

**University of Petroleum and Energy Studies**  
**Dehradun**  
**Minutes of Meeting**  
**Internal Quality Assurance Committee (IQAC)**  
**Date - 18.02.2015**  
**Venue – Energy House (GF) Board Room**

20.02.2015

**Member Present:**

1.	Dr. Parag Diwan, Vice Chancellor	Chairperson
2.	Ms. Deepa Verma, Director (IA)	Senior Administrative Officers
3.	Dr. Kamal Bansal, Deans, Colleges of Engineering Studies	
4.	Dr. Anirban Sengupta, Dean, College of Management & Economics Studies	
5.	Dr. Tabrez Ahmad, Associate Director, College of Legal Studies	
6.	Dr. (Brig.) Anil Sharma, Director Student Affairs	
7.	Dr. Amitabh Bhattacharya, Controller of Examination	
8.	Prof S.C.Gupta, (Civil Dept.), COES	Faculty Members
9.	Dr Manas Pradhan (CIT), COES	
10.	Prof. Loveraj Takru, CoMES	
11.	Dr Rajiv Gupta (Physics), COES	
12.	Dr. Shrihari, Campus Director	Members from Management
13.	Mr. Sandeep Vasist, Financial Controller	Administrative/Technical Staff
14.	Mr. Ravindra Yatagiri, Dy. Director – IT	
15.	Mr. A. P. Semwal, Assistant Registrar – Academic Affairs	
16.	Mr. Aamir Lokhandwala, B. Tech (APE) – 2011-15.	Student
17.	Mr. Anugunj Agarwal – MBA (LSCM, 2009-11)	Alumni
18.	Mr. Shival Dubey, M.Tech. (Robotics Engg) 2010-12	
19.	Dr. Chinnappan Baskar, THDC Institute of Hydropower Engineering & Technology, Tehri Garhwal, Associate Professor of Chemistry Academic In-charge & Controller of Examination – External Member	Members from local society
20.	Dr. Vinay K Varshney, Head, Chemistry Division, FRI - External Member	
21.	Dr. V. J. Byra Reddy, Professor & AVP – Accreditation	Special Invitees
22.	Dr. (Maj Gen) S. P. S. Narang, Associate Dean-(PG Programmes) –CMES	
23.	Dr. Atul Razdan, Associate Dean-(UG Programmes) – CMES	

24.	Dr. Manish Prateek, Asso. Dean – CIT		
25.	Dr. Piyush Kuchhal, Asso. Dean – General Science Dept.		
26.	Dr. Jitendra Kumar Pandey, AVP-R&D	Representative of Dr. Sanket Goel, VP-R&D	
27.	Mr. Alipta Dutta,	Representative of Mr. Santanil Dasgupta, Head Career Services	
28.	Mr. Mohit Gupta,		
29.	Mr. K.K.Lal,	Representative of Dr.R.Sinha Thakur, Head Library	
30.	Mr. P.Sati,		
31.	Dr. S.R. Das, Senior Professor & Vice-President (Academic Affairs)		Member Secretary

**Leave of Absence was granted to the following officials:**

Prof. Utpal Ghosh, PVC  
 Mr. Sachin Jain Chief Finance Officer  
 Mr. Abhay Sharma, Registrar  
 Dr. J.P.Gupta, Director Emeritus – QA  
 Dr. Sanket Goel, VP-R&D  
 Dr. Tarun Dhingra, CMES  
 Dr. R.S.Thakur, Head – Library

The second IQAC meeting for Academic session 2014-15 was held on 18<sup>th</sup> February 2015. 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. The following agenda items were discussed:

1.	Curricular Aspect		Status/Action taken/suggestion	Responsibility center
i)	Academic Flexibility	Possibility of CBCS to be explored further in all the 3 colleges.	CBCS will be introduced for the new enrollments in the 2015-16 session.	Academic Affairs
ii)	Feedback System	Formalize a system for recordkeeping the feedback/suggestions from External experts from industry and academia on curriculum.	Respective colleges will create a repository for the guest lectures.  Career services will create the same for industry visitors coming for	Deans of respective college.  Head of Career services in Bidholi/Kandoli

			recruitment.	Campuses.
<b>2.</b>	<b>Teaching-Learning and Evaluation</b>			
i)	Teaching – Learning Process	Efforts to make it more students centric.	Selected courses are being modified to outcome based learning. An update will be shared in the next meeting.	AVP – Accreditation.
ii)	Evaluation Process and Reforms	<p>a) Possibility of question bank approach for setting up question paper.</p> <p>b) Implementation of 10 grade point evaluation systems as per UGC recommendation.</p>	<p>a) Respective colleges will set up repositories of question bank. Also, Question papers of exams will be made available in the libraries after exams.</p> <p>b) Already in progress for implementation from July 2015.</p>	<p>Deans</p> <p>Head SRE</p> <p>Head SRE</p>
iii)	Student performance and Learning outcome	Effort to motivate students to go for GATE, Civil Services, Engg. Services, Defense and Judicial Services examinations.	A database for students appearing and qualifying in competitive exams.	Head – Career Service Bidholi / Kandoli Campus.
<b>3.</b>	<b>Research, Consultancy and Extension</b>			
i)	Promotion of Research	Motivating faculty members towards quality research through institutionalized framework that the University has established.	<p>To make research proposal through faculty involvement.</p> <p>UPES to promote Research culture among students also by providing them some platform.</p>	R&D Dept.

ii)	Resource mobilization for research	Allocation of more funds. Attracting for more external funding.	More interaction with Industry /organizations for widening the scope of research.	R&D Department Dean of respective colleges.
iii)	Research Publications and awards	Steps to motivate faculty members for obtaining more awards and recognitions.	Principal investigator will be responsible for quality.	
<b>4.</b>	<b>Infrastructure and Learning Resources</b>			
i)	Library as a Learning Resource	Going for more range of books and journals. Adding more space to Library	In progress. In progress.	Head Librarian. Head Librarian.
<b>5.</b>	<b>Student Support and Progression</b>			
i)	Student Mentoring and Support	Intensifying Mentoring and support needs of the students.	Will be taken up in the next IQAC meeting.	
<b>6.</b>	<b>Governance, Leadership and Management</b>			
i)	Internal Quality Assurance System	Academic Audits and action thereafter.	Academic audit are to be made more focused. Revised audit formats to be designed for next academic session.	VP-AA Deans of respective colleges.



Dr. S.R. Das  
Member Secretary

Sd/-

Dr. Parag Diwan  
Vice Chancellor