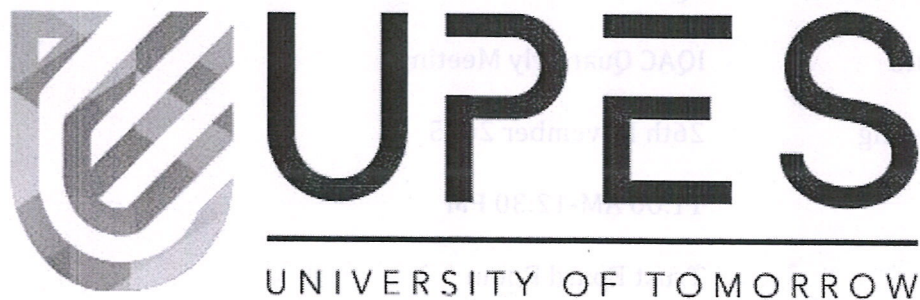




MINUTES OF THE MEETING

IQAC Quarterly Meeting (IQAC)

1. Basic Meeting Information

School/Department	IQAC
Meeting Title	IQAC Quarterly Meeting
Date of Meeting	26th November 2025
Time	11:00 AM-12:30 PM
Venue	Trust Board Room
Meeting Number	2nd
Chairperson	Prof. Jayasankar Ellassery Variyar

2. Attendance

2.1 Members Present

S.No.	Name	Designation
1	Dr. Jayasankar Ellassery Variyar	Pro Vice Chancellor
2	Dr. Sumeet Gupta	Professor and Associate Dean - IQAC School of Business (SoB)
3	Dr. Vinita Singh	Professor - School of Law (SoL)
4	Dr. Sayed Mohammad Tauseef	Professor and Associate Dean - Research and Development (R&D)
5	Dr. Neelu Jyoti Ahuja	Professor - School of Computer Science (SoCS)
6	Dr. Rajib Banerjee	Associate Professor - School of Computer Science (SoCS)
7	Natik Mangal	School of Advanced Engineering Program: B.Tech (Fire and Safety Engineering)
8	Dr. Shyam Pandey	Director IQAC

2.2 Special Invitee

S.No.	Name	Designation
1	Ankur Kumar	Assistant Manager- Administration
2	Swasti Agarwal	Manager-Registrar Office
3	Subhash Rawat	Deputy Registrar-Registrar Office / Institutional Affairs
4	Danish Nazar	Manager-CSR
5	Lokendra Dutt	Deputy Director-Administration
6	Prateek Kala	Assistant Director- Student Internships
7	Somya Chawla	Manager-Alumni Relations

8	Deepak Gupta	Assistant Director-Finance
9	Yogesh Kumar	Manager-Finance & Accounts
10	Gautam Bhatt	Manager-Registrar Office / SEE
11	Mohit Dadhich	Head of Students Engagement & Experiences-SEE Department
12	Praveen Kapoor	Sr Associate Librarian-Library & Research Resources
13	Rajeev Attri	Librarian-Library
14	Prof. J.P. Gupta	Senior Advisor-IQAC
15	Mr. Amit Patel	Industry Expert
16	Dr. Geetanjali Raghav	Senior Manager-IQAC
17	Dr. Divneet Kaur	Assistant Manager-IQAC

2.3 Members Absent (with Regrets/Without Intimation)

S.No.	Name	Designation
1	Mr. Manish Madan	Registrar
2	Mr. Jitendra Gadhvi	Director - Career Service
3	Mr. Ravi S Kumar	Director- HR
4	Dr. Mohammed Yaqoot	Controller of Examination
5	Dr. Padmavathy Venkat Subramanian	Dean - School of Health Science and Technology (SoHST)
6	Dr. Atri Nautiyal	Dean - School of Liberal Studies and Media (SoLSM)
7	Mr. Rahul Nainwal	Director - School of Business and CEO UCIE
8	Dr. Bhaskar Bhatt	Dean - School of Design (SoD)
9	Dr. Ashwini Nangia	Dean - Research and Development (R&D)
10	Dr. Abhishek Sinha	Dean - School of LAW (SoL)
11	Ms. Preeti Mehta	Director - UPES ONLINE
12	Dr. Jayadev Parida	Assistant Professor - School of Liberal Studies and Media (SoLSM)
13	Dr. Pankaj Kumar	Professor and Associate Dean - Research and Development (R&D)
14	Mr. Ajit Bhandari	Associate Professor - School of Design (SoD)
15	Dr. Ashish Mathur	Professor - Research & Development
16	Dr. Kapil Kumar	Associate Professor - School of Health Science & Technology (SoHST)
17	Dr. Nitin Muttill	Professor & Associate Dean - School of Advanced Engineering (SoAE)

