



UNIVERSITY OF PETROLEUM & ENERGY STUDIES

Internal Quality Assurance Cell

Minutes of Meeting

No. IQAC/03/MAR/2018-19

(15th March 2019, 10:00 am to 1:00 pm)

Venue: Energy House Ground Floor Board Room, UPES

Date: 15.03.2019

Members present:

Sr. No. IQAC Members

- 1 Dr. Deependra Kumar Jha - Vice Chancellor – Chairperson
- 2 Dr. Kamal Bansal, Dean - Academic Development & Innovation
- 3 Dr. Suresh Kumar, Dean, School of Engineering
- 4 Dr. Manish Prateek, Dean, School of Computer Science & Engineering
- 5 Ms. Manisha Mohan, Dean, School of Design
- 6 Dr. Deepankar Chakrabarti, Acting Dean, School of Business
- 7 Dr. Jitendra Kumar Pandey, Associate Dean-Research & Development
- 8 Dr. Ajit Kumar Nigam, Director, Associate Dean – Incubation
- 9 Mr. Ravindra Yatagiri, Vice President-HBO, Online Learning
- 10 Mr. Manish Madaan, Deputy Director, Career Services
- 11 Dr. Veena Dutta, Registrar
- 12 Dr. Ranjan Sinha Thakur - Chief Librarian
- 13 Dr. Ajay Kumar, Professor, Mechanical Engineering
- 14 Dr. Sanjeev Kumar, Professor & Associate Dean - Applied Sciences - School of Engineering
- 15 Dr. Vijay Parthasarthy, Associate Professor, Chemical Engineering
- 16 Dr. Ashish Karn, Assistant Professor-SG, School of Engineering
- 17 Dr. Kiran Kumar Ravulakollu, Associate Professor, School of Computer Science & Engineering
- 18 Dr. Deepshikha Bhargava, Professor, School of Computer Science & Engineering
- 19 Dr. Rajeev Tiwari, Assistant Professor-Sr. Scale, School of Engineering
- 20 Dr. S K Pokhriyal, Professor, School of Business
- 21 Dr. Sheetal Khanka, Associate Professor, School of Business
- 22 Dr. Vijay Kumar Singh, Professor, School of Law
- 23 Dr. Debasis Poddar, Associate Professor, School of Law



- 24 Mr. Manas Ranjan Mishra, Assistant Design Fellow, School of Design
- 25 Uday Kunwar, B.Tech (CSE) – O&GI, Existing Student
- 26 Sharad Walia, B.Tech - Mechanical, Existing Student
- 27 Krishnakant Gupta, B.Des (PD), Existing Student
- 28 Apalka Bareja, BBA.LLB (Hons), Existing Student
- 29 Mr. Rasik Bhatia, MBA (LSCM), Alumnus
- 30 Dr. A. P. Semwal, Deputy Registrar, Convenor
- 31 Dr. V J Byra Reddy, Director - IQAC

Special Invitee

1. Ms. Monika Jain, Director – HR
2. Dr. Sunil Kumar Khare, HOD Petroleum & Earth Sciences Department

Leave of absence was granted to the following members:

- 1 Dr. Tabrez Ahmad, Dean, School of Law
- Mr. Nitin Kumar Agarwal, Vice President - Human Resources
- 2 Dr. Amitabh Bhattacharya - Controller of Examination
- 3 Mr. Subhrangshu Neogi, Chief Commercial Officer, Hydrocarbons Education and Research Society (HERS)
- 4 Shubhangi Saxena, MBA (AVM), Existing Student
- 5 Mr. Aviral Rawat, B.Tech - Mechatronics, Alumnus
- 6 Mr. Abhishek Bagaria, M.Des (ID), Alumnus
- 7 Ms. Meenakshi Agnihotri, B.Tech (CSE) - O&GI, Alumnus
- 8 Ms. Monica Rani, LLM Energy Laws, Alumnus
- 9 Dr. Anshu Nanoti, Chief Scientist, Head, Separation Processes Division & Conversion and Catalysis Division, Indian Institute of Petroleum, Dehradun
- 10 Mr. Vinod Kumar Taneja, Sr. Technical Director & Scientist F, National Informatics Centre, Dehradun
- 11 Mr. Adarsh Srivastava, Location Head (R&D) (Auto Division) Mahindra Rise, Haridwar
- 12 Dr. Ashutosh Mishra, Sr. Scientific Officer, Uttarakhand State Council for Science and Technology, Vigyan Dham, Vigyan Sadan Block, Dehradun
- 13 Dr. Manoj Kumar Sharma, OSD, Delhi Technological University, (East Delhi Campus) New Delhi



