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ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

Approved by AICTE, New Delhi & Govt. of M.P. Affiliated to Rajiv Gandhi Pradyogiki Vishwavidyalaya, Bhopal
Oriental Campus, Raisen Road, Bhopal-462021 (MP) INDIA

Ref: OCT/IQAC/2019/06

Dated: 02/09/2019

Minutes of Second Meeting of IQAC (2019-2020)

Venue: OCT Conference Hall Date: 28/09/2019

Time: 11.30 A.M to 12.30 P.M

The following members were present:-

S.No	Names	Designation	S.No	Names	Designation
1.	Dr. Netra Pal Singh	Chairperson	9.	Prof. P.K. Chopra	Management Representative
2.	Dr. Ranjeeta Khare	Co-ordinator	10.	Dr. Sanjeev Sharma	Dean (SW)
3.	Dr. L. K. Vishwamitra	Professor	11.	Mr. Ashish Nigam	Registrar
4.	Mr. Manish K Sharma	Professor	12.	Dr. Sonendra Gupta	NSS Officer
5.	Ms. Roopali Soni	Associate Professor	13.	Dr. Narender Singh	Incharge -Exam Cell
6.	Dr. Shivali Verma	Associate Professor	14.	Mr. Ajay Shrivastava	Placement Cell
7.	Mr. Lalit Jain	Assistant Professor	15.	Ms. Mariyam Khan, ECE	Student Representative
8.	Mr. Amish Jha	Assistant Professor	16.	Mr. Kritik Srivastav	Student Representative

Following members could not attend the meeting & no nominee on their behalf attended the meeting:-

1.	Mr. Kushagra Raj	Alumni representative	4.	Mr. Rahul Kothari	Nominee from Employer
2.	Dr. P. N. Johri, Indrapuri	Society representative	5.	DR. C. S. Verma	Stakeholder, AICTE
3.	Mr. Uma Shankar Bajpai	Stakeholder, Parents	6.	Mr. Salabh Mitna	Industrialist



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Dr. Netra Pal Singh, Chairman, IQAC Cell, Oriental College of Technology welcomed all the committee members and started the proceedings as per the agenda.

1. Review of minutes of previous meeting held on 6th June 2019.
2. Members explained the course coverage report and academic activities as per the academic calendar. They also have the opinion that activities framed in Saturday include group discussions; debate etc should be encouraged to develop the skill of students.
3. Prof. Roopali Soni, NAAC coordinator presented a brief report on the progress of the NAAC Committee.
4. Members discussed on introduction of e-learning platform in which each and every student will be able to access lecture wise notes and self assessment modules through intranet or Wi-Fi within the campus. Members decided to introduce the system from next session for the students of IV semester and II semester on trial basis. Based on this all IQAC members decided to instruct all faculty members to prepare lecture wise notes and assessment modules before 30th December 2019.

It was unanimously decided that expertise of IQAC shall be drawn for the preparation of NAAC report and all HOD'S and faculty members of different department of institute shall cooperate with the IQAC of the college in successfully developing a meaningful quality system in OCT. Since there were no other points of discussion in the meeting ended with the vote of thanks from the chair.


Dr. Ranjeeta Khare
Director, IQAC


Dr. Netra Pal Singh
Chairperson, IQAC, OCT