

University of Petroleum & Energy Studies
Minutes of the IQAC Meeting held on 20th August 2016
Venue: Energy House Board Room
Time: 11:00 AM to 1:00 PM

Members present:

1. Dr. Shrihari Honwad - Vice Chancellor - Chairperson
2. Dr. Amitabh Bhattacharya - Controller of Examination
3. Mr. Abhay Sharma - Registrar
4. Dr. Suresh Kumar, (Non-CIT) COES
5. Dr. Manish Prateek, (CIT), COES
6. Dr. Neelu Ahuja, CoES
7. Dr. Ashutosh Pandey, COES
8. Dr. Pankaj Kumar, COES
9. Dr. V. J. Byra Reddy, CoMES
10. Dr. Neeraj Anand, CoMES
11. Dr. Azimkhan Bahadarkhan Pathan, Nominee of Director, College of Legal Studies
12. Dr. Mamta Rana, CoLS
13. Ms. Alka Madhan, Director – Corporate Relations
14. Mr. Amal Gupta, Vice President – HR
15. Mr. Ravindra Yatagiri Vice President-HBO, Information Technology
16. Mr. Shivam, M.Tech – HSE, Existing Student
17. Mr. Sidhant Satpathy, BALLB(Hons), Existing Student
18. Mr. Surajit Mondal, M.Tech. (Energy Systems with spl. Renewable Energy), Alumnus
19. Ms. Meenal Arora, M.Tech.(Energy Systems) with spl. Renewable Energy), Alumnus
20. Dr. Atul Kumar Gupta, Associate Professor & Head, Department of Chemistry,
Department of Chemistry, SGRR (PG) College, Dehradun
21. Dr. S.R. Das, Senior Professor & Vice-President (Academic Affairs) – Member
Secretary(IQAC)
22. Mr. A. P. Semwal, Assistant Registrar (SG), Department of Academic Affairs –
Convener(IQAC)

Leave of absence was granted to the following members:

1. Dr. Kamal Bansal, Dean, College of Engineering Studies
2. Dean, College of Management & Economics Studies
3. Mr. Arun Dhand - Director, Government Relation & Media
4. Dr. Nirmal Kumar Upreti, Scientist – G, Wood Seasoning Discipline, Forest Products
Division, Forest Research Institute (FRI), Dehradun
5. Dr. J.P. Gupta, Director Emeritus – QA
6. Mr. Arjun Das, MBA (AVM), Existing Student
7. Ms. Varnita Varma, M.Tech (Robotics), Alumnus

The meeting started under the Chairmanship of Dr. Shrihari, Vice Chancellor. Before taking up the agenda items, Dr. S.R.Das, Member Secretary- IQAC informed the members about the new constitution of IQAC for next two years i.e. 2016-18. He discussed the design (shown below) of IQAC framed at UPES:

- Constitution of IQAC at UPES
 - a) Teachers
 - b) Administrative/technical staff
 - c) Existing students
 - d) Management representatives
 - e) Alumni
 - f) Any other stakeholder and community representatives
 - g) Employers/Industrialists
 - h) Other external experts
- *At least 4 meetings of IQAC members are to be conducted during the academic year.*

He further introduced and welcomed the external member Dr. Atul Kumar Gupta who has joined newly constituted IQAC to entire house. The other member Dr. N.K. Upreti from FRI could not attend the meeting due to bereavement in family.

The following agenda items were discussed:

1. Recap of IQAC activities
2. Role of IQAC
3. Quality Improvement Projects
 - Academic
 - Non-Academic

1. As a re-cap from 2014-2016, the major and minor achievements of IQAC were discussed as listed below:

Major achievements:

- Implementation of CBCS curriculum all across the University from the academic year 2015-16.



- Implementation of 10 point grading scale for evaluation
- Introduction of innovative pedagogy in teaching learning through blended courses in specific area.

Minor achievements:

- Simplification of concurrent audit formats.
- Improvement in record keeping for AQAR across the university
- Mock audit on NAAC Self Study Report (Two mock audits conducted in 2015-16).
- Conduct of an online feedback survey for alumni and shared with the Deans.

2. As the second agenda point of meeting, the activities being performed by IQAC and its Role in UPES, were highlighted:

IQAC Activities

- Plan of action is framed by IQAC at the beginning of academic year
- Significant activities are identified and recommended for quality enhancement
- Academic Quality Assurance Report (AQAR) for the previous academic year is prepared and placed in Management Body/Committee for approval
- Putting up the approved AQAR in UPES web site and sending it to NAAC, Bangalore.

Role of IQAC

- Curriculum Design
- Promoting research culture
- Strengthening teaching learning process
- Identifying and disseminate best practices/innovation across the departments/colleges
- Identifying Learning resources and infrastructure requirements
- Monitoring student progression/performance
- Identifies training requirement and capacity building
- Strengthen Collegiality on the campus

- Support in identifying Institutional Strength, Weakness and Opportunities through informal review process.

3. As a part of the agenda item Plan for next year were discussed, which are listed below:

- Enriching elective course baskets to enhance the quality of electives.
- More exchange and internship programmes with international partners to enhance student experience
- Implementation of NBA and IACBE process specifications for programmes across all academic departments.
- Automation of AQAR preparation process.
- Organizing quality workshops with NAAC's support
- Organizing mock NAAC Audits through external experts
- Enhancing the delivery quality of the new courses under Choice Based Credit System curriculum.

The revision of **Concurrent Academic Audit formats** were also discussed. The existing audit forms were displayed to members, the members had different opinions on these forms and therefore, it is decided that Dr. Das and Dr. Suresh Kumar will review and design the simplified form and circulate it to all colleges for their consent and subsequent implementation.

Dr. Atul Kumar Gupta, external member, suggested that the feedback given by NAAC peer team should be shared with college/department head for their information and corrective action thereof.

One of the student representatives suggested that the international opportunities should be notified to students for their knowledge through student portal.

The meeting was adjourned after vote of thanks to Chair.



Dr. S. R. Das
Member Secretary



Dr. Shrihari
Vice Chancellor