Minutes of Meeting

## 22nd IQAC Meeting

Held on
Venue: A Block, Room No- 306

Date & Time: 25th March 2025 at 02:30 PM Onwards

Shree Guru Gobind Singh Tricentenary University
SGT University.

MEETING AGENDAS

|	
IQAC/2025/22.1	To Confirm Confirmation of the minutes of the meeting held on 10th May 2024.
IQAC/2025/22.2	To Consider and Approve Action Taken Report of IQAC meeting held on 10th May 2024.
IQAC/2025/22.3	To discuss Updates on IQAC Activities (November 2024 – Present)
IQAC /2025/22.4	To consider and approve the dates for conducting the External Academic and Administrative Audit (2024-25) in all 18 faculties
IQAC/2025/22.5	To consider and approve the format for the 'Best Teacher Award'.
IQAC /2025/22.6	To consider and approve the conduction of a Gender Audit every three years.
IQAC/2025/22.7	To consider and approve the proposal for increasing consultancy opportunities in all 18 faculties.
IQAC/2025/22.8	To consider and approve the organization of a One-Week Sports Fest every year
IQAC/2025/22.9	To consider and approve the review of the existing online/offline grievance redressal mechanism.
IQAC/2025/22.10	To Strengthen the University Women's Cell.
IQAC/2025/22.11	To consider and approve measures for making the Bodhi Tree (LMS) more active
IQAC/2025/22.12	To consider and approve the presentation of the Institution Development Plan (IDP) for further discussion.
IQAC/2025/22.13	To consider and approve the new format for identifying slow learners and advanced learners.
IQAC/2025/22.14	To settle the responsibility of the new University academic Calander covering entire university
IQAC/2025/22.15	To discuss and approve the contribution of alumni to be taken in the alumni account and manage a separate passbook.
IQAC/2025/22.16	To discuss and approve the annual report format of examination in the university.
IQAC/2025/22.17	To discuss and approve annual report format of Alumni Association of the university.
IQAC/2025/22.18	To discuss and approve annual report format of International Affairs of the university
IQAC/2025/22.19	To discuss and approve the annual report format of Students Council of the university
IQAC/2025/22.20	To discuss and approve annual report format of the Women cell university
IQAC/2025/22.21	To discuss and approve annual report format of the industry collaborations and internship affairs in the university.
IQAC/2025/22.22	To discuss and approve annual report format of the University Research and Development.
IQAC/2025/22.23	Discussion on additional matters with the permission of the Chair if any.
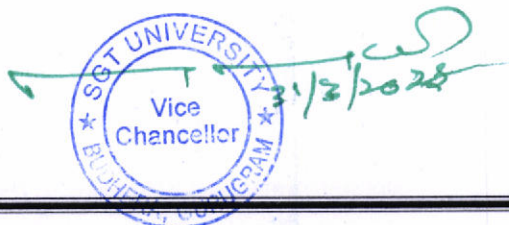
Following members were present

- Prof. (Dr.) Madan Mohan Chaturvedi, Vice Chancellor – *Chairperson*
- Prof. (Dr.) Poornima Baliga Bantwal, Pro Vice Chancellor
- Prof. (Dr.) Jawahar Mal Jangir, Pro Vice Chancellor
- Prof. (Dr.) Suman Vij, Professor & Director IQAC
- Mr. Sushil Kumar, Former Sarpanch, Village Sultanpur – *Member from Local Society*
- Dr. Priyanka Rishi, Deputy Director, IQAC, FPHY
- Prof. (Dr.) Kirti Dutta, Dean, FCAM – *Present*
- Prof. (Dr.) Shourya Tandon, Professor, FDSC
- Dr. Neha Reyalch, Assistant Professor, FPHY
- Prof. (Dr.) S. Krishna Mohan Rao, Dean, FEAT
- Prof. (Dr.) Bhoopesh Kumar Sharma, Professor, FABS
- Prof. (Dr.) Archana Chaudhary, Associate Professor, FABS
- Dr. Manoj Yadav, Tutor, FMHS – *Alumni (Special Invitee)*
- Dr. Shalini Kapoor, Dean, Research – *Special Invitee*
- Dr. Astha Chaudhry, Director, CEAPS – *Special Invitee*
- Dr. Barkha Bhatnagar, Director, Women Cell – *Special Invitee*
- Dr. Konica Gera, Deputy Dean, Academic Research – *Special Invitee*
- Dr. Mukesh Kumar, Deputy Dean, Academic – *Special Invitee*
- Dr. Reetika Dadheech, Deputy Dean, Research – *Special Invitee*
- Dr. Shelly Garg, Deputy Dean, Academic Research – *Special Invitee*
- Dr. Poonam Arora, Deputy Dean, Academic Research – *Special Invitee*
- Dr. S. Jasmin Debora, Deputy Registrar – *Special Invitee*
- Ms. Vishakha Shekhawat, Deputy Registrar – *Special Invitee*

