



UNIVERSITY OF PETROLEUM & ENERGY STUDIES

Internal Quality Assurance Cell

Minutes of Meeting

No. IQAC/01/OCT/2018-19

(30th October 2018, 10:30 am to 1:00 pm)

Venue: Energy House Ground Floor Board Room, UPES

Date: 30.10.2018

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 Ms. Monica Rani, LLM Energy Laws, Alumnus
- 33 Mr. Vinod Kumar Taneja, Sr. Technical Director & Scientist F, National Informatics Centre, Dehradun
- 34 Mr. Adarsh Srivastava, Location Head (R&D) (Auto Division) Mahindra Rise, Haridwar
- 35 Dr. V J Byra Reddy, Director – IQAC
- 36 Dr. A. P. Semwal, Deputy Registrar, Convenor

Special Invitees:

- 1 Dr. Thadi Joji Rao, Professor & Assistant Dean (Research) - SoB
- 2 Mr. Sudhanshu Sharma, Deputy Registrar-SRE
- 3 Mr. Rahul D. Khera, Manager - Corporate Relation

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 Dr. Anshu Nanoti, Chief Scientist, Head, Separation Processes Division & Conversion and Catalysis Division, Indian Institute of Petroleum, Dehradun
- 8 Dr. Ashutosh Mishra, Sr. Scientific Officer, Uttarakhand State Council for Science and Technology, Vigyan Dham, Vigyan Sadan Block, Dehradun
- 9 Dr. Manoj Kumar Sharma, OSD, Delhi Technological University, (East Delhi Campus) New Delhi

The first IQAC meeting for Academic Session 2018-19 was held on 30th October 2018. It was chaired by Dr. Deependra Kumar Jha, Vice Chancellor. The meeting started with chairman welcoming all IQAC members, and specially thanking external members from Industries and alumni for being able to make it to this meeting. The chair shared expectations of UPES from



newly constituted IQAC and briefed members the rationale behind all the agenda items. Thereafter Dr. V.J. Byra Reddy, Director – IQAC briefed the members about how UPES has had a strong and vibrant IQAC and how has it been steering quality culture at UPES. Thereafter, ascertaining the quorum, the agenda items were taken up for discussion:

Item 1.1: Guidelines for maintaining academic integrity

In context to recent UGC guidelines on maintaining academic integrity in Higher Education Institutions, UPES has devised an action plan. The Registrar and IQAC member Dr. Veena Dutta presented the same to IQAC for its approval. The presentation covered the following:

- i) Steps involved for implementation
- ii) Challenges ahead
- iii) Constitution and role of Academic Misconduct Committee
- iv) Highlights of the proposed policy
- v) Preparation and circulation of Handbook on Academic Integrity
- vi) Timelines for implementation

During the discussion on proposed policy, a few members sought clarity on plagiarism in copying curriculum especially where the plagiarized curriculum is from science and engineering stream. The Chair provided clarity on the issue and said that it is about originality in course catalog, course description and other relevant details in course plan, which need to be aligned and be original and should not be copied even when it is from science and engineering streams.

He also mentioned that the main intention of such policy to promote a culture of academic integrity in UPES in due course of time. Dr. Manish Prateek, Dean SoCS suggested to include this as a part of "Professional Ethics", a course being taught in various semesters so that even students know the academic integrity that is followed at UPES.

Item 1.2: Revised processes for capturing student support and progression data for institutional/accreditation purposes

In context to the difficulties being faced while capturing data on student progression while preparing DVVs/NAAC SSR, Mr. Manish Madan, Dy. Director – Career Services, presented the existing processes and proposed new processes pertaining to following activities

- i) Student Support
That covers the following processes:
 - a) Students scholarships & freeships - Government
 - b) Students scholarships & freeships - Institution
 - c) Capability enhancement and development schemes.
- ii) Student Progression
This includes the following



- a) Placement of outgoing students
 - b) Student progression to higher education
 - c) Students qualifying in state/ national/international level examinations
- iii) Student participation and activities
 - a) Awards/medals for outstanding performance in sports/cultural activities at national/international level
 - b) Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
 - c) Number of sports and cultural activities / competitions organized at the institution
- iv) Alumni Engagement
 - a) Alumni contribution
 - b) Number of Alumni Association /Chapters meetings

While discussing the same the following actionable points emerged:

- To record scholarship details, a fill in/check box [applied/availed] to be included in online registration/re-registration form.
- It was decided to explore possibilities of providing rewards for those students who have availed government scholarships
- To capture data regarding Capability Enhancement & Development and other purposes,
- To capture data of students joined higher Education, it was suggested that data can be captured while collecting Degrees/Convocation/No-Dues form, targeting student who opted out for placements or not placed. The other way to capture this data is through alumni portal.
- Members also suggested UPES to establish better communication with alumni and should give them opportunity to interact with UPES by different means.

Based on the suggestions given by IQAC, the team Student Support & Progression will come up (after discussing it with all stakeholders) with a sustainable processes for all above activities in due course.

