INTERNAL QUALITY ASSURANCE CELL COMMITTEE MEETING

Minutes of the Meeting

Friday, 25.08.2023, 10:30AM

Chairman

Dr. Ram Sharma, Vice-Chancellor

Coordinator IQAC

Mr. S. Raghavan, Director- IQAC

Members Present

1. Dr. Ram Sharma- Vice Chancellor
2. Mr. Manish Madaan, Registrar.
3. Mr. Rahul Nainwal, Director School of Business and CEO UCIE
4. Dr. Padmavathy Venkat Subramanian – Dean, School of Health Sciences (SoHS)
5. Prof. Phani Tetali, Dean – School of Design (SoD)
6. Dr. Nalin Mehta, Dean- School of Modern Media (SoMM)
7. Dr. Ravi S Iyer- Dean, School of Computer Science (SoCS)
8. Dr. Nishant Mishra, Dean – Student Welfare
9. Dr. Devesh Kumar Avasthi, Dean - Research and Development (R&D)
10. Mr. Ajit Bhandari, Associate Professor – School of Design (SoD)
11. Dr. Atri Nautiyal- Associate Professor & Associate Dean, School for Liberal Studies (SoLS)
12. Prof. Abhishek Sinha- Associate Professor & Associate Dean, School of Law (SoL)
13. Dr. Vinita Singh – Sr. Associate Professor, School of Law (SoL)
14. Dr. Shikha Dimri – Professor, School of Law (SoL)
15. Dr. Amaresh Jha – Associate Professor, School of Modern Media (SoMM)
16. Dr. Pankaj Kumar - Professor and Associate Dean, Research and Development (R&D)
17. Dr. Syed Mohammad Tauseef - Professor and Associate Dean, Research and Development (R&D)

18. Dr. Ashish Mathur – Professor, Research & Development (R&D)
19. Dr. Prashant Shukla – Assistant Professor, School of Health Sciences & Technology (SoHST)
20. Dr. Sumeet Gupta – Professor, School of Business (SoB)
21. Dr. Alok Aggarwal – Professor, School of Computer Science (SoCS)
22. Dr. Sanjeev Kumar - Professor, School of Computer Science (SoCS)
23. Mr. Avishek Ghosal – Assistant Professor, School of Business (SoB)
24. Dr. Ranjeet Kumar Brajpuriya – Professor & Cluster Head, School of Advanced Engineering (SoAE)
25. Dr. Manish Kumar – Professor & Cluster Head, School of Advanced Engineering (SoAE)
26. Mr. Ravindra Singh Rawat – Assistant Professor, School of Liberal Studies (SoLS)

In Attendance (By Invitation)

1. Dr. Annapurna Paridge Leela Lakshmi – Assistant Professor, School of Liberal Studies (SoLS)
2. Prof. JP Gupta – Advisor, Quality Assurance

Apologies

1. Prof. Shubhashis Gangopadhyay, Dean – School of Liberal Studies (SoLS)
2. Dr. Nilanjana Banerjee – Associate Professor & Cluster Head, School of Advanced Engineering (SoAE)

Welcome

Mr. S. Raghavan - 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 consciousness and efforts in creating a good institution for better outcomes for the university and students. He appreciated the University's significant progress in research, infrastructure, internships, and collaborations and their positive impact on rankings and accreditation. He also stated that this year's focus must be on student experience and outcome and to attract students. He specified a draft policy is ready, on faculty travel to encourage faculties to participate in conferences and seminars. The policy will be implemented soon after necessary approvals.

Dr. Ram also thanked Raghavan – Director IQAC for taking additional responsibility as Controller of Examination, he emphasized that Raghavan will streamline the examination processes and systems.

Mr. S. Raghavan- Director IQAC, thanked Vice Chancellor for setting the context and providing the opportunity.

