

INTERNAL QUALITY ASSURANCE CELL QUARTERLY MEETING

Minutes of the Meeting

Thursday, 06.03.2025, 2:30pm

IQAC Composition

Title	MEMBERS
Chairperson	Dr. Ram Sharma, Vice Chancellor
Vice Chairperson	Prof. Jayasankar Elassery Variyar, Pro Vice Chancellor
One Management Representative	Mr. Manish Madaan, Registrar
Senior Administrative Officers	<ul style="list-style-type: none"> • Mr. Jitendra Gadhvi, Director-Career Services • Dr. Mohammed Yaqoot, COE • Mr. Ravi S. Kumar, Director -HR
Dean of Respective Schools	<ul style="list-style-type: none"> • Dr. Padmavathy Venkat Subramanian, Dean – School of Health Sciences (SoHS) • Dr. Atri Nautiyal, Dean – School of Liberal Studies (SoLM) • Mr. Rahul Nainwal, Director - School of Business and CEO UCIE • Dr. Bhaskar Bhatt, Dean – School of Design (SoD) • Dr. Vijaysekhar Chellaboina, Dean - School of Computer Science (SoCS) • Dr. Devesh Kumar Avasthi, Dean - Research and Development (R&D) • Dr. Abhishek Sinha, Dean - School of Law • Dr. Nishant Mishra, Dean – Student Welfare • Ms. Preeti D Mehta, Director-UPESONLINE
Teachers to represent all Levels	Dr. Vinita Singh, Sr. Associate Professor – School of Law (SoL) Dr. Jayadev Parida, Assistant Professor – School of Liberal Studies (SoLS) Dr. Pankaj Kumar, Professor and Associate Dean – Research and Development (R&D)

	<p>Dr. Syed Mohammad Tauseef, Professor and Associate Dean – Research and Development (R&D)</p> <p>Dr. Niraj Shirish Mankad, Professor and Associate Dean – School of Business (SoB)</p> <p>Dr. Alok Aggarwal, Professor - School of Computer Science (SoCS)</p> <p>Dr. Sanjeev Kumar, Professor, School of Computer Science (SoCS)</p> <p>Mr. Ajit Bhandari, Associate Professor – School of Design (SoD)</p> <p>Dr. Ashish Mathur – Professor, Research & Development (R&D)</p> <p>Dr. Prashant Shukla – Assistant Professor, School of Health Sciences & Technology (SoHST)</p> <p>Dr. Ranjeet Kumar Brajpuriya – Professor & Cluster Head, School of Advanced Engineering (SoAE)</p> <p>Dr. Nilanjana Banerjee – Associate Professor & Cluster Head, School of Advanced Engineering (SoAE)</p>
One Nominee from Local Society, Students and Alumni	<p>Ms. Pallavi Singh, Alumni Representative Designation: Consultant Company: PricewaterhouseCoopers CA LLP</p> <p>Mr. Sachin Pratap Singh, Student Representative Course: Integrated BBA MBA, Finance</p>
One Nominee from Employers/ Industrialists/ Stakeholders	Mr. Manav Makin
Coordinators/ Director of the IQAC	Dr. Shyam Pandey

In Attendance (by Invitation)

S.No	Name & Designation
1	Dr Aparna Singh, Joint Registrar, Registrar Office
2	Dr Amrish Tony, Director, Sports
3	Dr G H Sastry, Associate Dean, School of Computer Science
4	Dr Sumeet Gupta, Profesor, School of Business
5	Mr Prateek Kala, Assistant Director, Alumni Relations
6	Mr Aneesh Mamgain, Senior Manager, Human Resource
7	Mr Anurag Sati, Manager, APO
8	Ms Swasti Agarwal, Section Officer, Registrar Office

9	Mr Mohit Nagpal, Sr. Manager, Runway
10	Mr Rajeev K Attri, Librarian
11	Mr Deepak Gupta, Assistant Director, Finance
12	Mr Lokendra Dutt Sharma, Dy. Director, Administration
13	Ms Somya Chawla, Assistant Manager, Alumni Relations
14	Dr Geetanjali Raghav, Sr. Manager, IQAC

Welcome

Dr. Shyam Pandey - Director IQAC, welcomed the committee members and requested Dr. Ram Sharma, Vice-Chancellor, to set the context for the meeting.