The meeting started with chairman's welcome address. Thereafter, ascertaining the quorum, the agenda items were taken up for discussion:

Item 1.1: "Great Place to Work"-2019 Award

- Ms. Monika Jain, Director-HR, shared that UPES has secured this coveted certification in its 16th year of operations. Some of the unique key initiatives taken by HR at UPES in recent past, were presented. These were greatly appreciated and decision to sustain them through 2019-20 was taken. Further, certain new programs such as 'Udaan' were proposed to be initiated in 2019-20.
 - Shakti: a 9 month program to develop the leadership capability of our women leaders
 - Pragati: a focused program for higher management on leadership skills
 - Protsahan: प्रोत्साहन is Internal Mobility (IM) program designed to ensure that every time a vacancy or a role of importance arises at the University, it is made available to our internal talent first rather than to talent outside of UPES.
 - Main Hoon Na: Main hoon na is an employee assistance program (EAP) for UPES employees and their family members to address their emotional and mental stresses early so as to prevent their negative effects on performance and health.
 - Kilkari: Crèche/ Day Care Facility at UPES for children of UPES employees, to handle challenges faced in journey of parenthood.
 - Udaan: a six module focused program to equip middle level managers in leadership skills (scheduled launch in September 2019).

Item 1.2: Outcome Based Education

- Outcome-based Education is a systematic approach to education that emphasizes on the learning and skills that the student is expected to achieve after completion of the course. These are termed as outcomes. The teaching process is focused around these observable and measurable outcomes. Aligning all teaching learning process to OBE is a mandate of various accreditation bodies as well.
- With an aim to make all faculty members, HODs, aware of OBE and ensure clarity to understand the intricate processes involved in formulation of Program Outcomes (POs), Program Specific Outcomes (PSOs), Program Educational Objectives (PEOs), Course Outcomes (COs), series of 'OBE Workshops' have been conducted quarterly, since last five years.
- Detailed list of workshops conducted so far was shared and it was noted that recently, four sessions were conducted in April 2019.

Item 1.3: Library Processes

- Dr. R.S. Thakur, Chief Librarian made a presentation covering various aspects of library usage, processes followed and school-wise new arrivals. Some of the concerns regarding



increasing the footfall at the library to raise the usage, and to build paperless reading habit amongst students, faculty members and research scholars, were discussed.

- IQAC recommended procurement of Kindle and its implementation at the library. It was suggested that Kindle facility with Amazon unlimited subscription should be explored as a pilot project and to begin with 50 Nos are to be ordered.

Item 1.4: Startup Initiatives by Centre for Innovation and Entrepreneurship

- Dr. Ajit Nigam, Associate Dean- Incubation, UPES Centre for Innovation and Entrepreneurship, presented activities undertaken by the Centre for Innovation and Entrepreneurship in first quarter of 2019
 - On the 4th of January 2019, the University applied for recognition under the state policy which recognizes startups and universities promoting the spirit of entrepreneurship among the students, which helps them build new and exciting products.
 - On the 1st of February live streaming of the Interim Budget 2019 was done in the E-Cell to make sure all the members of the E-Cell were up to date with the government policies regarding already established and upcoming startups
 - On the 13th of February, The Entrepreneurship Cell, UPES organized TiE-BIRAC Entrepreneurship Conclave under organisations such as TiE(The IndUS Entrepreneurs), BIRAC(Biotechnology Industry Research Assistance Council) & Government of Uttarakhand with an aim to invigorate the startup culture in the University and larger ecosystem of Uttarakhand.
 - The TiE-BIRAC Entrepreneurship Conclave also marked the inauguration of Women's Entrepreneurship Forum(WEF) at UPES
 - The Entrepreneurship Cell, UPES organised Carde and Trade, for Ignite'19. It aimed to test the business knowledge of participants and showcase their presentation as well as entrepreneurial skills
 - On the 6th of March, Yuva Uttarakhand - Towards Employment and Entrepreneurship Programme 2019" the culminating the vision of employment and self-employment was organized in Dehradun
 - On the 8th of March, to celebrate Women's Day the Entrepreneurship Cell, UPES interviewed female faculty of the university about the views on the launch of WEF and the issues that they face in their everyday life some snippets of these interviews were uploaded on the social media of E-Cell so these issues and opinions can be expressed on a broader scale

