



INTERNAL QUALITY ASSURANCE CELL COMMITTEE MEETING

Minutes of the Meeting

Wednesday, 2.11.2022, 11:30 AM

Chairman

Dr. Sunil Rai, Vice-Chancellor

Coordinator IQAC

Mr. S. Raghavan, Director- IQAC

Members Present

1. Dr. Sunil Rai- Vice Chancellor
2. Dr. Ram Sharma- Pro Vice Chancellor.
3. Mr. Manish Madaan, Registrar.
4. Mr. Rahul Nainwal, Director School of Business and CEO UCIE
5. Dr. Vijay Parthasarthy, COE (Officiating)
6. Prof. Shubhashis Gangopadhyay, Dean – School of Liberal Studies (SoLS)
7. Prof. Phani Tetali, Dean – School of Design (SoD)
8. Dr. Nalin Mehta, Dean- School of Modern Media (SoMM)
9. Dr. Ravi S Iyer- Dean, School of Computer Science
10. Dr. Nishant Mishra, Dean – Student Welfare
11. Dr. Atri Nautiyal, Associate Professor & Associate Dean- School for Liberal Studies (SoLS)
12. Prof. Abhishek Sinha- Assistant Professor & Associate Dean- School of Law
13. Dr. Shikha Dimri, Associate Professor & Associate Dean – School of Law (SoL)
14. Dr. Pankaj Kumar, Professor and Associate Dean – Research and Development (R&D)
15. Dr. Syed Mohammad Tauseef, Professor and Associate Dean – Research and Development (R&D)
16. Dr. Sumeet Gupta, Professor – School of Business (SoB)
17. Dr. Alok Aggarwal, Professor - School of Computer Science (SoCS)
18. Dr. Sanjeev Kumar, Professor, School of Computer Science (SoCS)
19. Dr. Raj Kumar Tiwari, Associate Professor – School of Health Science (SoHS)

In Attendance (By Invitation)

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

Apologies

1. Dr. Gurvinder Singh Virk, Dean – School of Engineering (SoE)
2. Dr. Devesh Kumar Avasthi, Dean - Research and Development (R&D)
3. Dr. Sanjeev Ratna Singh, Professor & Associate Dean – School of Modern Media (SoMM)
4. Mr. Ajit Bhandari, Associate Professor – School of Design (SoD)

Welcome

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

Context Setting

Prof. Sunil Rai, Vice-Chancellor, introduced and welcomed the new committee members as part of IQAC Composition. He shared with members that through IQAC, University operations are streamlined by bringing in structured and process-oriented approach. He acknowledged Director-IQAC-Mr. S. Raghavan and the IQAC team for bringing the change.

The Vice Chancellor emphasized the importance/ impact of documentation and requested all colleagues to ensure complete documentation of every activity implemented.

Mr. S. Raghavan- Director IQAC, thanked Vice Chancellor for setting the context, He requested Dr. Ram Sharma-Pro Vice Chancellor to add inputs to Vice Chancellor's points.

Pro Vice Chancellor acknowledged and echoed the Vice Chancellor's comments. He further added that all faculty members need to focus on:

- (i) Quality related to teaching and research output
- (ii) All Accreditation and Rankings are the outcome/ result of Quality Initiatives by the University. Accreditation and Rankings are not the driver for University Initiatives. The drivers are "Quality Conscious". Concluding the note, he emphasized the importance of setting up milestones and maintaining a track of the outcomes. He requested Director IQAC to schedule a presentation on IQAC NAAC dashboard.

REVIEW OF PREVIOUS MEETING ACTION POINTS

Activity	Timeline	Responsibility	Remarks
Academic Audit Report Presentations to all deans	Dec 2022	IQAC team	Completed
Facilitate Discussion on strategic points with Deans of all Schools	Nov 2022	IQAC team	Pending

