

University of Petroleum and Energy Studies
Dehradun
Minutes of Meeting
Internal Quality Assurance Committee (IQAC)
Date - 14.05.2014

21.05.2014

MINUTES OF THE IQ CENTRE HELD ON 14TH MAY 2014 ON DEHRADUN CAMPUS

General Issues:

- Library resource usage to be increased
- Faculty to give assignments where library resource will be required
- The Deans had already taken decision in OMC meeting to show End Semester Examination answer sheets to students but the decision has not been implemented. Answer Sheets will be shown after the final semester examinations. College Deans will now discuss this matter and come out with a window with dates for students to visit the departments and look at the answer sheets.
- LMS usage to be increased.
- Attendance through Identity Card swiping will be made mandatory. Deans shall advise faculty that all the decisions shall be taken on the basis of CORTAS data and not the manual attendance data in future.
- CORTAS usage to be increased.
- Student attendance status will be displayed on notice board every 4 weeks from the academic session 2014-15, through the respective Academic Administrators of the colleges.
- Deans shall advise faculty members to post all assignments, quizzes, presentations and learning material on LMS (Lecture notes will not be posted on LMS).
- It was agreed that real-time attendance status will be generated after COMES moves to Kandoli campus.
- Student feedback is not the sole indicator of faculty performance. It should not be a condition for confirmation after completion of probation.

Library:

- Library Committee has been set up. This committee will have a Library Policy which is in the process of finalisation
- There are lot of complaints about the book bank system. Deans shall review the Book Bank system and decision on continuing will be taken before 30th June 2014. It was, however, agreed that only useful books should be given under this scheme.

- Subscription to Scopus and Proquest will be examined and recommended if found useful.
- Library team will examine the subscription details of IEEE transactions and put up the case for its subscription.
- DELNET subscription will be examined to check whether it serves our purpose.
- There is a long time delay between raising book requisition and actual delivery. The library team will ask for the process milestones from the Finance department to check the purchasing process timeline and defined dates for issuing purchase orders.
- Combined workshops with faculty and students will be held at the Library to enhance exposure to library resources.

QUALITY ASSURANCE CENTRE (QAC)

- IQAC of UPES will function within QAC.
- Constitution of QAC –
 - Dr. J P Gupta
 - Dr. S R Das
 - Dr. V J Byra Reddy
 - Ms. Deepa Verma
 - Mr. K Rajagopalan
 - Mr. A P Semwal
 - Assistant for QA Centre on campus (to be recruited)
 - 3 Nominated members from COES
 - 2 Nominated members from COMES
 - 1 Nominated member from COLS
 - Special invitees to be decided periodically from time to time

As per NAAC guidelines IQAC must have a dedicated office on campus with dedicated full time staff. In view of this, it is recommended that IQAC will have its office space in the current office of VP – AA when VP - AA moves into the room vacated by Dean of COMES when COMES shifts to Kandoli campus after September 2014. Mr. Semwal and an additional staff member will have to be located at an appropriate place in the close vicinity of the office of VP – AA. This will enable better coordination as well.

Responsible persons for information source for IQAC self-study report will nominate persons who will be the nodal point for information and other data sources for the particular function. The

nominated persons will also maintain the same file containing the information sent to VP – AA's office.

Additional issues:

- ABET committee for COES needs to be reconstituted
 - The committee on re-structuring the curriculum to submit a report on re-structuring curriculum of B. Tech (Mechanical Engineering) programme by the mid- June 2015 and during the next visit of QAC officials from Delhi, they will be ready with a presentation.
 - From , after the Management program moves to the new campus, the IT Department will give the attendance posting on a real-time basis
 - Management Department offered to take up the issue of LMS usage in the next HODs meeting through a demonstration by the faculty who are handling LMS optimally
 - All the three colleges are keeping-in progress with the process of starting a new program
 - It was suggested by the Chancellor that VP-AA and VP-R&D be made members of FRC; paving way for continuous FRCs in place of simultaneous FRCs. Also, Deans of other Faculty be special invitees in each FRC.
 - R&D Department modify the application for seed money to accommodate the Management Research as well
 - To encourage faculty to undertake industry internships/attachment prog. to both advance in their domain and stay at the cutting-edge with the latest trends and best practices in their chosen field. A pilot done last year is encouraging and this to be strengthened and institutionalized.
 - Colleges to explore the possibility of student/faculty exchanges with international institutions that have MOUs with UPES.
 - **A detailed audit pertaining to the Academic audit report formats were performed. Revised formats will be introduced in the coming academic session.**
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