Context Setting

Dr. Ram Sharma, Vice-Chancellor, emphasized the importance of quality aspect of research and teaching learning methodologies practiced in the University. He further stressed the new NAAC regime that will require institutions to focus on quality systems and processes in place and alignment with the NEP 2020.

Dr. Shyam Pandey- Director IQAC, thanked Vice Chancellor for setting the context and providing the opportunity.

Points of Discussion

1. Status-Action Points of IQAC Quarterly Meeting held on 19th November 2025

Activity	Timeline	Responsibility	Action Taken
Approach towards NAAC readiness	Ongoing	IQAC Team	Conducting phase wise audits for different criteria to ensure completeness
Internal Audit and Review	Ongoing	IQAC Team	Internal audit- Phase I Completed and Phase -II to be conducted in

			April ending. The combined report will framed and shared
Data collection and streamlining existing processes	Ongoing	IQAC Team	Conducted internal audits and course plan audits for all schools
Quarterly review of Gap-analysis and adopting different strategies to bridge the gap	Completed	IQAC Team	Analysis conducted
Faculty empowerment strategies and nurturing quality culture	Completed	IQAC Team	Organised 5 Day FDP on OBE and Accreditation

2. Discussion on Student Feedback on Curriculum

Director, IQAC walked the committee members through the responses on student feedback highlighting the pain points on which the university need to work on.

3. Updates by Non-academic Departments

Director, IQAC requested the heads or representative from each non-academic department to provide an update of the activities conducted by their department which was kept for open discussion and brainstorming on the inputs received during the meeting. The following departments provided the updates:

4. Updates by Non-academic Departments

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- *Marketing and Student Recruitment Department*

The department shared updates on the UG and PG admission drives for the academic session 2024–25, highlighting key initiatives aimed at attracting meritorious students through targeted outreach strategies, both online and offline. Emphasis was placed on leveraging alumni networks and school connect programs for deeper engagement. Data regarding student beneficiaries of scholarships and freeships were shared, categorized under institutional support, government schemes, and philanthropic contributions. The department acknowledged the increasing impact of digital campaigns and proposed enhancing counselor engagement. It was also noted that data tracking of scholarship impact is underway to align with equity and access goals.

Actionable Points:

1. Establish a centralized Scholarship/Freeship Committee to track, document, and analyze beneficiary data from institutional, government, and philanthropic sources.
 2. Provide periodic reports on outreach effectiveness and scholarship distribution to IQAC for review and improvement planning.
- *HR Department*

The HR department presented updates on faculty record management and recruitment processes, emphasizing their alignment with UGC norms. Faculty have been requested to update their profiles for compliance, and steps have been taken to strengthen the induction program, which will now span five days to ensure broader orientation and preparedness. To improve the academic profile, the Talent Acquisition team is working with R&D to prioritize hiring of Ph.D.-qualified faculty. The department reiterated its commitment to implementing IQAC recommendations and to continuously enhancing the faculty qualification index. These actions are intended to contribute directly to long-term NAAC and institutional development goals.

Actionable Points:

1. TA team to hire more of PhDs.
2. Faculty records to be collected in alignment with UGC guidelines. Mail communication has been sent to all faculty members to updated their personal, educational and experience details.
3. HR to conduct Faculty induction program with greater emphasis on session delivery by heads of different verticals at UPES and external experts on academics and allied areas as per UGC guidelines.

- *Controller of Examinations (CoE)*

The Controller of Examinations reported key metrics such as the average number of days for result declaration, currently maintained at 14 working days post final assessments. The department also shared data reflecting a significantly reduced percentage of student grievances (1.2%), thanks to the transparent re-evaluation and grievance redressal mechanisms. It was reported that 80% of examination processes are now automated, with ongoing efforts to transition to full automation. The Examination Manual has been drafted and is in the final stage of approval. These improvements aim to enhance the efficiency, transparency, and accuracy of the university's assessment and result-processing systems.

Actionable Points:

1. The approved Examination Ordinance/Manual, once finalized, should be disseminated across all schools.

- *Research, Innovations, and Extension*

The research cell presented updates on the development of a well-defined

research promotion policy and reported that seed funding provisions are under review. Data on faculty achievements was shared, noting that a percentage of teachers received national and international research fellowships. Updates were provided on PhD scholar engagement, with insights into the number of JRFs/SRFs, total scholars, and degrees awarded in the last five years. Emphasis was placed on promoting externally sponsored research projects, with a plan to issue an SoP to enhance grant applications. Bibliometric tracking for research output, patents, and faculty publications is underway to align with NAAC benchmarks.

