UPES

UNIVERSITY OF PETROLEUM & ENERGY STUDIES

Internal Quality Assurance Cell

Minutes of Meeting
No. IQAC/02 - M/DEC/2018-19
(14th December 2018, 10:00 am to 1:00 pm)
Venue: Energy House Ground Floor Board Room, UPES

Date: 14.12.2018

Members present:

Sr. No.	IQAC Members
1	Dr. Deependra Kumar Jha - Vice Chancellor – Chairperson
2	Dr. Kamal Bansal, Dean - Academic Development & Innovation
3	Dr. Suresh Kumar, Dean, School of Engineering
4	Dr. Manish Prateek, Dean, School of Computer Science & Engineering
5	Ms. Manisha Mohan, Dean, School of Design
6	Dr. Deepankar Chakrabarti, Acting Dean, School of Business
7	Dr. Jitendra Kumar Pandey, Associate Dean-Research & Development
8	Dr. Ajit Kumar Nigam, Director, Associate Dean – Incubation
9	Mr. Nitin Kumar Agarwal, Vice President - Human Resources
10	Mr. Ravindra Yatagiri, Vice President-HBO, Online Learning
11	Mr. Manish Madaan, Deputy Director, Career Services
12	Dr. Veena Dutta, Registrar
13	Dr. Amitabh Bhattacharya - Controller of Examination
14	Dr. Ranjan Sinha Thakur - Chief Librarian
15	Dr. Ajay Kumar, Professor, Mechanical Engineering
16	Dr. Sanjeev Kumar, Professor & Associate Dean - Applied Sciences - School of Engineering
17	Dr. Vijay Parthasarthy, Associate Professor, Chemical Engineering
18	Dr. Ashish Karn, Assistant Professor-SG, School of Engineering
19	Dr. Kiran Kumar Ravulakollu, Associate Professor, School of Computer Science & Engineering
20	Dr. Deepshikha Bhargava, Professor, School of Computer Science & Engineering
21	Dr. Rajeev Tiwari, Assistant Professor-Sr. Scale, School of Engineering
22	Dr. S K Pokhriyal, Professor, School of Business
23	Dr. Sheetal Khanka, Associate Professor, School of Business

24	Dr. Vijay Kumar Singh, Professor, School of Law
25	Dr. Debasis Poddar, Associate Professor, School of Law
26	Uday Kunwar, B.Tech (CSE) – O&GI, Existing Student
27	Sharad Walia, B.Tech - Mechanical, Existing Student
28	Krishnakant Gupta, B.Des (PD), Existing Student
29	Apalka Bareja, BBA.LLB (Hons), Existing Student
30	Ms. Meenakshi Agnihotri, B.Tech (CSE) - O&GI, Alumnus
31	Mr. Rasik Bhatia, MBA (LSCM), Alumnus
32	Dr. A. P. Semwal, Deputy Registrar, Convenor
33	Dr. V J Byra Reddy, Director IQAC

Leave of absence was granted to the following members:

1	Dr. Tabrez Ahmad, Dean, School of Law
2	Mr. Manas Ranjan Mishra, Assistant Design Fellow, School of Design
3	Mr. Subhrangshu Neogi, Chief Commercial Officer, Hydrocarbons Education and Research Society (HERS)
4	Shubhangi Saxena, MBA (AVM), Existing Student
5	Mr. Aviral Rawat, B.Tech - Mechatronics, Alumnus
6	Mr. Abhishek Bagaria, M.Des (ID), Alumnus
7	Ms. Monica Rani, LLM Energy Laws, Alumnus
8	Mr. Vinod Kumar Taneja, Sr. Technical Director & Scientist F, National Informatics Centre, Dehradun
9	Mr. Adarsh Srivastava, Location Head (R&D) (Auto Division) Mahindra Rise, Haridwar
10	Dr. Anshu Nanoti, Chief Scientist, Head, Separation Processes Division & Conversion and Catalysis Division, Indian Institute of Petroleum, Dehradun
11	Dr. Ashutosh Mishra, Sr. Scientific Officer, Uttarakhand State Council for Science and Technology, Vigyan Dham, Vigyan Sadan Block, Dehradun
12	Dr. Manoj Kumar Sharma, OSD, Delhi Technological University, (East Delhi Campus) New Delhi

