

MINUTES OF THE MEETING

IQAC Quarterly Meeting (IQAC)

1. Basic Meeting Information

School/Department	IQAC
Meeting Title	IQAC Quarterly Meeting
Date of Meeting	13 th May 2026
Time	03:00 PM-04:30 PM
Venue	Trust Board Room
Meeting Number	4 th
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	Mr. Manish Madan	Registrar
4	Mr. Ravi S Kumar	Senior Director-HR
5	Dr. Ashwini Nangia	Dean-Research & Development
6	Dr. Sumeet Gupta	Professor and Associate Dean - IQAC School of Business (SoB)
7	Dr. Vinita Singh	Professor - School of Law (SoL)
8	Dr. Sayed Mohammad Tauseef	Professor and Associate Dean - Research and Development (R&D)
9	Dr. Rajib Banerjee	Associate Professor - School of Computer Science (SoCS)
10	Dr. Jayadev Parida	Assistant Professor-School of Liberal Studies and Humanities
11	Dr. Pankaj Kumar	Professor and Associate Dean - Research and Development (R&D)
12	Dr. Neelu Jyoti Ahuja	Professor - School of Computer Science (SoCS)
13	Dr. Kapil Kumar	Senior Associate Professor - (IQAC), School of Health Science & Technology (SoHST)
14	Dr. Ranjeet Kumar Brajpuriya	Professor & Cluster Head - School of Advanced Engineering (SoAE)
15	Mr. Tarun Chikara	Alumni
16	Mr. K.K. Rastogi	SPR Management Services
17	Dr. Shyam Pandey	Professor & Director IQAC

2.2 Special Invitee

S.No.	Name	Designation
1	Dr. Veena Dutta	Vice Pro Vost
2	Dr. Abhishek Kumar	Assistant Professor-SoD
3	Swasti Agarwal	Manager-Registrar Office
4	Subhash Rawat	Deputy Registrar-Registrar Office / Institutional Affairs
5	Dr. Shailey Singhal	Professor-SoAE
6	Dr. Akash Sharma	Assistant Professor-SoB
7	Mr. Yogesh Vashist	Deputy Director-SEE
8	Mr. Mohit Dadhich	Senior Manager-SEE
9	Dr. Kuldeep Kumar Roy	Professor and HOD, Department of Pharmaceutical Sciences (SOHST)
10		
11	Dr. Aparna Singh	Joint Registrar
12	Dr. Vibhu Jatily	Senior Associate Professor- Electrical Cluster
13	Dr. Akarsh Verma	Assistant Professor-Mechanical Cluster
14	Mr. Abhishek Goel	Assistant Manager-R&D
15	Dr. Geetanjali Raghav	Assistant Professor (SG) & Senior Manager-IQAC
16	Dr. Divneet Kaur	Assistant Professor & Assistant Manager-IQAC
17	Mr. Nikhil Kumar	Executive-IQAC
18	Mr. Virender Singh Chauhan	Executive-IQAC

2.3 Members Absent (with Regrets/Without Intimation)

S.No.	Name	Designation
1	Dr. Ashish Mathur	Professor & Associate Dean (R&D)
2	Dr. Nitin Muttil	Professor & Associate Dean (SoAE)
3	Dr. Nilanjana Banerjee	Senior Associate Professor and Cluster Head- Energy (SoAE)
4	Dr. Prashant Shukla	Assistant Professor (SG) (SoHST)
5	Dr. Padmavathy Venkat Subramanian	Professor & Dean - School of Health Science and Technology (SoHST)
6	Dr. Atri Nautiyal	Professor & Sr. Director - School of Liberal Studies and Media (SoLSM)
7	Mr. Rahul Nainwal	Director - School of Business and CEO UCIE

8	Dr. Bhaskar Bhatt	Professor & Dean - School of Design (SoD)
9	Dr. Abhishek Sinha	Professor & Dean - Student Experience & Engagement (SEE)
10	Ms. Preeti Mehta	Director - UPES ONLINE
11	Dr. Preeti Aneja	Assistant Director-SEE
12	Mr. Sachin Pratap Singh	Student Representative (Integrated BBA MBA, Finance)
18	Natik Mangal	Student Representative
19	Mr. Tarun Chitkara	Alumni Representative (Indus Tower)

