



Detailed Agenda for the **Fifteenth** Meeting of **Internal Quality Assurance Cell (IQAC)** to be held **on 06th May 2022 at 10:30 a.m.**

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



SGT UNIVERSITY

Meeting Notice & Agenda

From: Director IQAC

To: All IQAC Members

CC: Hon'ble VC

Date: 04-05-2022

IQAC/MN/06/2021

The 15th meeting of Internal Quality Assurance Cell (IQAC), to be held on 6th May 2022 at 10:30 a.m. in the Conference Room

The 15th meeting of the Internal Quality Assurance Cell (IQAC), shall be held on **6th May 2022 at 10:30 A.M** in the Conference Room (Room No. A-306), A- Block. The following members are requested to make it convenient to attend:-

Designation	Name
Chairman	Prof. O.P. Kalra, Vice Chancellor, SGT University
Senior Administrative Officers	Prof. Vinod Kumar, PVC Admin, SGT University
	Dr. Joginder Yadav, Registrar, SGT University
	Mr. Satish Kumar, Deputy Registrar, SGT University
Member of Management	Mr. Dilpreet Singh Chawla, Member, Governing Body
Teachers	1. Dr. Vikas Dhawan, PVC Academics, SGT University
	2. Dr. Rajbir Singh, Dean Faculty of Behavioural Sciences, SGT University
	3. Dr. Amit Bhardwaj, Prof & HOD , Periodontology, FDS, SGT University
	4. Dr. Vijay Bhalla, Principal, SGT College of Pharmacy, SGT University
	5. Dr. M. Bhattacharya, Prof & HOD, Community Medicine, SGT University

	6. Dr. Shourya Tandon, Prof & HOD , Public Health Dentistry , SGT University
Member Secretary	Dr. Manish Gupta , Professor, SGT College of Pharmacy, SGT University
Alumni	1. Dr. Reshu Madan, Associate Professor, FDS, SGT University
	2. Dr. Aditi Chaturvedi, PG Student, FDS, SGT University
Employer Nominee	1. Prof. (Dr.) Rajat Aggarwal, Dept. of Management Studies, IIT Roorkee
Member from local society	Mr. Sushil Kumar, Ex Sarpanch (Number Daar), Village-Sultanpur, Tehsil-Farukh Nagar, District-Gurugram
Director/ Additional Director IQAC	Prof. (Dr.) Satish Chander Sharma

The Agenda of the meeting shall be as under:

WELCOME ADDRESS BY DIRECTOR IQAC

ITEM NO. 1: Training of all faculties regarding PO's & CO's mapping.

ITEM NO. 2: To organise the FDP's related to Gender Sensitization & Ethics

ITEM NO. 3: Training of Non-teaching and technical staff regarding time management and file management

ITEM NO. 4: Discussion on Signage's of all the University for NAAC requirement.

ITEM NO. 5: Discussion on Library books for NAAC requirement.

ITEM NO. 6: Discussion on Website related issues.

ITEM NO. 7: Discussion regarding various booklets.

ITEM NO. 8: Discussion regarding representation of students in IQAC Committee.

ITEM NO. 9: Discussion regarding Administrative Manual of University.

ITEM NO. 10: Discussion about feedback analysis and action taken report.

Any other point with the permission of the Chair

Regards,

Attendance Sheet for the 15th Meeting of Internal Quality Assurance Cell (IQAC) 6th May 2022

The following members attended the meeting:

Sr.No.	Name	Representing	Attendance
1.	Prof. O.P. Kalra, Vice Chancellor, SGT University	Chairman	
2.	Prof. Vinod Kumar, PVC Admin, SGT University	Senior Administrative Officers	
3.	Dr. Joginder Yadav, Registrar, SGT University		
4.	Mr. Satish Kumar Deputy Registrar, SGT University		Satish
5.	Mr. Dilpreet Singh Chawla Member, Governing Body	Member of Management	AB
6.	Dr. Vikas Dhawan, PVC Academics, SGT University	Teachers	V. Dhawan
7.	Dr. Rajbir Singh, Dean Faculty of Behavioural Sciences, SGT University		Rajbir
8.	Dr. Amit Bhardwaj, Prof & HOD, Periodontology, FDS, SGT University		Ar Bhardwaj
9.	Dr. Vijay Bhalla, Principal, SGT College of Pharmacy, SGT University		Vijay
10.	Dr. M. Bhattacharya, Prof & HOD, Community Medicine, SGT University		MB
11.	Dr. Shourya Tandon, Prof & HOD, Public Health Dentistry, SGT University		Shourya
12.	Dr. Manish Gupta, Professor, SGT College of Pharmacy, SGT University	Member Secretary	Manish Gupta
13.	Dr. Reshu Madan, Associate Professor, FDS, SGT University	Alumni	
14.	Dr. Aditi Chaturvedi, PG Student, FDS, SGT University		Aditi
15.	Prof. (Dr.) Rajat Aggarwal, Dept. of Management Studies, IIT Roorkee	Employer Nominee	AB
16.	Mr. Sushil Kumar, Ex Sarpanch (Number Daar), Village-Sultanpur, Tehsil-Farukh Nagar, District- Gurugram	Member from local society	AB
17.	Prof. (Dr.) Satish Chander Sharma	Director IQAC	



Minutes of the Fifteen Meeting of Internal Quality Assurance Cell (IQAC), SGT University held on 06th May 2022 at 10:30 am in A Block, Room No- 306

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



SGT UNIVERSITY

Minutes of Meeting

From: Director IQAC
Date 06th May 2022

To: All IQAC Members
CC: Hon'ble GB, Pro-VC

Minutes of 15th Meeting of Internal Quality Assurance Cell (IQAC), SGT University held on 06th May 2022 at 10:30 a.m. in Room A-306.