The following members could not attend the meeting:

- Prof. (Dr.) Atul Kumar Nasa, Pro Vice Chancellor
- Prof. (Dr.) Joginder Yadav, Registrar
- Mr. Amrit Chawla, Member of Governing Body – *Member, Management*
- Dr. Jagan Nath, Former Principal, DSC, New Delhi – *Special Invitee*
- Prof. (Dr.) Rajat Aggarwal, Professor, IIT Roorkee – *Employer's Nominee*
- Prof. (Dr.) Mukesh Sharma, Head, Molecular Lab –
- Prof. Pradeep Malik, Controller of Examinations (COE)
- Mr. Devendra Kumar Srivastava, Director, Finance
- Dr. Vijay Kumar Sharma, Dean, Student Welfare
- Dr. Vidyavati V. Hiremath, Associate Dean, FIMS
- Mr. Ramesh Semwal, Senior Manager, Accounts
- Dr. Reshu Sanan, *Alumni Representative*
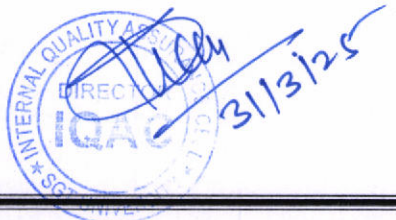
Welcome Address and Opening Remarks

The meeting commenced with a warm welcome to Hon'ble Vice-Chancellor, Prof. (Dr.) Madan Mohan Chaturvedi, Chairman of IQAC. He extended his greetings to all the newly joined members, introducing them to the existing team and also thanked to outgoing members, expressing his gratitude, he thanked all member's for taking the time to attend the meeting and contribute to the university's progress.

Following this, Dr. Suman Vij, Director IQAC, expressed her sincere appreciation to the Hon'ble Vice-Chancellor for providing her the opportunity to lead the discussions. She warmly welcomed all the members once again and proceeded to present the meeting agenda.

Agenda No: IQAC/2025/22.1
To Confirm Confirmation of the minutes of the meeting held on 10th May 2024.
Resolution:

The minutes of the IQAC meeting held on May 10, 2024, were presented for confirmation. As the minutes had been circulated earlier and no comments were received, they were approved without modifications. It was resolved that the confirmed minutes be duly recorded and maintained as part of the official proceedings of IQAC.

Agenda No: IQAC/2025/22.2
To Consider and approve Action Taken Report for the IQAC meeting held on 10th May 2024
Resolution:
The Action Taken Report (ATR) for the IQAC meeting held on 10th May 2024 was presented for review and discussion. After consideration, the members unanimously approved the report.

