



Detailed Agenda for the **Fourteen** Meeting of **Internal Quality Assurance Cell (IQAC)** to be held **on 11th February 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 GB, Pro-Chancellor

Date: 09th Feb 2022

The 14th meeting of Internal Quality Assurance Cell (IQAC), to be held on 11th February 2022 at 10:30 a.m. in the Conference Room

The 14th meeting of the Internal Quality Assurance Cell (IQAC), shall be held on **11th February 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. Manpreet Kaur, Associate Professor, Faculty of Commerce & Management, 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. Vikas Nath

The Agenda of the meeting shall be as under:

WELCOME ADDRESS BY DIRECTOR IQAC

ITEM NO. 1: Planning for visit of UGC 12 B committee and prepare the schedule of committee visit.

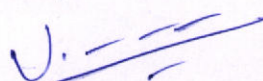
ITEM NO. 2: Participation and submission the data in India Today Ranking.

ITEM NO. 3: Planning for participation in IIRF Ranking in following categories:-

- I. University Rankings in March 2022
- II. Engineering Rankings in April 2022
- III. MBBS Rankings in May 2022
- IV. Dental, Nursing, Pharmacy in May 2022

Any other point with the permission of the Chair

Regards,



Prof. Vikas Nath
Director
IQAC

Attendance Sheet for the 14th Meeting of Internal Quality Assurance Cell (IQAC) 11th Feb. 2022

The following members attended the meeting:

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



Minutes of the Fourteenth Meeting of Internal Quality Assurance Cell, SGT University held on 11th February 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 11th Feb 2022

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

Minutes of 14th Meeting of Internal Quality Assurance Cell (IQAC), SGT University held on 11th February 2022 at 10:30 a.m. in Room A-306.

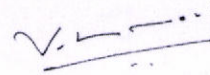
The following members attended the meeting:

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

The Minutes of the meeting are as under:-

- 1) The meeting commenced with a formal welcome of all the members by Prof. Vikas Nath Director IQAC to all committee members. Following this, each agenda item was discussed.
- 2) Prof. Vikas Nath informed the committee members that University has participated in India Today Ranking and all the data related to ranking submitted.
- 3) Director IQAC updated the committee members that the SGT University is planning to participate in IIRF University Ranking. It is planned in March 2022 so SGT University can participate in this University Ranking and submit the data accordingly.
- 4) The meeting concluded with vote of thanks from the Director IQAC.

Minutes Approved by



**Prof. Vikas Nath
(Director, IQAC)**

Date: 16-December-2021

Venue: A Block, Room No- 106, 10:00 am. SGT University

	Item	Action Taken By
Agenda	Observations and Suggestions of UGC 12B Mock Inspection	Pro Chancellor, PVCs, Director IQAC
Sr. No	Members Present	
1.	Prof. O.P.Kalra Vice Chancellor, SGT University, Chairperson	
2.	Prof. R.C Kuhad, Pro Vice Chancellor, SGT University	
3.	Prof. Vinod Kumar Pro Vice Chancellor, SGT University	
4.	Prof. VikasDhawan, Pro Vice Chancellor, SGT University	
5.	Prof. R.K. Mitra Pro Vice Chancellor, SGT University	
6.	Prof. Dr. VikasNath Director IQAC	
7.	Mr. SushilManav Dean – Faculty of Mass Communication and Media Technology	
8.	Prof.Rajesh Arora, Dean Faculty of Commerce & Management	
9.	Dr. ArvindMathur, Dean - Faculty of Engineering	
10.	Dr. M.K. Nair Dean – Faculty of Fashion & Design	
11.	Dr. Susanta Ranjan Chaini Dean – Faculty of Hotel & Tourism Management	
12.	Dr. Sarju Devi HOD- Centre for language & Communication	
13.	Dr. Madhavi Sharma Dean, Faculty of Education	
14.	Dr. Ashok Kumar Faculty of Agricultural Science	
15.	Dr. Sanjay Kumar Pandey Faculty of Law	
16.	Prof. (Dr.) Lakhwinder Singh Dean – Faculty of Science	
17.	Dr. Santosh Kumar Faculty of Behavioral Sciences	

18. Dr. Vikas
Faculty of Behavioral Sciences
19. Dr. Manpreet Kaur
Member secretary, IQAC
20. Kranti Anand
HOD- Faculty of Mass Communication
21. Dr. AmitBhardwaj,
Head Ph.D Cell
22. Dr. JoginderYadav,
Registrar, SGT University
23. Mr. Satish Kumar
Deputy Registrar,
24. Mr. Naveen
Chief Finance Officer
25. Mr. Vijay Bhati
Director, Project & Engineering Operations
26. Mr. G.R.Khanna
HR Head (Medical)
27. Mr. Rajneesh Yadav
HR- Administration,
28. Mr. Mukesh C Bharti
Librarian
29. Mr. Ansul
Section Officer, IQAC
30. Mr. Vijay Ghai
Senior Executive ,IQAC
31. Mr. Anil Sharma
Activity Coordinator ,IQAC
32. Mr. Pardeep Kothari
Executive ,IQAC
33. Mr. SudhanshuPathak
Executive ,IQAC

