



INTERNAL QUALITY ASSURANCE CELL COMMITTEE MEETING

Minutes of the Meeting

Wednesday, 18.10.2023, 2:00pm

Chairman

Dr. Ram Sharma, Vice-Chancellor

Coordinator IQAC

Mr. S. Raghavan, Director- IQAC

Members Present

1. Dr. Ram Sharma- Vice Chancellor
2. Mr. Rahul Nainwal, Director School of Business and CEO UCIE
3. Dr. Padmavathy Venkat Subramanian – Dean, School of Health Sciences (SoHS)
4. Prof. Phani Tetali, Dean – School of Design (SoD)
5. Dr. Ravi S Iyer- Dean, School of Computer Science (SoCS)
6. Dr. Nishant Mishra, Dean – Student Welfare
7. Mr. Ajit Bhandari, Associate Professor – School of Design (SoD)
8. Prof. Abhishek Sinha- Associate Professor & Associate Dean, School of Law (SoL)
9. Dr. Vinita Singh – Sr. Associate Professor, School of Law (SoL)
10. Dr. Shikha Dimri – Professor, School of Law (SoL)
11. Dr. Amaresh Jha – Associate Professor, School of Modern Media (SoMM)
12. Dr. Pankaj Kumar - Professor and Associate Dean, Research and Development (R&D)
13. Dr. Syed Mohammad Tauseef - Professor and Associate Dean, Research and Development (R&D)
14. Dr. Ashish Mathur – Professor, Research & Development (R&D)
15. Dr. Prashant Shukla – Assistant Professor, School of Health Sciences & Technology (SoHST)
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. Mr. Avishek Ghosal – Assistant Professor, School of Business (SoB)
20. Dr. Ranjeet Kumar Brajpuriya – Professor & Cluster Head, School of Advanced Engineering (SoAE)
21. Dr. Manish Kumar – Professor & Cluster Head, School of Advanced Engineering (SoAE)
22. Dr. Nilanjana Banerjee – Associate Professor & Cluster Head, School of Advanced Engineering (SoAE)

In Attendance (By Invitation)

1. Dr. Annapurna Paridge Leela Lakshmi – Assistant Professor, School of Liberal Studies (SoLS)
2. Dr. Jaydev Parida – Assistant Professor, School of Liberal Studies

Apologies

1. Prof. Shubhashis Gangopadhyay, Dean – School of Liberal Studies (SoLS)
2. Mr. Manish Madaan, Registrar.
3. Dr. Nalin Mehta, Dean- School of Modern Media (SoMM)
4. Dr. Devesh Kumar Avasthi, Dean - Research and Development (R&D)
5. Dr. Atri Nautiyal- Associate Professor & Associate Dean, School for Liberal Studies (SoLS)
6. Mr. Ravindra Singh Rawat – Assistant Professor, School of Liberal Studies (SoLS)

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 streamlining the data collection process. He further stressed the importance of faculty members involvement in the data collection and to ensure the templates and Standard Operating Procedures (SOPs) get implemented successfully. Data and Evidence should be collected on a

regular basis and a monthly dashboard needs to be maintained to review and assess the areas of strength and weakness.

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.	Sept & Oct 2023	IQAC team	Completed
AQAR Submission 2022-2023	Dec 2023	IQAC Team	WIP
Weekly & Monthly Meetings	On Going	IQAC Team	Initiated
Implement IQAC Guidelines & Templates	Dec 2023	Deans	WIP
Review Schools Data	On Going	Deans	WIP

Points of Discussion

Mr. S. Raghavan - Director, IQAC presented the following points to the committee (IQAC presentation enclosed, Annexure 2):

1. Academic Audit updates:

Mr. Raghavan, Director IQAC Raghavan gave an overview of IQAC Academic Audit and thanked the internal auditors for their time and efforts in auditing the 8 schools respectively. He also stated that cross-school auditing gave the internal auditors the opportunity to exchange best practices within the schools.

The scores of the schools were apprised by Raghavan (refer Annexure 1, slide 6).

Further, he mentioned that the report with the detailed recommendations will be shared with all the 8 schools before 30th October 2023. He proposed the IQAC school coordinators to create an action plan and to implement the recommendations in the next academic year. He also suggested the deans of the school review the action plan on a regular basis.

2. School Data Collection and SOP

Mr. Raghavan, Director IQAC proposed four Standard Operating Procedures (SOPs) to the members:

SOP1: Academic Council (AC), Board of Studies (BOS) & Department/Cluster Consultative Committee (DCC/CCC) –

This SOP explains the process flow, for approval of changes in the university curriculum, teaching, learning, research, and policies. It also highlights the guidelines for AC, BOS and DCC/CCC composition, tenure of composition, frequency of meetings, decision to be taken and probable discussion points with the mandatory evidence required. The objective of this SOP is to ensure consistency in processes and enhance adherence to academic policies and quality standards.