Agenda No: IQAC/2025/22.3
To discuss Updates on IQAC Activities (November 2024 – Present)
Discussion:
Dr. Suman Vij, Director IQAC, provided a comprehensive update to the members present on the progress made by IQAC from November 2024 to the present, covering key initiatives, improvements, and compliance measures. The highlights include:
1. Internal Audits & Academic Monitoring
- Internal Academic and Administrative Audit successfully conducted across 18 faculties.
- Meetings with Criteria Coordinators and Deans to introduce and update them on the new AAA format. (Minutes attached)
2. Technological Advancements & Feedback Mechanisms
- Implementation of the in-house developed UNI Pulse App for structured feedback collection.
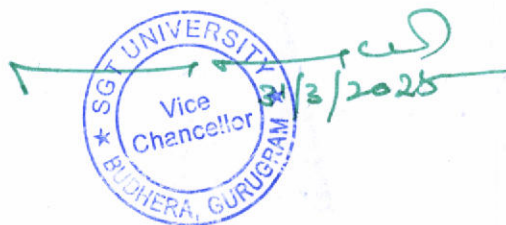
- Collection and analysis of stakeholder feedback from students, teachers, alumni, employers, and professionals. Reports were presented to the management and respective Deans and further discussed in the 38th Academic Council meeting for approval.

3. Academic Enhancements & Value-Added Courses
- New Value-Added Courses introduced for the 2024-25 session (list attached).
- Development of course brochures to enhance awareness and enrolment.

4. Rankings & Accreditations
- Applied for SDG Times Ranking 2025.
- NIRF Rankings submission, covering Medical, Pharmacy, Dental, and Agriculture faculties, with a focus on SDG, Research, Innovation, and Overall rankings.
- AISHE data submitted on 15th February 2025.
- AQAR for 2023-24 submitted on 12th February 2025.
- Global Times Ranking data compilation completed and scheduled for submission by 28th March 2025.

5. Documentation & Compliance Measures
- Initiated and tested the Digitized Compliance Process (DCP) to ensure 100% documentation accuracy.
- New certification system for Value-Added Courses implemented, with faculty-wise registration numbers.
- Standardized event registration and report formats, making it mandatory for all event registrations to be routed through IQAC for tracking via registration numbers.
- Control Number System implemented for university forms and formats to maintain version tracking and compliance.
- IQAC Annual Report for 2023-24 prepared and presented in the 38th Academic Council meeting.

6. Skill Development & Training Initiatives
- MoU signed with Focality for skill development programs.
- Faculty Development Program (FDP) on Advanced Excel conducted in collaboration with CEAPS.
- Institutional Development Plan (IDP) developed in alignment with UGC guidelines, currently under process of finalization.

All members present **appreciated the significant progress** made by **IQAC**, acknowledging its **strategic initiatives** and **commitment to continuous quality enhancement**

Agenda No: IQAC/2025/22.4
To consider and approve the dates for conducting the External Academic and Administrative Audit (2024-25) in all 18 faculties of the University.

Resolution:
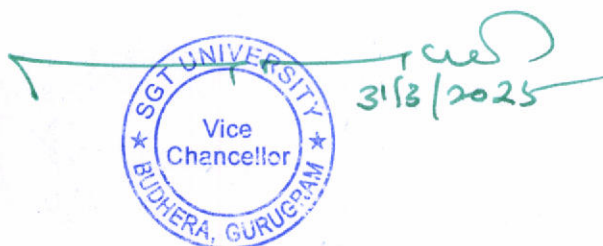
The Director of IQAC requested the Honourable Vice Chancellor to propose new dates for the Administrative Audit. The Vice Chancellor suggested that, since the new Vice Chancellor will be joining soon, it would be appropriate to seek his approval for feasible dates in April/May 2025. Prof. (Dr.) Jawahar Mal Jangir (Pro Vice Chancellor) recommended that the audit for all 18 faculties should not be conducted simultaneously, as it would be a lengthy process. It was resolved to approve the recommendation accordingly.

Agenda No: IQAC/2025/22.5
To consider and approve the format for the 'Best Teacher Award'

Resolution:

Prof. (Dr.) Poornima Baliga, (Pro Vice Chancellor) proposed renaming the "Best Teacher Award" to "Good Teacher Award." While the agenda for the award was approved, it was agreed that further discussions were needed with relevant departments to finalize research parameter weightage, teaching pedagogy, and student feedback criteria.

