



INTERNAL QUALITY ASSURANCE CELL COMMITTEE MEETING

Minutes of the Meeting

Monday, 25.07.2022, 4:00 PM

Chairman

Dr. Sunil Rai, Vice-Chancellor

Coordinator IQAC

Mr. S. Raghavan, Director

Members Present

1. Dr. Ram Sharma, Dean – Academics
2. Dr. Gurvinder Singh Virk, Dean – SoE
3. Dr. Nalin Mehta, Dean- SoMM
4. Dr. Hiranmoy Roy, Professor – SoB
5. Dr. Sanjeev Kumar, Professor – SoE
6. Dr. Kiran K Ravulakollu, Associate Professor- SoCS
7. Dr. Ashish Karn, Assistant Professor – SoE
8. Dr. Rajeshwari Deb, Assistant Professor – SoB
9. Mr. Venkateshwar Varala, Assistant Professor – SoD
10. Mr. Gaurav Misra, Assistant Professor- School for Life

In Attendance (By Invitation)

1. Puneet Bhasin, Director, Administration
2. Ravi S Kumar, Head HR
3. Deepak Gupta, Assistant Director, Finance

Apologies

1. Dr. Priyadarshan Patra, Dean – SoCS
2. Dr. Githa S.Heggde, Dean- SoB
3. Ms. Manisha Mohan, Dean – SoD
4. Dr. Neeraj Mahindroo, Dean – SoHS
5. Dr. Vjay Kumar Singh, Dean – SoL
6. Dr. Shambhavi Sinha, Assistant Professor - SoL
7. Ms. Jaya Suri, Director- HR

Welcome

Mr. S. Raghavan- Director IQAC, welcomed the committee members and colleagues and requested Prof. Sunil Rai- Vice-Chancellor, and Dr. Ram Sharma- Pro Vice-Chancellor to set the context for this meeting.

Context Setting

Prof. Sunil Rai, Vice-Chancellor, joined Mr. S. Raghavan in welcoming the committee members to this meeting. He appreciated IQAC team in implementing the Academic and Administrative Audit process and thanked the Deans for their cooperation in making the audit process much stronger and robust. He requested all IQAC Committee members to ensure the outcome of Audit is implemented successfully.

The Vice Chancellor's connected the Audit Action Points are linked to Accreditation Guidelines and requirements by implementing the Audit Action Points rigorously University will have best outcomes in all Accreditation processes.

REVIEW OF PREVIOUS MEETING ACTION POINTS

Mr. S. Raghavan reviewed and updated the committee's previous meeting action points, details are as follows:

Activity	Timeline	Responsibility	Remarks
Implementation of IQAC Academic & Administrative Audit as per plan	April-June 2022	IQAC team	completed
NAAC-AQAR submission	15 th May 2022	IQAC team	completed
NBA preparation	June 2022	IQAC team	completed
Finalizing the next IQAC Core Committee meeting dates	15 th April 2022	IQAC	completed
Presenting IQAC audit committee findings	June 2022	Director IQAC	Pending
Finalizing Data Collection plan	May 2022	Director IQAC	Pending

Points of Discussion

Mr. S. Raghavan - Director, IQAC presented the following points to the committee:

1. Academic Administrative audit.

- The committee was apprised of the successful conduct of Academic and Administrative Audit for eight schools and 21 non-academic functions respectively during the months of April to July 2022. 15 external academicians and corporate personnel were invited as the auditors for the 8 schools.
- The audit focused on both accreditation requirements and quality aspects, and audit manual as well as audit reports were created for the respective schools.
- Raghavan shared the scoring metrics on which the schools had been evaluated with 1 being not meeting requirements, 2 meeting requirements and needing major changes, 3 requiring minor changes, 4- meeting requirements, in 8 criteria. It was found that the schools predominantly scored 2 and 3 in almost all criteria.
- Academic audit findings were presented by Director, IQAC – presentation attached in annexure 1.
- The drafted Academic Report will be circulated to the respective Deans.

2. Raghavan - Director IQAC briefed the committee on the Accreditation and ranking updates:

- University had successfully ranked 97 in Overall, 65 in University, 21 in Law, 41 in Management and 61 in Engineering categories in the NIRF Rankings 2022.
- Academic Quality Assurance Report (AQAR) AQAR submission to NAAC for the year 2019-20 and 2020-2021 has been completed.
- NBA accreditation of five MBA programmes, School of Business is in the process. Successful submission of NBA pre-qualifier for MBA programmes, the next step being submission of Self Study Report.
- NBA Compliance Report for the reaccreditation of two Undergraduate programmes from the School of Engineering, accreditation had been submitted and the accreditation panel visit was expected in September 2022.

Next Steps

Activity	Timeline	Responsibility
Academic Audit Report Presentations to all Deans	Dec 2022	IQAC team
Circulation of strategic points of discussion with Deans of all Schools	Nov 2022	IQAC team

The meeting ended with a vote of Thanks.



Mr. S Raghavan
IQAC Director & Coordinator



Dr. Sunil Rai, Vice Chancellor
Chairman



UNIVERSITY OF PETROLEUM & ENERGY STUDIES

Internal Quality Assurance Cell - IQAC Quarterly Meeting





UNIVERSITY OF PETROLEUM & ENERGY STUDIES

IQAC Academic Administrative Audit Findings & Recommendations



Overview & Progress

- AAA Conducted for 8 Schools conducted during April – July 2022.
- 15 eminent academicians and corporate personnel invited as auditors.
- Academic Audit Reports to be circulated to respective deans.

