



UNIVERSITY OF PETROLEUM & ENERGY STUDIES

Internal Quality Assurance Cell

Minutes of Meeting

No. IQAC/01/SEP/2019-20

(27th September 2019, 10:00 am to 1:30 pm)

Venue: Energy House Ground Floor Board Room, UPES

Date: 27.09.2019

Members Present:

Sr. No. IQAC Members

- 1 Dr. Githa S. Heggde, Dean - School of Business was present through video conferencing
- 2 Ms. Manisha Mohan, Dean, School of Design
- 3 Dr. Neeraj Mahindroo, Dean – School of Health Sciences
- 4 Dr. Shikha Dimri, Associate Professor representative of Dr. Reena Patel, Dean - School of Law
- 5 Dr. Jitendra Kumar Pandey, Associate Dean-Research & Development
- 6 Dr. Akshay Malhotra Director - Product Development & Innovation
- 7 Mr. Arun Dhand, Sr. Director - Public Affairs
- 8 Mr. Ravindra Yatagiri, Vice President-HBO, Online Learning
- 9 Mr. Lokendra Dutt Sharma, Assistant Director– HR
- 10 Dr. Veena Dutta, Registrar
- 11 Dr. Aparna Singh, Deputy Registrar(SG) – SRE
- 12 Dr. Ranjan Sinha Thakur - Chief Librarian
- 13 Mr. Nitin Singh, Assistant Director-Finance
- 14 Mr. Pankaj Srivastava, Dy. Director – IT
- 15 Mr. Karan Singh, Deputy Director –SDS & Student Support
- 16 Dr. Ajay Kumar, Professor, School of Engineering
- 17 Dr. Sanjeev Kumar, Professor & Asso. Dean - Applied Sciences - School of Engineering
- 18 Dr. Vijay Parthasarthy, Associate Professor, School of Engineering
- 19 Dr. Ashish Karn, Assistant Professor-SG, School of Engineering
- 20 Dr. S K Pokhriyal, Head, Department of Energy
- 21 Dr. Kiran Kumar Ravulakollu, Associate Professor, School of Computer Science & Engineering
- 22 Dr. Rajeev Tiwari, Associate Professor, School of Engineering
- 23 Dr. Sheetal Khanka, Associate Professor, School of Business
- 24 Dr. Ashish Verma, Associate Professor, School of Law
- 25 Uday Kunwar, B.Tech (CSE) – O&GI, Existing Student
- 26 Sharad Walia, B.Tech - Mechanical, Existing Student
- 27 Apalka Bareja, BBA.LLB (Hons), Existing Student



- 28 Mr. Rasik Bhatia, MBA (LSCM), Alumnus
- 29 Dr. Manoj Kumar Sharma, OSD, Delhi Technological University, (East Delhi Campus) New
- 30 Dr. V J Byra Reddy, Director – IQAC
- 31 Dr. A. P. Semwal, Deputy Registrar, Convenor

Special Invitees:

- 1 Mr. Shiv Kumar Dadar, Chief Proctor
- 2 Dr. R. Gowri, Professor, School of Engineering
- 3 Dr. Anita Sengar, Assistant Professor, School of Business

Leave of absence was granted to the following members:

- 1 Dr. Deependra Kumar Jha - Vice Chancellor – Chairperson
- 2 Dr. Kamal Bansal, Dean - School of Engineering and AD&I
- 3 Dr. Manish Prateek, Dean, School of Computer Science & Engineering
- 4 Dr. Ajit Kumar Nigam, Director, Associate Dean – Incubation
- 5 Ms. Deepa Verma, Sr. Director – IA
- 6 Mr. Manish Madaan, Deputy Director -Career Services
- 7 Ms. Jyoti Bansal, Associate Director – Quality Assurance & Records
- 8 Dr. Deepshikha Bhargava, Professor, School of Computer Science & Engineering
- 0 Dr. Deepankar Chakrabarti, Professor, School of Business
- 10 Dr. Vijay Kumar Singh, Professor, School of Law
- 11 Mr. Manas Ranjan Mishra, Assistant Design Fellow, School of Design
- 12 Krishnakant Gupta, B.Des (PD), Existing Student
- 13 Shubhangi Saxena, MBA (AVM), Existing Student
- 14 Mr. Aviral Rawat, B.Tech - Mechatronics, Alumnus
- 15 Ms. Meenakshi Agnihotri, B.Tech (CSE) - O&GI, Alumnus
- 16 Ms. Monica Rani, LLM Energy Laws, Alumnus
- 17 Mr. Abhishek Bagaria, M.Des (ID), Alumnus
- 18 Mr. Vinod Kumar Taneja, Sr. Technical Director & Scientist F, National Informatics Centre, Dehradun
- 19 Mr. Adarsh Srivastava, Location Head (R&D) (Auto Divison) Mahindra Rise, Haridwar
- 20 Dr. Anshu Nanoti, Chief Scientist, Head, Separation Processes Division & Conversion and Catalysis Division, Indian Institute of Petroleum, Dehradun
- 21 Dr. Ashutosh Mishra, Sr. Scientific Officer, Uttarakhand State Council for Science and Technology, Vigyan Dham, Vigyan Sadan Block, Dehradun