Points of Discussion

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

1. Changes in IQAC Composition 2022-2023:
 - a. As per the Vice Chancellor's advice, a new role of Vice Chairperson has been introduced in IQAC Composition and requested Dr. Ram Sharma, Pro Vice-Chancellor to be the IQAC Vice Chairperson.
 - b. New members are added to IQAC Composition, details attached in the annexure1.
2. Administrative Audit findings:
 - a. Administrative Audit for 21 non-academic functions was conducted by IQAC between the duration of April to July 2022. For non-academic functions Director IQAC, Pro Vice Chancellor, and Mr. Manish Madaan, Registrar were the auditors.
 - b. The focus of the audit was basically NAAC and other accreditation requirements.
 - c. Administrative Audit Report Findings was presented by Director IQAC – presentation attached in annexure 2.
 - d. Administrative Audit Reports will be presented to all Functional and Departmental Heads in the coming weeks.
3. An action plan for Academic Audit has also been drafted and it will be shared with all the school Deans and the IQAC coordinators.
4. Mr. Raghavan - Director IQAC briefed the committee on the Accreditation and ranking updates:
 - NBA compliance visits for two B. Tech Programmes, School of Engineering has been completed and the programmes have been accredited for next three years till academic year 2024-25.
 - NBA accreditation of five MBA programmes, School of Business is in the process. Self-Assessment Report (SAR) has been successfully submitted the next step will be the physical visit by the NBA Expert Panel, tentatively dates around January 2023.

IQAC team is working with SOB colleagues on the Visit Preparation.

- Data submission for ARIIA Rankings has been done successfully.
- IQAC will collaborate with the Data and Records team for data submission for QS and NIRF Rankings.

5. Raghavan – Director IQAC Apprised the committee on IQAC data collection process, in which schools & nonacademic function will submit data monthly in IQAC templates. A detailed presentation will be scheduled in the upcoming weeks.

Next Steps

Activity	Timeline	Responsibility
Schedule presentation of Administrative Audit Report to all non-academic functions	Dec 2022	IQAC team
Academic Action Plan	Nov 2022	IQAC team
Circulation of strategic points of discussion with Deans of all Schools	Nov 2022	IQAC team
Data Collection Process	Dec 2022	IQAC team
NAAC Dashboard and Review	Dec 2022	IQAC team

The meeting ended with a vote of Thanks.



Mr. S Raghavan
IQAC Director & Coordinator



Dr. Sunil Rai, Vice Chancellor
Chairman



Internal Quality Assurance Cell Composition

Title	MEMBERS
Chairperson	Dr. Sunil Rai, Vice Chancellor
Vice Chairperson	Dr. Ram Sharma, Pro Vice-Chancellor
One Management Representative	
Senior Administrative Officers	Mr. Manish Madaan, Registrar Mr. Rahul Nainwal, Director School of Business and CEO UCIE Dr. Vijay Parthasarthy, Controller of Examination (officiating)
Dean of Respective Schools	Dr. Gurvinder Singh Virk, Dean – School of Engineering (SoE) Prof. Shubhashis Gangopadhyay, Dean – School of Liberal Studies (SoLS) Prof. Phani Tetali, Dean – School of Design (SoD) Dr. Nalin Mehta, Dean- School of Modern Media (SoMM) Dr. Ravi S Iyer- Dean, School of Computer Science Dr. Devesh Kumar Avasthi, Dean - Research and Development (R&D) Dr. Nishant Mishra, Dean – Student Welfare
Teachers to represent all Levels	Dr. Sanjeev Ratna Singh, Professor & Associate Dean – School of Modern Media (SoMM) Dr. Atri Nautiyal, Associate Professor & Associate Dean- School for Liberal Studies (SoLS) Prof. Abhishek Sinha- Assistant Professor & Associate Dean- School of Law Dr. Shikha Dimri, Associate Professor & Associate Dean – School of Law (SoL) Dr. Pankaj Kumar, Professor and Associate Dean – Research and Development (R&D) Dr. Syed Mohammad Tauseef, Professor and Associate Dean – Research and Development (R&D) Dr. Sumeet Gupta, Professor – School of Business (SoB) Dr. Alok Aggarwal, Professor - School of Computer Science (SoCS) Dr. Sanjeev Kumar, Professor, School of Computer Science

Title	MEMBERS
	Mr. Ajit Bhandari, Associate Professor – School of Design (SoD) Dr. Raj Kumar Tiwari, Associate Professor – School of Health Science (SoHS)
One Nominee from Local Society, Students and Alumni	Ms. Pallavi Singh, Alumni Representative Designation: Consultant Company: PricewaterhouseCoopers CA LLP Mr. Tarnjot Singh Sidana, Student Representative Course: LLM in International Business Law
One Nominee from Employers/ Industrialists/ Stakeholders	Mr. Manav Makin
Coordinators/ Director of the IQAC	Mr. S. Raghavan



UNIVERSITY OF PETROLEUM & ENERGY STUDIES

IQAC Academic Administrative Audit Findings & Recommendations



Overview & Progress

- Administrative audit for 21 Non-Academic Functions conducted during April – July 2022.
- Administrative Audit Reports for Non-Academic Functions Drafted and to be presented to Functional Heads.
- IQAC Action Plan for schools also to be circulated to the Deans.

