



UNIVERSITY OF PETROLEUM & ENERGY STUDIES

Internal Quality Assurance Cell

Minutes of Meeting

No. IQAC/03/MAR/2017-18

(22nd March 2018, 10:30 am to 1 pm)

Venue: Energy House Ground Floor Board Room, UPES

Date: 30.03.2018

Members Present:

Sr. No.	Members
1	Dr. Deependra Kumar Jha - Vice Chancellor – Chairperson
2	Dr. Suresh Kumar, Director, School of Engineering
3	Dr. Manish Prateek, Director, School of Computer Science & Engineering
4	Dr. Soumyajit Ghosal, Director, School of Design
5	Dr. Tabrez Ahmad, Director, School of Law
6	Dr. Deepankar Chakrabarti, Associate Dean - PG (SoB)
7	Dr. Prashant S Rawat, Associate Dean -Innovation,
8	Dr. S K Banerjee, Sr Professor & Associate Dean, Academic Planning & Monitoring
9	Dr. Jitendra Kumar Pandey, Associate Dean-Research & Development
10	Mr. Ravindra Yatagiri, Vice President-HBO, Online Learning
11	Mr. Nitin K Agarwal, VP-HR representative of Ms. Monika Jain, Director – HR
12	Dr. Amitabh Bhattacharya - Controller of Examination
13	Ms. Deepa Verma, Registrar
14	Dr. Ranjan Sinha Thakur - Chief Librarian
15	Dr. Ajay Kumar, Sr. Associate Professor, Mechanical Engineering
16	Dr. Pankar Kumar, Sr. Associate Professor, Chemistry
17	Dr. Vijay Parthasarthy, Associate Professor, Chemical Engineering
18	Dr. Neelu Ahuja, Sr. Associate Professor, SoCSE
19	Dr. Durgansh Sharma, Associate Professor, SoCSE
20	Dr. Thipendra P. Singh, Associate Professor, SoCSE
21	Dr. Neeraj Anand, Professor, SoB
22	Dr. Mamta Rana, Associate Professor, SoL
23	Surajit Mondal, M.Tech. (Energy Systems with spl. Renewable Energy), Alumnus
24	Varnita Varma, M.Tech (Robotics), Alumnus
25	Sanka Rama Venkata Siva Prasanna, M.Tech.(Pipeline Engineering), Alumnus
26	Dr. Nirmal Kumar Upreti, Scientist – G, Wood Seasoning Discipline, Forest Products Division, Forest Research Institute (FRI), Dehradun
27	Dr. Atul Kumar Gupta, Associate Professor & Head, Department of Chemistry, Department of Chemistry, SGRR (PG) College, Dehradun

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- 28 Dr. Kamal Bansal - Director - IQAC & Dean - Academic Development & Innovation
29 Dr. A. P. Semwal, Assistant Registrar (SG), Convener

Special Invitee:

- 1 Dr. Piyush Dua, Associate Professor, Department of Physics
2 Dr. Divya Ahluwalia, Associate Professor, Department of Mathematics

Leave of absence was granted to the following members:

Sr. No.	IQAC Members
1	Dr. V J Byra Reddy, Associate Dean – QA&A
2	Dr. Ajit Kumar Nigam, Associate Dean, Incubation
3	Ms. Alka Madhan, Director, Corporate Relations and Career Services
4	Dr. Atul Razdan, Associate Dean - UG (SoB)
5	Dr. Radheshyam Prasad, Associate Professor, SoL
6	Anish Singh, B.Tech – APE-UP, Existing Student
7	Pragya Sood, B.Tech - CSE, Existing Student
8	Vertika Saxena, B.Des, Existing Student
9	Arjun Das, MBA (AVM), Existing Student
10	Dipti Khatri, BALLB (Hons), Existing Student
11	Mr. Sanjay Mittal, Director (Operations), Power Transmission Corporation of Uttarakhand Limited (PITCL), Dehradun
12	Mr. Vikas Matta, Manufacturing Head - Hero Motocorp Ltd., Haridwar Plant, Haridwar

At the outset, Dr. Deependra Kumar Jha, Chairman IQAC welcomed the Members. Thereafter ascertaining the quorum Dr. Kamal Bansal, Director IQAC, briefed all agenda items going to be covered in the meeting and were taken up for further discussion:

Item 3.1: Curriculum Aspects:

- i) **Implementing Outcome Based Education (OBE) in all programmes – across University**

Dr. Vijay Parthasarthy presented the OBE being followed in his department; the presentation covered the following:

- Programme Outcomes (POs)
- Programme Specific Outcomes (PSOs)
- Course Outcomes (COs)
- Correlation among COs, POs and PSOs and
- Assessment of COs

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He also presented one of the sample question papers mapped with COs defined for that particular course. The Chair advised to introduce question papers with mapped COs from current semester onwards all across the University.

Dr. Vijay further shared the templates have been designed (in MS-Excel format) to capture students' assessments and outcome assessment sheet which includes 'achieved attainment level info' and 'action plan on Not Achieved COs'. Hon. Vice Chancellor appreciated the templates designed by Dr. Vijay and advised to share it all across the schools. He further added to conduct the workshops to familiarize the faculty members with these templates.

