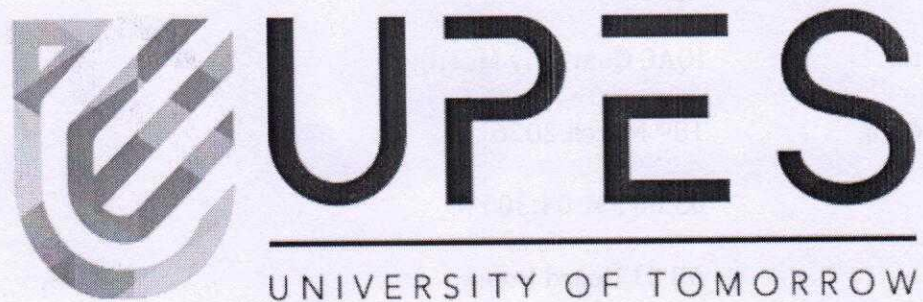




MINUTES OF THE MEETING
IQAC Quarterly Meeting
(IQAC)

1. Basic Meeting Information

School/Department	IQAC
Meeting Title	IQAC Quarterly Meeting
Date of Meeting	18 th March 2026
Time	03:00 PM-04:30 PM
Venue	AB 01 Board Room
Meeting Number	3rd
Chairperson	Dr. Sunil Rai

2. Attendance

2.1 Members Present

S.No.	Name	Designation
1	Dr. Sunil Rai	Vice Chancellor
2	Dr. Jayasankar Elassery Variyar	Pro Vice Chancellor
3	Dr. Ashwini Nangia	Dean-Research & Development
4	Dr. Sumeet Gupta	Professor and Associate Dean - IQAC School of Business (SoB)
5	Dr. Vinita Singh	Professor - School of Law (SoL)
6	Dr. Sayed Mohammad Tauseef	Professor and Associate Dean - Research and Development (R&D)
7	Dr. Rajib Banerjee	Associate Professor - School of Computer Science (SoCS)
8	Dr. Nilanjana Banerjee	Associate Professor and Cluster Head-Energy Cluster (SoAE)
9	Natik Mangal	School of Advanced Engineering Program: B.Tech (Fire and Safety Engineering)
10	Mr. K.K. Rastogi	SPR Management Services
11	Dr. Shyam Pandey	Professor & Director IQAC

2.2 Special Invitee

S.No.	Name	Designation
1	Dr. Abhishek Kumar	Assistant Professor-SoD
2	Swasti Agarwal	Manager-Registrar Office
3	Subhash Rawat	Deputy Registrar-Registrar Office / Institutional Affairs
4	Shikha Sharma	Senior Manager-Procurement
5	Dr. Akash Sharma	Assistant Professor-SoB

6	Ishwar Singh	Assistant Manager-Procurement
7	Dr. Suvendu Manna	Assistant Professor-SoHST
8	Piyush Pandey	Manager-DIA
9	Parvinder Kaur	Executive-DIA
10	Dr. Goutam Dutta	Assistant Professor-SoCS
11	Ujjawal Bahuguna	Sports
12	Dr. Shubham Sharma	Deputy Director-DIA
13	Dr. Sakshee Sharma	Senior Manager-DIA
14	Itinder Singh	Manager-RUNWAY
15	Mohit Nagpal	Assistant Director-RUNWAY
16	Dr. Amrish Tony	Director-Sports
17	Anant Mishra	Senior Manager-Sports
18	Dr. Veena Dutta	Vice Pro Vost
19	Aneesh Mamgain	Assistant Director-HR
20	Dr. Geetanjali Raghav	Senior Manager-IQAC
21	Dr. Divneet Kaur	Assistant Manager-IQAC
22	Mr. Rishidev Nautiyal	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. Neelu Ahuja	Professor-SoCS
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	Dr. Ashish Mathur	Professor - Research & Development
15	Dr. Kapil Kumar	Associate Professor - School of Health Science & Technology (SoHST)

16	Dr. Nitin Muttill	Professor & Associate Dean - School of Advanced Engineering (SoAE)
17	Dr. Ranjeet Kumar Brajpuriya	Professor & Cluster Head - School of Advanced Engineering (SoAE)
18	Mr. Sachin Pratap Singh	Student Representative Program: Integrated BBA MBA, Finance
19	Mr. Abhishek Juneja	Alumni Representative Company : Hyundai

3. Meeting Objective / Purpose/Agenda

- Review Department profile
- Presentation on departmental readiness for the NAAC

4. Confirmation of Previous Meeting Minutes

The minutes of the previous meeting held on 26-11-2025, were reviewed, confirmed, and adopted.