18	Dr. Ranjeet Kumar Brajpuriya	Professor & Cluster Head - School of Advanced Engineering (SoAE)
19	Dr. Nilanjana Banerjee	Associate Professor & Cluster Head - School of Advanced Engineering (SoAE)
20	Mr. Sachin Pratap Singh	Student Representative Program: Integrated BBA MBA, Finance
21	Mr. Abhishek Juneja	Alumni Representative Company : Hyundai
22	Mr. K.K. Rastogi	SPR Management Services

3. Meeting Objective / Purpose/Agenda

- a. Review Department profile
- b. Presentation on the departmental readiness for the NAAC

4. Agenda-wise Discussions and Decisions/ Minutes

4.1. Welcome Address and Context Setting by Director IQAC

Director IQAC addressed the gathering and highlighted that the focus of the Quarterly Meeting was on non-academic quality assurance mechanisms, encompassing standard operating procedures (SOPs), policies, best practices, and departmental processes developed over the past few years. Emphasis was laid on strengthening documentation, evidence creation, and continuous improvement beyond academic parameters, in line with evolving accreditation and maturity-based evaluation frameworks.

4.2. Address by the Pro-Vice Chancellor

The Pro-Vice Chancellor emphasised the importance of strengthening institutional maturity in view of evolving accreditation frameworks, which increasingly assess parameters such as sustainability practices, reduction of carbon footprint, operational efficiency of support departments, and turnaround time (TAT) for addressing student and stakeholder queries. He reiterated the critical role of ERP-based ticketing systems, timely and transparent query resolution, and strict adherence to defined processes in demonstrating the University's seriousness and commitment towards robust quality assurance mechanisms.

4.3. Presentations by Non-Academic Departments

The Quarterly Meeting proceeded with presentations by the SPOCs of non-academic departments using the IQAC-prescribed PPT format, covering the meeting agenda, including corresponding evidence.

4.4. Library

The Library Department presented its organogram covering Bidholi and Kandoli campuses. Best practices under preparation were grouped under hybrid resource collection, academic integrity and plagiarism awareness, and user engagement and capacity-building programs. Annual activity calendars for the last five academic years, departmental growth in resources, databases, seating capacity, and SOPs and policies were shared. An increase in e-resource usage and student footfall was noted, along with budget-related challenges due to cycle mismatches. Suggestions were provided to strengthen automation, improve clarity in budget presentation, and enhance faculty engagement through orientation programs, newsletters, and IRINS workshops.

4.5. Finance

The Finance Department presented the major budget heads along with actual expenditures and future financial planning, based on extensive background analysis.

The Finance Department presented its organisational structure, key best practices, and digital compliance mechanisms including automation of fee collection, vendor KYC validation, PFMS integration, and statutory compliances. Financial analysis indicated variations against benchmark norms in maintenance, development, and library expenditure.

It was noted that the University has made significant expenditures towards infrastructure development and related facilities to support academic growth.

It was suggested that the Finance team explore re-classification and budgeting strategies to align expenditure with benchmarking norms. Future presentations will focus on key differentiators rather than operational details.

4.6. Student Records

The Student Records Department outlined its three verticals covering regular, online, and PhD students. Best practices included timely query resolution through the portal and long-term maintenance of physical records. New data capture initiatives for students with disabilities and first-generation learners were shared along with dashboards prepared for evidence-based reporting.

It was suggested that the department to continue strengthening data analytics and systematically integrate disability and first-generation learner data into institutional reports.

