

University of Petroleum and Energy Studies
Dehradun
Minutes of Meeting
Internal Quality Assurance Committee (IQAC)
Date - 02.05.2015
Venue – Energy House (GF) Board Room

04.05.2015

Member Present:

1.	Dr. Shrihari, Vice Chancellor	Chairperson
2.	Mr. Abhay Sharma, Registrar	Senior Administrative Officers
3.	Dr. Tabrez Ahmad, Associate Director, College of Legal Studies	
4.	Dr. (Brig.) Anil Sharma, Director Student Affairs	
5.	Dr. Amitabh Bhattacharya, Controller of Examination	
6.	Prof S.C.Gupta, (Civil Engineering.), COES	Faculty Members
7.	Dr Manas Pradhan (CIT), COES	
8.	Brig. Sukpreet Singh Dhillon, Director - Administrator	Members from Management
9.	Mr. Sandeep Vasist, Financial Controller	Administrative/Technical Staff
10.	Mr. Ravindra Yatagiri, Dy. Director – IT	
11.	Mr. A. P. Semwal, Assistant Registrar – Academic Affairs	
12.	Mr. Shival Dubey, M.Tech. (Robotics Engg) 2010-12	Alumni
13.	Dr. Vinay K Varshney, Head, Chemistry Division, FRI - External Member	Members from local society
14.	Dr. V. J. Byra Reddy, Professor & AVP – Accreditation	Special Invitees
15.	Mr. Alipta Dutta, Representative of Mr. Santanil Dasgupta, Head Career Services	
16.	Dr. Ranjan Sinha Thakur, Head Library	
17.	Dr. S.R. Das, Senior Professor & Vice-President (Academic Affairs)	Member Secretary

Leave of Absence was granted to the following officials:

Prof. Utpal Ghosh, President – UPES
Mr. Sachin Jain Chief Finance Officer
Dr. J.P.Gupta, Director Emeritus – QA
Ms. Deepa Verma, Director (IA)
Dr. Kamal Bansal, Dean, Colleges of Engineering Studies
Dr. Anirban Sengupta, Dean, College of Management & Economics Studies
Dr. Tarun Dhingra, CMES
Prof. Loveraj Takru, CoMES
Dr Rajiv Gupta (Physics), COES
Mr. Aamir Lokhandwala, B. Tech (APE) – 2011-15.

Mr. Anugunj Agarwal – MBA (LSCM, 2009-11)
 Dr. Chinnappan Baskar, THDC Institute of Hydropower Engineering & Technology,
 Tehri Garhwal, Associate Professor of Chemistry Academic In-charge & Controller of
 Examination – External Member

The third IQAC meeting for Academic session 2014-15 was held on 2nd May 2015. The meeting was chaired by Dr. Shrihari, 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
i)	Academic Flexibility	Possibility of CBCS to be explored further in all the 3 colleges.	Dr.Das has informed the house that CBCS is to be implemented from the academic session 2015-16 and the same will be applicable for the students joining in July 2015. He also informed that modified curriculum grids has been prepared, being cleared through the Boards of Studies and will be placed for academic council approval on 23 rd May 2015.	VP-AA to update the IQAC about the progress on CBCS in next meet.
ii)	Feedback System	Formalize a system for recordkeeping the feedback/suggestion s from External experts from industry and academia on curriculum.	Respective colleges will create a repository for the guest lectures and sent it to Library. Career services will also create the same for industry visitors coming for recruitment.	Dr. Ranjan Sinha Thakur will prepare a process and inform the colleges. The permission of Visitors must be sought before keeping the recordings in the repository. Also, Dr. Tabrez Ahamd will lead the process of recording guest lectures for career services focused for law students.