The second IQAC meeting for Academic Session 2018-19 was held on 14th December 2018. It was chaired by Dr. Deependra Kumar Jha, Vice Chancellor. The meeting started with chairman's welcome address. Thereafter Director – IQAC briefed each agenda item in short and thereafter ascertaining the quorum, the agenda items were taken up for discussion:

Item 1.1:   NPS Action Plan – Student Satisfaction

The Registrar and IQAC member Dr. Veena Dutta presented and proposed an action plan for NPS 2019. The presentation covered the following:

i)   Journey so far
ii)   NPS analysis 2018
iii)   Overall Detractor Analysis for various schools
iv)   Gaps as perceived be Academic Administration
v)   NPS 2019 schedule

NPS is a formal forum for students to voice their concerns and provide feedback. Discussions were undertaken and the following key point emerged:
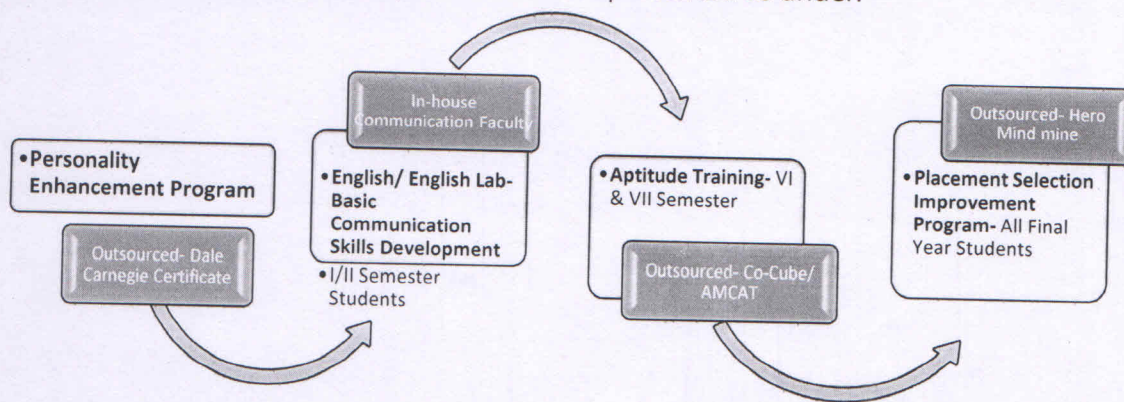
- Regular interaction with HODs and mid-year review meetings comprising students, Dean, and external senior members are recommended
- Change in SDS structure proposed to bring positive perception in students, about its role as a welfare entity. It should establish connect with students and emerge as a school-wise and campus-wide resource
- NPS participation should be increased. Target is >85%. To raise participation, a team of faculty members trusted by students, should drive it. These faculty members to be designated as NPS Ambassadors.
- A single helpdesk: A single window helpdesk to be established, to improve student experience, by providing all essential support to students at one single point.
- Improvement of campus facilities and general amenities was discussed
    - Food Committee to work rigorously on quality of food.
    - Transportation facility- Buses
    - Extension of Campus facilities of Labs, Library, MAC on Saturdays,
- In the context of career guidance, following recommendations were made
    - Increased interaction between Placement Internship Coordinators & Career Services
    - Interaction between Placement Internship Coordinators, Career Services & Students
    - Regular reporting of progress of Placements and Career Opportunities
    - Gap Identification between Skill & Employability
- There is a need for an open, proactive and structured internal communication to students. The following information can be shared through the same:
    - Administrative Directions
    - Events
    - Sharing of News
    - Public/ Safety/ Crisis Announcement

- Reframing of NPS questionnaire was proposed, comprising sub-sections on the following key elements
    - Learning Opportunities
    - Assessment and Feedback
    - Academic Support

- Learning Resources
- Student Voice and Support
- Career Services & Industry Linkages
- Infrastructure and Amenities like IT, Admin etc.