Some initiatives proposed are:

- To invite MSME representatives for seminar
- To invite renowned speakers from TEDx for motivating and enlightening students
- To Propose for "Startup Yatra" in Uttarakhand



Item 1.5 Student Motivation through 'Extraordinary League of Achievers@UPES'

- The Registrar and IQAC member, Dr. Veena Dutta presented proposal for establishment of 'Extraordinary League of Achievers (ELA)' at UPES. Aim of ELA is to motivate and support achiever students to aspire high, explore their talent, and progress towards achieving their goals.
- Objectives of EIA:
 - To give students a platform to share their insights and talent with others and further inspiring the mass level at the university;
 - To encourage students to work towards their goals in their career of interest;
 - To give them the desired support and recognition;
- IQAC recommended formal establishment of EIA, and suggested the following actionable points after discussion:
 - To initiate "Extraordinary League of Achievers at UPES"
 - Define rules, selection criteria and conditions for the applicants.
 - To undertake a minimum two weeks of promotion and branding including deadlines for the applicants. (through Posters, Google Form & Via Multiple Channels).
 - To finalize type of reward: Cash prize/ Scholarships/ Certificate/ Trophy etc.
 - To finalize felicitation frequency: whether to be done weekly/monthly/yearly.
 - To incorporate process of formal invitation/information letter to concerned parent.

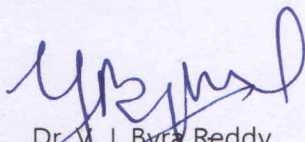
Item 1.6: State of the Art laboratories@SOE – Proposal for CEPS

- Dr. Sunil Kumar Khare, HOD, Department of Petroleum Engineering and Earth Sciences, presented a proposal on establishment of Centre of Excellence for Petroleum Studies, at UPES. The need for the same was advocated through the following points:
 - No hands on training for the students. Thereby, restricting their practical knowledge in Petroleum Engineering.
 - Subsequently core Petroleum companies are less attracted and recruits limited students for internship as well as jobs.
 - Students are largely dependent on other organizations like ONGC, PDPU and ISM Dhanbad for lab infrastructure
 - students are not able to leverage the benefits of course due to lack of lab infrastructure
 - Lack of lab infrastructure shall ultimately impact enrollments for Petroleum related programs for both UG and PG programs.
 - No sponsored project from government organization or private companies
 - Less industry-academia long term collaboration
- CEPS will constitute the following labs: Reservoir and PVT Lab, Production and Flow Assurance Lab, High Computing Lab and Drilling Fluid & Cementation Lab.




- After detailed discussions, the proposal for establishment of CEPS, was recommended by IQAC and following actionable points emerged:
 - The establishment of CEPS, is likely to produce and publish high standard M.Tech PE thesis and major project for B.Tech APE-UP, APE GAS, Petroleum Geosciences, Chemical Engineering.
 - It is estimated that approximately 50-60 student projects per semester can be undertaken
 - CEPS will facilitate in-house state of the art R&D centre to facilitate PhD of high standards.
 - Raised Research Publications by Faculty members.
 - Facilitate execution of funded projects individually and collaboratively.
 - CEPS will offer complete start to end consultancy and solutions to the industry.
 - CEPS will facilitate EOR Screening for private and public upstream companies to support and assist approvals from DGH.
 - Facilitate providing short-term Educational Module on Practicality of Petroleum Engineering to the industry.
 - Facilitate International Collaborations.

There being no other item, the meeting ended with the vote of thanks to the chair.



Dr. V. J. Byra Reddy
Director IQAC



Dr. Deependra Kumar Jha
Vice Chancellor & Chairman IQAC