UPES
UNIVERSITY OF TOMORROW

INTERNAL QUALITY ASSURANCE CELL COMMITTEE MEETING

Minutes of the Meeting

Monday, 17.04.2023, 3:45 PM

Chairman

Dr. Ram Sharma, Vice-Chancellor

Coordinator IQAC

Mr. S. Raghavan, Director- IQAC

Members Present

1. Dr. Ram Sharma- Vice Chancellor
2. Mr. Manish Madaan, Registrar.
3. Mr. Rahul Nainwal, Director School of Business and CEO UCIE
4. Dr. Vijay Parthasarthy, Controller of Examination
5. Dr. Padmavathy Venkat Subramanian – Dean, School of Health Sciences (SoHS)
6. Prof. Phani Tetali, Dean – School of Design (SoD)
7. Dr. Nalin Mehta, Dean- School of Modern Media (SoMM)
8. Dr. Ravi S Iyer- Dean, School of Computer Science (SoCS)
9. Dr. Nishant Mishra, Dean – Student Welfare
10. Dr. Devesh Kumar Avasthi, Dean - Research and Development (R&D)
11. Dr. Sanjeev Ratna Singh, Professor & Associate Dean – School of Modern Media (SoMM)
12. Mr. Ajit Bhandari, Associate Professor – School of Design (SoD)
13. Dr. Samir Ranjan – Dean, Academics
14. Dr. Atri Nautiyal- Associate Professor & Associate Dean, School for Liberal Studies (SoLS)
15. Prof. Abhishek Sinha- Assistant Professor & Associate Dean, School of Law (SoL)
16. Dr. Vinita Singh – Sr. Associate Professor, School of Law (SoL)
17. Dr. Pankaj Kumar - Professor and Associate Dean, Research and Development (R&D)
18. Dr. Syed Mohammad Tauseef - Professor and Associate Dean, Research and Development (R&D)
19. Dr. Sumeet Gupta – Professor, School of Business (SoB)
20. Dr. Alok Aggarwal – Professor, School of Computer Science (SoCS)
21. Dr. Sanjeev Kumar - Professor, School of Computer Science (SoCS)
22. Dr. Divya Rawat - Assistant Professor, School of Health Science (SoHS)

In Attendance (By Invitation)

1. Mr. Avishek Ghosal – Assistant Professor, School of Business (SoB)
2. Dr. Ashish Mathur – Sr. Associate Professor, Research & Development (R&D)
3. Dr. Annapurna Paridge Leela Lakshmi – Assistant Professor, School of Liberal Studies (SoLS)

Apologies

1. Prof. Shubhashis Gangopadhyay, Dean – School of Liberal Studies (SoLS)
2. Mr. Ravindra Singh Rawat – Assistant Professor, School of Liberal Studies (SoLS)

Welcome

Mr. S. Raghavan- Director IQAC, welcomed the committee members and introduced Dr. Ram Sharma as the new Chairperson of IQAC Composition. He requested Dr. Ram Sharma, Vice-Chancellor to set the context for the meeting.

Context Setting

Dr. Ram Sharma, Vice-Chancellor mentioned that University had made significant progress and achievements in the areas of research, infrastructure, internships, placement, PhD Program, and foreign university collaborations. He emphasized that quality is not a destination but a journey and dedication to quality is a constant collaborative endeavor, there is always a scope for improvement and make the systems & processes better to best. He mentioned that quality can be achieved only through all faculties involved and all stakeholder contribution. As an IQAC committee it is important for all of us to bring "Quality Consciousness" and use same "vocabulary/terminology" across all our communications. He also emphasized that beyond systems & processes individual faculty and staff commitment to all activities will lead to quality and goodwill. He asked the committee members to serve as an intermediary between faculties and IQAC, also requested them to deliberate and discuss the action points of IQAC meeting.

Mr. S. Raghavan- Director IQAC, thanked Vice Chancellor for context setting.

Changes in IQAC Composition 2022-23

Raghavan shared the IQAC composition changes as follows (refer Annexure1).

a. Dr. Padmavathy Venkat Subramanian, Dean - School of Health Sciences, and Dr. Samir Ranjan, Dean - Academics, have been appointed as new members of the IQAC Composition.

b. Dr. Vinita Singh and Dr. Divya Rawat have been added as replacements to IQAC Composition

c. Mr. Ravindra Singh Rawat, Assistant Professor from School of Liberal Studies has been assigned as Teacher to represent at all Levels in the IQAC Composition.

Dr. Ram Sharma, Vice Chancellor introduced and welcomed the new committee members as part of IQAC Composition. He also welcomed Dr. Ashish Mathur, Sr. Associate Professor – Research & Development, invited member and requested to be a part of IQAC composition.

Review of Previous Meeting Action Points

Mr. Raghavan updated the committee members with the previous meeting's action points.