Sl. No	Agenda Item	Key Discussion Points & Decisions	Action Points	Responsibility	ATR
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	Library expenditure Vs. library budget discussed with with Dr. J. P. Gupta and Team IQAC-Pending decision A total of five User engagement sessions were conducted since Dec 2025. A total of six Helpdesk sessions were conducted to help faculty members to update Vidwan/IRINS profile and 2

					Schools were covered.
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	Meeting with Dr. J.P.Gupta and Director IQAC has been conducted where cost heads as per regulatory requirements were discussed. The same will be reviewed by the stakeholders and the final decision will be taken during budget approval meeting for the next academic year.
3	Student Records data regarding students with disabilities and first-generation learners	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	We have added both the fields in the Registration form for new enrolled students.
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	Energy and Green audit (applicable from 2025-2028) conducted implementation of the recommendations as result of the audit are in process; Sustainability initiatives like carbon neutral program and five bin system are initiated

5	Student Engagement, Outreach & Extension Activities	Need to consolidate annual plans, budgets, and impact reports; standardization of event documentation highlighted	Consolidate outreach and engagement data; adopt standard formats for events, feedback, and reports; Collaborate with CSR to enhance the impact on the local ecosystem via outreach activities	SEE Department, Schools & IQAC	NSS conducted five one-day camps and one seven-day special camp in government schools during February 2026. Event reports are currently being prepared in the prescribed IQAC format, along with feedback analysis. Opportunities for collaboration with CSR are yet to be explored
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5. Agenda-wise Discussions and Decisions/ Minutes

5.1 Welcome Address and Context Setting by Director IQAC

The Director, IQAC, welcomed the participants and outlined that the Quarterly Meeting would focus on non-academic quality assurance mechanisms, including standard operating procedures (SOPs), policies, best practices, and departmental processes developed over recent years. Emphasis was placed on strengthening documentation, evidence generation, and fostering continuous improvement beyond academic aspects, in alignment with evolving accreditation requirements and maturity-based evaluation frameworks.

5.2 Address by the Pro-Vice Chancellor

The Pro-Vice Chancellor welcomed the attendees and emphasized the NAAC readiness by all non-academic departments.

5.3 Address by Vice Chancellor

Dr. Sunil Rai addressed the gathering and mentioned that our focus should be quality enhancement as we are in top 50 NIRF institutions and that he is looking forward to today's meeting to understand the NAAC preparedness of the departments.

5.4 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.

5.4.1 HR

The HR Department presented an overview of its functioning, covering departmental information such as policies, Standard Operating Procedures (SOPs), organogram, best practices, and details of training programs conducted. During the discussion, the Vice Chancellor emphasized that all faculty training and Faculty Development Programme (FDP) data should be routed exclusively through HR. It was advised that HR should catalogue such records by assigning a unique training number to event reports submitted by the Schools. This consolidation would streamline data compilation and strengthen documentation and record-keeping processes. The HR Department was requested to submit the consolidated training data to the Vice Chancellor by 23rd March 2026.

The Director, IQAC, further emphasized the need to institutionalize and practice the "Guru Dakshata" initiative as per UGC guidelines. The department also highlighted that currently 70% of faculty members hold PhD qualifications against a benchmark of 80%. In this regard, HR has already implemented a policy mandating a PhD qualification for new faculty recruitments to progressively achieve the desired benchmark.

Additionally, the matter of availing travel grants was discussed, and it was agreed that the same would require further deliberation among the Vice Chancellor, HR Department, and IQAC before finalization.

5.4.2 Purchase

The Purchase Department presented its departmental overview, including details of existing policies, Standard Operating Procedures (SOPs), and functional processes. During the discussion, the Pro Vice Chancellor (PVC) suggested the inclusion of a dedicated clause addressing online purchases within the purchase policy to ensure clarity and procedural robustness.