SOP 2: Academic Documents & Evidence to be maintained in Associate Dean/ Dean Office – This SOP outlines the evidence required for 11 curriculum-related documents, to be compiled and maintained in the Associate Dean/ Dean office of respective schools. The documents listed are:

- Programme Handbook
- Approved Minutes of the relevant Academic Council
- Approved minutes of AC Sub Committee
- Approved Minutes of the relevant BOS meetings
- Cluster Consultative Committee (CCC) Meetings
- Feedback
- Programme Direct and Indirect Attainment

- Slow learners and Fast Learners
- Student centric methods for enhancing learning experiences.
- Mentor Mentee
- MOUs and collaborative activities

SOP 3: Academic Documents & Evidence to be maintained in Office of Senior Professor, IQAC – This SOP outlines standardized instructions for the evidence required for 2 curriculum-related documents, which are to be compiled and maintained in the Office of Sr Professor who is the part of the respective School IQAC team. The documents listed are:

- Value added programmes.
- Internship/ research project/ Field visits

SOP 4: Academic Documents & Evidence to be maintained in Manager-Data Analytics Office – This SOP highlights the data collection process for students and outlines the standardized instructions for the evidence required for 4 student & faculty documents, which are to be compiled and maintained by the Manager – Data Analytics. The documents listed are:

- Faculty Members' Achievement and Recognition
- Students' achievements
- Workshops/ seminars, Capacity development, skills enhancement activities, technical fests, and professional development / administrative training programmes
- Faculty Development Programs (FDP) and Management Development Programs (MDPs)

Mr. Raghavan requested IQAC committee members to share their feedback on the 4 SOPs before 25th October 2023, to incorporate any changes.

3. Revision in Scholarship Policy

Mr Raghavan appraised that the committee has reviewed the scholarship policy and revised the scholarship continuation criteria for the UPES students. He has shared an amendment in the scholarship policy for the student who forfeits a scholarship due to falling short of the required academic standing. Revised policy reconsiders all such cases whenever any student improved their academic performance as per the desired levels, in turn it will make them eligible to receive scholarship.

4. Opportunities through International partnerships

Mr Raghavan informed the committee that 56 active partnerships are active as on October 18, 2023, and many more are in pipeline. Mr Raghavan informed about the recent development in providing international exposure for the UPES faculty and students. The University has taken noteworthy steps in that direction to ensure high impact research output:

- ✓ The University of Auckland (ranked 68th in the world) and the UPES have signed a Letter of Intent to collaborate on research.
- ✓ A similar collaboration with University of Otago, New Zealand is in the pipeline.
- ✓ Deakin University, Australia shall be setting up a research partnership that includes in residence Ph.D. partnership.
- ✓ University of Melbourne intends to establish collaboration to set up a Centre for Teaching and Learning.

5. UPES Ranking & Accreditation Updates

The Committee took note of the following updates:

Quacquarelli Symonds (QS): The University has been ranked amongst World's Top 3% institutions and is the 3rd best private University in India by the QS World Rankings 2024 with an overall Rank Band of 901-950 in the World. It also has significant rankings for Petroleum Engineering (101-150), International Trade (151-175) and

Computer Science and Information System (501-550) by the QS World Subject Rankings 2023. Data has also been submitted for 2025 ranking.

Times Higher Education (THE) World Ranking 2024: UPES has been ranked in the overall Rank Band of 801-1000 in the World and 9th amongst Private and Deemed Universities and 2nd amongst Private Universities in India.

National Institute Ranking Framework (NIRF) 2023: National Institutional Ranking Framework (NIRF) 2023, has placed UPES at an overall rank of 79th in the Country, with 52nd rank in the University Category, 54 in the Engineering Category and 39th in the Management Category.

National Board of Accreditation (NBA): Seven Programs are already accredited for School of Advanced Engineering programs out of which two programs have been reaccredited.

Accreditation-

- ✓ B.Tech - Applied Petroleum Engineering
- ✓ B.Tech Mechanical Engineering
- ✓ B.Tech- Mechatronics Engineering
- ✓ B.Tech Fire & Safety Engineering
- ✓ BTech Civil Engineering (Specialization in Infrastructure Development)
- ✓ B.Tech - Automotive Design Engineering
- ✓ B.Tech- Chemical Engineering (Refining and Petrochemicals)

Reaccreditation-

- ✓ B.Tech - Automotive Design Engineering
- ✓ B.Tech - Chemical Engineering (Refining and Petrochemicals)

Additionally, following five Programs of School of Business have also been accredited for three academic years till 2026:

- ✓ MBA (Business Analytics)

- ✓ MBA Oil and Gas Management)
- ✓ MBA (Logistics & Supply Chain Management)
- ✓ MBA (Aviation Management)
- ✓ MBA (International Business)

6. Placements Highlights 2022-23

Mr. Manish Madaan apprised the committee that overall, 93.98% of eligible students have been placed as on date with a remarkable feat of 100% placements for School of Computer Science, School of Health Sciences and Technology and School of Modern Media.

