



## **INTERNAL QUALITY ASSURANCE CELL COMMITTEE MEETING**

### **Minutes of the Meeting**

Monday, 20.12.2021, 4:00 PM

#### **Chairman**

Dr. Sunil Rai, Vice-Chancellor

#### **Director IQAC**

Mr. S. Raghavan

#### **Members Present**

1. Dr. Sunil Rai- Vice Chancellor
2. Dr Veena Dutta - Registrar
3. Dr. Ram Sharma- Dean Academics
4. Dr. Gita Heggde, Dean- School Of Business
5. Dr. Manisha Mohan, Dean- School Of Design
6. Dr. Vijay Kumar Singh, Dean- School Of Law
7. Dr. Gurvinder Singh Virk, Dean- School Of Engineering
8. Dr. Neeraj Mahindroo, Dean- School Of Health Sciences
9. Mr. Nalin Mehta, Dean- School of Modern Media
10. Mr. Manish Madaan, Deputy Director- Career Services

#### **In Attendance (By Invitation)**

#### **Apologies**

## Welcome

Mr. S. Raghavan - Director IQAC, welcomed the committee members and colleagues and requested Prof. Sunil Rai- Vice-Chancellor to set the context for this meeting.

## Context Setting

Prof. Sunil Rai, the Vice-Chancellor, joined Mr. S. Raghavan in welcoming the committee members to this meeting. He emphasized the importance of IQAC IN THE University context. He also mentioned IQAC to be the think tank and quality conscious of the University. He complimented Mr. S. Raghavan for presenting the IQAC restructure plan, further he requested to focus on the systems, and processes that ensure effective implementation of the agreed plan.

## REVIEW OF PREVIOUS MEETING ACTION POINTS

Mr. S. Raghavan reviewed and updated the committee previous meeting action points, details are as follows:

| <b>ACTIVITY</b>                                       | <b>TIMELINE</b>      | <b>RESPONSIBILITY</b>  | <b>STATUS</b> |
|---|----------------------|--|---------------|
| Structure, Staff & Budget Approval                    | Nov Q4 2021          | Mr. S. Raghavan,<br>Director IQAC                                      | Completed     |
| Implementing Approved Budget                          | Q4 2021              | IQAC, Finance &<br>Strategy  | WIP           |
| Finalize IQAC Strategic & Operational team            | Q4 2021              | Mr. S. Raghavan,<br>Director IQAC, Deans &<br>Heads of Non<br>Academic | Completed     |
| Accreditation Management System                       | Q4 2021              | IQAC & IT Team   | WIP           |
| IJP & External Hiring                                 | Q4 2021              | HR & Mr. S. Raghavan,<br>Director IQAC                                 | WIP           |
| Advisory Committee Invitation                         | Q4 2021              | Mr. S. Raghavan,<br>Director IQAC                                      | WIP           |
| Process Audit for Academic & Administrative Functions | Q4 2021 & Q1<br>2022 | Mr. S. Raghavan,<br>Director IQAC & IQAC<br>Team                       | Completed     |
| Annual Ranking Calendar                               | Q4 2021              | IQAC   | WIP           |

## Points of Discussion

1. Mr. S. Raghavan thanked the Vice-Chancellor for the context setting and presented the UPES IQAC Academic & Administrative Audit Process, the audit will be done once a year, May-June 2022.
2. Mr. S. Raghavan further stated that every school will have 2-3 weeks for pre-audit preparation before the Academic & Administrative Audit. Three days have been planned for the physical audit, which will include a presentation by the School Dean, a Meeting with faculty and students, and a facilities visit. The Academic & Administrative Audit will have a panel of 5-6 auditors.
3. Mr. S. Raghavan presented the flow of the UPES IQAC Academic & Administrative Audit process, details mentioned in the Annexure 1 below.
4. Mr. S. Raghavan also presented the IQAC Audit and Auditor's Manual which will be, circulated post the meeting with committee members for their input.
5. Mr. S. Raghavan requested Dr. Sakthi Ganesh Murugesan- Controller of Examination to share the updates about Examination Reforms Committee meeting. Dr. Shakti updated the committee that the Examination Reforms first meeting conducted on 29<sup>th</sup> September 2021.

Broad Discussion topics during the meeting are:

- a) Absolute to relative grading system
- b) Assessment Framework
- c) External Audit Process
- d) Result Analysis
- e) Board of Examination process
- f) Academic Calendar

Details of the meeting are mentioned in the Minutes of the Meeting in Annexure 2.

## Next Steps

| ACTIVITY   | TIMELINE | RESPONSIBILITY   | REMARKS |
|--|----------|--|---------|
| Implementing Approved Budget                                   | Q4 2021  | IQAC, Finance & Strategy                               |         |
| Accreditation Management System                                | Q4 2021  | IQAC & IT Team   |         |
| IJP & External Hiring  | Q4 2021  | HR & Mr. S. Raghavan, Director IQAC                    |         |
| Advisory Committee Invitation                                  | Q4 2021  | Mr. S. Raghavan, Director IQAC                         |         |
| Annual Ranking Calendar  | Q4 2021  | IQAC   |         |
| Audit Documents Checklist for School                           | Jan 2022 | Mr. S. Raghavan, Director IQAC                         |         |
| Examination Reform Committee Follow-up Meeting to be conducted | Q4 2021  | Dr. Sakthi Ganesh Murugesan- Controller of Examination |         |

## Annexure

1. IQAC Academic & Administrative Audit Plan
2. Examination Reforms Meeting MoM

Signed

S.Raghavan  
Director IQAC

Signed

Prof Sunil Rai  
Vice Chancellor & Chair IQAC