

## **Minutes of the IQAC Meeting held on 20<sup>th</sup> February 2016**

**Venue: Energy House Board Room**

**Time: 11:00 AM to 1:00 PM**

### **Members present:**

1. Dr. Shrihari, Vice Chancellor – Chairperson
2. Dr. S. R. Das, VP Academic Affairs and Member Secretary
3. Dr. Tabrez Ahmad, Director, College of Legal Studies
4. Prof. Loveraj Tarku, College of Management & Economics Studies
5. Dr. V. J. Byra Reddy, Professor & AVP-Accreditation
6. Dr. (Brig.) Anil Kumar Sharma, Director Student Affairs
7. Dr. Amitabh Bhattacharya, Controller of Examination
8. Dr. Suresh Kumar, Asso. Dean – COES
9. Prof. S. C. Gupta, Colleges of Engineering Studies
10. Dr. Rajiv Gupta, Colleges of Engineering Studies
11. Mr. Christalin Nelson, (CIT), Colleges of Engineering Studies
12. Dr. Saurabh Tewari, College of Management Studies
13. Mr. Ravindra Yatagiri, AVP – Online Education
14. Mr. A. P. Semwal, Assistant Registrar – Academic Affairs (SG)
15. Mr. Shival Dubey, M. Tech. (Robotics) 2010-12
16. Dr. Vinay K Varshney, Head of Chemistry Division, FRI, Dehradun
17. Dr. Chinnappan Baskar, Director, THDC Institute of Hydropower Engineering, Tehri, Uttarakhand

### **Leave of absence was granted to the following members:**

1. Mr. Sachin Jain Chief Finance Officer
2. Ms. Deepa Verma, Director (IA)
3. Dr. J. P. Gupta, Director Emeritus – QA
4. Dr. Kamal Bansal, Dean, Colleges of Engineering Studies
5. Dr. Anirban Sengupta, Dean, College of Management & Economics Studies
6. Brig. S. S. Dhillon, Director – Administration
7. Mr. Sandeep Vasist, Financial Controller
8. Mr. Aron Mirza- BALLB (Hons) 4th Year
9. Mr. Sanchay Joshi- BBALLB (Hons) 4th Year
10. Mr. Anugunj Agarwal – MBA(LSCM, 2009-11)
11. Dr. Tarun Dhingra, College of Management & Economics Studies

The meeting started at 11 am under the Chairmanship of Dr. Shrihari, Vice Chancellor, The following agenda items were discussed during the meeting:

1. Revision of teaching and teacher evaluation process from session 2016 – 17.
2. Issues regarding concurrent academic audit

The following actions were proposed:

- **Teacher and Teaching Evaluation:**

- Teacher evaluation will be through feedback from students
- There will be 2 feedbacks per semester
- The first feedback will be taken after completion of 50% of the course teaching hours.
- This feedback will be on the vital few measurable parameters relevant at the start of the course.
- The second feedback will be taken after completion of 90% of the course teaching hours
- These feedbacks will be recorded online on a 10-point scale
- This feedback will be on the vital few measurable parameters relevant during and at the end of the course.
- UPES will incorporate the parameters prescribed by IACBE and NBA to bring in parity with course and programme outcomes.
- Academic Affairs Department will form a team comprising of senior students and alumni to draft the feedback forms.
- The feedback on faculty will be put together to conduct departmental evaluation and programme evaluation.

- **Concurrent Academic Audit:**

- The current formats for Concurrent Academic Audit will continue to be used.
- Departments fill in the available information and keep the formats ready for the audit teams.
- Audit teams will check the information and fill in those columns where their comments are required.
- There will be a summary sheet of the audit report which will capture those vital few information required for continuous monitoring.
- Academic Affairs Department will create the format of the summary sheet which will be made available to the concurrent audit teams of the respective colleges.
- This will help to track the followup actions based on the audits more effectively.

The meeting was adjourned after vote of thanks to Chair, given by Dr. S.R.Das, VP-AA.