Criteria		SoCS	SoE	SoHS	SoB	SoL	SoD
1	School Overview	3	3	3	2	2	3
2	Program and Curriculum content	2	2	2	2	2	2
3	Program Delivery & Teaching Methodology	2	2	2	2	2	3
4	Assessments	3	3	3	2	2	2
5	Projects	3	3	2	3	NA	3
6	Faculty and Student Support	2	2	2	2	2	3
7	Resources and Facilities	3	3	2	NA	4	3
8	Quality Assurance and Enhancement	2	2	2	2	2	2
Overall score - 32		2.5	2.5	2.25	2.14	2.29	2.5

Academic Audit School Recommendation Summary

Processes & Policy

- All Committees Formation Process & Guidelines.
- Programme Policy & Procedure.
- Vision & Mission, PEO's, POs - policy document
- Process with Admission & School - Collaboration with Admission teams specifically for the programmes in less admission.
- Process document for Industry & Research contribution in programme design & development.
- Introduce Process document for teaching methodology.
- Slow & Fast Learner Policy Document.
- Student centric methods- experiential learning, participative learning and problem solving methodologies Document.
- Revise Student Feedback Questions – introduce analysis & ATR Process.
- Processes for Placement, Alumni & International Collaborations with the schools.
- Introduce Credit Transfer Policy.
- Rework on Mentor- Mentee Process.
- Clubs & Societies Formation & Processes.

Templates/Reports

- Vision & Mission Templates.
- Introduce common MoM & ATR templates for all Meetings – Class Meetings, CCC, Course & Programme Committee, BoS and Advisory Committees.
- Strategy Templates.
- Templates for Course Plan, Course Completion Report, Consolidated Course Completion Report, Programme Syllabus, Programme booklet and placement report.
- Attainment PO's, PSO's and CO's documents.
- Project handbook & report.
- Introduce Event Report Format
- Syllabus revision – ACM Minutes.
- Research projects/ Field visits/ internship for all students – Bonafide Certificate & Reports.
- Faculty Achievement- Award letters

School - Programme, Content, Teaching & Assessment

- Vision & Mission To be drafted and - School Vision & Mission to be drafted & displayed in all published materials.
- School Strategy & Plan to be draft or redraft with specific milestones & roadmap.
- Draft PEO's for all programmes
- Revision of PO's, PSO's and CO's for all programme & courses.
- Recheck the credits offered across all programmes in line with regulatory requirements. Credit distribution for Core- Elective – Specialization – Projects – Life Skill Courses.
- Application Orientedness & Practical approach is less in the content.
- Attainment PO's, PSO's and CO's for all programme & courses.- attainment calculation & documents.
- Increase project based & experiential learning – open ended experiments in Engg & CS.

School - Programme, Content, Teaching & Assessment

- Rework on the teaching methodologies – using LMS platforms.
- Bridge Courses & Summer Courses – strategy for slow & fast learners.
- Improve the quality of question papers – Internal & External
- Change Project marking & rubrics.
- Increase Projects Credit Weightage.
- Process for Visiting Faculties.
- Local & Regional Connect Plan for Engagement and Collaboration.
- Development of e-content for e-PG-Pathshala, For CEC (Undergraduate), For SWAYAM, for other MOOCs platforms, any other Government Initiatives and For Institutional LMS.

Workshop or Training

- Vision & Mission, PEOs and POs Workshop.
- Attainment PO's, PSO's and CO's attainment - Training.
- Question paper setting workshop.
- Teaching Pedagogy – Faculty Training.

Human Resources

- Faculty Professional Body Memberships reimbursement.
- Faculty Professional Development fees.
- SFR & FCR Ratio – introduce common formula to calculate SFR.
- Rework on Induction Process.

Student Welfare

- Awareness of Student Welfare, Counselling Support and other support provided by University.
- Capacity development and skills enhancement initiatives on Soft skills; Language and communication skills; Life skills (Yoga, physical fitness, health and hygiene) and Awareness of trends in technology
- workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), Entrepreneurship, Skill development

Strategic Decisions

- Introduce common First Year Programme – Engg & CS Programmes. (Heterogenic)
- Revisit the No of Programmes offered in the School and merge existing programmes/ offer specializations - specially SoB, SoL & SoCS
- Remove Courses from Final Semester – only projects.
- Revisiting School For Life Credit Weightage.
- Merge all Practical & Theory Courses and create one course code
- Value added courses which are optional and offered outside the curriculum
- Courses which address the Gender, Environment and Sustainability, Human Values and Professional Ethics in the Curriculum
- Introduce Course & Programme Committee.
- Increase Continuous Evaluation Weightage to 60%

Accreditation & Ranking Updates

- NBA Compliance Visit – SoE Two Programmes Completed.
- NBA Accreditation Visit by Jan for Five MBA Programmes.
- AIIRA Data Submission Completed.
- QS & NIRF Data Submission Process.

Next Action Points for IQAC

- Administrative Audit Report Presentations.
- Action Plan.
- Data Collection Process.
- NAAC Dashboard & Review.

Thank You