3. Meeting Objective / Purpose/Agenda

- a. Research & Development- Strategizing Overall Outcome of UPES R&D
 - o Research Output-Citation Analysis, Collaborative Research Analysis, Consultancy, Paper Publication, Book Publication, Research Projects, patents
 - o Policies and SOPs
- b. Student Experience and Engagement-NPS /Student Satisfaction Survey Scores and Next steps
- c. School of Health Science & Technology (Pharmaceutical Cluster)- QCI Audit Report and Way Forward
- d. Internal Quality Assurance Cell (IQAC)
 - o TQ Feedback and Curriculum Feedback
 - o Differential Learner Workshop
 - o Summary Report of Audits for All Schools - NAAC Criterion 2
 - o Course Plan and Course Completion Audit Update
 - o Lab Audit Update
 - o Ranking Data Submission Any other to discuss
 - o Value Added Course Status

4. Confirmation of Previous Meeting Minutes

The minutes of the previous meeting held on 18-03-2026, were reviewed, confirmed, and adopted.

Sl. No.	Agenda Item	Key Discussion Points & Decisions	Action Points	Responsibility	ATR
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	Route all training/FDP data through HR; assign training numbers;	HR Department, IQAC, VC Office	WIP (Draft under review by competent authority)

		documentation; PhD	submit consolidated		
		benchmark discussed; Guru Dakshita implementation emphasized	report; implement Guru Dakshita; deliberate on travel grant policy		
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	WIP, approval is pending from higher authority
3	Strengthening Documentation	Strong incubation ecosystem; need for improved documentation and tracking; emphasis on scaling industry linkages Documentation of students' attendance and increasing number of students participation- Runway activities	Strengthen documentation in prescribed format; enhance startup tracking systems; expand industry and funding collaborations	Runway Department (UCIE)	Review meeting by IQAC & Runway Team, July 2026
4	MOU related Activity and its mapping	Academic Safeguard Form implemented; need for structured annual planning; MoU activity and research	Prepare tentative annual activity plan; map research outcomes with MoUs; maintain documentation; strengthen	DIA, Schools, R&D	The tentative activity calendar has been already prepared and shared on share

		mapping emphasized; SDG mapping initiated	SDG mapping with R&D support		point folder. Meeting with R&D was scheduled on 20th May 2026. One SDG related point will be added in the objective section of every MOU going forward.
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	One course was proposed by Sports department, not approved to be in the program grid.

5. Agenda-wise Discussions and Decisions/ Minutes

5.1 Welcome Address and Context Setting by Director IQAC

The Director, IQAC, welcomed all the participants who had joined the meeting both in person and through the online mode. He briefly outlined the agenda points for the quarterly review meeting and emphasized the importance of timely completion of all key focus area activities and deliverables. He highlighted that coordinated efforts, systematic documentation, and adherence to defined timelines across departments and Schools are essential for achieving the common institutional objective of securing benchmark accreditation commensurate with the stature and vision of the University. The Director further encouraged all stakeholders to strengthen quality assurance practices, ensure continuous monitoring of action points, and work collaboratively towards enhancing institutional excellence.

5.2 Address by Vice Chancellor

The Vice Chancellor emphasized that all Schools and faculty members must work in close coordination to achieve the University's goal of benchmark NAAC accreditation. He stressed the importance of maintaining the highest standards of quality through

strict adherence to timelines, proactive execution, and continuous monitoring of all planned activities.

He shared that the Director IQAC and the IQAC team have identified key areas of improvement across the NAAC criteria, which will be presented in the Deans' Meeting along with the proposed action plans, expected outcomes, and targeted scores for further implementation and review across all Schools.

Dr. Rai further emphasized that the University should attain complete readiness by August 2026 ahead of the final phase of NAAC preparedness and institutional review.

5.4 Presentations by Departments

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

5.4.1 Research & Development (R&D) Department

Prof. Tauseef presented a comprehensive overview of the research and development performance of the University on behalf of the R&D Department, highlighting key achievements, trends, concern areas, and strategic interventions undertaken across various research parameters.

The presentation focused on critical indicators such as research publications, citations, collaborative research, consultancy, funded projects, patents, PhD progression, SDG-aligned research output, and policy initiatives. It was highlighted that the University has demonstrated consistent growth in research publication over the years, with significant contribution from STEM Schools. Prof. Tauseef emphasized that a substantial proportion of publications are being published in Q1 and Q2 indexed journals, thereby strengthening the research visibility and institutional rankings.