Actionable Points:

1. More projects are required to be taken up by the faculty and promotion of the same is required from R&D.
2. Institutional research benchmarking on different aspects of R&D with top tier institutions for gap analysis.

- *DSW and CSR*

The DSW and CSR departments highlighted several initiatives designed to boost student participation in extension and outreach programs. Over the past four years, 67 events have been organized, impacting more than 5,800 students. The team emphasized the use of structured documentation, including geotagged photos and attendance sheets. Activities focused on environmental and health awareness, with significant student involvement in plantation drives, cleanliness initiatives, and community welfare events. A review of outreach program outcomes is underway to quantify impact. Future plans include integrating these initiatives into the curriculum and strengthening CSR-based student learning outcomes.

Actionable Points:

1. Assessment of community impact and student learning.

2. Schools are encouraged to integrate community-based projects within the curriculum to enhance experiential learning.
3. Regular updates with geotagged documentation and feedback analysis to be submitted to IQAC for institutional records and NAAC compliance.
4. Activities to be aligned with SDGs

- *Registrar Office*

The Registrar's Office shared updates on the number of functional MoUs with academic and industrial bodies, highlighting ongoing collaborations and associated activities. The office presented the Institutional Perspective Plan, emphasizing governance through active institutional bodies such as the BoG, BoM, and Finance Committee. The implementation of e-governance was reported as being operational across student support, admissions, and finance. Emphasis was placed on streamlining administrative processes and enhancing transparency. Plans are in place to hold the first Planning Board meeting as per the new regulatory requirement under the Umbrella Act.

Actionable Points:

1. Ensure timely submission of outcome reports for all active MoUs, highlighting tangible benefits and collaborative outputs.
2. Review of the existing policies and drafting of new policies in underway.

- *Finance Department*

The Finance department presented an overview of expenditure under key heads, with 32% of non-salary expenses allocated to infrastructure enhancement. Maintenance expenditure was reported at 14% of the total academic budget. The department is working on gap analysis and benchmarking to align spending with institutional goals. Updates were also provided on fund mobilization strategies and

grant receipts from government and philanthropic bodies. Efforts are being made to document all funding sources in line with AQAR requirements. Plans for optimal resource utilization were shared, along with steps to meet higher NAAC rating criteria.

Actionable Points:

1. Conducting a detailed expenditure benchmarking exercise to align infrastructure and maintenance spending with institutional priorities and NAAC indicators.
2. Share outcomes of the upcoming fund mobilization workshops and explore diversified revenue streams.
3. Revision of existing SOPs/policies on fund mobilisation is underway.

- *Library*

The university library reported significant upgrades in its digital infrastructure, highlighting full automation through KOHA ILMS and RFID-enabled services. The library now provides seamless remote access to e-resources via OpenAthens and has expanded subscriptions to journals and databases. Usage statistics show increased engagement among faculty and students. Initiatives like Turnitin for plagiarism detection and access to research databases like ShodhGanga and DELNET were also highlighted. Accessibility improvements for differently abled students were shared, including screen reading tools and magnification software, reaffirming the library's commitment to inclusive academic support.

Actionable Points:

1. Regular monitoring and reporting of ILMS usage data to evaluate its effectiveness in enhancing academic access.

2. Expedite the implementation of assistive technologies for differently abled users to ensure inclusive learning spaces.
3. A quarterly update on new resource additions and user engagement metrics to be submitted to IQAC for academic resource planning.

- *Administration Department*

The Administration Department presented its comprehensive efforts toward campus sustainability and infrastructure enhancement. The team reported successful energy and water audits, installation of LED lighting, motion sensors, and telemetry systems for water management. Initiatives also include rainwater harvesting, waste segregation, and the promotion of Swachh Bharat campaigns. The department is addressing gaps in Divyangjan-friendly infrastructure and has initiated steps for improved accessibility. Pending initiatives such as the biogas plant and rooftop wind turbine were also discussed. Plans are in motion for IoT-based monitoring systems to further improve operational efficiency across the university.

Actionable Points:

1. Timely operationalization of the biogas plant and installation of motion sensor-based energy-saving lights based on successful demo trials.
2. The proposed Green Environment Audit and awareness posters on energy and water conservation, scheduled for 15th March 2025, to be executed as planned.
3. Resolution of space constraints to expedite the vertical axis wind turbine installation.
4. The implementation of IoT-based systems (WMS, EMS, IBMS) to be formalized in consultation with the Management.

