



INTERNAL QUALITY ASSURANCE COMMITTEE

MINUTES OF THE 1st MEETING OF CA 2020

FRIDAY, 31.01.2020, 2:30 PM, Energy House Board Room

Chairman

Dr. Deependra Kumar Jha, Vice Chancellor

IQAC Director & Coordinator

Dr. Veena Dutta, Registrar

Members Present

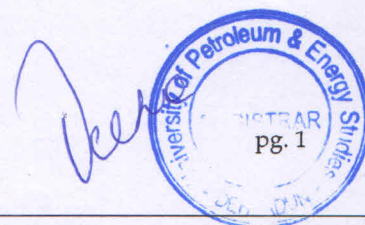
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| 1. Dr. Kamal Bansal, Dean | 14. Dr M Sakthi Ganesh |
| 2. Dr. Manish Prateek, Dean | 15. Dr. Akshay Malhotra, Director |
| 3. Ms. Manisha Mohan, Dean | 16. Dr. Ajit Kumar Nigam |
| 4. Dr. Neeraj Mahindroo | 17. Dr. Sheetal Khanka |
| 5. Dr. Deepankar Chakrabarti | 18. Mr. Lokendra Dutt Sharma |
| 6. Dr. R Gowri, Professor | 19. Ms. Jyoti Bansal |
| 7. Dr. Sanjeev Kumar | 20. Mr. Manish Madaan |
| 8. Dr. Mamta Rana | 21. Mr. Karan Singh |
| 9. Dr. Kiran K Ravulakollu | 22. Ritwik Sahai |
| 10. Dr. Ashish Karn | 23. Aditya Shankar |
| 11. Dr Byra Reddy, Professor | 24. Joe Francis |
| 12. Dr. Jitendra Kumar Pandey | 25. Mr. Pankaj Srivastava |
| 13. Dr Ranjan Sinha Thakur | |

In attendance (by Invitation)

1. Harsh Dahiya

Apologies

- | | |
|---------------------------|--|
| 1. Dr. Githa S. Heggde | 6. Mr. Ashok, Head Recruitment,
Cognizant |
| 2. Dr. Vijay Kumar Singh, | 7. Ms. Shivi Srivastava |
| 3. Ms. Deepa Verma | 8. Ms. Akansha Jain |
| 4. Dr. Ashutosh Mishra | 9. Nishkarsh Raj |
| 5. Dr. Manoj Kumar Sharma | |



Welcome:

The Chairman welcomed IQAC Committee Members and Dr. Veena Dutta as new IQAC Director to the first meeting of IQAC in year 2020. The Chairman placed on record the contributions of the former IQAC Committee members and specially Dr. Byra Reddy's contributions to the IQAC.

Agenda Item No. 1:**Minutes of the last IQAC meeting held on 27th September, 2019**

The Committee had previously circulated the minutes of IQAC meeting held on 27th September, 2019 on which no comments had been received. The minutes were therefore taken as read. There being no further comments, the Committee approved the minutes.

Agenda Item No. 2:**To receive a status on SSR submission to NAAC by the Registrar**

2.1 The committee noted that the SSR submission to NAAC will be in regular mode on or before 11th February, 2020. Registrar introduced the newly invited student representatives and apprised them about the objective of IQAC, NAAC and its importance to accreditation processes of the University. It was also informed that a common email ID for IQAC – (IQAC@upes.ac.in) has been created for sharing important information, suggestions and feedback.

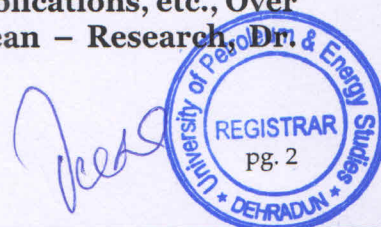
2.2 Registrar also mentioned about the importance of awareness and sensitization to all the students about the NAAC Student Satisfaction Survey.

Agenda Item No. 3:

To receive a presentation by Dean – School of Business/School of Law on School Strategic Plan for Accreditation and Rankings, Research, Academics and Internationalization etc. The committee received an apology from both the Deans due to some prior commitment henceforth, it was postponed for the next meeting as one of the agenda item with the permission of the chair.

Agenda Item No. 4:

Quality Initiatives in the area of Research/Patents/Publications, etc., Over the last five years – A presentation by Associate Dean – Research, Dr. Jitendra Kumar Pandey.