In this context, the Dean (R&D) highlighted concerns related to the absence of a structured material entry note at the gate, particularly for online procurements. It was noted that establishing such a mechanism would help streamline operational processes and address challenges related to refunds and record-keeping. Accordingly, it was decided that a separate meeting would be convened involving the Purchase Department, PVC, IQAC, and other relevant stakeholders to deliberate on incorporating provisions for online purchases and addressing associated operational and policy gaps.

Further, the Vice Chancellor emphasized the need to revise the departmental organogram to ensure better alignment with the overall university structure. Queries were also raised regarding compliance with the purchase policy and the mechanism for flagging deviations or upregulations. The department provided satisfactory clarifications on these aspects.

5.4.3 RUNWAY

The Runway Department (UCIE – Runway Incubator) presented its achievements in promoting innovation and entrepreneurship within the university. It highlighted its recognition as a Business Incubator and State Nodal Agency by the Government of Uttarakhand, along with support from the Department of Science and Technology as an Inclusive Technology Business Incubator. The department showcased its support ecosystem, including mentoring, infrastructure, legal/IPR assistance, and funding facilitation.

Key discussions covered cohort announcements, founder profiles, training workshops, mentoring mechanisms, and infrastructure updates, along with periodic tracking of startup progress.

Several startups such as PensionBox, Homiversity, UGreen Technology, and Flux Motors were highlighted for their funding and impact, along with emerging ventures like Picraft Technology, Bridgit, Couriero, and Ikigai Designs.

The committee appreciated the efforts and recommended strengthening documentation, improving progress tracking, and expanding industry and funding linkages.

5.4.4 Department of International Affairs

The Department of International Affairs (DIA) presented its profile and key activities, focusing on strengthening global collaborations, partnerships, and international engagement. Major initiatives included academic exchanges, institutional tie-ups, and global exposure opportunities.

A key highlight was the implementation of the Academic Safeguard Form, developed with guidance from the Pro Vice Chancellor (PVC), ensuring better governance in international engagements. The PVC suggested preparing a tentative annual plan for recurring activities, while acknowledging the dynamic nature of international engagements.

It was emphasized that active MoUs should demonstrate regular activities and measurable outcomes, with research as a key component. Effective tracking of outcomes through coordination between Schools, R&D, and DIA, along with proper documentation, was discussed.

The department also initiated SDG mapping of MoUs, to be strengthened with R&D support. The management appreciated the structured approach towards internationalization and outcome-based tracking.

5.4.5 Sports

The Sports Department presented its key milestones and best practices, highlighting an inclusive approach involving both students and faculty. A significant increase in the number of events reflected improved engagement across the university.

The department confirmed the presence of a structured Sports Committee with regular, documented meetings. It also shared details of sports infrastructure and scholarships aimed at supporting talented athletes.

The management appreciated the department's efforts, particularly its holistic approach to promoting a strong sports culture within the university.

The Director, IQAC, suggested that the department may explore the development of a course aligned with the objectives of the "Khelo India" initiative to further institutionalize sports education and participation. Additionally, it was recommended to explore Memorandums of Understanding (MoUs) with external organizations to strengthen and expand sports infrastructure and facilities.

The Pro Vice Chancellor (PVC) also advised the department to incorporate version control in all policies, ensuring that each policy document carries a version number along with updated revisions for better tracking and governance.

6 Summary of actionable items from the minutes:

Sl. No.	Agenda Item	Key Discussion Points & Decisions	Action Points	Responsibility	Timeline
1	FDP/Conference/ Training/Workshop/ Seminar data related to Faculty- Data collection and compilation	Centralization of faculty training/FDP data via HR; need for structured documentation; PhD benchmark discussed; Guru Dakshita implementation emphasized	Route all training/FDP data through HR; assign training numbers; submit consolidated report; implement Guru Dakshita; deliberate on travel grant policy	HR Department, IQAC, VC Office	23rd March 2026 (for report); others – ongoing
2	Purchase Policy revision	Need to revise purchase policy to include online purchase clause; operational concerns on material entry and refunds; organogram alignment	Conduct separate meeting to address policy and operational gaps; revise organogram in alignment with university	Purchase Dept., PVC, IQAC, R&D, Stakeholders	To be scheduled; revisions ongoing
3	Strengthening Documentation	Strong incubation ecosystem; need for improved documentation and tracking; emphasis on scaling	Strengthen documentation in prescribed format; enhance startup tracking systems; expand	Runway Department (UCIE)	May 2026