The chair advised to list the above agenda item in forthcoming Academic Council Meeting.

ii) Discussion on curriculum grids of Engineering Programmes as per AICTE recommendation

The curriculum of B.Tech. Chemical Engineering with AICTE inputs, as a sample was presented by school of engineering. The following points were revealed during the discussion:

- a) The recommended total credits range is 160 – 165 for B.Tech programmes. Additional 5 more courses may be introduced in case of B.Tech CSE programmes, these additional courses to be introduced honors course, accordingly curriculum to be prepared.
- b) The design of curriculum available at AICTE website varies from programme to programme e.g. Chemistry – 2 in Semester – III is only in the Chemical Engg. Programme. Some programmes have single Project in the last semester, whereas some have two or three projects from semester V onwards etc. Therefore, departments need to prepare the curriculum as per AICTE recommendations keeping the specific requirements & specialty of its programme.
- c) The nomenclature for Summer Internship is yet to be reviewed and finalized.

Item 3.2: Teaching – Learning & Evaluation:

i) Institutionalizing Multi-Disciplinary Projects

To initiate discussion among IQAC members, a presentation on "Multi – Disciplinary Student Project" was given by Dr. Ajay Kumar, it was in continuation of what IQAC had discussed its last meeting. The following issues were revealed during the discussion:

- a) At initial level, faculty members will come up with the idea that will be discussed in a committee to finalize the multidisciplinary project to start with.
- b) The Multidisciplinary projects should be completed in three semester.
- c) The template for calling the multidisciplinary projects to be finalized in consultation with the Hon. Vice Chancellor.
- d) The syllabus for the "Handling Multi-Disciplinary Projects" should be finalized in consultation with the Directors of all the school.
- e) As a pilot, the projects should be launched with the best students of the school (the support for the same should come from SRE) with a provision to adjust the enthusiasts also.
- f) The portal to be created to register such students. SRE and IT to work on.

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ii) **Reform in students' progression policy**

Dr. Kamal Bansal briefed the house about the progression policy of students under revision, as tabled below:

Progression	Present Practice/ Rules	Proposed Practice/ Rules
Odd to Even	Automatic	Automatic
II to III (after 1st supple. exam)	If backlog = < 3 theory course(s) of sem I & II	If earned 50% of credits of sem I & II
IV to V (after 1st supple. exam)	If backlog = < 3 theory course(s) of sem III & IV and meeting passing criteria of sem I & II	If earned 60% of credits on cumulative basis of sem- I to IV
VI to VII (after 1st supple. exam)	If backlog = < 3 theory course(s) of sem V & VI and meeting passing criteria of sem III & IV	If earned 70% of credits on cumulative basis of sem- I to VI
VIII to IX (after 1st supple. exam)	If backlog = < 3 theory course(s) of sem VII & VIII and meeting passing criteria of sem V & VI	If earned 80% of credits on cumulative basis of sem- I to VIII
X to XI (after 1st supple. exam)	If backlog = < 3 theory course(s) of sem IX & X and meeting passing criteria of sem VII & VIII	If earned 80% of credits on cumulative basis of sem- I to X

Item 3.3: Research Innovations and Extension:

Reforming R&D policy, Anti-plagiarism policy, Research Ethics policy, Patent Policy and IPR Cell

Dr. Jitendra Kumar Pandey, Head – R&D made presentation on the draft policy on the above agenda. The following issues were revealed during the discussion:

- a) The plagiarism level in core areas and non-core areas to be introduced. Zero Tolerance level in case of core areas as per the UGC guidelines. The Hon. Vice Chancellor will constitute committee on Anti-plagiarism.
- b) As per the Academic Misconduct Panel(AMP) and Plagiarism Disciplinary Authority(PDA) every scholar (M.Phil/Ph.D) must have plagiarism detection tool to check the plagiarism
- c) A brief discussion on DRC, SRC, URC and AC and their functionality in the existing system was held. The members present gave their views and concerns about its implementation. The Chair advised members to go in details to the document circulated.
- d) To give more clarity, UPES will prepare a list of approved Journals and conferences with a little higher benchmark and circulate.
- e) A minimum 12 credits course work is mandatory for all the students provisionally admitted/registered in the PhD program.

- f) To encourage the researchers towards publications an incentive will be provided to the researchers after publication (SCOPUS/SCI/SCIE/ADBC/UGC approved).
- g) The designation Research Scientist to be reviewed.
- h) If any faculty members received any external funded project then the faculty will be provided gift coupon based on the amount received. The Chair advised that the Project Proposal to be routed through R&D department.
- i) The time between abstract submission and final thesis submission to be reviewed.

Item 3.4: Institutional Values and Best Practices:


Faculty Development Programme – 'CAFE' one of the best practices identified

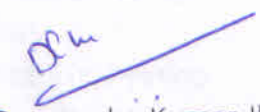
Dr. Divya Ahluwalia and Dr. Piyush Dua made presentation on Centre for Academic & Faculty Enrichment (CAFE), a faculty enhancement program. The presentation covered the following:

- a) Vision and Mission of CAFE
- b) Program Objectives of FEP
- c) Different Modules for different level of faculty/prospect participants
- d) Detailed modules with modules objectives
- e) Detailed session plan of each module
- f) Timeline for development plan
- g) Timeline for launching
- h) Organization chart

The idea and presentation was very interesting and appreciated by all. They were advised to take it forward at next level as per timeline defined.

Under any other item, members of IQAC were briefed about the revised feedback collection formats on curriculum design and development from university stakeholders. Data analysis and action taken report against those feedback inputs were discussed. Members of IQAC approved the same. Feedback formats and details of action taken report is annexed in Annexure -IV.


Dr. Kamal Bansal
Dean(AD&I) & Director IQAC


Dr. Deependra Kumar Jha
Vice Chancellor & Chairman IQAC