedback system, which in turn strengthens our teaching and learning processes. Dr. B. P. Panda, Professor in the School of Management (SoM), has been recommended to gather feedback from parents during these meetings.	Responsibility: All HoD, Dr. B. P. Panda
5	Implementation of 4 Year UG programs as per NEP 2020.	Dr. M. Kalyan Phani, Director of IQAC, briefed team members that ordinances for all four-year UG programs and five-year PG programs have been drafted in accordance	Responsibility: Dr. M. Kalyan Phani

		with the guidelines of the National Education Policy (NEP) 2020. These ordinances await approval from the government authority.	Prof. (Mr.) Anurag Vijaywargiya
6	Induction of some Skill based courses in association with the Ministry of Skill Development and Entrepreneurship	Professor (Mr.) Anurag Vijaywargiya, Registrar, has recommended to all department heads and Directors of the Center of Excellence (CoE) to organize skill-based courses, emphasizing both theoretical knowledge and hands-on practical exercises.	Responsibility: All HoD and Directors' CoE

At the meeting's close, Dr. M. Kalyan Phani, Director of IQAC, conveyed heartfelt gratitude to all attendees, recognizing their invaluable contributions. He paused to formally acknowledge their input, reaffirming the University's commitment to thoughtfully reviewing the suggestions provided. Dr. Mishra assured participants of the institution's proactive stance in incorporating these insights into its policies, emphasizing a collaborative and responsive approach to ongoing enhancement.

**(Dr. M. Kalyan Phani)**  
**Director, IQAC-OPJU**

## Glimpses of Meeting:



### Academic Administrative Audit (AAA)

- The summarised points are:
  - i. There is good number of faculty members in all departments.
  - ii. Research publications have improved.
  - iii. Lecture notes and videos are being uploaded in Moodle.
  - iv. Professional bodies in the department/school should be formed and conduct some activities.

7/25/2023

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