5. Schools must ensure timely upload of pending documentation related to Divyangjan support and initiate provisioning of assistive technologies and accessible content delivery.

- *Career Services*

The Career Services team presented an analytical review of placement performance over the past four academic years, including school-wise placement statistics and the percentage of students placed from the final-year batches. Offer letters and related documentation were systematically archived, and the department also highlighted the structured grievance redressal mechanism in place to address student concerns. Updates were provided on alumni engagement, showcasing meaningful contributions from alumni over the last four years, including mentorship, recruitment, and networking support. Initiatives to further strengthen alumni involvement were outlined, such as alumni-driven sessions and participation in recruitment panels. Additionally, the department presented data on higher education progression, with a breakdown of school and program-wise numbers indicating the percentage of graduates pursuing postgraduate or research-level studies. Efforts are ongoing to enhance tracking and support mechanisms for students interested in academic progression post-graduation.

Actionable Points:

1. The enhanced placement grievance mechanism to be reviewed periodically to ensure continued effectiveness and responsiveness.

- *Runway*

The combined presentation by Runway, Career Services Cell, and DSW focused

on initiatives under the umbrella of capacity development, aiming to enhance students' personal and professional skills. The team reported the successful organization of numerous workshops and certification programs over the past four years, specifically targeting soft skills, communication, life skills, and digital literacy. A comprehensive record of activities was maintained, including brochures, attendance logs, feedback forms, and geotagged photographic evidence to ensure robust documentation aligned with quality metrics. More than 3,000 students have completed certification or training under these initiatives, significantly contributing to their employability and confidence. The department emphasized the importance of integrating these skill-building programs into the broader academic experience. Collaborative events with industry experts and internal faculty were also conducted, focusing on real-world applicability and experiential learning. Plans are underway to expand the reach and frequency of such programs in the upcoming academic cycle.

Actionable Points:

1. Maintain a consolidated tracker of certified students and event documentation for future audits and impact assessment.
2. Expand the reach of skill-based workshops to ensure greater student participation across all schools.

- ***IT Department***

The IT Department presented a comprehensive update on the ongoing enhancement of digital infrastructure across the campus. A revised IT policy framework has been implemented to ensure standardized operations and better service delivery. Wi-Fi connectivity has been significantly improved across academic blocks, libraries, hostels, and sports complexes to ensure seamless access for students and faculty. The department has undertaken major upgradations in classrooms, including the installation of smart boards and AV

systems to enhance digital teaching and learning experiences. Labs have been equipped with updated software and hardware configurations, and IT support services have been reorganized to provide faster response times and user satisfaction. Specific initiatives were also highlighted to improve the digital interface for students, including better helpdesk services, learning platform access, and real-time issue resolution mechanisms. These developments are aligned with the broader digital transformation goals of the university and directly support academic excellence and operational efficiency.

Actionable Points:

1. Completing the smart classroom implementation in a time-bound manner with periodic progress updates.
2. The upgraded Wi-Fi and restructured IT support system to be monitored for performance efficiency and user satisfaction.
3. Maintain a log of IT issue resolution metrics to support data-driven service improvements.

• ***Student Discipline Cell***

The Student Discipline Cell presented its ongoing efforts to uphold a safe and respectful learning environment across the university. The constitution of the Student Disciplinary Committee was highlighted as a key initiative to formalize the grievance redressal process and ensure fair representation. The team detailed the implementation of awareness campaigns focused on the university's zero-tolerance policy toward indiscipline, ragging, and sexual harassment. Awareness sessions were conducted for students, with a focus on timely grievance resolution through the appropriate committees such as the Internal Complaints Committee (ICC) and Student Grievance Redressal Committee (SGRC). Furthermore, proactive steps were taken to engage private hostel owners to sensitize them about the university's anti-ragging policy in line with UGC regulations. These

measures aim to strengthen the ecosystem of student welfare and reinforce behavioral expectations across all campuses.

Actionable Points:

1. Periodic review meetings of the Disciplinary Committee to ensure proactive handling of student conduct issues.
2. Continued sensitization sessions on anti-ragging and zero tolerance policies to be scheduled, including extended engagement with newly affiliated hostel facilities, if any and within the campus.
3. Awareness campaigns to be documented with reports, attendance, and photographs for compliance and impact tracking.
4. The record pertaining to student complaints of SGRC committee should be made available to IQAC prior to creation of separate entity (DSW) since 2020 onwards.
5. Create awareness programmes with nearby hostel owners to ensure enforcement of discipline among the student community of UPES on semi-annual basis.
6. Awareness on sensitive issue like drug abuse, road safety can also be taken by the student discipline.

