

**University of Petroleum and Energy Studies  
Dehradun**

**Minutes of Meeting**

**Internal Quality Assurance Committee (IQAC)**

**Date - 02.08.2014**

**Venue – Energy House (GF) Board Room**

**Member Present:**

Dr. Parag Diwan, Vice Chancellor  
Prof. Utpal Ghosh, PVC  
Dr. Shrihari, Campus Director – Chair  
Ms. Deepa Verma, Director (IA)  
Dr. Kamal Bansal, Deans, Colleges of Engineering Studies  
Dr. Anirban Sengupta, Dean, College of Management & Economics Studies  
Dr. Tabrez Ahmad, Associate Director, College of Legal Studies  
Dr. (Brig.) Anil Sharma, Director Student Affairs  
Dr. Amitabh Bhattacharya, Controller of Examination  
Dr. Ajit Nigam, Head – Incubation Centre (Special Invitee)  
Dr. Rajiv Gupta (Physics), COES  
Prof. Loveraj Takru, CMES  
Dr. Tarun Dhingra, CMES  
Dr. Ramesh Kumar, COLS  
Dr. J.P. Gupta, Director Emeritus – QA  
Mr. Ravindra Yatagiri, Dy. Director – IT  
Mr. A. P. Semwal, Assistant Registrar – Academic Affairs  
Mr. Anugunj Agarwal – MBA (LSCM, 2009-11)  
Mr. Shival Dubey, M.Tech. (Robotics Engg) 2010-12  
Dr. V. J. Byra Reddy, Professor & AVP – Accreditation  
Dr. Sanket Goel, VP-R&D  
Dr. Chinnappan Baskar, THDC Institute of Hydropower Engineering & Technology,  
Tehri Garhwal, Associate Professor of Chemistry Academic In-charge & Controller  
of Examination – External Member  
Dr. Nipendra Chauhan, Sr. Scientist, O/I Institute of Aromatic Plants (Nominee of  
Dr. Vinay K Varshney) - External Member  
Dr. (Maj Gen) S. P. S. Narang, Associate Dean-(PG Programmes) –CMES  
Dr. S.R. Das, Senior Professor & Vice-President (Academic Affairs)

**Leave of Absence:**

Mr. Sandeep Vasist, Financial Controller



Mr. Sachin Jain Chief Finance Officer  
Mr. Abhay Sharma, Registrar  
Prof S.C.Gupta, (Civil Dept.), COES  
Dr. Vinay K Varshney, Head, Chemistry Division, FRI - External Member  
Mr. Aamir Lokhandwala, B. Tech (APE) – 2011-15.

The IQAC meeting for the first quarter was held on 2<sup>nd</sup> August 2014. The meeting was chaired by Dr. Parag Diwan, Vice Chancellor. The meeting started with welcome note to all IQAC members, especially to external members from society and alumni. Dr. S.R.Das, Member Secretary- IQAC introduced all members of IQAC.

A. Dr.Das made the presentation on IQAC @ UPES which covered the following:

- a) Quality Policy of University
- b) Seven Steps of QUALITY at UPES.
- c) IQAC Objectives
- d) IQAC functions
- e) IQAC constitution
- f) IQAC Connects – Where he spoke about how IQAC connects with various stakeholders such as Students, Faculty members, Alumni, Employers etc. He also spoke about the process being adopted by University/IQAC to capture feedbacks from these stakeholders, and how they are analyzed and how action items based on the analysis is generated.
- g) Concurrent Audits are being done through IQAC.
- h) IQAC action Plan for year 2014-15, which is as follows:
  - a) Meetings to be conducted with various stakeholders.
  - b) Quality related seminars and conferences to be conducted
  - c) Preparation of AQAR 2014-15 and the same placed in Management Committee for its approval.
  - d) Improving the course coverage in the syllabi in terms of consistency.
- i) Challenges:
  - a) Collation of information for AQAR in time.
  - b) Maintaining records of evidences & support document with QAC.

An interactive discussion was held on the above specially with new members of IQAC who were joining the meeting for first time.

Thereafter, a few of the departments appraised the house about the quality initiatives they have taken w.r.t. their area of concern during this quarter.

B. Dr. Ajit Nigam, Head of newly created Incubation center, presented the action plan for the year. The members appreciated the ideas shared to strengthen the center. He also sought support of UPES management in terms of finance and work force. One of the external members shared the activities w.r.t. incubation being followed in their institution. He also



talked about the activities and importance of outreach programs. IQAC has taken note of it and assured that University will take action regarding the suggestion given.

- C. SRE briefed about the automation being carried out during new and old students' registration with the help of IT. They informed the house that the new process avoids the manual interventions at maximum extent and enhances the efficiency of the system.

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

-----