



**Minutes of the First Meeting of Internal
Quality Assurance Cell, SGT University
held on 28th June 2017 at 11:00 am in
Dental Committee Room**

**SGT University
Budhera, Gurugram-Badli Road
Gurugram (Haryana)-122505**



Internal Quality Assurance Cell (IQAC) SGT UNIVERSITY

Minutes of the 1st meeting of IQAC

The first meeting of members of IQAC in SGT University was held on 28th June 2017 at 11:00am in the Dental committee room.

The agenda of the meeting was:

- **Introduction of members among themselves**
- **Presentation on IQAC By Dr Astha Chaudhry and Dr Amit Bhardwaj**

The following members were present for the meeting:

- 1) Dr Daleep Singh- Chairperson and member senior administrative officer
- 2) Mr H.K Pir- Member senior administrative officer
- 3) Dr H.S Grover- Teacher
- 4) Dr Suma G.N- Teacher
- 5) Dr M.S Turan- Teacher
- 6) Dr Jasdeep Monga- Teacher
- 7) Dr R.P Bajpai- Special Invitee
- 8) Dr Astha Chaudhry-Member Secretary
- 9) Dr Radhika Rai- Alumni
- 10) Dr Amit Bhardwaj
- 11) Dr T.D Dogra- Coordinator

The following were the proceedings of the meeting:-

- The Introduction was given by Dr Dogra about the agenda.
- The presentation on IQAC was given by Dr Astha Chaudhry and Dr Amit Bhardwaj about objectives, strategies, functions, benefits, constitution of IQAC, role of coordinator and Annual Quality Assurance report.
- Dr Dogra informed the members that some of the strategies have already been formed by the collegiums of Deans. This includes Dean research and development, Dr M.S Sidhu and Associate Dean Research and Development Dr G.N Suma who shall be looking after all the research related activities.
- Dean Education, Examination and International affairs Dr H.S Grover will be looking towards designing of syllabus and curriculum, development of creditable evaluation procedures and networking with other institutes nationally and internationally.
- Dean Academic affairs, Dr S.C Mohapatra shall be looking after designing of new and modern syllabus and curriculum.

A handwritten signature in black ink, appearing to read 'A. Dogra', is written at the bottom right of the page.



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- Student feedback system will be monitored by Dr Amit and DrAstha, Sub-Deans, Collegium office where DrAstha will be looking the formatting of feedback form and Dr Amit will be handling the evaluation process of feedback forms.
- The documentation of all the activities done in University will be looked by Dr Suma in collaboration with Dr M.S Turan.
- It was stressed by the members that HR data record is extremely important for NAAC inspection as the inspectors will evaluate the stability of faculty in an institution.
- Also, the placement records of the passed out students is very important document that will be checked in NAAC Inspection. The institute should actively work to arrange for the placement letters of the students.

It is also required that the minutes of meeting of every meeting of IQAC should be maintained separately and should be uploaded on the website of the university. The action taken report after each meeting should also be maintained and uploaded on the website.

Minutes recorded by

Astha Chaudhry
Dr Astha Chaudhry
(Member secretary, IQAC)

Minutes Approved by

T.D. Dogra
Dr T.D Dogra
(Director, IQAC)





Internal Quality Assurance Cell, SGT University

(Chandu Bhudhera Road, Gurugram Badli Road, Gurugram, Haryana-122505)

Action Taken Report

The action taken by the Internal Quality Assurance Cell (IQAC) as suggested and recommended by the IQAC director and team members in the meetings held on June 28th, 2017

Plan of Action	Achievements/Outcomes
Syllabus, curriculum and credit system development and Admission Policy	Syllabus, curriculum design and credit system responsibilities has been assigned to Dr. HS Grover (Dean: Education, Examination and International affair) and Dr. SC Mohapatra (Dean: Academic affairs). They need to develop the same with discussion with the Dean and other senior staff of the respective faculty. The syllabus needs to be developed as per CBCS system. Design the enrolment form for the students to choose a particular course and get approved by Prof. Waheeda Khan (Chairperson: CBCS committee). Examination section has been directed to set new guidelines for setting question paper settings. Some changes have been made in the Admission policy which are as follows:- Version 0.1, Version 0.2, Version 1.0 and Version 1.1 were updated
Student feedback system	Dr. Astha Chaudhary and Dr. Amit Bhardwaj have been given responsibility to design student feedback form and its evaluation process. The feedback form should be elaborated and consider the NAAC requirement to design the same.
Documentation	Responsibility to maintain the documentation record has been assigned to Dr. Suma and Dr. MS Turan.
HR record	HR department has been instructed to develop a SOP to maintain the file for teaching and non-teaching staff members and maintain the same accordingly.
Placement record	All the faculty/department of the University have been suggested to maintain the placement record of the pass-out student and submit to the IQAC year-wise. The record should contain name of student, name of company, position offered and salary.