The first IQAC meeting for Academic Session 2019-20 was held on 27th September 2019. In absence of Hon. Vice Chancellor, the meeting was chaired by Dr. V.J. Byra Reddy, Director IQAC. The meeting started with welcome note to all IQAC members, especially the external member Dr.



Manoj Kumar Sharma from academia, who joined the meeting first time. Immediately after welcome note and ascertaining the quorum the agenda items were taken up for discussion:

Item 1.1: Report on feedback analysis on curriculum by various stakeholders for the year 2018-19, action taken thereof and Plan for 2019-20

Dr. Gowri presented feedback analysis on curriculum by various stakeholders for the year 2018-19, action taken thereof and Plan for 2019-20. the presentation covered the following:

- i) Existing feedback process for Curriculum design
- ii) Analysis of stakeholders' feedback - 2018-19
- iii) Action taken thereof
- iv) Proposed plan of action for academic year 2019-20

While discussing the feedback form/questionnaire the external member sought the Cronbach alfa value of the instrument used. After ascertaining that it is more than 0.9 he commended the instrument's consistency.

Dr. Gowri further informed that as a remedial measure faculty with low feedback have been made to go through CAFÉ - a faculty development program designed and organized especially for faculty members to enhance their teaching skills.

The house suggested the following after the presentation:

- i) Approve revised feedback forms
- ii) Suggested implementation of the feedback system through IT interface
- iii) Opening and closing dates of online feedback submission should be drawn out in the academic calendar.

Item 1.2: Plan to improve research eco-system at UPES

Dr. Jitendra Kumar Pandey, Associate Dean – R&D through his presentation explained how UPES has been providing a conducive environment for improving research eco – system and how he proposes to bolster the same further. His presentation covered the following:

- i) Policy to promote research@UPES that includes SEED grants, encouraging students for their research ideas and prototype, research awards, incentives, appraisals, promotions, Rapid research innovation support and learning with leader.
- ii) Support through – Research databases, Central Instrument Center, Training
- iii) Present status and future plan with respect to publications
- iv) A way forward – Initiative through recruitments of
 - a) 25 Research faculty at different level
 - b) 25 Research faculty from internal resource.
 - c) 50 Doctoral Research fellows



- v) Introducing Center for Technology and Society (CTS).

On a related note, Dr. Manoj Kumar Sharma, the external member informed the house about the government initiatives taken with respect to start-ups. He suggested that UPES could also get benefited by the support system provided by government. The house requested him to advise Dr. Ajit Kumar Nigam, Associate Dean – Incubation about these initiatives.

Initiative to recruit research faculty was appreciated by house including external expert. The external member also informed the house about the recent UGC notification/Delhi government office order regarding recruitment of Professor of Practice. On noting that UPES has been recruiting practitioners, particularly in the domain areas of UPES program offering as 'industry fellows', since its inception, He appreciated UPES's foresight.

Dr. Neeraj Mahindroo, Dean – School of Health Science initiated the discussion on need of interdisciplinary research project at UPES. Dr. J. K. Pandey, Associate Dean – R&D and Dr. Ajay Kumar, School of Engineering informed the house that something similar to interdisciplinary research being initiated in the School of Engineering. He also shared his experience to IQAC members about the difficulty being faced in bringing different group together. The members agreed that in spite of the difficulties in the process efforts to mitigate them should be thought of and the process should continue.

