INTERNAL QUALITY ASSURANCE CELL COMMITTEE MEETING

MINUTES OF THE MEETING
Monday, 28.03.2022, 4:00 PM

Chairman
Dr. Sunil Rai, Vice-Chancellor

Director IQAC
Mr. S. Raghavan

Members Present

1. Dr. Sunil Rai- Vice Chancellor
2. Dr. Ram Sharma- Pro Vice Chancellor.
3. Mr. Manish Madaan, Registrar.
4. Dr. Gita Heggde, Dean- School Of Business.
5. Dr. Subhashis Gangopadhyay, Dean- School Of Liberal Studies.
6. Dr. Vijay Kumar Singh, Dean- School Of Law.
7. Dr. Gurvinder Singh Virk, Dean- School Of Engineering.
8. Ms. Rajeshwari Sharma – Associate Professor, School of Business.
9. Dr. Neeraj Mahindroo, Dean- School Of Health Sciences.
10. Ms. Noopur Jha- Assistant Professor & Asst Manger IQAC Staff.

IN ATTENDANCE (BY INVITATION)

Dr. Sharmila Katre - Director Academic Audit, GGS

Apologies

Mr. Nalin Mehta, Dean- School of Modern Media

Welcome

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

Context Setting

Prof. Sunil Rai, Vice-Chancellor, joined Mr. Raghavan in welcoming the committee members to this meeting. He complimented Raghavan for bringing in new systems, restructuring IQAC, onboarding a new team, and drafting the UPES IQAC Academic & Administrative Audit plan. He further added that IQAC Academic & Administrative Audit is an important process and in general the HEIs which implement the Audit process in a rigorous way ensure global quality standards. He also requested Raghavan to share the UPES IQAC Academic & Administrative Audit plan, schedule, and process for 2022-23 further in the meeting. The IQAC Academic & Administrative Audit process is more like an External Audit wherein External Academician and Experts will be invited to be on the Audit panel. Through this IQAC engagement, UPES will incorporate and implement the audit recommendations. He ended his comments by mentioning that he is delighted to be part of this meeting and looking forward to the discussion. He further requested Dr. Ram Sharma- Pro-Vice-Chancellor to add his inputs.

Dr. Ram Sharma, Pro-Vice-Chancellor, echoed the same sentiments of the Vice-Chancellor, having IQAC as the enabler for best practices and catalyst for driving quality in the university. He mentioned the common challenges faced by Indian HEIs such as, (i) almost all HEIs have plans for academic changes but do not implement the plan systematically, (ii) HEIs don't implement the plan through IQAC, or (iii) they do not have the ability to track, monitor and do timely course correction for all quality intervention. At UPES we are serious and committed to the IQAC to be the 'think tank of the University' and implement quality initiatives in a systematic way. UPES Stakeholders who have an idea or would like to bring a change should share the plan in the IQAC committee meeting. The new initiatives or ideas should be discussed and debated in the IQAC meetings and the mutually agreed plan will be implemented through the IQAC team. IQAC is an enabler and facilitator to bring any structure or process changes to the UPES. UPES IQAC team should create dashboards and analytics (automated or manual) for Real-time data availability which enables tracking of the processes, and systems as well as taking necessary action.

He ended by summarizing that IQAC should act as a catalyst for all quality initiatives and an entity to drive change and best practices across the university. Secondly, IQAC should collect data and present the analysis to relevant stakeholders to enable necessary on-time action.

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REVIEW OF PREVIOUS MEETING ACTION POINTS

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

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

Points of Discussion

- Mr. Raghavan- Director, IQAC presented the following points to the committee:

1. Accreditation updates

   a) NAAC – Academic Quality Assurance Report (AQAR), annual report to be submitted to NAAC. The AQAR submission for the year 2019-2020 and 2020-2021 is pending, the actual deadline was 31st March 2022 and the revised deadline is 15th May 2022. IQAC staff team is in the process of consolidating the data, submission will be completed before the deadline.
   During the AQAR submission process, the IQAC team identified gaps and challenges related to the data collection process. He proposed the next step that the IQAC staff team will review and present the revised data collection process to Prof. Sunil Rai- Vice-Chancellor and Dr. Ram Sharma- Pro-Vice-Chancellor for necessary inputs and approval.

   b) For NBA Accreditation, IQAC team is preparing applications for new accreditations of 7 PG programmes of the School of Business and revised accreditation of two UG programmes from the School of Engineering. The IQAC team will keep the committee informed and take the necessary advice for the next steps.