		industry linkages Documentation of students' attendance and increasing number of students participation-Runway activities	industry and funding collaborations		
4	MOU related Activity and its mapping	Academic Safeguard Form implemented; need for structured annual planning; MoU activity and research mapping emphasized; SDG mapping initiated	Prepare tentative annual activity plan; map research outcomes with MoUs; maintain documentation; strengthen SDG mapping with R&D support	DIA, Schools, R&D	May 2026
5	Development of Courses	Increased participation and holistic approach; infrastructure and scholarship data reviewed; need for policy strengthening	Develop and draft course aligned with Khelo India initiative; explore MoUs for infrastructure; implement version control in policies	Sports Department, IQAC, PVC	May 2026

7. Any Other Matters with Permission of the Chair

The meeting concluded with the industry expert appreciating the structured presentations and initiatives undertaken by the departments for enhancing overall quality and University norms and practices.

8. Conclusion

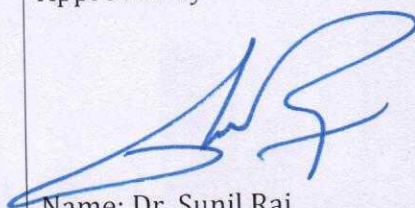
The meeting concluded at 04:30 PM with a vote of thanks to the Chair. The next meeting is tentatively scheduled for May 2026.

9. Authentication

Prepared by: IQAC

Date: [19-03-2026]

Approved by:

