UPES

UNIVERSITY OF PETROLEUM & ENERGY STUDIES
Internal Quality Assurance Cell
IQAC

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Vision

Enable UPES to be a Quality driven institution with academic practices & systems that are robust, agile, adaptive and futuristic

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Objectives

- To develop a system and quality culture for conscious, consistent and proactive action to improve the academic and non academic performance of the institution.

- To promote practices for institutional functioning towards quality enhancement through internalization and collaboration that enhances parity of institutional learning and student experience.

- To create awareness on excellence and quality.

- To enable/ensure every stakeholder to take action considering "Quality & Excellence" factors.

- To institutionalize the best practices which leads to "UPES Way".

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Functions & Responsibilities

- To act as a '**Think Tank**' and '**Quality conscious**' of the institution.

- To **create & facilitate** Structures & Processes for the academic/non academic functions of the institution.

- To ensure/support academic and non academic functions to **implement** the documented processes.

- To conduct periodic **review/audit** with academic/non academic functions.

- To provide and collect **feedback** from stakeholders and facilitate corrective **action/improvement** .

- To act as the nodal agency for (pre & post) Accreditation & Ranking activities.
    - Awareness
    - Preparation, Coordinating & conducting
    - Implementation of feedback
    - Preparing annual review report for all accreditation bodies.
    - Work with stakeholders to avail benefits.

- Collaborate with stakeholders to build and maintain the institutional database.

Approach

- Collaborative
- Consultative
- Proactive
- Data & Process Driven

Outcome

- NBA Accreditation for 10 programs in 2021-2022.
- NAAC A++ in 2024-25.
- One International Accreditation per school before 2025.
- QS overall top 800-1000 and any school specific in top 500 by 2023.
- NIRF top 50 2024.
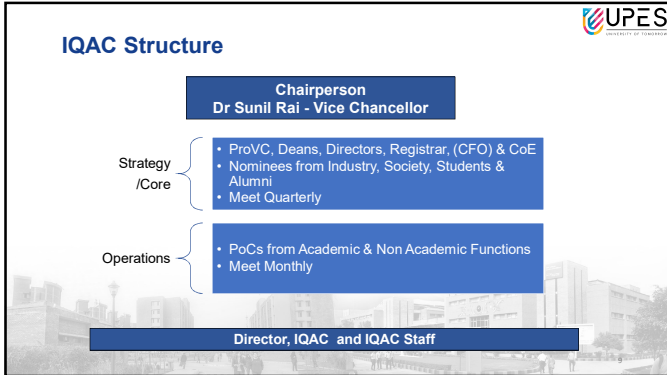

IQAC Composition & Best Practices

NAAC IQAC Composition

Category	Details
Chairperson	Head of the Institution
Teachers to represent all level	3-8
Management Representative	1
Senior administrative officers	Few
Nominee from local society, Students and Alumni	One Each
Nominee from Employers /Industrialists/Stakeholders	One
Coordinator/Director of the IQAC	One

How ? - Plan

IQAC Structure

Chairperson
Dr Sunil Rai - Vice Chancellor

Strategy /Core
- ProVC, Deans, Directors, Registrar, (CFO) & CoE
- Nominees from Industry, Society, Students & Alumni
- Meet Quarterly

Operations
- PoCs from Academic & Non Academic Functions
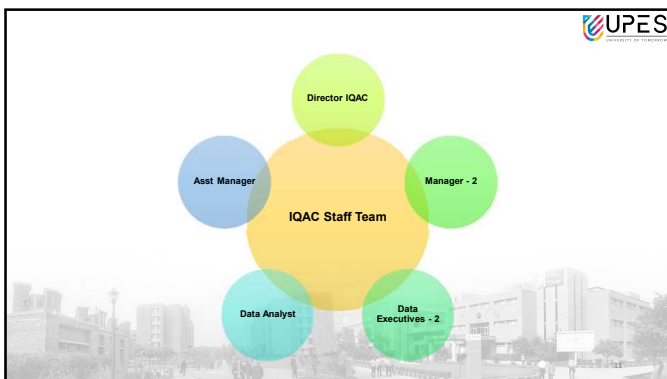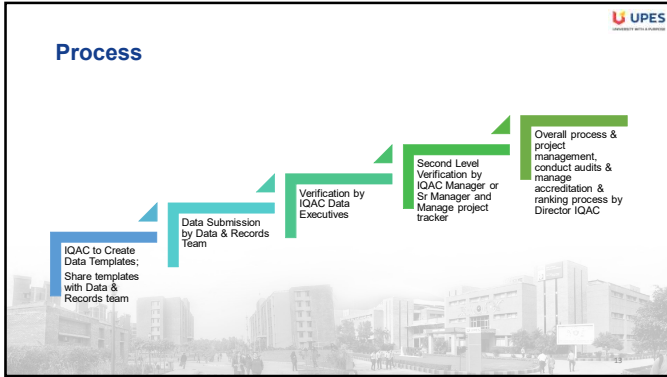- Meet Monthly