2. IQAC Academic & Administrative Audit Process planed between April and June 2022. The Audit plan and process were presented to the committee as per the presentation in the Annexure. Mr. Raghavan highlighted that effectiveness of the audit will come Post Audit when the Audit recommendations are implemented. He mentioned that the IQAC staff team will facilitate and support the Schools to implement respective recommendations and requested Dean and Senior Colleagues to support the Audit process.

3. The format/ templates of the IQAC Audit manual, IQAC Auditor's Manual, Audit document checklist, IQAC Audit Report, and Action Templates were presented to the committee by Mr. Raghavan, Director IQAC.

4. IQAC Academic & Administrative Audit Schedule and IQAC Point of contact for 8 Schools were presented by Noopur Jha- IQAC Staff, as per the below schedule:

School of Design	June 2-3, 2022
School of Law	May 13-14, 2022
School of Engineering	May 18-22, 2022
School of Health Science	May 20
School of Computer Science	May 30-31, June1, 2022
School of Business	June 2-3, 2022
School of Modern Media	May 11-12, 2022
School of Life/Liberal Studies	April 29, 2022

For More details, please refer to the Annexure below.

5. Mr. Raghavan proposed upcoming the IQAC Core Committee Meeting Dates as follows:
    a. 2nd Meeting – June 2022 (Last Week).
    b. 3rd Meeting – August 2022 (3rd or 4th Week).
    c. 4th Meeting –Nov 2022 (3rd or 4th Week).

• Noopur Jha- IQAC Staff presented to the committee the IQAC Academic & Administrative Audit Plan, which will be a one day Audit Process for each function/ department. The panel for the Audit will include 2-3 members, comprising of Vice-Chancellor/ Pro Vice-Chancellor, Director Academic Audit GGS, and Director IQAC, UPES. IQAC will present the Academic & Administrative Audit Schedule and Plan in the next 15 days.

• Dr. Neeraj Mahindroo- Dean, School of Health Sciences, and Dr. Vijay Kumar- Dean, School of Law, raised concerns about faculty time spent on data collection and administrative activities.

   Mr. Raghavan acknowledged the administrative workload raised by the Deans, he

responded that the revised data collection process will be created keeping the current challenges into consideration. He will present it to the committee after incorporating the Vice Chancellor and Pro Vice Chancellor inputs.

- Dr. Ram Sharma- Pro Vice Chancellor recommended IQAC to create a University level common event process and documents, considering regulatory bodies' guidelines and Accreditation body standards. Dr. Sharmila Katre recommended the IQAC team to introduce the Academic Quality Standard Manual at the University level. Prof. Sunil Rai, Vice Chancellor suggested IQAC team to re-check the process on the 'Examination Grievance Redressal Process' to be communicated to students.

    Mr. Raghavan responded to Dr. Ram Sharma- Pro Vice Chancellor, Prof. Sunil Rai- Vice Chancellor and Dr. Sharmila Katre that IQAC will present in the next committee meeting the university level, school level, and Academic & Administrative Audit function processes that need to be created/revised. Post this presentation IQAC team will create the respective manuals/ processes.

Next Steps

Activity	Timeline	Responsibility	Remarks
Implementation of IQAC Academic & Administrative Audit as per plan	April-June 2022	IQAC team	
NAAC-AQAR submission	15th May 2022	IQAC team	
NBA preparation	June 2022	IQAC team	
Finalizing the next IQAC Core Committee meeting dates	15th April 2022	IQAC	
Presenting IQAC audit committee findings	June 2022	Director IQAC	
Finalizing Data Collection plan	May 2022	Director IQAC	
Accreditation Management System	Q2 2022	IT & Director IQAC	

Annexure

1. **IQAC Academic & Administrative Audit Plan and Schedule Presentation**

Signed   **Signed**

S.Raghavan   **Prof Sunil Rai**
Director IQAC   **Vice Chancellor & Chair IQAC**