The meeting started with welcome address by Honorable VC sir. He stressed the importance of the mock inspection planned by IQAC. He congratulated Director IQAC for planning it well and briefly shared few observations from the mock inspection. After that, Director IQAC initiated the discussion on general observations pertaining to all non-medical faculties followed by faculty specific observations. The gap areas were identified and it was decided to fix up the responsibility of same to the concerned person/department in order to rectify the deficiency by 23 December 2021. The deficiency points along with their responsibility are stated below:

S.No.	Discussion Point	Action to be taken by/Responsibility
1.	As there is non-availability of sanction letters with most of the faculty Deans, it was decided that registrar will provide sanctioned post letters to all the deans.	Registrar
2.	Regarding approval letters for courses wherever unavailable, registrar is directed to provide approval letter to the Deans as required.	Registrar
3.	All deans were requested to update the stock registers. PVC admin told all the deans to mention only the bill number and indent number on the stock register. The bills will be kept at Central level by the store department and will be produced by the store in-charge, whenever required. The stock registers must be maintained in the format shared by PVC (Administration) Dr Vinod Kumar.	Deans in consultation with PVC(Admin), Registrar, Store In-charge.
4.	Deans are required to update the higher studies record of the students and Alumni Records.	Deans
5.	Regarding library, Deans are requested to share the requisition with the librarian for latest books and e-resources. Librarian will place the order for new books as soon the request is received to update the library resources.	Deans and Librarian
6.	For proper signage's across University, Mr. Vijay Bhati Director, Project & Engineering Operations will collect the signage's required by Deans related to their faculty through building in-charges for building, Classrooms, Labs, common rooms, faculty rooms etc.	Vijay Bhati Director, Project & Engineering Operations, Building In-charges and Deans
7.	Director IQAC requested PVCs to create the common rooms for students.	All PVCs
8.	For Ph.D. records, Dr. Amit Bhardwaj, Head Ph.D. Cell will keep and update all the records of Ph.D. Cell	Dr. Amit Bhardwaj, Head Ph.D. Cell
9.	To ensure availability of exam records at faculty level, COE is directed to provide exam records, Result Summary, Question Paper, sample answer books etc. to Deans.	COE and Deans
10.	It was decided that HR will update faculty members about their pay scales and provide complete list of faculty members to the Deans immediately so that they are aware of the new appointments and update their files accordingly.	HR-Head and Deans
11.	Deans will update/create the Lab manual	Deans

12.	PVC admin advised Deans to prepare faculty level budgets in consultation with CFO in the format mutually agreed.	CFO and Deans in consultation with PVC admin
13.	Director IQAC requested PVC (Faculty Capacity Building & Entrepreneurship) to train the student support cell staff to facilitate the functioning of the Cell.	HR-Head, Deans and PVC (Faculty Capacity Building & Entrepreneurship)
14.	It was decided that Deans will prepare best practices documents related to their faculty.	Deans
15.	Director IQAC requested deans to provide the details regarding the recreation society.	Dean in consultation with Director IQAC
16.	HR will rectify the mismatch of AGP, PB etc. on appointment letter and salary slip.	HR-Head
17.	Change of Location of faculty: (i) Bachelor in Audiology and Speech Language Pathology will be under Faculty of Allied Health Sciences (ii) Clinical Psychology will continue with Faculty of Behavioral Sciences.	Respective Dean in consultation with Registrar and PVCs
18.	Centre for Language & Communication will function under Faculty of Mass Communication and relevant documents related to BA(Hons.)English to be traced/provided by the registrar.	Dean, Faculty of Mass Communication, HOD CLC and Registrar
19.	Activities of Legal aid cell(Faculty of Law) to be documented and updated	Dean in consultation with PVC
20.	Store in-charge will provide all the bills from year 2013	Store Department

In the end, Dr Manpreet Kaur, member IQAC summarized the points discussed in the meeting and thanked all the attendees for their time and valuable contribution.

Prepared by:

IQAC

Minutes of Meeting

Date: 16-December-2021

Venue: A Block, Room No- 106, 10:00 am. SGT University

	Item	Action/Taken By
Agenda	Observations and Suggestions of UGC 12B Mock Inspection	Director IQAC, PVCs
The meeting started with welcome address by Honorable VC sir. He stressed the importance of the mock inspection planned by IQAC. He congratulated Director IQAC for planning it well and briefly shared few observations from the mock inspection. After that, Director IQAC initiated the discussion on general observations pertaining to all non-medical faculties followed by faculty specific observations. The gap areas were identified and it was decided to fix up the responsibility of same to the concerned person/department in order to rectify the deficiency by 23 December 2021. The deficiency points along with their responsibility are stated below:		
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3.	All deans were requested to update the stock registers. PVC admin told all the deans to mention only the bill number and indent number on the stock register. The bills will be kept at Central level by the store department and will be produced by the store in-charge, whenever required. The stock registers must be maintained in the format shared by PVC (Administration) Dr Vinod Kumar.	Deans in consultation with PVC(Admin), Registrar, Store In-charge.
4.	Deans are required to update the higher studies record of the students and Alumni Records.	Deans
5.	Regarding library, Deans are requested to share the requisition with the librarian for latest books and e-resources. Librarian will place the order for new books as soon the request is received to update the library resources.	Deans and Librarian
6.	For proper signage's across University, Mr. Vijay Bhati Director, Project & Engineering Operations will collect the signage's required by Deans related to their faculty through building in-charges for building, Classrooms, Labs, common rooms, faculty rooms etc.	Vijay Bhati Director, Project & Engineering Operations, Building In-charge and Deans
7.	Director IQAC requested PVC's to create the common	All PVCs