During the deliberations, concern areas such as stagnation in citation impact, decline in international collaborative research, limited mega research grants, and the need for stronger consultancy mechanisms were discussed in detail.

Prof. Tauseef outlined several strategic recommendations and action points proposed by the R&D Department, including encouraging international collaborations, facilitating high-quality open-access publications, strengthening grant-writing support, increasing industry-academia engagement, enhancing PhD intake quality, and creating dedicated infrastructure for funded research projects.

The meeting was also informed about the status of various R&D policies and SOPs developed in alignment with IQAC recommendations, including policies related to research ethics, IPR, consultancy, incubation, and research promotion.

It was discussed the revision of consultancy policy in alignment with the Government of India's tax clause should be expedite, it will encourage faculty members to work closely with the industry to improve consultancy assignments to UPES.

Further, initiatives such as AI-based faculty skill mapping for research opportunities, school-specific workshops on research writing and IPR, and strategic hiring in emerging research domains were presented as part of the University's future research roadmap. The Director IQAC appreciated the efforts of the R&D Department and emphasized the importance of sustained interdisciplinary research, quality publications, societal impact, and systematic documentation of research outcomes for enhancing institutional excellence and rankings.

5.4.2 Student Experience & Engagement

Mr. Mohit Dadich presented a detailed overview of the Student Experience & Engagement (SEE) initiatives and the findings of the UPES Net Promoter Score (NPS) Survey conducted during the period 2024–2026. He highlighted that the survey was undertaken to assess student loyalty, satisfaction, and recommendation likelihood, while also evaluating critical dimensions of the student experience such as teaching quality, faculty engagement, infrastructure, student support services, and career development opportunities.

During the presentation, Mr. Dadich discussed the comparative NPS trends observed over the last three years and shared School-wise performance analysis to identify strengths and areas requiring focused intervention. He further elaborated on the strategic roadmap proposed by the SEE Department, which includes addressing student concerns through structured feedback mechanisms, strengthening internship and mentorship opportunities, enhancing placement preparedness, modernizing curriculum delivery through project-based learning, and promoting international exposure opportunities.

5.4.3 School of Health Science & Technology

Dr. Kapil Kumar presented a detailed report on behalf of the School of Health Sciences and Technology (SoHST) during the IQAC Quarterly Meeting to present the inputs and recommendations received during the Quality Council of India (QCI) audit which was conducted on 13th and 14th April 2026 for Pharmacy cluster. He highlighted several administrative, academic, and research-related observations and recommendations identified during the review process. Dr. Kumar emphasized the need for establishing separate and dedicated governance mechanisms for the Pharmacy Department, including department-specific committees, DQAC structure, SOPs, anti-ragging and grievance redressal committees, student clubs, and documentation systems to enhance compliance and improve scores in QCI and other pharmacy-related rankings. The presentation further highlighted the need for stronger industry and hospital collaborations through active MOUs, better documentation of internships and placements, establishment of structured SOPs for ETP/STP plants, vaccination records, and the implementation of separate IQAC audits and PDCA cycles specifically for Pharmacy programmes.

Dr. Kumar also elaborated upon the academic quality enhancement measures required to align teaching-learning processes with QCI and PCI expectations. He emphasized the need for outcome-based curriculum mapping through Bloom's Taxonomy and Miller Pyramid frameworks, structured course planning with planned versus actual delivery records, enhanced documentation of differential learner approaches, project-based learning, simulation-based training, and assessment rubrics. Particular focus was laid on strengthening the mentor-mentee system, formative assessments, feedback mechanisms, CO attainment practices, and maintaining comprehensive academic records such as teacher diaries, student diaries, physical attendance registers, lab records, and practical session evidence.

Director IQAC members appreciated the comprehensive presentation and advised the School to implement the identified action points in a phased and systematic manner to further strengthen academic quality, regulatory preparedness, and institutional outcomes. Further,

Registrar requested the Dr. Kapil to schedule meeting with the School and Registrar office to discuss on the implementation of the inputs as suggested by the experts during the QCI Audit. Dr. Sunil Rai, the Vice Chancellor, has approved the incorporation of all suggestions into the process and activities of the Pharma program.

