

UNIVERSITY WITH A PURPOSE

## **SPECIAL INTERNAL QUALITY ASSURANCE COMMITTEE MEETING**

### **MINUTES OF THE MEETING**

**Monday, 21.09.2020, 3:00 PM, Virtual**

#### **Chairman**

Dr. Sunil Rai, Vice Chancellor

#### **IQAC Director & Coordinator**

Dr. Veena Dutta, Registrar

#### **Members Present**

- |                               |                              |
|-------------------------------|------------------------------|
| 1. Dr. Kamal Bansal           | 15. Dr. Akshay Malhotra      |
| 2. Dr. Manish Prateek         | 16. Dr. Sheetal Khanka       |
| 3. Dr. Githa S. Heggde        | 17. Mr. Lokendra Dutt Sharma |
| 4. Ms. Manisha Mohan          | 18. Ms. Jyoti Bansal         |
| 5. Dr. Vijay Kumar Singh      | 19. Mr. Manish Madaan        |
| 6. Dr. Neeraj Mahindroo       | 20. Mr. Karan Singh          |
| 7. Dr. Sanjeev Kumar          | 21. Ritwik Sahai             |
| 8. Dr. Kiran K Ravulakollu    | 22. Ms. Shilpa Suyal         |
| 9. Dr. Ashish Karn            | 23. Dr. Manoj Kumar Sharma   |
| 10. Dr. Rajeshwari Deb        | 24. Dr. Ashutosh Mishra      |
| 11. Mr. Venkateshwarlu Varala | 25. Dr. R Gowri, Professor   |
| 12. Dr. Jitendra Kumar Pandey | 26. Mr. Shivi Srivastava     |
| 13. Dr. Ranjan Sinha Thakur   | 27. Ms. Akansha Jain         |
| 14. Dr. M Sakthi Ganesh       | 28. Joe Francis              |



**Welcome:**

The IQAC Chairperson extended a warm welcome to all the members to Virtual IQAC meeting.

After ascertaining the Quorum in place, the agenda items were taken up for discussion.

**Agenda Item No. 1:****Introduction to NEP 2020 by the Vice Chancellor**

The Chairperson **apprised** the Members about the National Education Policy – 2020 and deliberated upon its purpose, which is to develop good human beings capable of rational thought and action, possessing compassion, empathy, courage, resilience, scientific temper and creative imagination, with sound ethical moorings and values.

He **further informed** that UPES, in alignment with the National Education Policy, is launching 'School for Life' in order to make students lifelong learners and to be proactive in taking firm steps forward in the direction of implementation of National Education Policy 2020 as per the suggestion of IQAC during previous meeting.

Some of the features of UPES which are in sync with NEP 2020 are enumerated herein below:

- a. The University is currently offering 124 programs through 7 distinct schools and are progressively diversifying.
- b. UPES follows the Learning **Outcome Based Education(LOBE)** model that emphasizes on the importance of Program Learning Outcomes (PLOs) that serves as a critical factor to design curriculum and steer direction of all levels of outcome, i.e. course outcomes, unit outcomes, and lesson outcomes.
- c. Opportunity to earn interdisciplinary credits, incorporation of **life skills courses** and **social internship** has been discussed through Board of Studies (BOS) of respective schools. After deliberation on the suggestions of BOS, the Committee recommended the same to the Academic Council for approval w.e.f. AY 2020-21.
- d. **Interdisciplinary credits** have been incorporated without compromising Program core elements, Program electives and Honors credits of each program to ensure opportunity



to earn 15 to 20% across other discipline. Students can qualify a minor specialization by successfully earning 20% credits across other discipline.

- e. **Centre of Research and Development** with complete inbuilt policy driven governance system is in place that supports SEED projects, interdisciplinary research and consultancy leading to quality publications and research leading to Ph.D. degree.
- f. A dedicated team in the **Department of International Affairs** supported by all the schools envisions to make UPES a global Centre of Excellence by means of resources collaboration and exchange.
- g. Students can be part of live entrepreneurship projects through UPES **Centre for Innovation and Entrepreneurship (UCIE)**.