The following members attended the meeting:

Sr.No.	Name	Representing	Remarks
1.	Prof. O.P. Kalra, Vice Chancellor, SGT University	Chairman	Present
2.	Prof. Vinod Kumar, PVC Admin, SGT University	Senior Administrative Officers	Present
3.	Dr. Joginder Yadav, Registrar, SGT University		
4.	Dr. Vikas Dhawan, PVC Academics, SGT University		Present
5.	Mr. Satish Kumar Deputy Registrar, SGT University		
6.	Mr. Dilpreet Singh Chawla Member, Governing Body	Member of Management	Leave of Absence
7.	Dr SPS Kochhar, Dean, Faculty of Medicine and Health Sciences, SGT University	Teachers	Present
8.	Dr. Rajbir Singh, Dean Faculty of Behavioural Sciences, SGT University		Present
9.	Dr. Astha Chaudhry, Professor, FDS, SGT University		Present
10.	Dr. Vijay Bhalla, Principal, SGT College of Pharmacy, SGT University		Present
11.	Dr. M. Bhattacharya, Prof & HOD, Community Medicine, SGT University		Present
12.	Dr. Shourya Tandon, Prof & HOD, Public Health Dentistry, SGT University		Present
13.	Dr Sonia, Associate Professor, Physiotherapy, SGTU		Present
14.	Mr Asad Habeeb, FEAT, SGT University		Present
15.	Dr. Manish Gupta, Professor, SGT College of Pharmacy, SGT University		Present
16.	Dr. Reshu Madan, Associate Professor, FDS, SGT University	Alumni	Present
17.	Dr. Manoj Yadav, Junior Resident, Faculty of Medicine & Health Sciences, SGT University		Present
18.	Prof. (Dr.) Rajat Aggarwal, Dept. of Management Studies, IIT Roorkee	Employer Nominee	Leave of Absence
19.	Mr. Sushil Kumar, Ex Sarpanch (Number Daar), Village-Sultanpur, Tehsil-Farukh Nagar, District-Gurugram	Member from local society	Leave of Absence
20.	Dr. Jagan Nath, Former Principal, Commerce & Management Dayal Singh College, New Delhi	Special Invitee	Leave of Absence
21.	Prof. (Dr.) Satish Chander Sharma	Director IQAC	Present

The Minutes of the meeting are as under: -

The meeting commenced with the formal welcome of all the members by Prof. (Dr.) Satish Chander Sharma Director IQAC to all committee members. Following this, each agenda item was discussed.

1- Preparedness of NAAC-SSR data and other requirements

Prof. Satish Chander Sharma informed the committee members that University is working in the direction of NAAC, so all departments have to prepare accordingly with the guidance from IQAC.

Apart from data compilation, there is a need to modify the signages at various places in the University. The administrative offices shall be asked to look into the matter in coordination with IQAC.

The website of University needs to be updated and refined as per the requirements and easy verification by NAAC. This shall require cooperation from all Deans and coordinators.

In order to present the University achievements and activities, compiled booklets for cultural activities, community outreach activities, Synergy, simulation centre, placement cell and other reports from centre of excellence of University needs to be prepared

Action-All members agreed to work for timely submission of NAAC SSR.

2-Organize event related to gender sensitization and ethics

Director IQAC asked to organize Workshops/FDP's related to gender sensitization and ethics.

Action-All members agreed to organized events and submit report to the IQAC dept.

3- Discussion regarding preparedness of PO's and CO's and its mapping

IQAC Chairman suggested the committee members to schedule training for all teaching faculties regarding PO and CO mapping.

Action-All members agreed to schedule training at faculty level.

4-Training of for nonteaching staff members regarding office management

Director IQAC recommended the members for arranging training about office and file management for non-teaching and technical staff.

Action-All members agreed for training of nonteaching and technical staff regarding office and file management.

5- Regarding Feedback analysis

Director IQAC apprised the members that IQAC initiated the feedback about syllabus and curriculum from students, teachers and employers and good response has been achieved. The preliminary analysis of this feedback suggests that there is a need to improve communication skills among students and other life skills about professional

ethics, leadership skills. Thus, it was discussed to introduce more value added courses in this regard.

The feedback is also required to be taken from alumni and professionals.

Since, a central offline Alumni meet could not be held this time owing to COVID. Hence, online faculty alumni meet need to be conducted. DSW shall be asked to coordinate with faculty Deans for online alumni meet. The external experts of each Board of studies shall be included for the professionals feedback.

Action- All members agreed.

The meeting concluded with vote of thanks from the Director IQAC.

Minutes Approved by



Prof. (Dr.) Satish Chander Sharma
(Director, IQAC)