- To flash institutional achievements, initiatives, key highlights in placements, student testimonials, the proposal of Broadcast Walls at each campus was discussed

Item 1.2: Inception of EDGE and its Alignment with Vision of Career Services

- Mr. Manish Madan, Deputy Director and Head, Career Services, presented Vision and Way forward of Department of Career Services.

- A brief on current practices undertaken by Career Services Department for improving student internships and placements was presented as under:
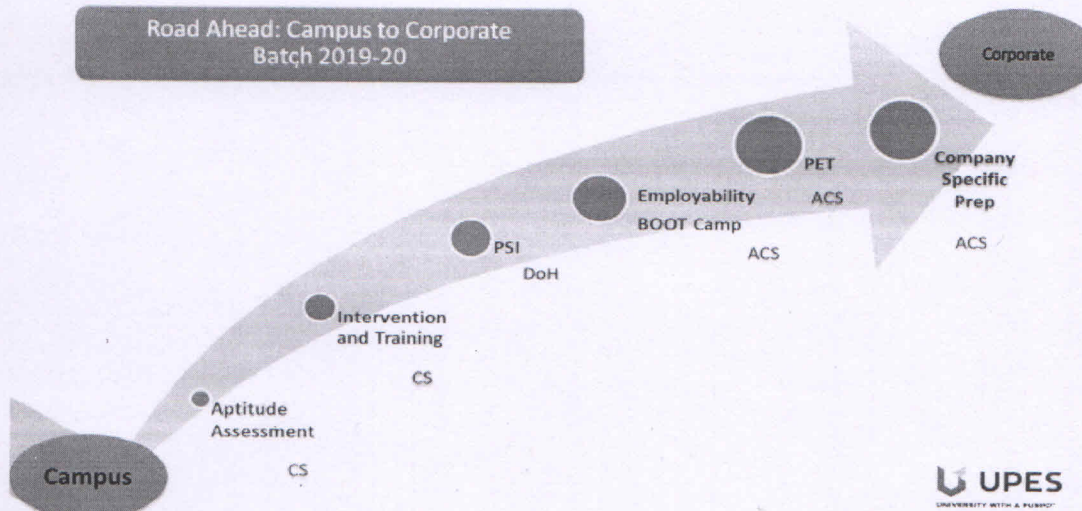

Over discussion on improving the process, following points emerged:

- As a regular practice, PSI for SoCS and SoE is conducted in one go to all schools. It is suggested that, the PSI should be arranged separately for each school
- One day training- (Hero Mind mine) - One day training will not be required if the students get trained throughout through regular soft skill subjects.
- Domain and HR experts are invited on campus to conduct mock-interviews: Instead HR interaction regular sessions to be scheduled to set corporate expectations

- A proposal for establishing Students' Desk was discussed, that is to provide the following:
  - Provide online platform: Video Lectures
  - Share study material
  - Make UPES Exam Centre for entrance test examinations for Higher Studies
  - Guidance on how to choose the relevant program for higher studies
  - More online lectures at campus
  - Optimized timetables
  - Notify upcoming opportunities in foreign universities
  - Inform on how to improve current grades

- A proposal to establish 'EDGE' was discussed. EDGE would operate under various modules that would be implemented right from the first week of re- registration of pre final year followed by a year long program/activities
- Under EDGE, Boot Camp 2019-20 was proposed and its detailed plan of execution was presented.

Road Ahead: Campus to Corporate Batch 2019-20

- Boot Camp for 2019-20 batch- proposed during - 22nd July to 5th August 2019
- Content to comprise -Refresher of basic concepts, Training on various capabilities like programming / domain / technical, Verbal/ Quant / Aptitude - Classroom Training, Alumni Interaction / Industry Experts, Viva Presentation- Summer Internship Program and Mock Interviews and Group Discussions