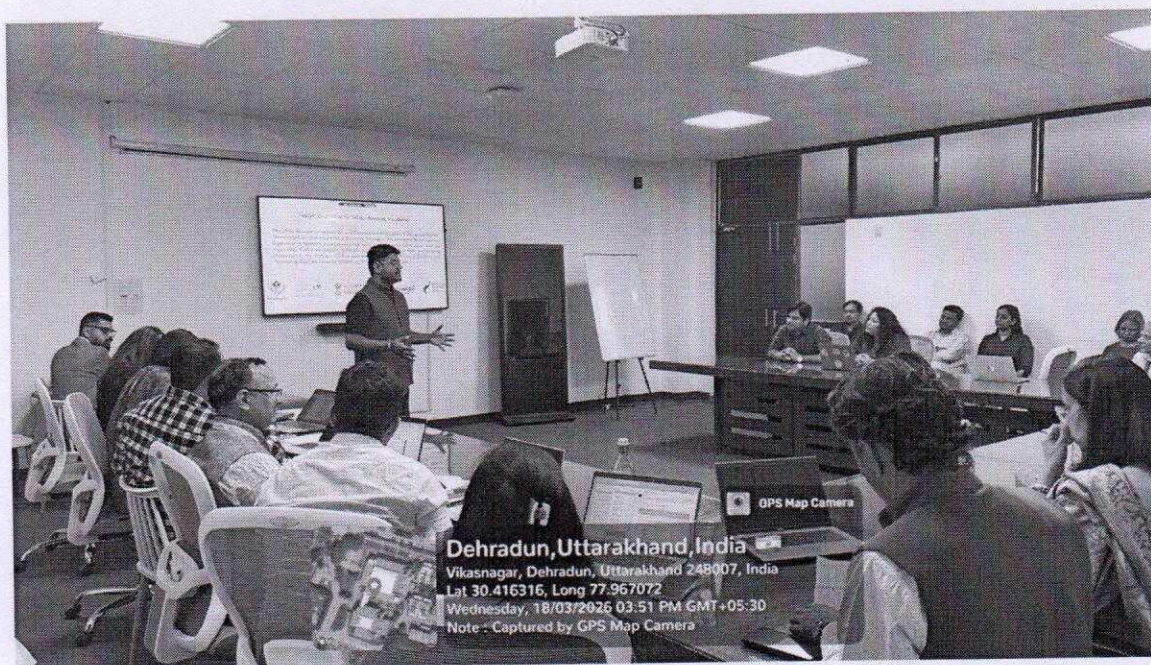


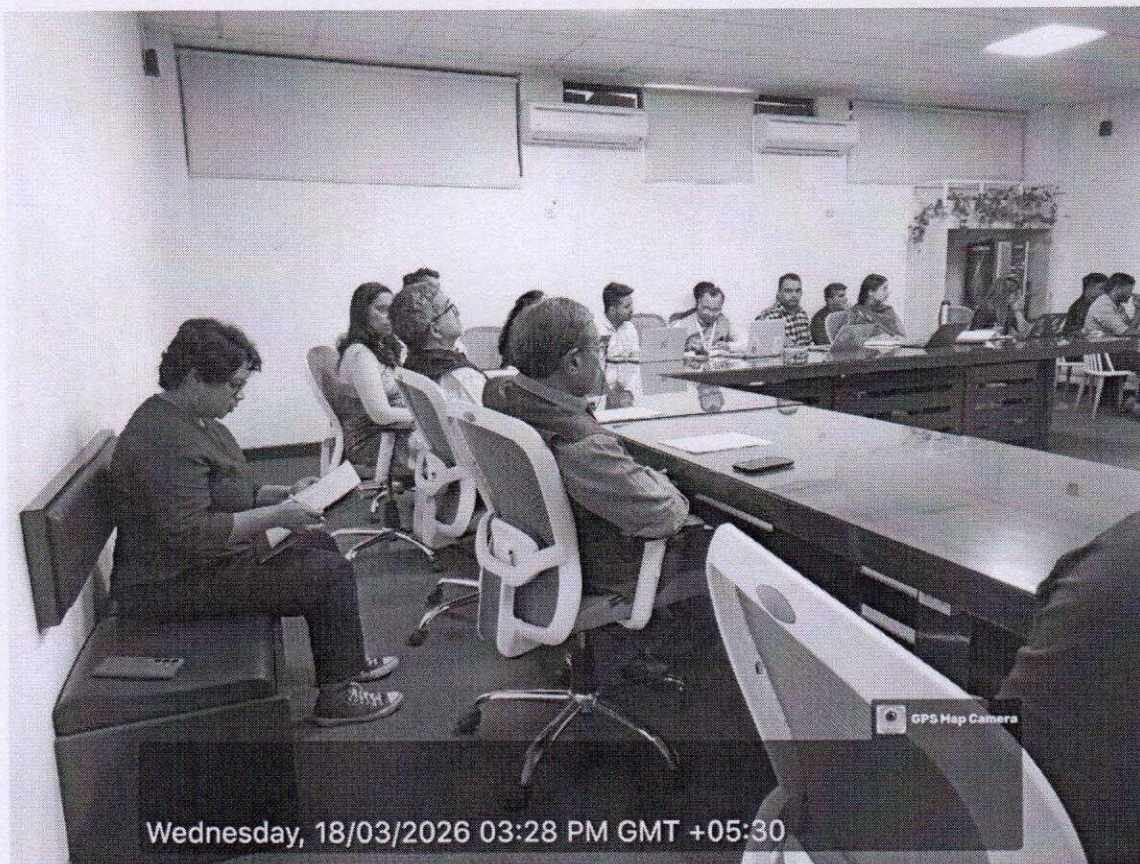
Name: Dr. Sunil Rai

Designation: Vice Chancellor

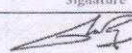
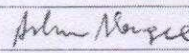
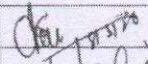
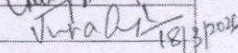
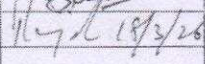
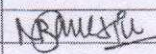
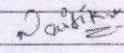
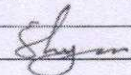
Date:

