

University of Petroleum & Energy Studies
Minutes of the IQAC Meeting held on 5th November 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. Kamal Bansal, Dean, College of Engineering Studies
3. Dr. Tabrez Ahmad, Director, CoLS
4. Dr. Nikhil Kulshrestha, Associate Dean, CoMES
5. Dr. Amitabh Bhattacharya - Controller of Examination
6. Dr. Suresh Kumar, (Non-CIT) COES
7. Dr. V. J. Byra Reddy, CoMES
8. Dr. Neelu Ahuja, CoES
9. Dr. Vijay Parthasarthy, COES
10. Dr. Pankaj Kumar, COES
11. Dr. Neeraj Anand, CoMES
12. Dr. Mamta Rana, CoLS
13. Dr. Surabh Tiwari, CoMES
14. Mr. Amal Gupta, Vice President – HR
15. Mr. Ravindra Yatagiri Vice President-HBO, Information Technology
16. Mr. Surajit Mondal, M.Tech. (Energy Systems with spl. Renewable Energy), Alumnus
17. Ms. Meenal Arora, M.Tech.(Energy Systems) with spl. Renewable Energy), Alumnus
18. Ms. Varnita Varma, M.Tech (Robotics), Alumnus
19. Dr. Nirmal Kumar Upreti, Scientist – G, Wood Seasoning Discipline, Forest Products Division, Forest Research Institute (FRI), Dehradun
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. Mr. Abhay Sharma - Registrar
2. Mr. Arun Dhand - Director, Government Relation & Media
3. Dr. Manish Prateek, Associate Dean (CIT), COES
4. Dr. J.P.Gupta, Director Emeritus – QA
5. Ms. Alka Madhan, Director – Corporate Relations
6. Dr. Ashutosh Pandey, COES
7. Mr. Shivam, M.Tech – HSE, Existing Student
8. Mr. Sidhant Satpathy, BALLB(Hons), Existing Student
9. Mr. Arjun Das, MBA (AVM), Existing Student

The meeting started with Dr. S.R.Das, Member Secretary welcomed all the members and special invitees in the 2nd meeting of the IQAC, specially to two external members, Dr. N.K.Upreti, Scientist – G, Wood Seasoning Discipline, Forest Products Division, Forest Research Institute (FRI), Dehradun and Dr. Atul Kumar Gupta, Associate Professor & Head, Department of Chemistry, Department of Chemistry, SGRR (PG) College, Dehradun

Initiating the agenda items Dr. Das thanked all the members for their valuable contribution and participation towards attainment of Excellence and Quality in academic and administrative matters of the University.

The member-secretary apprised the house about the action taken on the matters discussed in last IQAC meeting on two of the issues which are also the agenda items for this meeting:

1. Discussion on the feedback given by NAAC peer team in the last peer team visit.
2. Finalization of new concurrent academic audit formats.

On Agenda Item 1, the members were shown the observations given by NAAC peer team during previous visits in 2008 and 2013 respectively. The status as on date on the gray areas was also informed to members. Following actionable points came out through discussions:

- Alumni Association of UPES to be registered as a society and Ms. Alka Madhan to be suitably advised.
- HR Dept. to conduct a spot survey among the Faculty to judge their willingness to stay on campus if residential facilities are provided.
- DSA to create and maintain the record of number of students taking part in various sports activities.
- Action taken on the findings of Academic Audit Reports to be recorded and filed.
- UPES to engage external experts to audit the Question Papers and the Answer sheet evaluation within the current and the next semester.
- Gender ratio among the student population for the last 3 years to be prepared and tabled in the next IQAC meeting.
- IQAC has recommended maintaining question banks with each faculty members and preferably with the UPES library.
- Digitization of the library books must start immediately.
- Departments to keep records of all Parent Teacher Meetings in the file and available of request.


➤ It was also unanimously agreed as under –

- ✓ The each Assessment Criterion of NAAC assessment will be monitored by dedicated teams
- ✓ Seven teams will be formed for seven Assessment Criteria.
- ✓ The Deans/Directors and VP(AA) will decide on the team at the earliest.

On Agenda item 2:

Formats of Concurrent Academic Audit and Student Feedback were discussed. The simplified formats were accepted for implementation from the semester starting January 2017.

The meeting was adjourned after vote of thanks to Chair.



08/11/2016

Dr. S. R. Das
Member Secretary



Dr. Shrihari
Vice Chancellor