Review Of Previous Meeting Action Points

Mr. S. Raghavan, Director IQAC, apprised the committee about the following action points:

Activity	Timeline	Responsibility	Status
Implement IQAC Academic Administrative Audit.	July – August 2023	IQAC team	WIP
Data Collection Process.	May 2023	IQAC team	Implemented
Follow up with Schools to Implement Guidelines.	May 2023	IQAC team	WIP
Update NAAC Dashboard & Review.	Monthly basis	IQAC team	Completed
Schools to form IQAC Team.	July 2023	School	WIP
Schools & Non-Academic Functions Audit Action Plan.	June 2023	School	WIP

Changes in IQAC Composition 2022-23

Raghavan shared the IQAC composition changes as follows (refer Annexure 2).

a) Dr. Ashish Mathur, Professor, Research and Development (R&D); Mr. Avishek Ghosal, Assistant Professor, School of Business (SoB) and Dr. Shikha Dimri, Professor, School of Law (SoL) have been assigned as Teacher to represent at all Levels in the IQAC Composition.

b) Dr. Ranjeet Kumar Brajpuriya- Professor & Cluster Head; Dr. Manish Kumar- Professor & Cluster Head and Dr. Nilanjana Banerjee- Associate Professor & Cluster Head from School of Advanced Engineering (SoAE) respectively have been appointed as new members in the IQAC Composition.

c) Dr. Prashant Shukla from the School of Health Sciences and Technology (SoHST) and Dr. Amaresh Jha from School of Modern Media (SoMM) have been added as replacements to the IQAC Composition.

Dr. Ram Sharma, Vice Chancellor introduced and welcomed the new committee members as part of IQAC Composition.

Points of Discussion

Mr. S. Raghavan - Director, IQAC presented the following points to the committee (IQAC presentation enclosed, Annexure 1):

1. **Accreditation and Ranking updates**:
   a) NBA accredited 5 MBA programs, School of Business i.e., Aviation Management, Logistics and Supply Chain Management, Oil and Gas Management, Business Analytics and International Business for 3 years.
   b) NAAC Annual Quality Assurance Report (AQAR) submission for the AY 2018-19, 2019-20, 2020-21 & 2021-22 has been already completed; data collection for the AY 2022-23 is in process.
   c) Data submission for THE World University Ranking 2024 and QS World University Ranking 2025 has been completed successfully. Ranking outcomes are expected in September - November 2023 respectively.
   d) The strategy for NIRF 2024 has been presented to the Vice Chancellor and data submission will begin.

2. **NIRF 2024 & QS 2025 Strategy**

   Mr. Raghavan, Director IQAC shared the NIRF Analysis and UPES Strategy for the upcoming year and has set a benchmark for NIRF 2024 as 31st ranked University in India. He continued by quoting the milestone set for Management, Law and Engineering 2024 i.e., 35, 30 & 45 rank respectively.

   Director IQAC discussed the following 7 important indicators and the strategies to improve them (Annexure 1, slide 12):

   - Faculty Student Ratio & Faculty with PhD – University needs to hire 200-250 full-time faculty and 150 additional PhD qualified faculty, which will lead to improvement up to 2.5 points in the score.
   - Women Diversity – Intake of female students till 50% of the students are female and stated that every additional 500 female student intake will

provide an additional 0.4 points.

- Full time PhD students – Graduating 60 students per year which would improve the score up to 2.5 points.
- Publications - Doubling Scopus publications/faculty (this will additionally influence perception score, citations and so on), would give an increase point of up to 0.6-1.
- Median Salary – School of Management and Advanced Engineering needs to increase median salary by 2-3 lakhs for almost 3 years to improve the score by 2 points.
- Placement – School of Management and Engineering must aim for 100% including placement & higher studies. Increasing Higher Studies Data capture from 2% to 10%, which will prospective additional score of 6 points.

Dr. Ram emphasized the importance of citations of the research, publications and median salary.

Further, Mr. S. Raghavan also shared our debut in QS ranking 2024 and has set a benchmark for QS ranking 2025 as in the band of 741 -750.

