

## INTERNAL QUALITY ASSURANCE COMMITTEE

### MINUTES OF THE 3<sup>rd</sup> MEETING OF IQAC 2020

Wednesday, 10<sup>th</sup> June 2020, 3:00 PM, Virtual Meeting

#### Chairman

Dr. Sunil Rai, Vice Chancellor

#### IQAC Director & Coordinator

Dr. Veena Dutta, Registrar

#### Members Present

- |                               |                              |
|-------------------------------|------------------------------|
| 1. Dr. Kamal Bansal           | 13. Dr. M Sakthi Ganesh      |
| 2. Dr. Manish Prateek         | 14. Dr. Akshay Malhotra      |
| 3. Dr. Githa S. Heggde        | 15. Dr. Sheetal Khanka       |
| 4. Ms. Manisha Mohan          | 16. Mr. Lokendra Dutt Sharma |
| 5. Dr. Vijay Kumar Singh      | 17. Ms. Jyoti Bansal         |
| 6. Dr. K.G. Suresh            | 18. Mr. Manish Madaan        |
| 7. Dr. Neeraj Mahindroo       | 19. Mr. Karan Singh          |
| 8. Dr. Sanjeev Kumar          | 20. Ritwik Sahai             |
| 9. Dr. Kiran K Ravulakollu    | 21. Aditya Shankar           |
| 10. Dr. Ashish Karn           | 22. Ms. Shilpa Suyal         |
| 11. Dr. Jitendra Kumar Pandey | 23. Dr. Manoj Kumar Sharma   |
| 12. Dr. Ranjan Sinha Thakur   |                              |

#### In attendance (by Invitation)

- |                      |                       |
|----------------------|-----------------------|
| 1. Mr. Subhash Rawat | 2. Dorothy Buragohain |
|----------------------|-----------------------|

### Apologies

- |                           |                     |
|---------------------------|---------------------|
| 1. Dr. Ashutosh Mishra    | 4. Ms. Akansha Jain |
| 2. Dr. R Gowri, Professor | 5. Joe Francis      |
| 3. Mr. Shivi Srivastava   |                     |

### Welcome:

Director IQAC, Dr. Veena Dutta introduced Vice Chancellor, Dr. Sunil Rai as the Chair of the IQAC committee and welcomed Dr. Rai to his first meeting. The Chairman extended a warm welcome to all the Members for joining the virtual IQAC meeting of CA 2020. He stressed that IQAC will be the front runner in all the operational aspects of the University and requested all members to cooperate in the new normal of social distancing due to COVID-19 Crises with precautionary and safety measures, helping the University to move to the next level of Academic excellence.

After ascertaining the Quorum in place, the agenda items were taken up for discussion.

### Agenda Item No. 1:

**To receive a presentation by Dean – SOL on the following for AY 2020-2021.**

- 1.1 School Strategic Plan for Accreditation and Rankings, Research, Academics and Internationalization**
- 1.2 Status on implementation of Outcome Based Education (OBE) across programs**
- 1.3 Gap Analysis of the School and strategy to close**
- 1.4 Execution and Implementation of feedback**

The committee **received** a detailed presentation (**Annexure 3.1**) from Dr. Vijay Kumar Singh, Dean – School of Law (SOL) as per the agenda items. He apprised the committee on the Vision **and Mission** of the School and strategic plan focusing particularly, on improving quality of academics.

***School Strategic Plan for Accreditation and Rankings, Research, Academics and Internationalization***

Accreditation and Ranking: School of Law is **recognized** in 2007 by Bar Council of India. and presently, the school offers 5 UG programs and 1 PG program. The school is preparing to apply for National Institutional Ranking Framework (NIRF) ranking for the year 2020 and targeting to list under top -15.

- 1.1.1 Academics: As a best practice, the School has organized its first law advisory board meet with reputed law professionals as the board members. On the board recommendations, the school will be including the following in the academic delivery:
- Inclusion of more practical components
  - Reviewing the Syllabus

The committee noted about the completion of all scheduled classes & tutorials as planned on online platform – BLACKBOARD during COVID-19 situation.