Administrative Audit Function Wise Recommendation Summary

S.No.	Criteria	Recommendation Summary
1.1	Employee Records	Automate the HR Records Management & Update Employee Details Regularly.
1.2	Recruitment and selection	Complete Faculty Recruitment before July and Retain Faculties between Aug- April.
1.3	Onboarding and induction of new faculties and staff	Detailed Onboarding, Induction and Training Process.
1.4	Faculty Engagement and Performance management	Plan to address attrition rate and encourage faculty to complete academic session before resignation.
1.5	Faculty and Staff Training and Development	<ol style="list-style-type: none"> 1. Training and Development Budget with specific school level break up and spends. 2. Professional Body Membership Policy. 3. Faculty Professional Development Policy. 4. Focused Continuous Skill development programmes on areas like Teaching, Pedagogy, OBE & Question Paper Setting. 5. Reports for all Training & Development Activities.
1.6	Benefits and wellness	Transportation and Residential Facility for the faculty.
1.7	Employee Grievance and Redressal System	No Recommendation
1.8	Policies and Processes	<ol style="list-style-type: none"> 1. Process Documents for all HR operations. 2. Detail Handover Process. 3. Gender Sensitization plan and Gender Audit. 4. Data Protection and code of conduct certificate for all new joiners. 5. Documentary Evidences for Accreditation & Regulatory bodies.

S.No.	CRITERIA	Recommendation Summary
2.1	Policies & Processes	Create Process documents for all admin functions. Some of the mandatory policies required are maintenance policy, green campus policy and policy on Environment and Energy usage
2.2	Annual Maintenance	
2.3	General Facilities & Infrastructure	Documentary & Proof of availability of water conservation facilities, Solar energy, Biogas plant, Wheeling to the Grid, Sensor-based energy conservation, LED bulbs/ power-efficient equipment and Annual Maintenance doc.
2.4	Sports Facilities	No Recommendation
2.5	Green, Environment and Energy Audits	Conduct Environment Audit 2-3 years once and Green and Energy Audit Annually

S.No.	Criteria	Recommendation Summary
3.1	Fund Allocation	<ul style="list-style-type: none"> • Creation of sustainability plan • Creation of Resource mobilization policy & its procedures. • Creation of fee payment policy
3.2	Budgeting	Preparation of both University level and School level budgets
3.3	Financial Audits	<ul style="list-style-type: none"> • Creation of financial audit policy and procedures • Conduct of internal and external financial audits on regular basis • Maintain action taken reports
3.4	Procurement and Dispersal	
3.5	Written documents of policies and procedures	Documentary evidence of various finance related policies and action taken, minutes of finance committee meetings, balance sheet, budget,

S.No.	CRITERIA	Recommendation Summary
4.1	Internship	Facilitate Student Placement Representative (SPR) visit to HEIs like IIMs, NLUs, IITs- study the best practice and create school specific action plan.
4.2	Placement assistance	<ol style="list-style-type: none"> 1. School specific Placement strategy 2. Automate the end-to-end placement management processes.
4.3	Recruiter Feedback and Action Taken	<ol style="list-style-type: none"> 1. Revise Recruiter Feedback form and collaborate with Schools in creating process for Feedback analysis and ATR. 2. Industry Feedback Policy and Process.
4.4	Training and workshops	<ol style="list-style-type: none"> 1. Report & data for programs like career counselling and guidance competitive exams. 2. Record of all training and development programs with mandatory geo tag photos. 3. Revised feedback form and create processes.
4.5	Placement Data, Processes, Documents and Evidences	<ol style="list-style-type: none"> 1. Collaborate with Student Records team and create processes to capture data for students pursuing higher studies and entrepreneurship. 2. Placement Report and offer letters.

