

University of Petroleum and Energy Studies

Dehradun

Minutes of Meeting

Internal Quality Assurance Committee (IQAC)

Date - 20.11.2014

Venue – Energy House (GF) Board Room

Member Present:

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 Manas Pradhan (CIT), COES
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. Aamir Lokhandwala, B. Tech (APE) – 2011-15.
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:

Dr. Parag Diwan, Vice Chancellor
Prof. Utpal Ghosh, PVC
Dr. Amitabh Bhattacharya, Controller of Examination
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
 Dr. Atul Razdan, Associate Dean-(UG Programmes) -CMES

The IQAC meeting for the Second quarter was held on 20th November 2014. In absence of VC the meeting was chaired by his nominee Dr. Shrihari, Professor & Campus Director. Thereafter ascertaining the quorum, the agenda items were taken up for discussion:

- A. Dr. Sanket Goyal, VP-R&D briefed the initiatives taken, process being followed and the success they have achieved in the area of R&D, till date.
- B. Dr. Tabrez Ahamad, Associate Director, College of Legal Studies, briefed the best practices adopted during this quarter, which were as follows:
- i) Introduction of application based teaching learning process [restructuring of course plan and restructuring of Question papers pattern].
 - ii) Introduction of college academic Calendar in consonance with University academic calendar.
 - iii) Introduction of Course calendar
 - iv) Introduction of OPI (Overall Performance Indicator)
 - v) Introduction of DKI (Domain Knowledge Indicator)
 - vi) Introduction of student profiling to channelize placement process
 - vii) Introduction of three new intra moots i.e. Techno-legal, Novice moot courts and Trial advocacy.
 - viii) Formation of Technology Society for B.Tech, LLB students.
 - ix) Publication of COLS newsletter.
 - x) National Essay writing competition.
- C. Dr. Anirban Sengupta, Dean, College of Management & Economics Studies, informed the house that CMES has created the various professional clubs to make teaching – learning process more students centric through experiential learning. The various professional clubs are as follows:

S.No	CLUB	FUNCTION
1	CEO Speak	Exposures to CEOs, developing holistic approach towards business
2	Alumni club	Alumni networking
3	Movie Club	Training through films
4	Professional Development Cell	Supplementing course grid leading to develop a professional manager
5	Finance Club	Finance Updation

6	Sports Club	Team building and developing competitive spirit
7	Corporate Relations Cell	Networking with corporate to get practitioners to classrooms
8	Business Quiz	Nurturing real life business knowledge
9	IT Club	IT related help and photography
10	Cultural Club	Co-curricular activities
11	HR Club	HR related issues
12	Marketing Club	Marketing focused aspects
13	Social Media and PR	Online and offline brand building initiatives
14	Sadhbhavna	CSR (Interaction with NGOs)
15	Personality & Leadership	Assisting in placements and personality Development
16	Event Management & PR	Goonj (Growth of students)

- D. Mr. Manas Pradhan of Centre of Information Technology updated the members on the Interactive Teaching Methodology being followed by the dept, which includes the following:

LMS (Learning Management System)

iCOS (Innovation Centre for Open Standards)

Case Studies for Domain Specific/Technical Subjects

Meetings with CRs, Program Heads, Course Coordinators, Activity Coordinator, Associate Dean(CIT), Dean(CoES)

Webinars for Up to date Industry trends

SME led online delivery via WebEx sessions followed by Q/A.

Provision for dedicated Class Room in Block 8 specially enabled for conducting webinars

Minor Projects as Lab exercises

100+ students created Projects during summer vacations in 2013 with active mentoring from Faculty.

Projects assigned to students during summer gurukool

Projects handed out as lab assignments in Topics like

PHP, Advanced PHP, Core And Advanced Java

- E. Dr. Kamal Bansal, Dean COES informed the house about the initiatives taken by College of Engineering Studies in the area of academic monitoring/auditing and initiatives taken for conducting FDPs, listed below:

Academic audits for course progress and assessment.

a. Twice in a semester

b. Random by HoDs/ AMC conveners

Monitoring of smooth functioning of classes.

a. Thrice in a week

b. Random by HoDs/ AMC conveners

Monitoring of Classroom delivery

- a. By AMC conveners
- b. By Senior professor and other members

Counseling session for the faculty members

- a. For the faculty members against the classes not taken report
- b. For the faculty members against the complaint received
- c. For the faculty members having less than 25% course coverage

Monitoring of the quality of Assignments & Case Studies

- a. The committee comprising of Associate Deans, Senior Professors and HoDs conducts quality checks for assignments.
- b. Monitoring of the examination question papers.

Faculty Development Programmes

Depending upon the comments received from AMC, the faculty members are nominated for the FDP on

- a) Teaching methodology
- b) Domain specific areas
- c) Software related areas

FDPs are organized twice a year, just after the completion of semester (during winter/summer break) in collaboration with:

- a) Faculty Development & Technical Education Center (COES initiative)
- b) NITTTR
- c) Wipro
- d) UGC Academic Staff College.

IQAC appreciated the efforts made by Dean/Directors for enhancing quality in teaching learning and research in their respective colleges. It further recommended to conduct FDP in more organized / institutionalized manner on innovative pedagogies with Blackboard/blended learning aids, communication skills, team building, and leadership etc. It was also recommended to conduct some innovative workshops/training for students to supplement their learning e.g. certified training program, training on professional software etc.

F. Student Records and Evaluation cell briefed the house about the following initiatives taken in this quarter:

- a) Development of Students Helpdesk
- b) Online supplementary form submission.

The meeting was adjourned after the vote of thanks to the Chair.
