

OP JINDAL UNIVERSITY, PUNJIPATHRA, RAIGARH

Internal Quality Assurance Cell (IQAC)

Ref. No.: OPJU/IQAC/2022/09

Date: 03/11/2022

Minutes of the Meeting

The meeting of IQAC was held on **2nd November 2022** at **4 PM** in the meeting room of ground floor admin block. The following members attended the meeting:

Sr. No.	Name of Person	Designation
1.	Dr. Girish C. Mishra, Professor and Asso. Dean, SoS	Director
2.	Dr. Surendra Dwiwedi, Director, Admin.	Senior Members of Administration
3.	Dr. Dhanesh Singh (Professor) Dr. Yashwant Dansena (AGM, Jindal Power Ltd.)	Representatives of Parents
4.	Dr. Upendra Verma	Professor (External)
5.	Dr. Yugal Kishor Chandra	Professor (External)
6.	Dr. R. S. Kher	Professor & Principal (External)
7.	Dr. S. Jeswani, Asst. Dean, SoM Dr. Sibnath Kayal, Prof. Metallurgical Engg. Dr. Rakesh Nayak, HoD, CSE Dr. S. Chakrabarti, HoD, Mechanical Engg. Dr. G. M. Rao, HoD, Electrical Engg. Dr. Mahasakti Mahamaya, HoD, Civil Engg.	Representatives of Teachers
8.	Dr. Mahesh Bhiwapurkar	Director, CCET
9.	Dr. M. Kalyan Phani	Coordinator, NAAC Steering Committee
10.	Dr. J. P. Rath	Assoc. Professor, SOM
11.	Prof. Manas Ranjan Mishra	Sr. Asst. Prof. & Dy. CoE

The Agenda of the Meeting was:

1. Attainment of Course Outcome in the End semester question paper
2. Uniformity in attainment process
3. Any other points with the permission of chair

The meeting started with a welcome note by the Director **Dr. Girish C. Mishra** to the internal & external members followed by a presentation about ongoing process of attainment of course outcomes at OPJU by Dr. Rakesh Nayak.

The following points were discussed in the meeting.

- **Automatic data format:** it was suggested to make the format in such a way that one data should automatically reflect in other connected sheets to show the combined results.


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Dr. Rakesh Nayak ensured that the result of Course Attainment will be automatically generated after filling mid semester examination marks, teachers' assessment marks, end semester examination marks, and end of course survey.

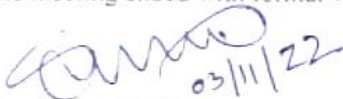
- **Compulsory marks entry:** Each faculty has to enter the data relating to the mid semester marks, teacher assessments marks and end-semester examination marks, etc. in the course outcome sheet in order to generate the desired output. The practice of part entry like half in manual paper and half in excel sheet should be avoided.

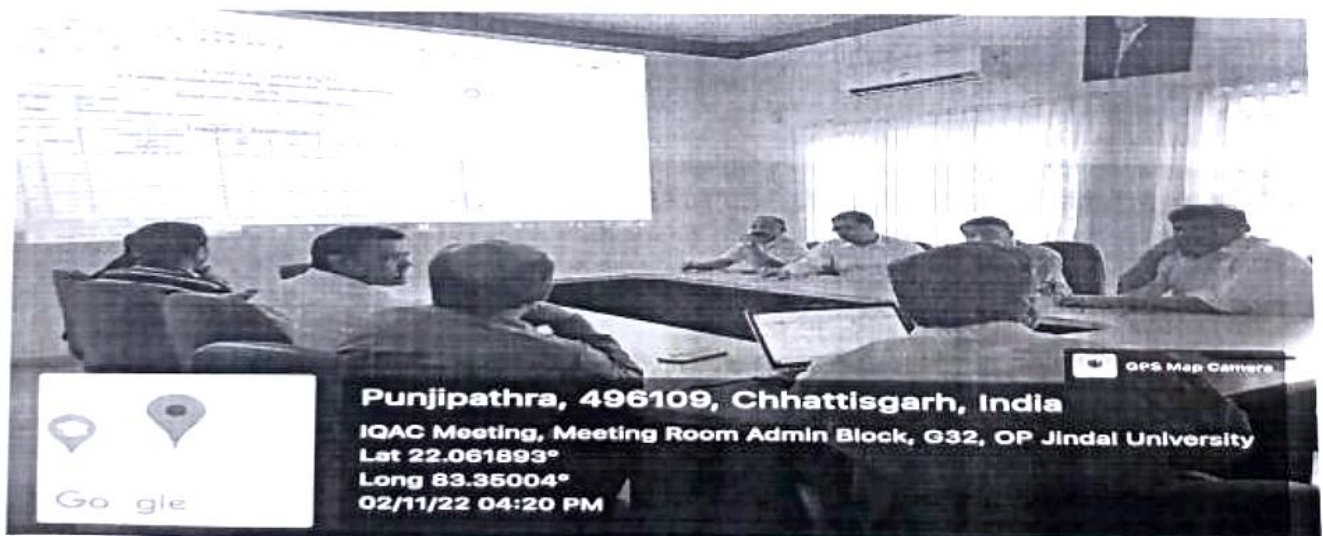
Suggestions from the members:

1. Dr. Upendra Verma (External Member), emphasized on design of Course Outcome Format in two patterns, so that faculty have the freedom to prepare as per their convenience as well as students' capability.
2. Dr. R. S. Kher (External Member), suggested to maintain a uniform proficiency level for questions preferably at 65%.
3. Dr. Yugal Kishor Chandra (External Member), opined that teachers' assessment marks should be allotted on the basis of class test, assignment, seminar/quiz, and group discussion. Each faculty has to take 3 different types of tests for teachers' assessment. (Class test, Assignment are compulsory and the third one should be a quiz/group discussion/seminar).
4. Dr. Yashwant Dansena, an external member from Industry, suggested that the departments can take an end of course survey for each course taught during the semester.

Director-IQAC, **Dr. Mishra** assured the team that the University will put best effort to incorporate the above suggestions.

The meeting ended with formal vote of thanks proposed by Dr. Surendra Dwiwedi.


03/11/22
(Dr. Girish C. Mishra)
Director, IQAC-OPJU



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Meeting Attendance Sheet

The meeting of IQAC was held on 02nd November 2022 at 4 PM in meeting room of ground floor admin block. Agenda for the meeting;

- Attainment of Course Outcome in the End Semester Question Paper
- Uniformity in the attainment process
- Any other points with the permission of chair

The following members attended the meeting;

Sr. No.	Name of the member	Designation	Signature
1	Dr. Cornelia Mishra	Director IQAC	
2	Dr. S. S. Chakrabarti	Professor	
3	Dr. Mahesh Bhuwaneswar	Professor	
4	Prof. M. R. Mishra	Asst. Prof.	
5	Dr. Saket Jeswan	Professor	
6	Dr. G. Madhusudhan Rao	Professor	
7	Dr. R. S. Kher	External (Professor + Principal)	
8	Dr. Mahesh Chakrabarti	Asst. Prof.	
9	Dr. Dhawesh Singh	External (Professor)	
10	Dr. Sibnath Koyal	Professor	
11	Dr. Y. Damsara	External (Asst. Prof. & Educationist)	
12	Dr. Y. Kishor Chandra	External (Professor)	
13	Dr. M. Kalyan Phani	Assoc. Prof.	
14	Dr. Jayaprakash Rath	Assoc. Prof.	
15	Dr. Rakesh Nayak	Professor	
16	Dr. S. K. Anand	Asso. Prof.	
17	Prof. Upendra	External (Professor)	