7. Global Pathways Program Option Policy

Mr Raghavan appraised the committee with Policy for Global Pathways Program Option. In order to give students the opportunity to complete their degrees at prestigious international universities, UPES has partnered with academic institutions around the world.

After completing a portion of their studies at UPES, students have the option to transfer to international partner universities through the Global Pathways Program (GPP).

To facilitate such students, it was decided that the International Partner University shall accept the credits they have earned at UPES. Course mapping is completed in line with UPES credit requirements, and credits can be transferred to the International Partner University.

8. Changes in the Examination Regulations and Students Handbook

Mr. S. Raghavan presented the changes in the Examination Regulations and Students Handbook.

Highlights-Academic Handbook:

- ✓ UG Certificate after 1 year (2 semesters) - at least 40 credits and one vocational

4 credit course earned by the student. Students can complete under graduation N+2,7 years.

- ✓ UG Diploma after 2 years (4 semesters), minimum of 80 credits and one vocational 4 credit course during the summer vacation of the second year, earned by the students. Students can complete under graduation N+2, 7 years.
- ✓ Bachelor's degree after 3 years (6 semesters) of study with at least 120 credits earned by the students.
- ✓ A 4-year UG degree with honors is awarded if the student earns at least 160 credits in the respective programs.
- ✓ A 4-year UG (Research) degree with honors is awarded when a student undertakes research in the fourth year of undergraduate studies. Students who obtain 160 credits, including at least 12 credits in Research Project/ Dissertation, will be awarded UG (Research) with Honours.

- **Multiple entry points to any program: Lateral admissions**

- ✓ NEP 2020 allows Indian UG certificate or diploma holders to enroll in UPES degree programs, but they must earn at least 50% of the credits in a particular program.
- ✓ The maximum duration of a program is N+2 years.

- **Highlights: Examination Regulations**

- ✓ Total Credit requirement -a minimum of 40 credits* the standard duration of the program
- ✓ Instructor-led continuous evaluation system followed: Formative Assessment (50%), Mid Semester - 20%, summative assessment (30%)
- ✓ Supplementary exams offered to help students pass a course, improve grades, and meet prerequisites for future courses. Maximum of two supplementary exams allowed per academic cycle, weightage equivalent to summative assessments.
- ✓ Students who appeared for the summative examination but were awarded an F' Grade or students who wish to improve their grades can appear for supplementary examination. However, students who were not able to appear for the examination

due to shortage of attendance will have to appear/attend the entire course as and when offered by the School in the subsequent / summer semesters.

- ✓ Students below 75% attendance not allowed to appear for end-term examination component and an "F" grade to be awarded in that course.
- ✓ Grading done using Absolute Grading System (batch size ≤ 30) and Relative Grading System (batch size >30),
- ✓ Degree is awarded only if credit requirements are met, and the student has a minimum CGPA of 5.0 in undergraduate programs and 6.0 in graduate programs.
- ✓ Pass marks for UG programmes is 35 and for PG programmes is 40.
- ✓ Credit Transfer Policy- Students pursuing a degree at UPES may also earn credits towards that degree from other institutions: Via dual degree agreement, exchange programme, and by visiting another recognized/accredited institution and completing courses there

Any other points for discussion:

1. Dr. Nilanjana Banerjee, Associate Professor & Cluster Head from School of Advanced Engineering mentioned the challenges faced by the school coordinators to collect data for students and faculties achievements.
Dr. Ram Sharma, Vice Chancellor, acknowledged and suggested to create a google form and maintain the data at a central level.
2. Dr. Nilanjana Banerjee also suggested Director IQAC to create a process document for implementing Mentor-Mentee process in the schools.
Mr. Raghavan, Director IQAC acknowledged and stated that the process document is WIP and will be shared with deans.

Next Steps

Activity	Timeline	Responsibility
Share the IQAC Academic Reports and present summary report	30 th October 2023	IQAC team
Complete AQAR Submission	30 th December 2023	IQAC team
Share Data Collection SOPs	18 th October 2023	IQAC team
Conduct Monthly/Weekly NAAC Review Meetings	Ongoing	IQAC team
Implement Audit Action plan and Data Collection SOPs	Ongoing	School Dean
Regular Review of Data and Evidence	Ongoing	School Dean

The meeting ended with a vote of Thanks.



Mr. S Raghavan
Director – Quality Assurance (IQAC)
Accreditation & Ranking



Dr. Ram Sharma
Vice Chancellor
Chair IQAC