### **Agenda Item No. 2:**

#### **Introduction of Dean of School for Life by the Vice Chancellor and Concept of School for Life**

The Chairperson **informed** that Ms. Manisha Mohan, Dean – School of Design will assume additional responsibility as Dean of School for Life.

Ms. Manisha Mohan **apprised** the committee about the concept of School for Life as under:

- a. To provide a learning pathway to students from diverse backgrounds through distinct levels of subject competencies with a choice of differentiated areas of in-depth learning in the liberal arts, humanities and life skill subject
- b. To nurture student's skills using a problem-solving, inquiry-based ability to develop as an autonomous learner, thinker and practitioner.
- c. To motivate students & to develop intellectual and critical thinking in their work through rigorous research enquiry, evaluation and application.
- d. To enable students to acquire sufficient diversity of experience and understanding through curricular, co-curricular and extracurricular subjects learning at institutional and external settings of varied projects.
- e. To make students 'future-ready' while focusing on strengthening their learning abilities and independent thinking.
- f. To equip students with life skills necessary to lead successful personal and professional life.



- g. To enable students to become global learners while remaining connected to their roots.
- h. To empower integrative thought processes among students that instill lifelong learning habits.

Dr. Ram Sharma, Dean – Academics, further emphasized on the curriculum structure of School for Life and apprised the Members that the purpose of the School is to prepare graduates for future with attributes such as criticality, creativity, empathy, leadership, interdisciplinary etc., focussing on 21st century skills like learnability, collaboration, teamwork, adaptability etc.

### **Agenda Item No.3:**

#### **Discussion on the Curriculum Structure of School for Life.**

Ms. Manisha Mohan, Dean of School for Life **informed** the Members about the Curriculum Structure and Grids for School for Life. She further informed that the Courses offered under School for Life will be divided into **Major, Exploratory, Signature and Life Skills courses** covering Curricular, Co-Curricular & Interdisciplinary aspects. The grids of the program are as under:

<b>SCHOOL FOR LIFE STRUCTURE</b>							
<b>Sr.</b>	<b>Particulars</b>	<b>Credits</b>			<b>Awards</b>	<b>Consideration</b>	<b>Remarks</b>
	<b>(Program)</b>	<b>4,5 Yr</b>	<b>3 Yr</b>	<b>2 Yr</b>			
<b>1</b>	Academic Courses				<b>Certificate</b>	<b>Carrying Credits for Advanced Certificate / Diploma as applicable</b>	<b>In Sems 1 to 5</b>
	Life Skills	12	12	8			
	Signature Courses	18	12	9			
	Exploratory Courses	15/18	12	9			
	<b>Total</b>	<b>45/48</b>	<b>36</b>	<b>26</b>			
<b>2</b>	Clubs	6*	6*	3*	<b>Trophies/ Medals / Certificates</b>	<b>Incentives: Grant of attendance and/or Grace Marks or SGPA / CGPA rise</b>	<b>In First Year - Assessed, 2 nd yr Supervisory, Optional for restr period</b>



3	Social Internship	6*	6*	Nil	Certificate	Same as above	At the end of 1st Yr
4	Government / Entrepreneurship Internship	6*	Nil	Nil	Certificate	Same as above	At the end of 2nd Yr
5	Domain Internship	6*	6*	6*	Certificate	Same as above	At the end of 2nd Yr (3 Yr Pgm) & 3rd Ye (4/5 Yr Pgm)
*	Notional for effort quantification only						

The details are annexed as **Annexure 4.A**

#### **Agenda Item No.4:**

#### **Discussion on the Strategic Academic Model (future road map)**

Dr. Ram Sharma, Dean Academics, **presented the Strategic Academic Model** with emphasis on academic excellence through investment in and upgradation of research infrastructure, improving teaching-learning with truly multidisciplinary curriculum by launching different major-minor combinations and enhancing student experience.