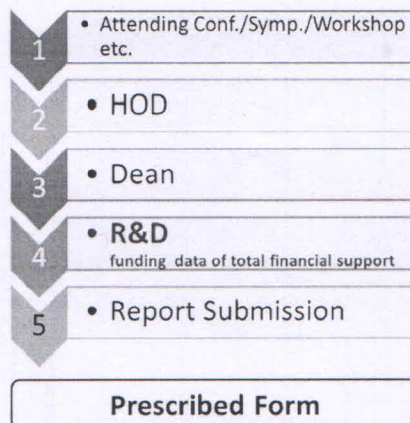
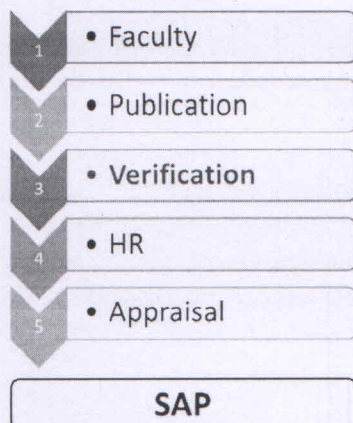
Item 1.3: Revised processes for capturing R&D data for institutional accreditation purposes

Publications and conference data capturing among other research data capturing has been difficult. In this context, R&D department through its , Associate Dean-R&D, Dr. J.K. Pandey made a presentation to seek suggestions from the IQAC. The major proposals made during the presentation are as follows.

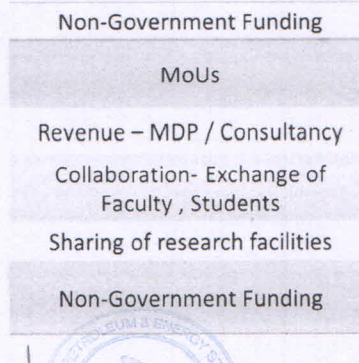
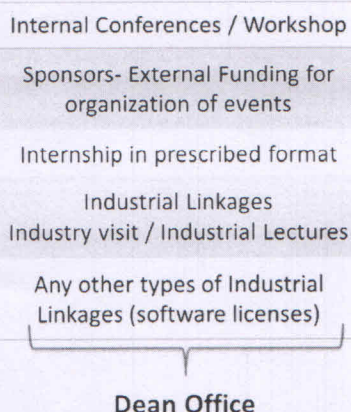


Publications	Others
UGC	Internal Conferences / Workshop
Books	Sponsors- External Funding for organization of events
Book Chapters	Internship in prescribed format
Conferences / Workshops etc.	MoUs
Editorial Board / Organizing Committee / Keynote / Chair of session etc.	Industrial Linkages
Financial Support for Attending above	Industry visit / Industrial Lectures
Other Articles- case studies, editorial	Non-Government Funding
Awards – Institute/ Faculty / Students	Revenue – MDP / Consultancy
Publications with other organization	Collaboration- Exchange of Faculty , Students
	Sharing of research facilities

Proposed Process:



Proposed Process:



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The Vice Chancellor advised all those concerned with the data collection process to discuss and evolve sustainable processes that not only captures data but also develops a culture of research in UPES.

The other suggestions given by various members are listed below:

- Dr. Joji Rao suggested to publish the details of publications to everyone on monthly basis, this will motivate others to provide the details to publish their achievements too. It will also create peer pressure among faculty members and helps in creating research culture in UPES.
- Member suggested to circulate monthly MIS among the Deans to let them know of the status of such data by school.
- The external member Mr. Vinod Kumar Taneja, also advised UPES to have system with Enterprise Architecture to get rid of difficulties being faced in capturing these data. He offered to give presentation on Enterprise Architecture, in due course.

Item 1.4: Proposal on development of AR/VR including budget, timelines and action plan

This agenda item has been taken from last IQAC meeting. Ms. Manisha Mohan - Dean of School of Design, started her presentation by explaining AR, VR and MR through visual aids for the information of all. Thereafter she apprised the house about the application area of AR/VR/MR in the field of Higher Education. She further explained the proposed Future Reality Lab Concept applicable at UPES. She briefed about technology components of Lab, timelines for installation and its tentative budget of Rs. 61,74,894/- including cost of EEG machine worth Rs. 22,00,000/-. The house appreciated the draft plan and suggested a final proposal to this effect may be submitted to the Vice- Chancellor.

Item 1.5: Research at School of Business – Road ahead

Dr. Thadi Joji Rao apprised IQAC members about the research plan for School of Business. His presentation covered the following:

- i) Importance of Research in Business School
- ii) SOWT analysis
- iii) Vision, Goals & Targets set
- iv) Thrust areas, Approach and Way Forward
- v) Laying the foundation of medium/Long term strategies to position School of Business as a research based business school.

Dr. Joji further mentioned that they will develop a case center and create cases from society and for society. IQAC approved the plan proposed by Dr. Jogi Rao.



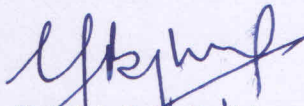
Item 1.6: Building excellence in Science & Engineering Education

Dr. Ashish Karn, a young faculty member from School of Engineering, initiated the discussion with his presentation. Through the presentation, he briefed about the following:

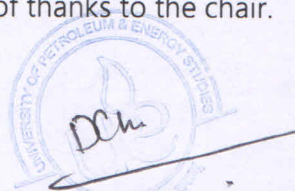
- i) Current Teaching Scenario in Science and Engineering
- ii) Teaching the Research vs Research the Teaching: A glimpse
- iii) Active learning from the lens of making "Industry-ready" engineers
- iv) Innovation and use of ICT in teaching learning
- v) Case-Study on Pedagogy: Imparting integrity & self-reliance
- vi) Tool being used as a teaching-learning aid and samples – Assignment sheets
- vii) Over-arching Immediate Goals

The Vice Chancellor suggested Dr. Karn to measure the learning attainment of students using tool developed by him and come up with more details and action plan in due course at the appropriate forum. He appreciated the individual efforts made by Dr. Karn. He also mentioned the importance and strength of an individual in making difference. All other IQAC members appreciated the efforts put-in by Dr. Ashish Karn.

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