Dr. Shaurya Tandon suggested an alternative title, "Best Academician Award," but after deliberation, it was unanimously agreed to proceed with the "Good Teacher Award."

Additionally, it was approved that the award should be distributed per faculty, with the number of awards being determined based on faculty strength. Considering the variation in faculty size across different schools—some having over 100 faculty members while others have as few as five—the number of awards would be allocated accordingly.

It was resolved to approve the award name and the distribution criteria; however, the format, including weightage distribution, will require further deliberation.

Agenda No: IQAC/2025/22.6
To consider and approve the conduction of a Gender Audit every three years
Resolution:
Prof. Jawahar Mal Jangir, PVC, emphasized the significance of conducting a Gender Audit. Director IQAC highlighted that such an audit serves as a crucial tool for higher education institutions to evaluate gender inclusivity, policies, and the overall institutional environment regarding gender equity. Hon'ble Vice Chancellor stressed the need for this initiative and recommended its annual implementation. Following a thorough discussion, it was decided that the Women's Cell, in collaboration with IQAC, would be responsible for conducting the audit. To ensure a comprehensive and objective evaluation, the Vice Chancellor suggested initiating an internal audit, followed by an external review. The proposal was unanimously approved for annual execution.

Agenda No: IQAC/2025/22.7
To consider and approve the proposal for increasing consultancy opportunities in all faculties.

Resolution:

The committee reviewed the proposal submitted by IQAC to enhance consultancy initiatives across all 18 faculties, aiming to strengthen industry-academia collaboration. IQAC compiled a suggestive list of strategies to increase faculty consultancies. The Director IQAC informed that this list would be shared with the Director of the Research & Development (R&D) Office for further deliberation and implementation. After discussion, the proposal was approved in principle, with necessary refinements, if required, in coordination with IQAC and structured implementation through the R&D Office.

Agenda No: IQAC/2025/22.8
To consider and approve the organization of a One-Week Sports Fest every year

Resolution :

The committee deliberated on the proposal to institute an annual One-Week Sports Fest. Director IQAC emphasized that, in alignment with the university's mission of fostering holistic student development, a dedicated sports event—separate from cultural activities—would be instrumental in promoting athletic engagement and a spirit of healthy competition among students.

Dr. Shalini Kapoor, Director R&D, acknowledged that the university already hosts regular sports activities, including "Yugam," an annual event organized by the DSW. However, Director IQAC clarified that the proposed initiative aims to introduce a structured, standalone sports fest, exclusively focused on athletics, featuring intra-university competitions with floating trophies as incentives.

Prof. Dr. Poornima Baliga, Pro Vice Chancellor, endorsed the proposal, highlighting that scheduling a dedicated sports event at a fixed time each year would streamline planning and enhance participation, rather than conducting sporadic activities throughout the year. She emphasized that organizing the event under the University Sports Council would ensure a more systematic and structured approach.

After discussions, the committee agreed to proceed with the initiative under the University Sports Council and Director Sports, with further deliberations to be held with University Management for final approval and implementation.
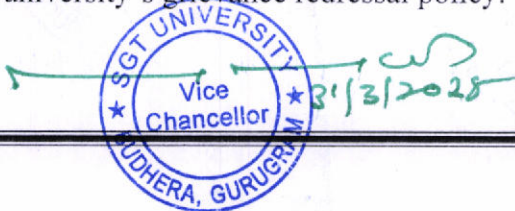
Agenda No: IQAC/2025/22.9
To consider and approve the review of the existing online/offline grievance redressal mechanism

Resolution:

The committee discussed the proposal to review and enhance the existing online/offline grievance redressal mechanism. Director IQAC highlighted that the current system lacks a tracking feature for complainants, making it difficult for them to monitor the status of their grievances.

To improve transparency and efficiency, it was proposed that the system should be upgraded to allow complainants to track the progress of their complaints in real-time. Additionally, the grievance resolution process should be time-bound, ensuring that complaints are addressed within the stipulated timeframe as per the university's grievance redressal policy.