5.4.4 Internal Quality Assurance Cell (IQAC)

Dr. Shyam Pandey presented the initial updates on behalf of IQAC and highlighted the continuous technical and procedural support extended to strengthen institutional quality processes across Schools. He informed the committee that IQAC has further strengthened the existing Teaching Quality (TQ) and Curriculum Feedback mechanisms through standardized templates, formats, reporting structures, and analytical frameworks to improve documentation and reporting effectiveness. He also shared that regular review meetings and follow-ups with Schools were conducted to ensure better implementation of feedback processes, while the inputs received from stakeholders are being utilized for curriculum enrichment, pedagogical enhancement, and institutional action planning.

Dr. Divneet Kaur presented the audit observations and progress updates related to NAAC Criteria 2 documentation and academic quality processes. She briefed the members about the phased Differential Learner Workshops conducted by IQAC to support Schools and informed that the final audit for Criteria 2 is proposed for the last week of May 2026. She also shared key findings from the Criteria 2, Course Plan, Course Completion, highlighting observations related to gaps in course file completion, innovative teaching-learning practices, MOOCs, ICT usage, OBE implementation, mentor-mentee systems and documentation gaps. Recommendations were provided to strengthen documentation practices, assessment record maintenance, and overall compliance with academic audit requirements. She also informed the committee about the laboratory audits conducted across multiple Schools, including Psychology Lab, Aerodynamics Lab, Health Safety & Environment Lab, and Human Anatomy & Physiology Lab, and emphasized that audit reports have been uploaded on the respective School SharePoint folders for necessary action and compliance. Faculty lab in-charges were advised to upload pending documents and submit Action Taken Reports (ATRs) within the stipulated timelines.

Dr. Geetanjali Raghav presented the concluding updates focusing on, value-added courses, and the way forward for quality enhancement initiatives. Dr. Geetanjali also presented the status of value-added courses being offered across Schools during the ongoing semester and encouraged Schools to further strengthen student enrichment initiatives through additional interdisciplinary and skill-based offerings. She also presented the status of the data submission for QS Sustainability, QS and THE World University Rankings and the initiatives for this academic year related to rankings. She updated on the significant growth in SCIMAGO ranking and the University's membership with UN-SDSN

The members present appreciated the comprehensive review presented by the IQAC team and emphasized the need for timely closure of audit observations, stronger documentation practices, and continuous monitoring of quality initiatives to ensure institutional preparedness for upcoming accreditation and ranking exercises.

6 Summary of actionable items from the minutes:

Sl. No.	Agenda Item	Key Discussion Points & Decisions	Action Points	Responsibility	Timeline
1	Research & Development-Strategizing Overall Outcome of UPES R&D - Research Output-Citation Analysis, Collaborative Research Analysis, Consultancy, Paper Publication, Book Publication, Research Projects, patents - Policies and SOPs	Hiring of high research output faculty to maintain SFR and other measures to improve research output.	- Strategic hiring to maintain SFR ratio and align with institutional and national priorities - Increase weightage in KRA points for international co-authorship. - Encourage industrial consultancy/Research projects by allocating higher KRA points for such projects. - Expand PhD intake to 200/year by June 2026; increase contingency funds and stipends. - Require new faculty to complete at least one Faculty Development Program within two years.	School Deans; R&D Office; HR Department; VC Office	Ongoing / Immediate
2	SoHST – QCI Audit Review	Dr. Kapil Kumar presented observations and recommendations from the QCI Audit for the Pharmacy cluster. Discussions focused on strengthening governance structures, documentation practices, academic	Implement separate SOPs, committees, IQAC processes, documentation systems, and strengthen academic and outreach activities for Pharmacy.	SoHST, Registrar Office, IQAC	Phased Implementation

		processes, industry collaborations, and regulatory preparedness for Pharmacy programmes.			
5	Criteria 2, Course Plan & Lab Audits	Presented audit observations related to Criteria 2 documentation, course plans, course completion, and laboratory audits. Gaps in documentation, CO mapping, ICT usage, OBE implementation, and assessment records were highlighted.	ATR submission for the audits conducted	Schools, Faculty Members, Lab In-charges	July 2026
6	Value-added Courses & Quality Enhancement Initiatives	Updates on value-added courses being offered across Schools were presented and emphasized strengthening interdisciplinary and skill-based student enrichment initiatives.	List of value-added courses offered by the school, along with a list of students who have completed them and all supporting documents..	Schools and IQAC	July 2026