Activity	Timeline	Responsibility	Status
Schedule presentation of Administrative Audit Report to all non-academic functions	Dec 2022	IQAC team	Completed
Academic Audit Action Plan	Nov 2022	IQAC team	Completed
Circulation of strategic points of discussion with Deans of all Schools	Nov 2022	IQAC team	Completed
Data Collection Process	Dec 2022	IQAC team	Ready for Implementation
NAAC Dashboard and Review	Dec 2022	IQAC team	Completed

Points of Discussion

Mr. S. Raghavan - Director, IQAC presented the following points to the committee (IQAC presentation enclosed, Annexure 2):

1. Accreditation and Ranking updates:
    a. NBA Accreditation panel visit for five MBA programs, School of Business was completed in March 2023 and results are being presently awaited.
    b. Guidelines and Templates documents drafted and shared with Deans, Cluster Heads and IQAC Coordinators.

    - Vision & Mission Guideline Document
    - Curriculum Design Process Guideline Document
    - PEOs, POs, PSOs & COs Guideline Document
    - Program Handbook Template
    - Course Plan Template
    - Feedback Forms (students, alumni, Industry/Employer & Parents)

    Mr. Raghavan requested the members to kindly discuss and use the guidelines & templates for any revision.

    c. The Ranking data submission for QS, THE and NIRF has been completed successfully. Ranking outcomes are expected between June – September 2023 respectively.
    d. NAAC AQAR submission for the AY 2017-18, 2018-19, 2019-20 & 2020-21 has been already completed; data collection for the AY 2021-22 will begin in April last week.

2. Mr. Raghavan apprised the committee about the IQAC data collection process wherein school level information will be shared by respective IQAC Coordinators and the non-academic functions data will be shared by the Data & Records Team respectively, every quarter through the share drive process. The IQAC team will have meetings with respective stakeholders to explain the data collection and share drive process.

3. Director IQAC recommended the School Deans to form a school IQAC team. He emphasized that the University IQAC team are the facilitator for Quality Assurance and Accreditation by creating structures, processes and guidelines. The Schools are

accountable for Quality Assurance and Accreditation by implementing the agreed structures, processes and guidelines. He continued by saying that considering the volume of activities and accountability with respective schools it is important to have a school level IQAC team. He proposed a tentative School IQAC Structure of an Associate Dean/ IQAC Coordinators, One faculty and Manager Data Analytics. He requested all Deans to form the team as per the School size and structure.

4. Raghavan proposed to the committee members to conduct the Academic Audit in May first week & June and the Administrative Audit to be conducted in the month of August 2023.

    Mr. Manish Madaan, Registrar commended the IQAC team for the way in which the IQAC Academic Audit was conducted in 2022. He also suggested that the Academic Audit should be conducted in July 2023, as faculties will be busy with the End Term Examinations and Evaluations in May & June 2023. Deans of the respective schools agreed with July 2023.
    It was mutually agreed that Academic Audit will be conducted in July 2023 and Administrative Audit August 2023.
    Mr. Raghavan added that the Audit schedule for 2023 will be for 1 day/half day for the respective Schools. The IQAC team will check the availability from the schools and will plan the Audit accordingly.

    Any other points for discussion:

1. Dr. Ram Sharma, Vice Chancellor requested Mr. Raghavan to create a template/ mechanism for course handbook (include detailed lecture plan) and to solicit input from the Deans and Cluster Heads and IQAC committee. Also, he asked that certain student sensitization workshops for Program Outcomes (POs) and Course Outcomes (COs) to be held.
2. Prof. Abhishek Sinha, Associate Dean, School of Law raised the challenge faced in the school about how to keep a check on the faculties whether they are adhering to the course plan or not.
    o   Dr. Ram acknowledged the concern and responded that there should be a reasonable system in which an individual faculty member has some flexibility to

respond to a class learning behavior. He further added that a question pertaining to concern should be added to the student survey.

3. Dr. Rahul Nainwal, Director, School of Business highlighted the concern that students are not aware of the pedagogical terms like Program Outcomes (POs).
   o Dr. Ram suggested creating a 30 minutes video explaining the terms, for better understanding of every student. He also suggested that a faculty handbook should be written outlining the key procedures and university policies.

4. Dr. Vinita Singh, Sr. Associate Professor, School of Law suggested that the existing Teaching Quality Feedback and mentor-mentee system needs to be reviewed by IQAC team.
   o Mr. Raghavan responded Dr. Vinita's suggestion and added that both templates are work-in progress and will be communicated soon.
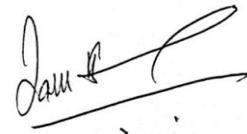
Next Steps

Activity	Timeline	Responsibility
Implement IQAC Academic Administrative Audit.	July - August 2023	IQAC team
Data Collection Process.	May 2023	IQAC team
Follow up with Schools to Implement Guidelines.	May 2023	IQAC team
Update NAAC Dashboard & Review.	Monthly basis	IQAC team
Schools to form IQAC Team.	July 2023	School
Schools & Non-Academic Functions Audit Action Plan.	June 2023	School

The meeting ended with a vote of Thanks.