	rooms.	
8.	For updation of Ph.D. records, Dr. Amit Bhardwaj, Head Ph.D. Cell will keep and update all the records of Ph.D. Cell	Dr. Amit Bhardwaj, Head PHD Cell
9.	To ensure availability of exam records at faculty level, COE is directed to provide exam records, Result Summary, Question Paper, sample answer books etc. to Deans.	COE and Deans
10.	It was decided that HR will update faculty members about their pay scales and provide complete list of faculty members to the Deans immediately so that they are aware of the new appointments and update their files accordingly.	HR and Deans
11.	Deans will update the create/update the Lab manual	Deans
12.	PVC admin advised Deans to prepare faculty level budgets in consultation with CFO in the format mutually agreed.	CFO and Deans in consultation with PVC admin
13.	Director IQAC requested PVC (Faculty Capacity Building & Entrepreneurship) to train the student support cell staff to facilitate the functioning of the Cell.	HR, Deans and PVC (Faculty Capacity Building & Entrepreneurship)
14.	It was decided that Deans will prepare best practices documents related to their faculty.	Deans
15.	Director IQAC requested deans to provide the details regarding the recreation society.	Dean in consultation with Director IQAC
16.	HR will rectify the mismatch of AGP on appointment letter and salary slip.	HR
17.	Change of Location of faculty: (i) Bachelor in Audiology and Speech Language Pathology will be under Faculty of Allied Health Sciences (ii) Clinical Psychology will continue with Faculty of Behavioral Sciences.	Respective Dean in consultation with Registrar and PVCs
18.	Centre for Language & Communication will function under Faculty of Mass Communication and relevant documents related to BA(Hons.)English to be traced/provided by the registrar.	Dean, Faculty of Mass Communication, HOD CLC and Registrar
19.	Activities of Legal aid cell(Faculty of Law) to be documented and updated	Dean in consultation with PVC
20.	Store in-charge will provide all the bills from year 2013	Store Department

The meeting ended with summary of the points discussed in the meeting by Dr. Manpreet Kaur, IQAC.

Approved
20/12/24
Director IQAC



SGT UNIVERSITY

Inter Office Memo

From: Director IQAC

To: Hon'ble Vice Chancellor

Date: 08 October 2021

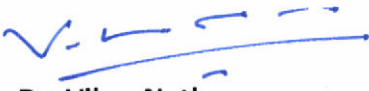
IQAC/IOM/62 /2021

Reconstitution of Internal Quality Assurance Committee (IQAC)

Consequent to resignation and moving out of some members of IQAC Committee, the new committee has been reconstituted as under for your kind approval after discussion with PVC (Administration).

Designation	Name
Chairman	Prof. O. P. Kalra, Vice Chancellor, SGT University
Senior Administrative Officers	Prof. Vinod Kumar, PVC (General Administration), SGT University
	Prof. (Dr.) Sharif Ahmad, PVC (Research), SGT University
	Prof. (Dr.) VikasDhawan, PVC (Academics), 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, SGT University
Teachers	1. Dr. Sansar Chand Sharma, Dean, Faculty of Medicine & Health Sciences, SGT University
	2. Prof. Rajbir Singh, Dean Faculty of Behavioral Sciences, SGT University
	3 Dr. Vijay Bhalla, Principal, SGT College of Pharmacy, SGT University
	4 Dr. M. Bhattacharya, Prof & HOD, Community Medicine, SGT University
	5. Dr. ShouryaTandon, Prof & HOD, Public Health Dentistry, SGT University
	6. Dr. Manpreet Kaur, Associate Professor, Faculty of Commerce & Management, SGT University

	7. Dr. Sonia , Associate Professor, Faculty of Physiotherapy, SGT University
	8. Mr. Asad Habib, Assistant Professor, Faculty of Engineering & Technology, SGT University
Alumni	1. Dr. Reshu Madan, Associate Professor, Faculty of Dental Sciences, SGT University
	2. Dr. Manoj Yadav, Junior Resident, Faculty of Medicine & Health Sciences, SGT University
Employer Nominee	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
Special Invitee	Dr. Jagan Nath, Former Principal, Commerce & Management Dayal Singh College, New Delhi
Director IQAC	Prof. Vikas Nath, Professor, Faculty of Commerce & Management, SGT University


Dr. Vikas Nath
Director –IQAC


Dr. Joginder Yadav
Registrar


Prof. Vinod Kumar
Pro-Vice Chancellor (Administration)


Prof. O.P. Kalra
Hon'ble Vice Chancellor