• ***Sports Department***

The Sports Department provided a comprehensive overview of student achievements and development initiatives in the field of sports and cultural activities. It was reported that students have won numerous awards and medals at inter-university, state, national, and international competitions, reflecting the university's growing athletic profile. The department has implemented structured sports programs with scheduled training sessions in multiple disciplines including cricket, football, badminton, and athletics. To support student performance, professional coaching has been introduced and infrastructure enhancements were

carried out across both campuses. Initiatives such as fitness assessments, morning yoga sessions, and motivational sessions with sports achievers were highlighted as part of the holistic development approach. The department also committed to increasing student participation through awareness drives and competitions while aligning their activities with institutional wellness goals. It was discussed to offer new course under the value-added course category on sports, health, yoga and overall wellbeing. Further, it was added that sports department should lay down details about investment in infrastructure, utilisation and impact analysis.

Actionable Points:

1. Formalizing the structured training schedule and ensuring clear distinction between beginner and team-level sessions for better skill development.
2. Schools to promote increased participation through flexible time slots and alternate-day formats; Practical on yoga sessions should be initiated at the earliest.
3. Verify and formalize scholarship provisions for high-performing athletes and maintain records of participation in recognized competitive events.
4. Publish a year-round sports calendar and encourage inter-school tournaments to build a culture of engagement.
5. Use of digital platforms to showcase student achievements and promote sports initiatives across the university.
6. Introduce a course on sports, health, yoga and overall wellbeing.

- ***Internal Complaints Committee (ICC)***

The ICC presented an overview of its ongoing initiatives aimed at promoting gender equity and fostering a safe, inclusive campus environment. The committee reported that a total of **26 gender sensitization sessions** and **27 POSH awareness programs** were conducted across schools during the academic year. These sessions aimed to raise awareness about gender-based discrimination,

workplace ethics, and mechanisms for grievance redressal. It was also noted that several student-led societies and committees, including **DSW Ambassadors, Falak, NSS, and the Discipline Cell**, have been actively involved in organizing awareness campaigns and outreach activities in collaboration with ICC. The status of the **gender audit** is currently marked as "TBD", with updates expected following coordination with the concerned stakeholders. In addition, the ICC highlighted its collaboration with Project Samarth, which is currently in the data collation phase. These collective efforts contribute to a proactive institutional stance on gender sensitivity and equality. Presence of women cell was felt with student representation being a part of it.

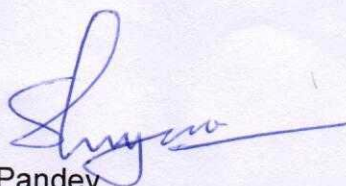
Actionable Points:

1. Collaboration with student-led societies to sustain gender sensitization efforts across all schools and increasing the frequency of the same.
2. Completion of data collation under Project Samarth for timely analysis and reporting. Event report, minutes of meetings for the last 5 years along with the annual report to be shared with IQAC in confidence.
3. A structured calendar of gender equity sessions to be developed and integrated with broader institutional awareness initiatives. The same should be regularly disseminated to the faculty members and the students.

Next Steps:

Activity	Timeline	Responsibility
Conducted internal audits for Non-Academic Departments	May 2025	IQAC Team
Next steps to be taken as per inputs received from student feedback	December 2025	IQAC Team
All allied departments to present the ongoing tasks with a start and an end date for department wise trackers to be updated by IQAC for progression mapping.	May 2025	Non-academic departments + IQAC
Departmental policies and SOPs to be shared with IQAC for review by all departments.	May 2025	Non-academic departments

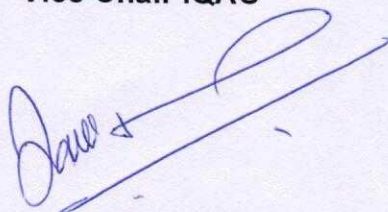
The meeting ended with a vote of Thanks.



Dr. Shyam Pandey
Director – Quality Assurance (IQAC)
Accreditation & Ranking



Dr. Jayasankar Ellassery Variyar
Pro Vice Chancellor
Vice Chair IQAC



Dr. Ram Sharma
Vice Chancellor
Chair IQAC