In addition, School has also conducted Masterclasses and Academic activities through Moot Court Association, 5 session through EDGE, 3 programs by Society for Constitutional Law during the lockdown till date. The school has 62 Full time faculty members with 57 percent of female faculty and the SFR stands at 1:30.

The Dean raised concern about the unavailability of Alumni database of the School of Law. The Vice Chancellor **recommended** office of Alumni relations to derive a formal mechanism for capturing the Alumni database.

**Action by: Office of Alumni relations**

**20<sup>th</sup> July 2020**

- 1.1.2 Research: Dr. Vijay Kumar Singh, **informed** the Chair that a draft plan to increase the Research output will be presented to the Chair for approval.

- 1.1.3 Internationalization: The committee **applauded** the collaboration of School of Law with University of Law (ULaw) for faculty exchange programs, online modules & research. He informed the committee about the visit of SOL students to Coventry University, London and Istanbul, Bilgi University, Turkey.

The committee **noted** the award of membership to School of law by International Association of Law Schools. In the coming session the school has planned to sign MOU with reputed institutions like Loyala University, USA etc.

***Status on implementation of Outcome Based Education (OBE) across programs***

The Committee was **informed** that the programs in School of Law are regulated by the statutory body, Bar Council of India. As of now, there is no prescribed framework for attainment of Programme Outcomes (PO), Programme Specific Outcomes (PSO) and Course Outcomes (CO).

Though, School of Law has adopted the PO-PSO-CO model as a best practice. However, a review on setting program objectives and mapping of deliverables is required. A customized capacity building program of faculty members in law on calculating attainment levels in law programs are in progress and need to be implemented for the year 2020-21. The chair **asked** for a proposal for the further approval & implementation.

**Action by: Dean, School of Law**

**20<sup>th</sup> July 2020**

***Gap Analysis of the School and strategy to close***

The Dean informed that the key focus areas for the next academic session is Academic and Industry Collaboration, Internship and recruitment in top tier law firms and to develop the Mentoring program and clubbing it with focused internship.

The school is working on strategy on identification of student's potential in their first year, thereafter, as per their capabilities, training sessions will be assigned with the help of Career Service office to make them employable for top law firms.

**Action by: Dean, School of Law & Head, Career Services**

**20th July 2020**

***Execution and Implementation of feedback***

At School of Law, student's feedback on teaching is discussed in faculty meeting, DCC & BOS and measures are taken to address them.

School of Law follows an open-door policy for students to approach any faculty through email and the program coordinator regularly provides guidance.

Dr. Manish Prateek, Dean-SoCS, **suggested** about the curriculum changes required to improve the techno-legal programs. The Board **recommended** that the course grid needs to be reviewed, revised and the weightage of law courses should be more in comparison to the technical courses in techno legal programs. Dr. Vijay Kumar Singh informed that Dr. Prateek would be invited in the upcoming BOS meeting for his inputs for further action.

**Action by: Dean School of Law & School of Computer Sciences**

Mr. Manish Madaan, Head, Career Service **suggested** a complete download of the entire Law Programs to be provided to office of Career Services in order to improve the quality of placements. Its **recommended** by the committee, that the list of preferred employers by the school of law to be provided to Placement office. Mr. Madaan, informed that alumni data is being captured since July 2018 at <https://alumni.upes.ac.in/> by Vaave, a software-as-a-Service platform and 80% of correct data is captured.

Mr. Madaan further **informed** that a universal policy has been formulated for Internship & Placement where schemes like Shining Star is being developed to facilitate the star performer to the Industry with big name and big brands. The Committee **recommended** that the entire policy/ plan to be presented in the next meeting.