4.7. Administration

Administration department presented key sustainability initiatives such as LED conversion, water treatment plants, STP capacity enhancement, regular audits, and technical staff training calendars were discussed. Community outreach initiatives including skill development programs, health camps, cleanliness drives, and social initiatives were highlighted.

It was suggested that all sustainability initiatives will be formally documented as institutional best practices, and supporting evidence will be consolidated centrally with IQAC.

4.8. Student Engagement and Experience

The department highlighted its focus on holistic student experience, emotional well-being, NSS participation, and structured club activities supported by SOPs. Outreach and extension activities were mapped to community impact.

Decision: Annual plans, budgets, and impact reports related to student engagement and outreach will be consolidated for accreditation documentation.

4.9. Registrar Office

The School of Liberal Studies and Media (SoLSM) highlighted its multidimensional approach to holistic education by integrating NEP 2020 and the OBE framework along with the National Mission into its curriculum, aligning academic delivery with national priorities and employability outcomes. Yoga was introduced as a value-added course, reinforcing the emphasis on student well-being and overall development.

Director IQAC underscored the need to address data inconsistencies in event documentation and advised the School to adopt a standard format for recording feedback and activity reports to ensure uniformity, accuracy, and readiness for audit and accreditation processes.

4.10. Extension Activity

Mr. Danish briefed the committee on extension activities conducted through various events and outreach initiatives. The discussion highlighted the scope, nature, and planned continuity of these activities, reflecting the University's sustained engagement with the community and stakeholders.

5. Summary of actionable items from the minutes:

Sl. No.	Agenda Item	Key Discussion Points & Decisions	Action Points	Responsibility	Timeline
1	Library Services & Best Practices	Growth in e-resources and footfall noted; need for better automation, budget clarity, and faculty engagement	Enhance automation, improve budget presentation, and conduct faculty orientation, newsletters, and IRINS workshops	Library Department	March 2026

2	Financial Management & Benchmarking	Significant infrastructure expenditure observed; variations against benchmark norms identified	Explore re-classification and budgeting strategies- Review by Dr. J,P, Gupta to align various cost heads as per the regulatory requirements; focus future presentations on key differentiators	Finance Department	March 2026
3	Student Records	New data capture for students with disabilities and first-generation learners introduced	Strengthen data analytics and integrate disability & first-generation learner data into institutional reports	Student Records Department	August 2026
4	Sustainability & Administration Initiatives	LED conversion, STP enhancement, audits, and outreach initiatives highlighted	Formally document sustainability initiatives as institutional best practices and consolidate evidence with IQAC; frequency of energy and green audits in alignment with the benchmarked HEIs	Administration Department with IQAC	March 2026
5	Student Engagement, Outreach & Extension Activities	Need to consolidate annual plans, budgets, and impact reports; standardisation of event	Consolidate outreach and engagement data; adopt standard formats for events,	SEE Department, Schools & IQAC	April 2026

		documentation highlighted	feedback, and reports; Collaborate with CSR to enhance the impact on the local ecosystem via outreach activities		
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6. Any Other Matters with Permission of the Chair

The meeting concluded with the industry expert appreciating the structured presentations and automation initiatives undertaken by the University. He suggested that emphasis to be placed on clarity, data-driven reporting, and outcome-focused documentation.

7. Conclusion

The meeting concluded at 12:30 PM with a vote of thanks to the Chair. The next meeting is tentatively scheduled for February 2026.

8. Authentication

Prepared by: IQAC	Approved by:
Date: [26-11-2025]	
	Name: Prof. Jayasankar Ellassery Variyar Designation: Pro-Vice Chancellor Date:

Appendix I: Geotagged Photos

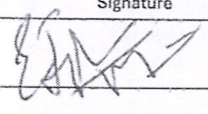
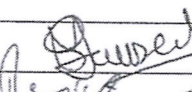
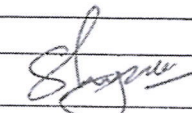






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Energy Block, Misraspatti, Uttarakhand 248007, India
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Appendix II: Attendance Sheet