S.No.	CRITERIA	Recommendation Summary
5.1	Alumni Relation and management	<ol style="list-style-type: none"> 1. Create school focused alumni strategy 2. Automate end-to-end Alumni Management system
5.2	Alumni contribution	Alumni Sponsorships – for funds, guest Lectures, workshops & placement.
5.3	Alumni meet	Plan, Conduct and Maintain Documentary Evidence – with Geo Tagged Photos (IQAC Format) <ol style="list-style-type: none"> 1. Alumni Chapter Meet 2. International Alumni Meet 3. School-wise Reunion Meet
5.4	Alumni Feedback	<ol style="list-style-type: none"> 1. Collect alumni feedback, analysis and maintain action taken report. 2. Process to share feedback analysis to School, Administrative & Student Welfare.

S.No.	CRITERIA	Recommendation Summary
6.1	International Partnerships and MoU's	Maintain the annual activity list for all MOUs and encourage exchange programs.
6.2	Student exchange programs	Create innovative strategies and plan which increases Student exchange opportunities. (Collaborate with IQAC)
6.3	International Faculty collaboration	Maintain record of all training and development programs with geo tags. (IQAC Template)

S.No.	CRITERIA	Recommendation Summary
7.1	Institutional affairs management & Documentary Evidences	<p>Attendance sheets, Minutes and Action taken report of following Committees.</p> <ul style="list-style-type: none"> • Finance Committee. • Academic Council. • Board of Management. • Various statutory committees of the University.
7.2	Data & Records	<ul style="list-style-type: none"> • Collaborate with IQAC in creating Process document for Data Collection. • Collaborate with IQAC in creating Data Templates for Non- Academic Functions Data Collection.

Student Record and Evaluation – SRE

S.No.	CRITERIA	Recommendation Summary
8.1	Evaluation and Examination Process and Documents	<ol style="list-style-type: none"> 1. Revise Examination Regulation Process and updates the guidelines with all SOPs enclosed. 2. Revisit and Review the moderation process and create necessary training sessions for faculties on question paper setting. 3. Maintain MOMs of Examination grievance cell. 4. Revise Award Sheet – collaborate with IQAC.
8.2	Examination management system and Automation Process	Automate end-to-end Examination process by bring changes to the examination management system.
8.3	Data and Result Analysis	Create result analysis process and report - University Level Result to be shared with Leadership Team. School Level Results Analysis to be shared with School and initiate for Action Taken Report.
8.4	Documents and Evidence	<ol style="list-style-type: none"> 1. Reports mentioning the number of days elapsed between the end date of the examination, and the date of announcement of the results along with notifications 2. Documentary evidence of academic sessions / academic year planner 3. Certified copies of Results

S.No.	CRITERIA	Recommendation Summary
9.1	Student Support, Grievance & Redressal and Helpdesk Management	<ol style="list-style-type: none"> 1. Awareness plan, focused sessions, communication and branding plan about SEE. 2. Process & Documentary Evidence for Grievance Redressal and Helpdesk Management.
9.2	Student Events, Clubs, Professional Societies and Activities	<ol style="list-style-type: none"> 1. Link all events and activities to Constitution and Values – maintain event report as per IQAC Format. 2. Increase students professional body memberships, collaborate with IQAC to create Plan - increase professional body events and activities. 3. Create a policy and constitution for clubs and student chapters. 4. Events for all national and international commemorative days, cultural & sports events – event report as per IQAC format and annual report. 5. Plan to increase intra/ inter-university, international and national student awards- collaborate with IQAC in creating and implementing plan. Maintain Database and Evidence for all student awards.

Student Engagement and Experience - SEE

S.No.	CRITERIA	Recommendation Summary
9.3	Student Discipline and Safety	Reconstitute Student Committees like anti-ragging and discipline committee
9.4	Student Counselling	<ol style="list-style-type: none">1. Dedicated counselling support in Kandoli Campus2. Student Counselling Data with analysis & ATR.
9.5	Policy and Process	<ol style="list-style-type: none">1. Create Student Handbook.2. Clubs and Societies Policy & Process Document.3. All Committee Formation Policy Document.4. Process Document for Grievance Redressal and Helpdesk Management.