**Action by Mr. Manish Madaan**

**Next IQAC meeting**

**Agenda Item No. 2:**

**Quality Initiatives by library during COVID-19 pandemic- A presentation by Chief Librarian.**

The committee **received** a presentation **Annexure-3.2** & appreciated the efforts of the library team on the various initiatives & facilities provided to student and faculty by library during the nationwide lockdown situation including:

- Easy access to e-resources viz. eBooks, e-journals from outside the campus
- Extended access to previous year question papers. This facility is made available only for the lockdown period
- All faculty and interested students got access to URKUND software for checking of plagiarism as permitted by INFLIBNET and MHRD
- Off-campus permission is provided to students to access e-library and to use e-resources. Borrowing period of all borrowed books from the library has been extended to 30<sup>th</sup> July 2020. Overdue fines for late return of books and other library materials has been waived off. Book reservation facility has been suspended
- Conducted 9 webinars to acquaint and upskill faculty and students to access and search of e-resources and e-library facilities
- Students were also informed of the various UGC and MHRD online platforms available to access e-content and e-courses

The committee **noted** on the post-Covid library plans for the AY 2020-2021

- Access to Virtual library 24\*7
- Procurement of only essential printed books in minimum number of copies
- Increase in the procurement of smart books audio books and Indian e-book titles
- Adoption of the social distancing norms & reduction in the seating capacity of reading room
- Launch of EBSCO **Mobile App** by the end of June or first week of July. This app could be used by both Android and IOS mobile phone users. All subscribed e-resources could be accessed through this single window search.

While appreciating the plan to launch EBSCO mobile app, Dr. Veena Dutta, Director IQAC **informed** the committee that investment will be done more to procure e-resources post feedback from students and faculty.

The Committee **recommended** to share the report on the E resources data utilization analysis to be presented to committee in next IQAC meeting.

**Action by: Dr. Ranjan Sinha Thakur**

**Next IQAC Meeting**

**Agenda Item No. 3:****Capturing the details of Visiting Faculty of all Schools by HR and to devise a standardized policy on remuneration to visiting faculty members**

The Committee **received** a presentation (**Annexure 3.3**) from Mr. Lokendra Dutt Sharma., Associate Director – HR explaining the standardized policy formulated for hiring of Visiting faculty.

- 3.1 The Schools will share with HR the requisition form for hiring the visiting faculty along with recommendations
- 3.2 If internal resource is not available across all Schools, HR will hire, negotiate commercials and on board, the faculty recommended. While recruiting the faculty, the TQ scores will also be considered.
- 3.3 The Visiting faculty will be contractual for a period of 1 year and RFID cards will be issued to track the attendance of the faculty.
- 3.4 The Academic Planning and Monitoring team will keep a track record of the TQ scores, attendance and hours taught in class and will report the same to HR for paying the emoluments. The payments will be release post submission of grades and papers by the faculty.

The committee **informed** about the emoluments adopted for the visiting faculty based on their experience as under:

<b>Number of years of experience</b>	<b>Emoluments (per hour)</b>
Up to 8 years (equivalent to Assistant Professor)	1750 INR
8 – 10 years (equivalent to Assistant Professor)	2000 INR
10 – 15 years (equivalent to Associate Professor)	2250 INR
Above 15 years (equivalent to Professor)	2500 INR

The committee asked the HR to consider the accommodation part while devising the policy and to formulate similar standardized policy/ process for hiring Industry Experts/ Specialist / Juries as the emoluments are higher.

**Action by – HR in consultation with Registrar and Deans**

**Agenda Item No. 4**

**Discussion on the use of Program names by Schools, SRE & Admissions team as per UGC & AICTE norms from AY 2020-21.**

The Committee **approved** the revised Program names as presented (**Annexure 3.4**) and as a mandate, to be used by all the Schools & support offices in the future following the UGC guidelines 'Specification of degree' dated March 2014 and AICTE Approval Process Handbook.

**Agenda Item No. 5:****Status of Central Data Academic Repository UPES**

Director-IQAC, Dr. Veena Dutta **informed** the Committee that the process of centralized data collection has already began under the leadership of Dr. Akshay Malhotra, Director – Product Development and Innovation. Dr. Akshay requested support from all members in combining the data.