2. Teaching-Learning and Evaluation				
i)	Teaching – Learning Process	Efforts to make it more students centric.	IQAC to promote the spirit of quality enhancement to the college of law departments for outcome based learning structure as it is being done with COMES.	Dr.Byra Reddy to guide colleges in diffusion of IACBE & NBA process.
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>SRE has informed that they have already put up the note to Hon. Chancellor for approval.</p> <p>It is also suggested question bank can be created using these question papers. Also for the same purpose LMS & Blackboard can be used.</p> <p>Note is ready. Approval will be sought from Academic Council.</p>	Head – SRE will update the progress to IQAC.
iii)	Student performance and Learning outcome	Effort to motivate students to go for GATE, Civil Services, Engg. Services, Defense and Judicial Services examinations.	<p>Career Services have informed the house that their department along with Placement Internship Coordinators & HODs conducts regular interaction with students to identify students interested in Higher Studies, Competitive Examinations (CAT/MAT/GATE/ GMAT/LLM/ICS).</p> <p>Career Services also shared that, Indian Defense Services has started recruitments off-the-campus and UPES participates in the initial selection process by inviting the Indian Army/Navy/Airforce UES (Univ. Entry Scheme) Teams for initial screening etc.</p>	Career Service to create a documentation of what transpires and forward it to all concerned. This documentation can be a repository of feedback from Industry.
3. Research, Consultancy and Extension				
i)	Promotion of Research	Motivating faculty members towards quality research through	To make research proposal through faculty involvement.	Due to absence of R&D Department's representative,

		institutionalized framework that the University has established.	UPES to promote Research culture among students also by providing them some platform.	QAC decided to defer this issue for next meeting.
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. Principal investigator will be responsible for quality.	Due to absence of R&D Department's representative, QAC decided to defer this issue for next meeting.
iii)	Research Publications and awards	Steps to motivate faculty members for obtaining more awards and recognitions.		

4. Infrastructure and Learning Resources

i)	Library as a Learning Resource	Going for more range of books and journals. Adding more space to Library	Dr. Ranjan Sinha, Head Library had shown the progress as below: ↓	It is suggested to incorporate 1) Usage details and 2) Books by titles & by Volume in the below report.
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LIBRARY RESOURCES AT A GLANCE

	Books		Journals/Magazines		Databases	
	Feb 2015	Apr 2015	Feb 2015	Apr 2015	Feb 2015	Apr 2015
Engineering	51730	53671	46	46	7	7+1
Management	23755	24046	31	31	2	2
Law	15250	15918	31	33	6	6
E-Books	222	522				

E-Journals			3594	5333		
Thesis	60	82				
Dissertations	2898	2898				
CDs	150	150				
Bound Vols	1147	1147				
Remote access server						1 (EzProxy)
Total	95212	98434	3702	5443	16	17

LIBRARY INFRASTRUCTURE DEVELOPMENT

	Bidholi Campus	Kandholi Campus
Reading Room		
Engineering	351	
Management		182
Law	109	
Shelving Area		
Engineering	Ground Floor – Lending Section + Reading area	
	First Floor – Reference Section / Periodical section + reading area	
Law	Second Floor – Lending, Reference , and Periodicals + reading room for student & faculty members	
Management	Fifth Floor Kandholi campus – Lending + Reading room	


	Digital Library	17 PC for accessing databases (Feb 2015 – 9 PC)	
5.	Student Support and Progression		
i)	Student Mentoring and Support	<p>Intensifying Mentoring and support needs of the students.</p> <p>Career Service Department has informed the house a few of efforts made by them to Intensifying Mentoring and support needs of the students, which are as follows:</p> <ul style="list-style-type: none"> a) Emphasis in laid on Preparation for Aptitude Test, Group Discussions & Personal Interviews. b) At Career Services we also take pride in providing concerted training & inputs to students as per profiles offered to them once they have been made formal offers. c) Campus-to-Corporate & Books-to-Boardroom classes are organized by CPC specially for the Final Year Students of all colleges to apprise them of expectations from them by their hiring organizations. 	<p>Various initiatives by Career Services have started. Other departments may also apprise the house about the similar initiatives.</p>
6.	Governance, Leadership and Management		
i)	Internal Quality Assurance System	<p>Academic Audits and action thereafter.</p> <p>Academic audit are to be made more focused. Dr. Shrihari, Vice Chancellor and Chairman of IQAC suggested to make the audit process computerized. Where the HOD of respective departments have access to course plan and progress on the course plan etc.</p>	<p>VP-AA & Deans of respective colleges will sit together and draft the implementation plan.</p> <p>They will also see the possibility to incorporate online audits in new Blackboard utility to be</p>

			implemented in July 2015.
		Revised audit formats to be designed for next academic session.	Deans & VPAA will prepare the final draft.
		Member Secretary – IQAC has requested Deans of respective colleges to nominate atleast 2 students representatives from their colleges.	



Dr. S.R. Das
Member Secretary-IQAC

05/05/2015



Dr. Shrihari
Vice Chancellor & Chairman-IQAC