S.No.	CRITERIA	Recommendation Summary
10.1	Time table, Scheduling and Batch Management	Collaborate with all school and find solution for operation issues.
10.2	Processes, Policies and Communication	<ol style="list-style-type: none">1. Create a faculty handbook/manual. And Conduct an induction session during faculty orientation.2. Revise TQ Questionnaire & process to share feedback with School - collaborate with IQAC in creating and implementing this process.
10.3	Student Record Management	Create processes for capturing student data for awards, scholarships, internship, competitive exam and pursuing higher studies.
10.4	Student Registration	Capture Student data for reservation details.

S.No.	CRITERIA	Recommendation Summary
11.1	IT operations and Policies	<ol style="list-style-type: none">1. Increase awareness and create Communication Plan of the existing policies.2. Create data Protection policy
11.2	IT Services	Plan to increase computer student ratio
11.3	IT Procurement and Maintenance	Introduce IT Requirement process
11.4	IT Help desk management	Conduct periodic IT Audit
11.5	Documents and Evidence	IT policy, Data Protection Policy, IT Requirement Process, Stock Register, Proof of IT facilities available

S.No.	Criteria	Recommendation Summary
12.1	Policy	eLearning policy
12.2	Documents and evidence	Proof of econtent development facilities and econtent developed by faculty members

S.No.	CRITERIA	Recommendation Summary
13.1	Programs and events	<ol style="list-style-type: none">1. Manage a Tracker Report2. Give an experience to maximum number of students and faculties
13.2	Grants and Expenditure	No Recommendation
13.3	Budget	No Recommendation
13.4	Policy, Documents and Evidence	Policy Document, Proof of Extension activities conducted, and students involved

S.No.	Criteria	Recommendation Summary
14.1	Startups / Incubation Policy	Create Incubation policy
14.2	Startups Support and Record Management	Create Startup Support manual and record its action taken report
14.3	Startup Registration Record Management	
14.4	Documents and Evidence	Proof of all documents related to incubation facilities

S.No.	CRITERIA	Recommendation Summary
15.1	Library committee, policy, process and data	<ol style="list-style-type: none"> 1. Library purchase committee process 2. Revise Library Manual 3. Maintain Minutes of Meetings in the specified format. 4. Proof of automation of the Library and the digitization facility available and used, E-copy of the letter of subscription /membership of library resources 5. Income/Expenditure Statement.
15.2	Books, e-Books collection, Resource access and footfall	Create a section in faculty lounges and hostels to Increase the footfall - Maintain annual reports for all collections.
15.4	Library/Knowledge related events	Manage all library events and activities with brochures, Geo- Tagged Photos and attendee list in IQAC Template.

S.No.	Criteria	Recommendation Summary
16.1	Policies	<ul style="list-style-type: none">• Admission policy• Reservation policy
16.2	Applications Received	Record of applications received for each of the programs
16.3	Intake	Record documentary evidence of Sanctioned intake and admitted intake

S.No.	Criteria	Recommendation Summary
17.1	UPES Brand Awareness	Branding Workshop early twice for employees of all Schools & Non Academic Functions
17.2	UPES Templates	Presentation, Document, Email Signatures, Official Logo, Guidelines on official Font Usage and Guidelines on manage Social Media Page.

S.No.	Criteria	Recommendation Summary
18.1	Purchase Committee	Create Purchase committees at University and School levels
18.2	Purchase policies, processes, and communication	Create Purchase policy document
18.3	Procurement process and procedure	Record documentary evidence of bills and AMCs

Product Development

S.No.	Criteria	Recommendation Summary
19.1	Processes	Create Process Document for Collaboration with Schools
19.2	Stakeholder Involvement & Feedback	Internal Stakeholder Feedback to be incorporated before product finalization as part of the Product Submit.
19.3	Policy	IQAC team will be creating Programme Procedure & Policy documents.

S.No.	Criteria	Recommendation Summary
20.1	Policies	Create and conduct regular update of SLM policy and evaluation methodology policy
20.2		
20.3	Documents and Evidence	Record all details related to online programmes

Research and Development

S.No.	Criteria	Recommendation Summary
21.1	Research and consultancy projects	Strengthen R & D
21.2	Research Promotion policy	Regular update of policy on research promotion.
21.3	Patent Policy	Create Patent Policy
21.4	Research Assistants and Scholars	Recruit more full-time research assistants and scholars
21.5	Documents and Evidence	Proof of policy documents and R & D documents

Thank You