UPES
UNIVERSITY WITH A PURPOSE

SPECIAL INTERNAL QUALITY ASSURANCE COMMITTEE
RELATED to COVID -19

MINUTES OF THE MEETING

Friday, 20.03.2020, 02:30 PM, Virtual

Chairman
Dr. Sunil Rai, Vice Chancellor

IQAC Director & Coordinator
Dr. Veena Dutta, Registrar

Members Present

1. Dr. Kamal Bansal, Dean – SOE & Academic Development & Innovation
2. Dr. Manish Prateek, Dean – SoCS
3. Ms. Manisha Mohan, Dean - SoD
4. Dr. Neeraj Mahindroo, Dean – SoHS
5. Dr. Githa S. Heggde, Dean – SoB
6. Dr. Vijay Kumar Singh, Dean – SOL
7. Dr. Sanjeev Kumar, Professor – SoE
8. Dr M Sakthi Ganesh, Controller of Examinations
8. Dr. Kiran K Ravulakollu, Assoc. Professor – SoCS
9. Dr. Ashish Karn, Assistant Professor - SoE
10. Dr. Jitendra Kumar Pandey, Associate Dean – Research & Development
11. Dr. Akshay Malhotra, Director, Product Development & Innovation
12. Dr. Ajit Kumar Nigam, Assoc. Dean - Incubation
13. Dr. Sheetal Khanka, Assoc. Professor & Head – International Affairs
14. Mr. Lokendra Dutt Sharma, Assistant Director – HR
15. Ms. Jyoti Bansal, Associate Director – Quality Assurance
16. Mr. Manish Madaan, Deputy Director - (Career Services)
17. Mr. Karan Singh, Deputy Director – SDS & Student Support
18. Dr Ranjan Sinha Thakur, Chief Librarian

Welcome:

The IQAC Director welcomed all the members to Virtual IQAC meeting conducted specially to deal with COVID -19 Pandemic and introduced Dr. Sunil Rai, as a new Vice Chancellor and as new chairperson to the IQAC Committee. She also placed on record the immense guidance and support extended by Dr. Deependra Jha to IQAC committee earlier.

Agenda Item No. 1:

Compliance with UGC Notification dated 19th March, 2020 on precautions to be taken in the light of Novel corona virus (COVID-19).

The Chairman asked and requested all the committee members to do a mandatory compliance with the UGC notification dated 19th March on the precautions to be taken in the light of the Corona Virus Situation. UGC Letter to Universities reg.: Precautions to be taken in the light of Novel Coronavirus (COVID-19)

1.1 The committee **noted** that all evaluations will be rescheduled after 31st March, 2020.

1.2 All Deans, Registrar & faculty members will maintain regular Communications with students and faculty members through electronic emails in order to avoid anxiety during this COVID-19 Situation.

1.3 The Chairman has **asked** the Registrar to notify helpline numbers and emails to students in order to solve their queries.

Agenda Item No. 2:

Conduct of Online/Virtual Classes on Institutional LMS – BLACKBOARD

2.1 The Committee had **decided** in wake of COVID -19 situation to amend the Academic Calendar for the current Academic Session and to conduct online/Virtual Classes on Institutional Learning Management System – BLACKBOARD in order to streamline the academic activity during the COVID-19 situation, and to have minimum impact on the learning outcomes. It is **suggested** to adopt all the virtual learning platforms as proposed by UGC- MOOC's & SWAYAM & advised Deans to ask faculty members to prepare Virtual lab sessions.

2.2 The Vice Chancellor has **asked** Dr. Veena Dutta, Registrar to prepare a draft Academic Action Plan during Covid -19 to put across for approval in the upcoming Academic council Meeting.

2.3 The chairman **notified** all the committee members that all AC, BOG, BOS and DCC should be held online till the time situation is normal, in order to not miss any scheduled timelines for the conduct of the meetings and to avoid delay in any decisions.

2.4 The Registrar **informed** the committee that UPES has bought additional COURSERA license for the Faculty & Students. She requested the Deans of the schools to promulgate amongst students and Faculty members for the enrollments to the online courses.

2.5 The Vice chancellor **asked** the committee and further suggested to implement more robust Mentor Mentee system during this pandemic to keep students engaged and get their academic queries resolved at the earliest.