- a. All Schools to develop multidisciplinary curriculum and all programs to offer an option for Minor programs to students from other Schools through exploratory courses
- b. All course will follow enquiry-based pedagogy and project-based learning to imbibe in student problem-solving skill
- c. Strong emphasis will be given on E-learning and inclusion of value-added components like Coursera, Videos, Simulation, Cases, Project Based Learning etc. A training calendar will also be published for faculty to make their delivery engaging and entertaining through continuous feedback.
- d. Every student will do at least 2 minor projects every semester and one extension activity in an academic year
- e. Develop 10 fully online courses for SWAYAM, CEC, e-PG-Pathshala, NPTEL, etc.
- f. To get on board 10% international faculty and 5% international student by Academic Year 2021-22



- g. To upgrade SOPs (complete automation) of student lifecycle including Enrolment, Fee Management, Course Registration, Attendance, Teaching-learning process, Mentoring, Project Based Learning, Internships/Capstones, Co-Curricular records etc.
- h. To improve the Student Experience by:
  - i. Providing better infrastructure (in phased manner) by AY 2022-23 e.g. projection, sound, look and feel etc. in the classrooms and cafés, open activity areas, safe spaces, sports and cultural activities facilities across the campus
  - ii. Every student will learn through project-based learning, masterclasses, undergraduate research projects etc.
  - iii. Launch of social sector internships and the Himalayan fellowship in AY 2020-21 and start-up/public sector internship in AY 2021-22
  - iv. Launch of Sports, Service and Cultural activities led learning from AY 2020-21
  - v. Implementation of 'New Dress Regulations' for students
  - vi. Open Communication Channel Framework for regular interaction with student and to close the feedback loop by informing the stakeholder regarding action taken or not taken with specific reasons on the feedback received from them

#### **Agenda Item No.5:**

#### **Introduction of Dean – Research and Initiatives regarding strengthening Research Activities**

The Vice Chancellor **introduced** Dr. Devesh Kumar Avasthi who has joined UPES as Dean – Research on 21<sup>st</sup> September 2020.

Dr. Awasthi holds a Ph.D. from Punjab University, Chandigarh and has more than 700 research publications and possesses 35 years of experience from Defence Research Development Laboratory, Hyderabad as Scientist and Inter University Accelerator Centre (IUAC), Delhi. He



is Associate Editor of international journal 'Radiation Effects and Defects in Solids' by Taylor and Francis and has been in editorial board of international journal 'Vacuum' by Elsevier.

The Committee Members **noted the initiatives** taken regarding strengthening Research activities which are as under:

- 5.1 Investment will be done to upgrade old and to build new research infrastructure
- 5.2 To create a better pool of quality research scholars, University will check feasibility to start Bachelor / Master research programs e.g., B.Sc. in Research, M.Tech by Research programs
- 5.3 To hire new faculty with strong research background
- 5.4 To triple the research output of the University from 600 papers to 1800 papers by encouraging each faculty to invest in quality research and to double the patents filled in 2021.
- 5.5 Center for interdisciplinary research will play a key - role under the guidance of Dr. D. K. Avasthi, Dean – Research by motivating faculty to apply for external research grant and mentor them for writing research proposals.

#### **Agenda Item No.6:**

##### **Accreditation and Ranking Status and Preparation**

The Members were **informed** that the **NIRF ranking for 2020** was declared on 11 June 2020. UPES secured 167<sup>th</sup> rank in the field of Engineering, and 66<sup>th</sup> rank in the area of Management. Overall University rank positions in the range of 151 to 200. As per internal analysis of the outcome of University's ranking for year 2020, it was observed that the NIRF did not consider data submitted for placement.

Members noted that preparations for NAAC Peer Team Visit is the top priority as dates are expected to be announced by NAAC office shortly. Committees were formed for internal audits, comprising of Dr. Ram Sharma, Dr. Veena Dutta, Dr. Akshay Malhotra, Dr. Kamal Bansal, Dr. Neeraj Mahindroo, Dr. Shyam Pandey, Dr. N Prasanthi, Dr. Shambhavi Sinha, Ms. Rajeshwari Dev and Dr. Aparna Singh. Audit schedule is being planned starting from first week of October 2020.



The IQAC team **applauded** on the achievements of the University as under:

- a. Coveted Bureau Veritas Safeguard Certification for maintaining the safety and hygiene provisions to fight against the current pandemic. Bureau Veritas is a world leader in testing, inspection and certification services.
- b. Awarded QS I.GAUGE E-Lead Certification for E-Learning Excellence for Academic Digitalization

**Agenda Item No. 7:**

**Any other items with the permission of the Chair**

A. A brief presentation (**Annexure 4.B**) was made by Director Career Service and Corporate Relations Mr. Manish Madaan, highlighting key features as mentioned below of the new Placement Policy proposed to be effective from Academic Year 2020

- UPES offers five-year placement assistance to all alumni.
- All Full-Time Registered Final Year students of UPES are eligible to participate in placement activities.
- Assistance to students in case the offer is revoked by the company, post selection of the candidate
- Training and placement assistance to all the students.
- Supporting schools for internships.