Mr. S Raghavan
IQAC Director & Coordinator

Dr. Ram Sharma, Vice Chancellor
Chairman

Internal Quality Assurance Cell Composition

Title	MEMBERS
Chairperson	Dr. Ram Sharma, Vice Chancellor
Vice Chairperson	
One Management Representative	Dr. Atri Nautiyal, Associate Professor & Associate Dean- School for Liberal Studies (SoLS)
Senior Administrative Officers	Mr. Manish Madaan, Registrar Mr. Rahul Nainwal, Director School of Business and CEO UCIE Dr. Vijay Parthasarthy, Controller of Examination (officiating)
Dean of Respective Schools	Dr. Padmavathy Venkat Subramanian, Dean – School of Health Sciences (SoHS) Prof. Shubhashis Gangopadhyay, Dean – School of Liberal Studies (SoLS) Prof. Phani Tetali, Dean – School of Design (SoD) Dr. Nalin Mehta, Dean- School of Modern Media (SoMM) Dr. Ravi S Iyer, Dean - School of Computer Science (SoCS) Dr. Samir Ranjan, Dean - Academics Dr. Devesh Kumar Avasthi, Dean - Research and Development (R&D) Dr. Nishant Mishra, Dean – Student Welfare
Teachers to represent all Levels	Dr. Sanjeev Ratna Singh, Professor & Associate Dean – School of Modern Media (SoMM) Prof. Abhishek Sinha- Assistant Professor & Associate Dean- School of Law (SoL) Dr. Vinita Singh, Sr. Associate Professor – School of Law (SoL) Mr. Ravindra Singh Rawat, Assistant Professor – School of Liberal Studies (SoLS) Dr. Pankaj Kumar, Professor and Associate Dean – Research and Development (R&D) Dr. Syed Mohammad Tauseef, Professor and Associate Dean – Research and Development (R&D) Dr. Sumeet Gupta, Professor – School of Business (SoB) Dr. Alok Aggarwal, Professor - School of Computer Science (SoCS)

Title	MEMBERS
	Dr. Sanjeev Kumar, Professor, School of Computer Science (SoCS) Mr. Ajit Bhandari, Associate Professor – School of Design (SoD)
One Nominee from Local Society, Students and Alumni	Ms. Pallavi Singh, Alumni Representative Designation: Consultant Company: PricewaterhouseCoopers CA LLP Mr. Tarnjot Singh Sidana, Student Representative Course: LLM in International Business Law
One Nominee from Employers/ Industrialists/ Stakeholders	Mr. Manav Makin
Coordinators/ Director of the IQAC	Mr. S. Raghavan

UPES

Internal Quality Assurance Cell - IQAC
Quarterly Meeting
April 2023

**Welcome & Introducing New IQAC Chair
by
Director IQAC**

Context Setting
by
Vice Chancellor

IQAC Composition Changes

New Members

- Dr. Padmavathy Venkat Subramanian, Dean – School of Health Sciences

- Dr. Samir Ranjan, Dean - Academics

Replaced

- Dr. Divya Rawat, Assistant Professor – School of Health Science

- Dr. Vinita Singh, Sr. Associate Professor – School of Law

Review Previous Meeting Action Points

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Quality Assurance, Accreditation & Ranking Updates

- NBA Accreditation Visit for School of Business completed.
- Guidelines & Templates shared.
  - Vision & Mission
  - Curriculum Design Process
  - PEOs, POs, PSOs & COs
  - Programme Handbook
  - Course Plan
  - Feedback
- Rankings Data Submitted & Results Expected
  - QS World Rankings by June 2023
  - NIRF Rankings by 15th July 2023.
  - THE World Rankings by 26th Sept 2023.

IQAC Data Collection Process Introduction

- Data Collection will be done on Quarterly Basis in a shared drive.

- School IQAC Coordinators – 20 Templates.

- Data & Records Team to share Data for all Non Academic Functions – 82 Templates.

- IQAC Team will check the data & evidences.

IQAC Team in all Schools

- As per University Structure Associate Deans are IQAC In charge for the Schools.
  -

- Most of the Schools Associate Dean position is vacant.

- IQAC Coordinators are nominated.

- Form a IQAC team, with a recommended structure below:
  - Associate Dean/ IQAC Coordinators.
  - One Faculty.
  - Manager Data Analytics.

NAAC Update & Draft Plan

- Annual Quality Assurance Report
  - Submitted
    - 2017-2018
    - 2018-2019
    - 2019-2020
    - 2020-2021
  - Data Collection Process
    - 2021-2022
- 96 Quantitative Metrics:
  - Schools 20 Metrics – 34k Evidences Per Year.
  - Non Academic Functions 82 Metrics – 11k Evidences Per Year.
- IQAC team to validate all the evidences.

IQAC Academic Audit 2023-2023 Academic Year – Tentative Plan

- Proposed Academic Audit for Eight Schools May First Week or June Second Week.

- Administrative Audit August 2023.

- Action Plan to be submitted by Schools and Administrative to IQAC.

Next Action Points

IQAC

- Implement IQAC Academic Administrative Audit.

- Data Collection Process.

- Follow up with Schools to Implement Guidelines.

- Update NAAC Dashboard & Review.

Schools & Non Academic Functions

- Schools to form IQAC Team.

- Schools & Non Academic Functions Audit Action Plan.

Thank You