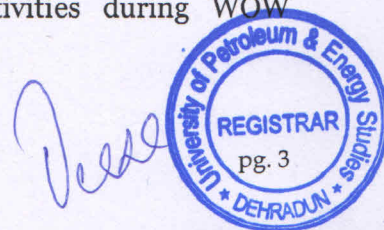
- 4.1 The committee **received a presentation (document IQAC/2020/1M.1); Annexure-1** on various R&D initiatives; financial support, infrastructure support, capacity building for faculty members to encourage research activities.
- 4.2 The VC **asked** the Associate Dean, Research to organize more research/IPR related workshop/seminars in the coming session. The committee also noted from Associate Dean, Research that to Central Instrumentation Centre facility of UPES will be receiving samples for testing & application for the process of NABL Accreditation has been initiated.
- 4.3 It was further **informed** about the increase in Research Articles in Scopus indexed Journals, Citations of publications in last one year due to various research, promotion initiatives taken by UPES with the support of VC like incentivization of faculty members for publications and projects. It is recommended that in future any conference organized should be indexed in Scopus.
- 4.4 The committee **considered** the proposal regarding the establishment of 3 more Research Centers in the new Academic Session. Research Development Program for faculty members is also proposed under which, the faculty members can visit IITs, NITS, and other industry labs for conducting experiments, analysis and can jointly publish at least one quality research paper in each program.
- 4.5 The committee **noted** the suggestions by Dr. Ashish Karan for exploring the possibility of hostel accommodation facility to the students during the summer vacation for their research work and **heard** Student representative on the improvement of case studies being used in the School of Business across programs. The committee decided it to be taken further by the Dean, School of Business.
- 4.6 VC recommended that to avoid delay in purchase of equipment's for research & **suggested** the appointment of dedicated persons for generating Purchase Orders for research related purchases.

Action by Associate Dean-Research, Dean SOB

Agenda Item No. 5:

Action Plan for Student Awareness about NAAC Student Satisfaction Survey

The committee **received** a presentation from Dr. Manisha Mohan, Dean – SOD on the Action Plan for awareness of students on NAAC Student Satisfaction Survey. The committee **decided** to execute the action plan starting with an email communication to all students through Deans of the respective Schools. (Timeline 7th Feb. onwards). To further sensitize students SEE is asked to organize activities during WOW Wednesdays.



Action by Deans, All School & Deputy Director SEE**Agenda Item No. 6:**

To receive a report from Dean – Academics, Dr. Kamal Bansal on

- **Workshop and Training session on OBE for SOB & SOL**
- **Revised feedback form for AY 2020 considering the various Accreditation & Ranking Exercise**

5.1 The committee **heard and noted** from Dean Academics that the training workshops for the School of Business & School of law on Outcome based teaching has already been conducted in two rounds on 20th Jan, 21st Jan & 30th Jan, 2020 focusing on reviewing curriculum as per OBE requirements and COs attainment process.

5.2 The committee has approved the revised feedback forms for Alumni, Students & Employer on teaching learning & course curriculum to be implemented from the current academic session AY 2019-2020. **(document IQAC/2020/1M.2); Annexure-2.** Dean thanked Dr. Neeraj Mahindroo, Dean SOHS, & Jyoti Bansal, Associate Director, Quality Assurance for their inputs and suggestions.

Agenda Item No. 7:

Status of Central Data Academic Repository UPES-Status by Head – IT. The committee received the action plan from Head IT on Central Academic Repository. The Process of centralized data collection has been initiated and a pilot run on library is completed.

Agenda Item No. 8:

Sharing Best Practices adopted by School of Computer Science – Presentation by Dean, Dr. Manish Prateek.

The committee **received** presentation **(document IQAC/2020/1M.3); Annexure-3** from Dr. Manish Prateek sharing best practices adopted by the School of Computer Science for allocation of Mentor to Mentee & Summer excitement programs with IBM every year in which students participates in Workshops, Skill oriented programs & Sports activities along with their mentor to build a strong bond amongst them.

The school as one of their Innovation and Best Practices assigns Minor and Major projects to students in 3rd year to improve their Algorithm and coding skills and subsequent implementation in Procedural Language helping the students to attain required skills for placement.



VC **recommended** the committee & Dean, School of Engineering to reproduce the same in other branches of engineering through an internal capacity-building programme across all engineering departments.

Action by Dr. Kamal Bansal, Academic Dean, School of Engineering

Agenda Item No. 9:

Strategy to adopt a Mentor – Mentee System in full spirit for AY 2020-2021.

The committee **noted** that the mentor mentee system is in place across all schools. However, in order to strengthen the Mentor – Mentee system, Chair has asked the Deans to conduct sensitization program for all faculty members in different groups depending upon the number of students/faculty available in that particular Department.

The Chair **advised** to constitute 2-3 member committee comprising of Dr. Neeraj Mahindroo, Dr. Akshay Malhotra & Dr. Shakti Ganesh to submit a Policy Frame Work to analyze the measures/strategy to be taken for Slow Learners as well as Fast learners.

Agenda Item No. 10:

Preparation of Report After conduct of conference, seminar and professional & Administrative programs by UPES from Jan 2020.

The chair asked all the members to note as a mandate to prepare a report after the conduct of any conference, seminar and professional & Administrative programs by UPES from Jan 2020 for the records.

With the permission of chair, it is decided to take up other items in the subsequent IQAC meeting for action due to time constraint The committee has received the revised composition of IQAC (**document QA/IQAC/2019: Annexure-4**) from Jan 2019.

The meeting ended with a vote of thanks.

Date of next meeting; First week of March