Director IQAC discussed the following 5 important indicators and the strategies to improve them (Annexure 1, slide 14):

- Employer Reputation – In order to achieve the set milestone and 2 additional points, we need to focus on Employer Network and encourage them to participate in the survey.
- Faculty with PhD & International Faculty – Prospective improvement of up to 1 point, by hiring 150 additional PhD qualified faculty (ceteris paribus)
- Publications & Citations - Doubling Scopus publications/faculty (this will additionally have an effect on perception score, citations and so on), would give an increase point of up to 0.6-1.
- International Research Network – University should encourage faculties to Publish with International Partners and Faculties, to score 1 point.

- Employment Outcomes - School of Management and Advanced Engineering needs to increase median salary by 2-3 lakhs for almost 3 years and must aim for 100% included placement & higher studies, to improve the score by additional 6 points.

3. NAAC Plan

Raghavan gave an overview of NAAC criteria. The following points were apprised by Raghavan:

a) Metric Analysis – Raghavan presented NAAC action plan criteria wise for 5 years and the actual data received for 2019-22.

b) Owners and School IQAC Team – Mr. Raghavan shared the criteria owners and School IQAC Team of an Associate Dean/ IQAC Coordinators, One faculty and Manager Data Analytics. He requested all Deans to form the team as per the school size and structure. (Refer Annexure 1).

School Data Collection and SOP – Director IQAC categorized the data from school into three sources i.e., Associate Data/Dean Office for All Dean, Committee Meeting MoM, Senior Professor for all program related documents and Manager- Data Analytics for faculty & student related data.

c) Next Steps – Daily, weekly and monthly meetings of the IQAC team will be held to review progress with Priya, Mr. Raghavan and Dr. Ram respectively. Also, Criteria owners will conduct meetings with IQAC school team monthly.

Dr. Ram Sharma, Vice Chancellor requested Mr. Raghavan to schedule a separate meeting for discussion on NAAC.

4. IQAC Academic Audit 2023 Plan

Mr. Raghavan proposed the IQAC Academic Audit 2023 Plan, key points are:

a) The Audit dates are 27th -28th September 2023 and 11th – 12th October 2023, it will be done for a half day per school (First half or Second half).

b) The Dean, Associate Dean, Cluster Head, and Programme Coordinators are the school's representatives for the Audit.

c) Director IQAC along with Internal and external auditors will conduct the audit. An internal committee has been formed, which will be trained accordingly (see Annexure 1).

d) Academic Audit 2023 is a checklist-based Audit, the document list will be shared with the School IQAC Team.

Any other points for discussion:

1. Mr. Manish Kumar, Professor & Cluster Head from School of Advanced Engineering suggested Internal and External Audit should be conducted on separate date, so that they understand the gaps in the internal audit and can work on it.

   Director IQAC acknowledged and mentioned the importance of separate audit, however with ongoing academic schedule the faculties time is very important, so the audit is scheduled in a shorter version. If required another audit can be planned.

5. Dr. Ram Sharma, Vice Chancellor formed a committee for "Higher Education Student related data", and members are Dr. Ashish Mathur, Mr. Manish Madaan, Dr. Ranjeet Kumar Brajpuriya, Dr. Rahul Nainwal and Dr. Sanjeev Kumar and requested Mr. S Raghavan to facilitate the meeting with the committee members and form processes.

Next Steps

Activity	Timeline	Responsibility
Complete IQAC Academic Audit and present Summary Report	November 2023	IQAC team
Complete AQAR Submission	November 2023	IQAC team
Conduct monthly/ weekly Review Meetings	November 2023	IQAC team
NAAC Review Meeting	September 2023	IQAC team
Form School IQAC team as suggested	November 2023	School
Implement the guidelines and templates	November 2023	School
Regular Review of Data and Evidence	November 2023	School

The meeting ended with a vote of Thanks.

Mr. S Raghavan   Dr. Ram Sharma
Director – Quality Assurance (IQAC)   **Vice Chancellor**
Accreditation & Ranking   **Chair IQAC**