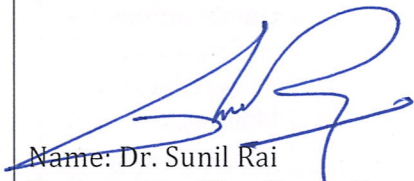
7. Any Other Matters with Permission of the Chair

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

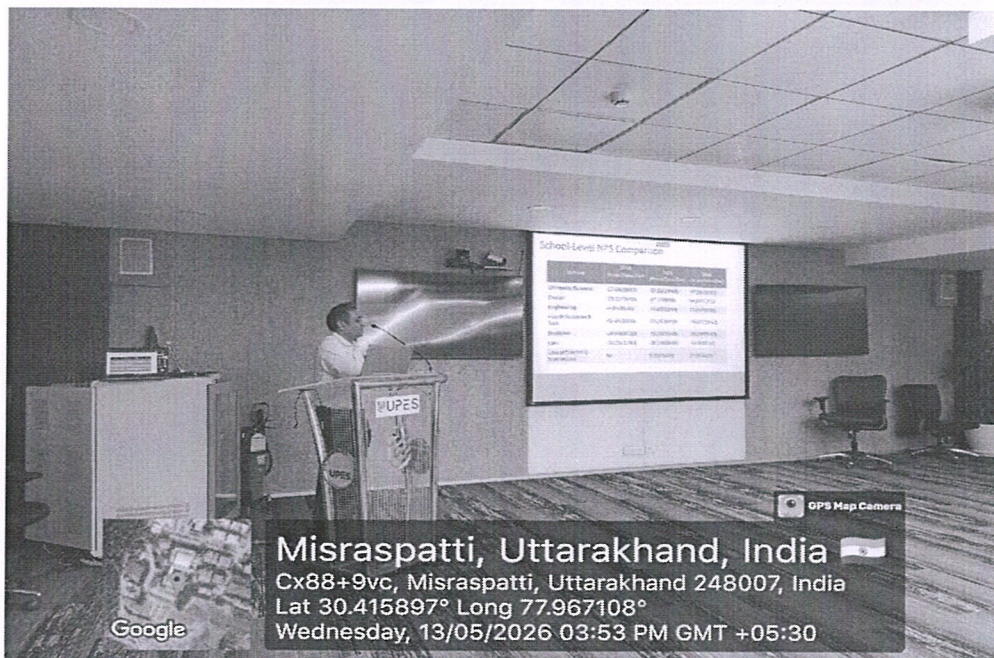
The meeting concluded at 04:30 PM with a vote of thanks to the Chair. The next meeting is tentatively scheduled for August 2026.

9. Authentication

Prepared by:  Name: Dr. Shyam Pandey Designation: Professor and Director IQAC	Approved by:  Name: Dr. Sunil Rai Designation: Vice Chancellor
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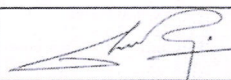
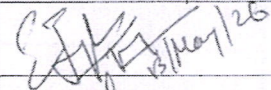
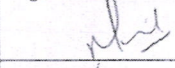
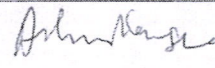
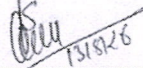
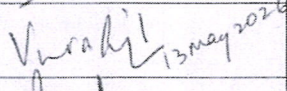
Appendix I: Geotagged Photos







Appendix II: Attendance Sheet

ATTENDANCE SHEET			
4th IQAC Quarterly Meeting 13th May 2026 (Wednesday) Venue: Trust Board Room			
S.No.	Name	Designation	Signature
1	Dr. Sunil Rai	Vice-Chancellor	
2	Dr. Jayasankar Elassery Variyar	Pro Vice-Chancellor	
3	Mr. Manish Madan	Registrar	
4	Mr. Ravi S Kumar	Sr. Director (HR)	
5	Dr. Padmavathy Venkat Subramanian	Dean - School of Health Science and Technology (SoHST)	
6	Dr. Atri Nautiyal	Professor and Senior Director School of Liberal Studies and Humanities (SoLSH)	
7	Mr. Rahul Nainwal	Professor and Senior Director - (School of Business)	
8	Dr. Bhaskar Bhatt	Professor and Dean - School of Design (SoD)	
9	Dr. Ashwini Nangia	Senior Professor and Dean - Research and Development (R&D)	
10	Dr. Abhishek Sinha	Professor and Dean - School of LAW (SoL)	
11	Ms. Preeti D. Mehta	Director - UPES ONLINE	
12	Dr. Sumeet Gupta	Professor and Associate Dean - (IQAC), School of Business (SoB)	
13	Dr. Vinita Singh	Professor and Associate Dean - (IQAC), School of Law (SoL)	
14	Dr. Jayadev Parida	Assistant Professor - (IQAC), School of Liberal Studies and Humanities (SoLSH)	