The committee agreed in principle to enhance the grievance redressal system by integrating a tracking feature and enforcing a structured time-based resolution mechanism

Agenda No: IQAC/2025/22.10
To Strengthen the University Women's Cell

Resolution:

Director of IQAC invited Dr. Barkha, Director of the Women's Study Centre, to elaborate on the ongoing initiatives. Dr. Barkha highlighted various community outreach programs led by the centre, emphasizing their role in promoting gender sensitization and empowerment. She also informed the committee about upcoming self-defence training programs designed for students.

Recognizing these efforts, Director IQAC acknowledged the significant role of ASMI in advancing women's empowerment within the university. She informed members present that ASMI had recently organized Women's Day celebrations, reflecting its active engagement in gender-related initiatives. However, while both ASMI and the Women's Study Centre contribute to gender-focused efforts, their objectives and focus areas differ, necessitating a clear distinction between their roles.

To enhance the impact of gender-related programs, the committee recommended establishing a structured collaboration between ASMI and the Women's Study Centre. It was agreed that this collaboration would be formalized while ensuring that both entities retain their unique objectives and areas of focus.

Agenda No: IQAC/2025/22.11
To consider and approve measures for making the Bodhi Tree (LMS) more active

Resolution:

The committee discussed measures to enhance the effectiveness of the university's Learning Management System (LMS). Hon'ble Vice Chancellor acknowledged that the Bodhi Tree LMS was introduced during the COVID-19 period as an alternative arrangement. However, since the university has now implemented its own ERP-based LMS, there is a need to transition fully to the new system.

The Vice Chancellor emphasized the importance of encouraging faculty and students to adopt the new ERP system for academic activities. It was decided that Bodhi Tree would be gradually phased out and eventually deactivated once the transition to the new LMS is complete. The IQAC and IT teams were directed to facilitate this shift by ensuring proper training and technical support for users.

Agenda No: IQAC/2025/22.12
To consider and approve the presentation of the Institutional Development Plan (IDP) for discussion

Resolution:
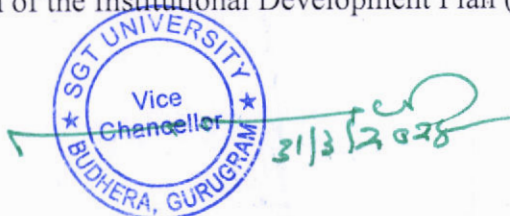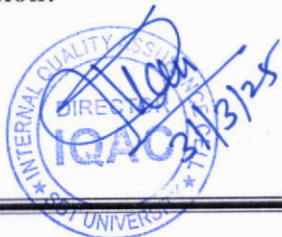
The committee considered and approved the presentation of the Institutional Development Plan (IDP) for discussion. The Hon'ble Vice Chancellor invited the Director IQAC to elaborate on the IDP, which she presented in detail to the members.

Dr. Shaurya inquired about the necessity of a new IDP, given that a similar document already exists. In response, Director IQAC clarified that the new IDP has been developed in alignment with UGC guidelines, incorporating measurable outcomes;

After discussion, it was resolved that:

- The IDP will be circulated to Deans and central offices for benchmarking measurable criteria.
- Data will be color-coded to differentiate faculty-level and central-level requirements before distribution.
- The document will be further reviewed to ensure alignment with institutional goals before final implementation.

Agenda No: IQAC/2025/22.13
To consider and approve the new format for identifying slow learners and advanced learners.

Resolution:
The committee considered and approved the new format for identifying slow learners and advanced learners. Director IQAC informed the members that the proposed format had been shared with Dr. Astha, Director CEAPS, for feedback, and the suggested changes were incorporated. Hon'ble Vice Chancellor recommended that documents related to slow learners be shared with the Faculty of Education for their input, given their expertise in pedagogical strategies. It was resolved that the revised format would be shared with the Faculty of Education for further review, and the final version, after incorporating feedback, would be implemented across all faculties. Regular assessments using this format would help track student progress and provide necessary academic support.