ATTENDANCE SHEET			
2nd IQAC Quaterly meeting 26th November 2025 (Wednesday)			
S.No.	Name	Designation	Signature
1	Dr. Jayasankar Ellassery Variyar	Pro Vice Chancellor	
2	Mr. Manish Madan	Registrar	
3	Mr. Jitendra Gadhvi	Director - Career Service	
4	Mr. Ravi S Kumar	Director- HR	
5	Dr. Mohammed Yaqoot	Controller of Examination	
6	Dr. Padmavathy Venkat Subramanian	Dean - School of Health Science and Technology (SoHST)	
7	Dr. Atri Nautiyal	Dean - School of Liberal Studies and Media (SoLSM)	
8	Mr. Rahul Nainwal	Director - School of Business and CEO UCIE	
9	Dr. Bhaskar Bhatt	Dean - School of Design (SoD)	
10	Dr. Ashwini Nangia	Dean - Research and Development (R&D)	
11	Dr. Abhishek Sinha	Dean - School of LAW (SoL)	
12	Ms. Preeti Mehta	Director - UPES ONLINE	
13	Dr. Sumeet Gupta	Professor and Associate Dean - IQAC School of Business (SoB)	 26/11/25
14	Dr. Vinita Singh	Sr. Associate Professor - School of Law (SoL)	 26/11/25
15	Dr. Jayadev Parida	Assistant Professor - School of Liberal Studies and Media (SoLSM)	
16	Dr. Pankaj Kumar	Professor and Associate Dean - Research and Development (R&D)	
17	Dr. Sayed Mohammad Tauseef	Professor and Associate Dean - Research and Development (R&D)	 26/11/25
18	Dr. Rajib Banerjee	Associate Professor - School of Computer Science (SoCS)	 26/11/25
19	Dr. Neelu Jyoti Ahuja	Professor - School of Computer Science (SoCS)	 26/11/25
20	Mr. Ajit Bhandari	Associate Professor - School of Design (SoD)	
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22	Dr. Kapil Kumar	Associate Professor - School of Health Science & Technology (SoHST)	
23	Dr. Nitin Muttli	Professor & Associate Dean - School of Advanced Engineering (SoAE)	
24	Dr. Ranjeet Kumar Brajpuriya	Professor & Cluster Head - School of Advanced Engineering (SoAE)	
25	Dr. Nilanjana Banerjee	Associate Professor & Cluster Head - School of Advanced Engineering (SoAE)	
26	Mr. Sachin Pratap Singh	Student Representative Program: Integrated BBA MBA, Finance	
27	Natik Mangal	School of Advanced Engineering Program: B.Tech (Fire and Safety Engineering)	 26/11/25
28	Mr. Abhishek Juneja	Alumni Representative Company : Hyundai	
29	Mr. K.K. Rastogi	SPR Management Services	
30	Dr. Shyam Pandey	Director IQAC	

Attendance Sheet - Special Invitee
2nd IQAC Quaterly meeting 26th November 2025 (Wednesday)

S.No.	Name	Designation	Signature
1	Ankur Kumar	AM - EHS	Ankur
2	Swasti Agawal	Regist. Manager	Swasti
3	Subhash Kumar	Regist. Registrar	Subhash
4	Danish Nazari	Manager	Danish
5	Lokendra	Head - Administration	Lokendra
6	Prateek Kalia	AD Career Services -	Prateek
7	Somya Choudhary	Manager - Alumni Relations	Somya
8	Deepak Gupta	Asst. Director - Finance	Deepak
9	Yogesh Kumar	Manager - FINANCE	Yogesh
10	Gautam Bhatt	Manager - SEE office	Gautam
11	MOHIT DADHICH	Head Student Engagement	Mohit
12	Praveen Kishore	Sr. Asst. Librarian	Praveen
13	Rajeev K. Ahiri	Librarian	Rajeev Ahiri
14	Dr. J.P. Gupta	Advisor (QA)	J.P. Gupta
15	Dr. Geetanjali	Sr. Manager (IQAC)	Geetanjali
16	Dr. Divyesh Kumar	Asst. Manager (IQAC)	Divyesh