15	Dr. Pankaj Kumar	Professor and Associate Dean - Research and Development (R&D)	<i>[Signature]</i>
16	Dr. Sayed Mohammad Tauseef	Professor and Associate Dean - Research and Development (R&D)	<i>[Signature]</i> 13/5/26
17	Dr. Rajib Banerjee	Associate Professor and Associate Dean - (IQAC), School of Computer Science (SoCS)	<i>[Signature]</i>
18	Dr. Neelu Jyoti Ahuja	Professor - School of Computer Science (SoCS)	<i>[Signature]</i> 13/5/2026
19	Mr. Ajit Bhandari	Associate Professor - School of Design (SoD)	
20	Dr. Ashish Mathur	Professor - Research & Development	
21	Dr. Kapil Kumar	Senior Associate Professor - (IQAC), School of Health Science & Technology (SoHST)	<i>[Signature]</i> 13/5/2026
22	Dr. Nitin Muttil	Professor & Associate Dean - School of Advanced Engineering (SoAE)	
23	Dr. Ranjeet Kumar Brajpuriya	Professor & Cluster Head - School of Advanced Engineering (SoAE)	<i>[Signature]</i> 13/5/26
24	Dr. Nilanjana Banerjee	Senior Associate Professor & Cluster Head - School of Advanced Engineering (SoAE)	
25	Mr. Sachin Pratap Singh	Student Representative Program: Integrated BBA MBA, Finance	
26	Natik Mangal	School of Advanced Engineering Program: B.Tech (Fire and Safety Engineering)	
27	Mr. Abhishek Juneja	Alumni Representative Company : Hyundai	<i>[Signature]</i>
28	Mr. K.K. Rastogi	SPR Management Services	<i>[Signature]</i>
29	Dr. Shyam Pandey	Director IQAC	<i>[Signature]</i>

Dr. Abhishek Kumar

Asst. Prof. - SoD

Dr. Alcareh Verma

Asst. Prof. - SoAE

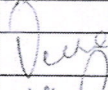
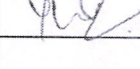
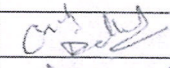
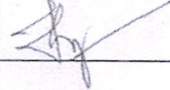
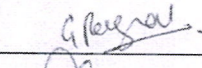
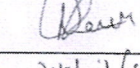
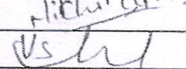
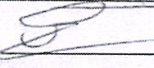
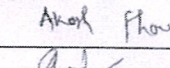
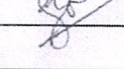
Shirley Sigdel

Professor - SoAE

Abhishek

[Signature]

13/5/26

Attendance Sheet			
4th IQAC Quarterly Meeting 13th May 2026 (Wednesday)			
Venue: Trust Board Room			
S.No.	Name	Designation	Signature
1	Dr. Veena Dutta	Vice Provost	
2	Mr. Yogesh Vashist	Deputy Director-SEE	
3	Dr. Preeti Aneja	Assistant Director-SEE	
4	Mr. Mohit Dadhich	Senior Manager-SEE	
5	Dr. Kuldeep Kumar Roy	Professor and HOD, Department of Pharmaceutical Sciences, SOHST	
6	Dr. Prashant Shukla	Assistant Professor (SG), SOHST	
7	Dr. Aparna Singh	Joint Registrar	Online
8	Mr. Subhash Rawat	Deputy Registrar	Online
9	Ms. Swasti Agarwal	Manager-Registrar Office	Online
10	Dr. Geetanjali Raghav	Assistant Professor and Senior Manager-IQAC	
11	Dr. Divneet Kaur	Assistant Professor and Assistant Manager-IQAC	
12	Mr. Nikhil Kumar	Executive-IQAC	
13	Mr. Virender Singh Chauhan	Executive-IQAC	
14	Dr. Vishu Jais	Electrical, SAE	
15	Dr. Akash Sharma	SOB, IQAC	Akash Sharma
16	Ashish Gadh	REC.	
17			