- Module-wise tentative content outline was presented:
Module 1
    - Assessment of various capabilities like programming / domain / technical
    - Mock Interviews and Group Discussions
    - Verbal/ Quant / Aptitude Classroom Training.
    - Alumni Interaction
Module 2
    - Aptitude - Assessment / Analyze / Training – Improvement
    - Resume writing
    - GD/PI Training
    - Corporate Expectation – Alumni / Industry speakers
Module 3
    - Aptitude - Assessment / Analyze / Training – Improvement
    - Resume writing
    - GD/PI Training
    - Corporate Expectation – Alumni / Industry speakers
Module 4

- Focused Refresher Program
- Domain expertise – Must Know
- Cross Domain understanding
- FAQ – Domain / HR / Generic
- SIP Review
- Expectation Setting through Alumni & Guest

Item 1.3: R & D initiatives

- R&D department, UPES has been taking measures to introduce different initiatives from time to time. Dr. J. K. Pandey, Associate Dean-Research & Development, presented the initiatives and proposals for motivating and encouraging faculty and students to have a conducive research environment.

  - In order to encourage quality publications, R&D publication rewards will be given to the faculty members. While till 2018, UGC publications were rewarded, it is being suggested that going further, only SCI, SCOPUS, ABDC(Category C,B,A,A*) will be rewarded

- Project Grant Reward:
  2 % of total amount
- New initiative to promote research
  It was suggested to start a scheme for supporting ideas that can be directly associated with society, launching of 'Rapid Research Challenges' was initiated

- SODH support
  It was suggested to start scheme like RISE for inclusion of students from different schools, in the previous meetings and so, RISD, RISC, RISOB were launched

- Live product of R&D
  It was suggested to establish / demonstrative project in the campus, SOLAR tree was planned

- PhD program Regulation
  TWO SCOPUS paper were made mandatory for Engineering and Science candidates

Item 1.4: UPES Participation in "Great Place to Work"-2019

- The management had set itself an agenda to gradually incorporate some of the best global practices in the organization and achieve this coveted certification – 'Great Place to Work'.
- The cumulative score of Trust Index and Culture Audit determines an organization's inclusion in the list for annual certification. Over an elaborated discussion, decision to participate in the certification process was taken.

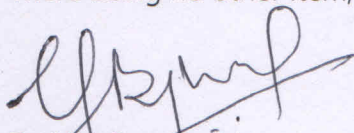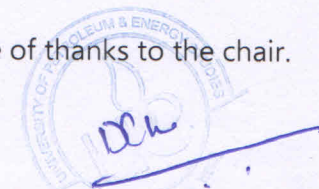## Item 1.5: Annual Report of Centre for Innovation and Entrepreneurship

- Dr. Ajit Nigam, Associate Dean- Incubation, UPES Centre for Innovation and Entrepreneurship, presented E-Cell Vision, followed by annual report highlighting all activities undertaken by the Centre for Innovation and Entrepreneurship from Aug to Dec 2018.
- Summary of some of highlight events/programs was discussed which included, Erotima, The Uttarakhand Himalayan Tourism Samman, Uttarakhand Investors Summit, Gyan Kumbh, Global Entrepreneurship Week 2018, Techstars Global Startup Weekend and An annual business plan competition.
- IQAC was updated that through the Venture Ideation program during the year 2018 around 1100 students across different universities were exposed to a different perspective around learning, and inculcation of entrepreneurial mindset. The target is to increase the count in 2019.

- Some of actions proposed by E-Cell are:

  - Shifting focus towards monitoring evaluation of the program 'venture ideation'
  - To conduct a session: to update the members of the E-Cell with the government policies regarding already established and upcoming startups
  - To conduct a conclave to improve the eco system of startup culture
  - To initiate with a women entrepreneurship cell to motivate young female students
  - Defining a clear structure for E-Cell

Item 1.6: Annual Quality Assurance Report -2017-18

Director-Quality Assurance and Accreditation, presented major items from AQAR-2017-18 and apprised the IQAC members that the report cannot be uploaded on NAAC portal due to the assessment process.

There being no other item, the meeting ended with the vote of thanks to the chair.

Dr. V. J. Byra Reddy
Director IQAC

Dr. Deependra Kumar Jha
Vice Chancellor & Chairman IQAC