The Members deliberated and approved the Placement policy effective Academic Year 2020 and recommended the same to the Academic Council for approval.

B. The Director IQAC informed the members that the University is at an advanced stage of implementing digital transformation for paradigm shift in reporting by developing a unified software platforms / dashboard for live academic monitoring. The Dashboard shall provide analytical view of scheduled and held classes with details of students' attendance.



This customized program is to be made available to Management Team at different hierarchal level to derive analytical view of all classes scheduled, held and program wise student attendance.

There are 3 levels that can access the dashboards as per requirement.

- University Level
- School Level
- Department Level

Dashboard offers 6 different interlinked views, the authorization of which is dynamic based on hierarchy.

C. Dr. Pankaj Kumar Sharma, Associate Dean Planning & Monitoring, informed that to ensure the quality of teaching, learning and assessment, UPES collects feedback once in a semester from students for the purpose of continuous quality improvement in the courses taught. The Teaching and Learning feedback questionnaire has three sections namely, Teaching & Learning, Course Structure and Design and Overall Quality of Course. Feedback questionnaire is made available on the student portal just after the mid semester examinations and remain there for a duration of three weeks. The Academic Planning and Monitoring Team will consolidate parameter wise data and analyzed data output shall be shared with HR Department, Academic Strategy Team and Schools and Departments for their further action.

D. Dr. Akshay Malhotra, Director-Product Development and Innovation presented draft document of guidelines for Mentor Mentee System framework. MentorCity is a multifaceted software that connects mentees to mentors and then guides them through the mentoring process.

A self-directed and comprehensive platform saves organizations efforts and time by minimizing their mentor matching responsibilities and allowing program administrator to focus their efforts on creating a mentoring culture and ensuring that program objectives are achieved. The software can be customized to reflect organization needs and offers downloadable reports to provide the progress and engagement levels of participants and an overall picture of the mentoring program such as profile information (e.g., summary,

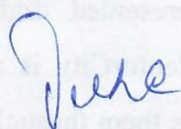


specialized skills, development areas, location and meeting locations, current industry and job function, languages, relationship role - mentor, mentee or both, custom profile field responses, etc.), ( **Annexure 4 C**)

The Members were further informed that a workshop on 'Mentoring Students' is also tentatively scheduled on 26<sup>th</sup> September 2020 to some of the faculty and students representatives , as nominated by School Deans, to seek their ideas and suggestions on the framework.

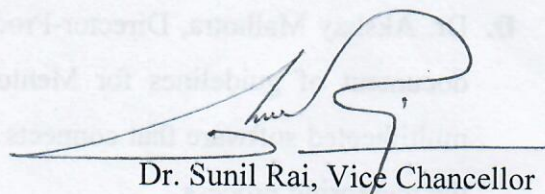
E. Dr. Sakthi Ganesh M., Controller of Examination presented challenges being faced with reference to conduct of Examinations on Blackboard platform. There were issues related to record keeping, integrity etc. which can be troublesome from regulatory perspective. After deliberation on the challenges, the Vice Chancellor created an internal committee to evaluate options of proctored examination platforms on various parameters, such as ease of question paper creation & upload, proctoring and online evaluation. The committee comprises Dr. Kamal Bansal, Dean SoE, Dr. Manish Prateek, Dean SoCS, Ms. Manish Mohan, Dean SoD, Dr. VK Singh, Dean SoL, Dr. Anil Kumar, Professor SOB, Dr. Sakthi Ganesh M., Controller of Examination and Mr. Sudhanshu Sharma, Joint Registrar.

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



Dr. Veena Dutta, Registrar

**IQAC Director & Coordinator**



Dr. Sunil Rai, Vice Chancellor

**Chairman**

**Date-13<sup>th</sup> Oct. 2020**