Appendix I: Geotagged Photos





Appendix II: Attendance Sheet

ATTENDANCE SHEET			
3rd IQAC Quarterly Meeting 18th March 2026 (Wednesday) Venue: AB01 Board Room			
S.No.	Name	Designation	Signature
1	Dr. Sunil Rai	Vice Chancellor	
2	Dr. Jayashankar Ellassery Variyar	Pro Vice Chancellor	
3	Mr. Manish Madan	Registrar	
4	Mr. Jitendra Gadhi	Director - Career Service	
5	Mr. Ravi S Kumar	Director- HR	
6	Dr. Mohammed Vagoot	Controller of Examination	
7	Dr. Padnavathy Venkat Subramanian	Dean - School of Health Science and Technology (SoHST)	
8	Dr. Atri Nautiyal	Dean - School of Liberal Studies and Media (SoLSM)	
9	Mr. Rahul Nainwal	Director - School of Business and CEO UCIE	
10	Dr. Bhaskar Bhatt	Dean - School of Design (SoD)	
11	Dr. Ashwini Nangia	Dean - Research and Development (R&D)	
12	Dr. Abhishek Sinha	Dean - School of LAW (SoL)	
13	Ms. Preeti Mehta	Director - UPES ONLINE	
14	Dr. Sumet Gupta	Professor and Associate Dean - IQAC School of Business (SoB)	
15	Dr. Vinita Singh	Professor - School of Law (SoL)	
16	Dr. Jayadev Parida	Assistant Professor - School of Liberal Studies and Media (SoLSM)	
17	Dr. Pankaj Kumar	Professor and Associate Dean - Research and Development (R&D)	
18	Dr. Sayed Mohammad Tauseef	Professor and Associate Dean - Research and Development (R&D)	
19	Dr. Rajib Banerjee	Associate Professor - School of Computer Science (SoCS)	
20	Dr. Neelu Jyoti Ahuja	Professor - School of Computer Science (SoCS)	
21	Mr. Ajit Bhandari	Associate Professor - School of Design (SoD)	
22	Dr. Ashish Mathur	Professor - Research & Development	
23	Dr. Kapil Kumar	Associate Professor - School of Health Science & Technology (SoHST)	
24	Dr. Nitin Muttli	Professor & Associate Dean - School of Advanced Engineering (SoAE)	
25	Dr. Ranjeet Kumar Brajpuriya	Professor & Cluster Head - School of Advanced Engineering (SoAE)	
26	Dr. Nilanjana Banerjee	Associate Professor & Cluster Head - School of Advanced Engineering (SoAE)	
27	Mr. Sachin Pratap Singh	Student Representative Program: Integrated BBA MBA, Finance	
28	Natik Mangal	School of Advanced Engineering Program: B.Tech (Fire and Safety Engineering)	
29	Mr. Abhishek Juneja	Alumni Representative Company : Hyundai	
30	Mr. K.K. Rastogi	SPR Management Services	
31	Dr. Shyam Pandey	Director IQAC	

Attendance Sheet - Special Invitee			
3rd IQAC Quarterly Meeting 18th March 2026 (Wednesday)			
Venue: AB01 Board Room			
S.No.	Name	Designation	Signature
1	Dr. Abhishek Kumar	Asst. Prof., SOD IQAC SPC	Abhishek
2	Shikha Sharma	Senior Manager - Procurement	Shikha
3	Dr. Akash Sharma	Asst. Professor, IQAC member	Akash
4	Ishuwer Singh	Asst. Manager Procurement	Ishuwer
5	Rishidev Jaiswal	Asst. Manager	Rishidev
6	Surendu Mahto	AP-UG - SOLIST	Surendu
7	Piyush Pandey	Manager - SEA	Piyush
8	Parvinder Kaur	Executive	Parvinder
9	Dr. APARNA SINGH	Joint Registrar - IA (R.O)	APARNA
10	Dr. Gauram Datta	Asst. Prof (SS)	Gauram
11	Ujjwal Bhatnagar	Sports	Ujjwal
12	Dr. Shubham Sharma	Deputy Director (Innovation)	Shubham
13	Dr. Sakshir Sharma	Sr. Manager DIT	Sakshir
14	Itinder Singh	Manager	Itinder
15	Mohit Nagpal	Asst. Director - Research	Mohit

16. Dr. AMRISH TONY Director (Sports) Amrish Tony
17. Anant P. Mishra Deputy Dean Sports Anant
18. Dr. Veera Datta COE & Vice Pro-Vice Veera
19. Anand Mangani Asst. Director - HR Anand
20. Dr. Divyesh Kumar Asst. Manager - IQAC Divyesh
21. Geetayali Kaur Sr. Manager IQAC Geetayali