The Chair suggested to present the structure, periodicity, nodal center etc. in the next meeting.

**Action by Dr. Akshay Malhotra**

**Next IQAC meeting**

**Agenda Item No. 6:**

**Preparation of Report after conduct of event, conference, seminar and professional & Administrative programs by UPES from Jan 2020**

Director IQAC, asked all the members to note as a mandate to prepare a report after conducting any conference, seminar and professional & administrative programs in order to capture all relevant events and to avoid duplication.

The template of the report will be circulated to all the members. The reports shall be submitted to the Registrar's Office as most of the reports needs to be submitted to UGC University Activity Monitoring Portal as per the UGC requirements.

**Action by Jyoti Bansal,  
Next IQAC Meeting**

**Agenda Item No. 7:**

**Submission of AQAR for AY 2018-19 & 2019-2020 by the Registrar**

The Committee **noted** that AQAR 2018-19 & 2019-20 report is being filled up and will be circulated to the School Deans for their inputs

**Action by: Institutional Affairs, Office of Registrar**

**Agenda Item No. 8:**

**Implementation of UGC Quality Mandate dated 28th March 2020**

The Committee was **informed** that as per the UGC guidelines issued on Examination and Academic Calendar in view of COVID-19 pandemic, University has established a Grievance Committee for handling grievances of students related to examinations and other academic activities arising due to the pandemic.

The committee was **further informed** that the same Grievance committee along with some additional members viz. Dr. J. K. Pandey, Dr. Akshay Malhotra would be assigned to implement the initiatives under UGC Quality Mandate notified on 28<sup>th</sup> March 2020.

**Action by Dr. Veena Dutta, Registrar**

**Agenda Item No. 9:**

**Implementation of Synchronous Classroom- Online Teaching System (SCOTS)-Inputs by Ritwik Sahai- Student Representative**

A **proposal (Annexure 3.5) submitted** to the Committee by Ritwik Sahai, student representative on implementation of a new modern era teaching system with an amalgamation of both classroom teaching and online teaching through concurrent / synchronized / scheduled platform is accepted by the committee and will be executed from the next semester

The Chair **appreciated** the proposal and **advised** Registrar and Deans of all Schools to execute and prepare a new model of blended learning and share the same with Ritwik.

**Action by Registrar and Deans of all Schools**

Dr. Veena Dutta, Director IQAC, noted **the remarks of Student representative** Aditya Shankar, Student of MBA – Oil & Gas on the internet connectivity issues, asked the planning and monitoring team to analyze the feedback of students received on use of Blackboard platform and this analysis report will be discussed in the next meeting of the committee.

**Action by: Planning & Monitoring Team**

**Agenda Item No. 10:**

**Discussion on the Document Management System, Academic Progress, Re-visiting policies by Dr. Kiran Kumar Ravulakollu**

The Committee **noted** the suggestion (**Annexure 3.6**) of Dr. Kiran Kumar Ravulakollu on implementation of robust adaptive Document Management System which integrates with various modules of the campus for data sharing and supported with advanced analytical tools for strategy / policy development at Department/ School/ university level. The DMS will help to connect end to end process.

**Action by Dr. Akshay Malhotra**

**Agenda Item No. 11:****Update on the NAAC DVV clarifications from NAAC by the Registrar**

The Committee was **informed** that last NAAC DVV clarification was submitted on 23<sup>rd</sup> March 2020, however post lockdown imposed on 24<sup>th</sup> March no response is received from NAAC. The point has been raised but no response received on the same.

The Committee was **further informed** that a dedicated team is working for Peer visit which may be scheduled on short notice by NAAC.