Agenda Item No. 3

Proposal to conduct online Examinations for Graduating Batches and all International Students of all Batches by COE

3.1 The committee **received & approved** the proposal from Dr. Sakthi Ganesh, Controller of Examination on the conduct of online examinations on Mettl platform. Mettl is an authentic platform being used by many of the reputed Universities/Institutions for more than 10 years for the conduct of examinations. He mentioned that the Invigilation during the online examination will be done using digital proctor and Super proctor mechanism on Mettl platform. Adoption of any unfair means will be considered as per regulations and clauses mentioned in Student Bulletin.

3.2 The committee **decided** that end term exams will be conducted from 6th July to 20th July 2020 in campus in pen and paper mode for all the batches except for the Graduating batches.

3.3 COE **proposed** that all the students should be given two chances to appear in the online examination mode. Chance-1 will be given from 01st to 10th May on Mettl Platform. Chance-2 another option/chance of appearing in an online exam at a later date when students are on campus. The committee agreed and the chairman asked COE to prepare an examination calendar to be a part of the Academic Action Plan in consultation with Registrar Office.

Agenda Item No. 4:

Action plan to increase access to E learning resources during COVID -19- A presentation by Chief Librarian

4.1 The committee received an action plan from Chief Librarian – Dr. Ranjan Sinha Thakur in order to increase the availability of E learning resources through various National & International platforms in the following ways during COVID-19 situation.

4.1.1 Increasing access & number of E-Books that students, researchers and faculty members can download or read online at any given time, informing users about the freely available content.

4.1.2 Re-prioritization of resources from physical to digital materials. Library will give priority in developing a strong E-library consisting of E-journals, E-books, E-databases, audio books etc to support uninterrupted teaching, learning and research activities.

4.1.3 The library will continue to collaborate with content providers, National Digital Library of India, INFLIBNET, DELNET etc to offer new and expanded access to resources so that students can continue to read and learn without disruption.

4.1.4 Facilitated access by making it easier to log-in and access resources from outside of official networks.

4.1.5 Communicate with publishers, vendors and others working with libraries to facilitate access to information.

4.1.6 Extend online support and necessary guidance to faculty members, students and researchers for checking plagiarism using URKUND software.

4.1.7 Organizing Webinar on access to E-Resources, facilities, referencing system, use of plagiarism software, literature search, scholarly writing and publishing, literature search from citation databases like SCOPUS, and Web of Science etc.

4.2 The committee agreed and asked the librarian to execute actions on the points mentioned above at the earliest and requested registrar to include this in the Academic Action Plan during COVID-19 to be proposed in the Academic Council.

Agenda Item No. 5:

Quality Initiatives for Student Engagement and Experience during COVID -19 Situation – Action Plan by Mr. Karan Singh, Deputy Director, SEE.

5.1 The committee **received and noted** the initiative proposed by Mr. Karan Singh to have 24/7 counseling services for the students under the umbrella of 'UPES Cares' for the emotional wellbeing of the students.

5.2 The committee **approved** to implement proposed initiatives by SEE in order to bring a moment of joy & a sense of belongingness in students, if the situation prevails for long duration.

5.2.1 Bring Your Own Coffee: An interesting online engaging session given to the students where they talk to Academic leaders like friends. It is a platform where students share their learning experiences during quarantine.

5.2.2 Quarantine Tales: It's an initiative where the students were encouraged to share creative expressions in the form of Poetries, short stories, Narratives, experiences. Top 50 entries were given the opportunity to be published in the form of a book by International publisher, Notion Press.

5.2.3 Workshops for Students: Organizing workshops/Learning session for Student to give them break from their online classes include learning of a Musical Instrument, Sketching, Photography and Photoshop, Yoga/Fitness sessions, Cooking lessons and other DIY activities.

5.2.5 Online Sports Activity: Organizing online chess tournaments and other online games for students during the quarantine. These activities will ensure the student participate along with their friends, even though they are away from each other.

Agenda Item No. 6

Action plan for Research & Development during COVID -19 by Dr. J K Pandey

6.1 The committee **decided** that during this pandemic, focus shall be on the Secondary research for the Students dissertation & Projects. R & D department to promote the researchers in developing some innovative products to help and support in COVID situation like helmets, automatic sanitization machines etc.

There being no other item, the meeting ended with a vote of thanks to the chair.

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Dr. Veena Dutta
IQAC Director

24.03.2020