Director, IQAC and IQAC Staff

Tentative Advisory Committee

- Prof JP Gupta – NBA Assesor & Ex Vice Chancellor, Sharada University.
- Prof Prashanth – JSS Mysore
- Prof Richard Morling – IET Accreditor, UK
- Prof Prashanth Nair – Vice Chair, IQAC, Amrita University – Coimbatore.
- Prof Augustine Pandian – Dean IQAC, SRM University- Chennai.
- Prof Swaminathan – Dean, SASTRA University – Tamil Nadu.
- Prof Balasubramanya Murthy – VC Dayanand Sagar University – Bangalore.
- Prof Abhudhair – Ex NBA & Director IQAC, BS Abdur Rehman Cresent University – Chennai.
- Prof Sundararajan – NBA Assessor & Pro VC, Bharath University – Chennai.
- Prof Sharma
- Experts from HR & Finance

Director IQAC

Asst Manager

Manager - 2

IQAC Staff Team

Data Analyst

Data Executives - 2

Data Collection Process

Step 1
- Identify and consolidate data sets Required for all Accreditation & Ranking Bodies.
- Get PoC from each Academic & Non Academic Functions.

Step 2
- Categorize the data sets for Academic & Non Academic Functions.
- Create manual templates for each data set and work with PoC's or data & records team in data collection.

Parallel Process: Work with IT team to build Integrated IT System in phased manner to automate the data entry & collection process.

Slide 1: Process

Process

- IQAC to Create Data Templates; Share templates with Data & Records team
- Data Submission by Data & Records Team
- Verification by IQAC Data Executives
- Second Level Verification by IQAC Manager or Sr Manager and Manage project tracker
- Overall process & project management, conduct audits & manage accreditation & ranking process by Director IQAC

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Slide 2: Support Required

Support Required

- Structure, Staff & Budgets approval.
- Nomination of PoC's.
- IT Team to develop integrated IT System.
- Place for IQAC Office

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Slide 3: Team Competencies

Team Competencies

- Data Management
  - Attention To Detail, Organized Data Capturing.
- Technology
  - Project Management, Accreditation Tools, MS Tools.
- People Management
  - Consensus Building, Perception Management, Conflict Management, Prob Vs Solution.
- Confidentiality

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Slide 4: Activity Table

Activity	Timeline	Responsibility	Status
Structure, Staff & Budget Approval	Nov Q4 2021	Raghavan	Completed
IACBE Review Submitted & AACSB Process Initiated	Nov Q4 2021	IQAC	Completed
NBA Applications for 10 Programs	Q4 2021	IQAC	WIP
Implementing Approved Budget	Q4 2021	IQAC, Finance & Strategy	Completed
Finalize IQAC Strategic & Operational team	Q4 2021	Raghavan, Deans & Heads of Non Academic	WIP
Accreditation Management System	Q4 2021	IQAC & IT Team	WIP
IJP & External Hiring	Q4 2021	HR & Raghavan	Completed
Advisory Committee Invitation	Q4 2021	Raghavan	WIP
Process Audit for all Academic & Non Academic Functions	Q4 2021 & Q1 2022	Raghavan & IQAC Team	WIP
Annual Ranking Calendar	Q4 2021	IQAC	Completed

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THANK YOU

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