Item 1.3: E-Governance Report for the Year 2018-19 and activities planned for 2019-20

Mr. Pankaj Kumar Srivastava, Dy. Director – IT apprised the house about initiatives taken on E-Governance through his presentation. His presentation covered the following three aspects:

- a) Initiatives w.r.t. Information/Interaction
 - i) New Website - NAAC; IQAC; NBA Sections
 - ii) New Transcript Format
 - iii) Timetable Management System in SAP
 - iv) SMS and Email Gateways
 - v) NPS Survey
- b) Initiatives w.r.t. Transaction
 - i) Online Supplementary application
 - ii) Summer school and Directed reading
 - iii) Conducting online exams using LMS
 - iv) Hostel form verification - Online (DSA, Finance, SRE)
 - v) Online and digitized File management for current and past students (DMS)
 - vi) Attendance management system integration with SAP
 - vii) Helpdesk – SEE
- c) Initiatives w.r.t. Transformation
 - i) Analytics on Tableau
 - ii) Mobile App – Prospect



- iii) CRM Transition
- iv) MIS Solution for NAAC/NBA/NIRF

During discussions Mr. Rasik Bhatia, Alumnus, sought information regarding communication to parents being sent on students' performance w.r.t. class attendance academic progression etc. at UPES. Dr. Veena Dutta, Registrar explained that such a system exists and also explained its features. Dr. Manoj Kumar Sharma appreciated the role of IT intervention in maintaining students' discipline, as the student discipline plays a vital role in entire learning life cycle of the students.

Item 1.4: Report on competitive examination coaching in Mechanical Engineering and Chemical Engineering departments

Dr. Vijay Parthasarthy and Dr. Ajay Kumar, Head of Chemical and Mechanical departments respectively informed the house as to how they have created an ecosystem within the department to motivate students to write competitive examinations and coach those who show interest in pursuing these competitive examinations. They took the example of GATE coaching particularly. Their presentations covered the following.

- i) Delivering Motivational lectures
- ii) Conduct of Screening test/identification of students
- iii) Conduct of GATE Classes
- iv) Providing offline as well as online Test Series to students

They also informed the house about the improved outcomes in terms of steady increase in the number of students qualifying for GATE exam over the years. The plan of action for furthering these efforts included the following.

- Sensitizing students (from 2nd/3rd year onwards) towards the importance of GATE exam and the opportunities presented by a good GATE score.
- Previous years GATE questions of each subject to be included as part of assignment/quiz/test in regular courses.
- In Sem VII, 6 hours GATE classes each week (as part of the timetable) to be offered for all the subjects of GATE exam.

The house appreciated these efforts and motivated these departments to do better in the years to come.

Item 1.5: Action Plan for QS star rating and ranking

Dr. V J Byra Reddy apprised the house on UPES's performance on QS star ranking process in 2016 and presented the action plan for the same process in 2019. His presentation covered the following:

1. Strategies for the core criteria including Teaching, Research or Academic Development, Internationality and Employability.
2. Strategies for Learning environment



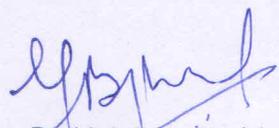
3. Strategies for specialist criteria of program strength and
4. Strategies for advanced criteria

The house wanted to know as to how these rankings are going to help the student learning. Dr. Reddy admitted that though rankings do not help student outcomes directly; all of the parameters of QS star ranking and so of any other ranking framework are derived from student's perspective.

Item 1.6: New accreditations systems for School of Business

Dr. Githa S. Heggde, Dean - School of Business who attended the meeting through video conferencing with the help of Dr. Anita Sengar, Assistant Professor-SoB, Special Invitee presented the proposed plan on new accreditation system for School of Business. Dr. Sengar gave details of available international accreditation systems for any business school. She informed the house what demands do these systems place on the school to improve its processes. She also covered the scope and services of accrediting agencies like EQIS, EPAS, EDAF, EOCSS and AACSB. The house appreciated the initiatives and encouraged school of business to go ahead with these and such other innovative accreditation systems.

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



Dr. V. J. Byra Reddy
Director IQAC



Dr. Deependra Kumar Jha
Vice Chancellor & Chairman IQAC