**Agenda Item No. 12:****Submission of AY 2019-2020 data on AISHE portal**

The Committee **noted** that University have submitted details on program, approved intake, number of students enrolled in each program, examination results- number of students awarded degree, teaching faculty and non-teaching staff to All India Survey of Higher Education (AISHE) for AY 2019-20 on 30<sup>th</sup> May 2020. (**Annexure 3.7A and 3.7B**)

**Agenda Item No. 13:**

**To receive information that the data submission for different Regulatory bodies (UGC/PCI/BCI/State Government/DEB- CCE) will be through Institutional Affairs from the Office of Registrar**

The Committee was **informed** that Registrar, Dr. Veena Dutta, will be the head of Institutional Affairs department and will be supported by Ms. Jyoti Bansal, Associate Director – QAA .

The committee was **further informed** that submission of information to different Regulatory bodies viz. UGC / BCI / PCI/ State Government/ UGC DEB will be from the Office of Registrar.

**Agenda Item No. 14:**

**Discussion on Draft Document of National Education Policy (NEP) 2020**

The committee took note of the items of Draft NEP 2020 pertaining to Higher Education Institutions and students feedback on the subject, based on the deliberations the IQAC Chairman constituted a committee, comprising of the Vice Chancellor as the Chairperson of the Committee along with Registrar and all Deans. The committee will proactively meet every fortnight and consider the elements of Draft NEP 2020 and work to establish a separate **Non-Degree awarding Department / School** in order to enable a multidisciplinary approach in all the programs of the University. The Vice Chancellor directed that Ms. Manisha Mohan, Dean, School of Design to lead the initiative and faculty of Department of Humanities and faculty associated with students clubs to get actively associated.

**Action by Ms. Manisha Mohan**

**Agenda Item No. 15:****Digital Transformation for transparent and prompt feedback on teaching-learning activities**

Dr. Akshay Malhotra, Director, Product Development and Innovation, emphasized that there is need to improve University **Academic Monitoring System** by developing a unified portal to enable online and accurate feedback to different level of hierarchy for timetable implementation and student's attendance.

It was also pointed out that continuous quality improvement on teaching, learning and assessment would improve by implementing tools of **online feedback system** to receive student's feedback on teaching quality. The data collected should be collated and made accessible to all stakeholders at the end of each semester.

**Action by Planning & Monitoring Team**

**Agenda Item No. 16:****Strengthening Mentor- Mentee Program**

The IQAC recommended a software driven approach and revised academic strategy to enhanced experience of Mentor-Mentee engagement and improved knowledge sharing to support career advancement.

**Agenda Item No. 17:**

**Any other item with the permission of the chair**

17.1 Dr. Veena Dutta, Director IQAC, informed the members of the need to develop a comprehensive KRAs for faculty which are clearly aligned with the KRA of the Dean of each School.

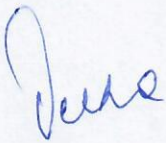
Mr. Lokendra Dutt Sharma presented the Draft Faculty KRA Framework- with details of Teaching Category Weightage, Points for Research contribution, Outstanding contribution and in other official duties and exceptional contribution.  
(Annexure 3.8)

**The Committee after deliberations, approved the KRA framework**

17.2 The Committee congratulated Dr. Manish Prateek, Dean SoCS on being awarded Fellowship by The Institution of Engineers (India)

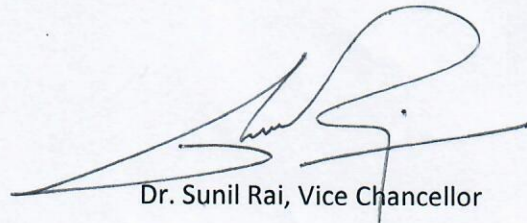
17.3 The Committee was informed that the National Institutional Ranking Framework (NIRF) would be releasing the Indian Ranking 2020 on 11<sup>th</sup> June 2020, Noon.

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



Dr. Veena Dutta, Registrar

(IQAC Director & Coordinator)



Dr. Sunil Rai, Vice Chancellor

(Chairman)

**Date: 6<sup>th</sup> July 2020**