Agenda No: IQAC/2025/22.14
To settle the responsibility of the new University academic Calander covering entire university.

Resolution:

The committee discussed the responsibility of formulating the new University Academic Calendar covering the entire university. The Hon'ble Vice Chancellor informed the members that while an academic calendar already exists, the position of Dean Academics is currently vacant and will soon be filled. In the interim, it was directed that IQAC, in coordination with Dr. Shelly Garg, should oversee the formulation of the academic calendar at a broader level, ensuring alignment with central offices, faculties, and university centers for a cohesive and well-structured schedule.

Agenda No: IQAC/2025/22.15
To discuss and approve the contribution of alumni to be taken in the alumni account and manage a separate passbook.
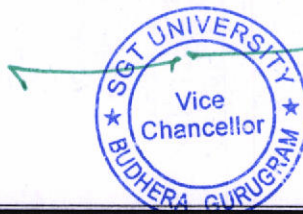
Resolution:

The committee discussed the contribution of alumni funds to be managed through a separate passbook under the alumni account. Hon'ble Vice Chancellor proposed that a separate meeting be held with the Director of Finance to discuss the matter in detail, as he was not present in the current meeting.

Agenda No: IQAC/2025/22.16
To discuss and approve the annual report format of examination in the university.

Resolution:

As the annual report format was shared earlier with the Examination department and no feedback or comments were received, the committee approved the annual report format for examinations in the university. It was resolved to implement the approved format.

Agenda No: IQAC/2025/22.17
To discuss and approve annual report format of Alumni Association of the university.

Resolution:

Since the annual report format was previously shared with the Alumni cell and no feedback or suggestions were received, the committee approved its adoption for university Alumni Association. It was resolved to proceed with its implementation.

Agenda No: IQAC/2025/22.18
To discuss and approve annual report format of International Affairs of the university.

Resolution:

As the annual report format was shared earlier with the concerned department and no feedback or comments were received, the committee approved the annual report format for international affairs office in the university. It was resolved to implement the approved format.

Agenda No: IQAC/2025/22.19
To discuss and approve the annual report format of Students Council of the university.

Resolution:

As the annual report format had been shared earlier with the concerned department and no feedback or suggestions were received, the committee approved its adoption for the university's. Students Council. It was resolved to proceed with its implementation.

Agenda No: IQAC/2025/22.20
To discuss and approve annual report format of the University's Women cell..

Resolution:

As the annual report format was previously shared with the concerned department, and no feedback or suggestions were received—apart from the clarification that it applies to the Women's Study Centre rather than the Women's Cell—the committee formally approved its adoption. It was resolved to proceed with the implementation of the approved format.

Agenda No: IQAC/2025/22.21
To discuss and approve annual report format of the industry collaborations and internship affairs in the university.

Resolution:

As the annual report format had been shared earlier with the industry collaborations and internship affairs and no feedback or suggestions were received, the committee approved its adoption for the university. It was resolved to proceed with its implementation.

Agenda No: IQAC/2025/22.22
To discuss and approve annual report format of the University Research and Development.
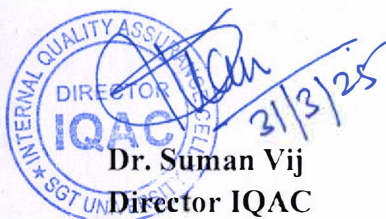
Resolution:

As the annual report format had been shared earlier with the R &D Cell and no feedback or suggestions were received, the committee approved its adoption for the university. It was resolved to proceed with its implementation.

Agenda No: IQAC/2025/22.23
Discussion on additional matters with the permission of the Chair if any

Resolution:
As there were no additional matters for discussion, the meeting was concluded with a vote of thanks to all members.

Dr. Suman Vij
Director IQAC

Prof (Dr.) Madan Mohan Chaturvedi
Vice Chancellor

SGT UNIVERSITY

Shree Guru Gobind Singh Tricentenary University

Attendance Sheet

22nd Meeting of Internal Quality Assurance Cell (IQAC)

Date: 25-03-2025   **Time: 02:30 pm**

Sr.No.	Name	Designation	Signature
1.	Prof. (Dr.) Madan Mohan Chaturvedi Vice Chancellor	Chairperson	_(signed)_ 25/3/2025
2.	Prof. (Dr.) Atul Kumar Nasa	Pro Vice Chancellor	
3.	Prof. (Dr.) Poornima Baliga Bantwal	Pro Vice Chancellor	BaligaB / 25.3.25
4.	Prof. (Dr.) Jawahar Mal Jangir	Pro Vice Chancellor	_(signed)_
5.	Prof. (Dr.) Suman Vij, Professor & Director IQAC	Member Secretary	_(signed)_ 25/3/25
6.	Prof. (Dr.) Joginder Yadav	Registrar	
7.	Prof. Pradeep Malik	COE	
8.	Mr. Amrit Chawla, Member of Governing Body	Member Management	
9.	Dr. Jagan Nath, Former Principal, DSC, New Delhi	Special Invitee	
10.	Prof. (Dr.) Rajat Aggarwal, Professor, IIT Roorkee	Employer's Nominee	
11.	Mr. Sushil Kumar, Former Sarpanch, Village Sultanpur	Member from Local Society	_(signed)_
12.	Dr. Priyanka Rishi, FPHY	Deputy Director IQAC	Priyanka Rishi 25.03.2025
13.	Mr. Ramesh Semwal	Sr. Manager Accounts	
14.	Prof. (Dr.) Kirti Dutta	Dean FCAM	Kirti Dutta 25/03/25
15.	Prof. (Dr.) Mukesh Sharma	Head Molecular Lab	
16.	Prof. (Dr.) Shourya Tandon	Professor, FDSC	_(signed)_ 25/03/2025
17.	Dr. Neha Reyalch	Assistant Professor, FPHY	Neha Riyalch 25.Mar.25
18.	Prof. (Dr.) S Krishna Mohan Rao	Dean, FEAT	_(signed)_ 25/3
19.	Dr. Vidyavati V. Hiremath, FIMS	Associate Dean, FIMS	
20.	Prof. (Dr.) Bhoopesh Kumar Sharma, FABS	Professor, FABS	_(signed)_ 25/3/25
21.	Prof. (Dr.) Archana Chaudhary, FABS	Associate Professor, FABS	Chaudhary 25.3.25

22.	Prof. (Dr.) Reshu Sanan	Alumni	
23.	Dr. Manoj Yadav, Tutor, FMHS	Alumni	*(signature)*
24.	Mr. Devendra Kumar Srivastava	Director Finance (Special Invitee)	
25.	Dr. Vijay Kumar Sharma	Dean Student Welfare (Special Invitee)	
26.	Dr. Shalini Kapoor	Dean Research (Special Invitee)	*Shalini Kapoor*
27.	Dr. Astha Chaudhry	Director CEAPS (Special Invitee)	*Astha Chaudhry 25/3/25*
28.	Dr. Barkha Bhatnagar	Director Women Cell (Special Invitee)	*Barkha 25.3.25*
29.	Dr. Konica Gera	Deputy Dean Academic & Research (Special Invitee)	*(signature) 25/3/25*
30.	Dr. Mukesh Kumar	Deputy Dean Academic (Special Invitee)	*(signature) 25/3/25*
31.	Dr. Reetika Dadheech	Deputy Dean Research (Special Invitee)	*R+ 25/3/K*
32.	Dr. Shelly Garg	Deputy Dean Academic & Research (Special Invitee)	*Shelly Garg 25/3/25*
33.	Dr. Poonam Arora	Deputy Dean Academic & Research (Special Invitee)	*(signature) 25/3/25*
34.	Dr. S. Jasmin Debora,	Deputy Registrar (Special Invitee)	*J. Jasmine 25/8/25*
35.	Ms. Vishakha Shekhawat	Deputy Registrar (Special Invitee)	*Vishakha 25/3/25.*