



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY
(UGC Approved) Gurugram, Delhi-NCR

Budhera, Gurugram-Badli Road, Gurugram (Haryana) – 122505 Ph. : 0124-2278183, 2278184, 2278185

**Internal Quality
Assurance Cell(IQAC)**

**Annual Report
for
2020-21**



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Introduction

Internal Quality Assurance Cell (IQAC) is an integral part of Higher Education Institutions (HEIs). It serves as a quality sustenance measure and integrates with Institutional system to work towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institution. It serves to channelize all the efforts and measures of the institution towards promoting its academic excellence.

IQAC evolves mechanisms and procedures for efficient and progressive performance of academic procedures including integration of modern methods of teaching, learning and evaluation procedures. It promotes quality research programmes as well as sharing of research findings with network of institutions nationally and internationally. It also ensures timely and efficient performance of administrative and financial tasks.

Vision statement:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Core values:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles



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- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality
- Development of Quality Culture in the institution



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IQAC Meetings



The IQAC would meet at regular intervals (quarterly) and discuss about the quality initiatives to be taken for the University mainly in the academic front. The finalized decisions will then be communicated to all the Deans and their faculty coordinators for the implementation and execution.

The IQAC would meet the Deans and the faculty coordinators monthly regularly and sometimes fortnightly or weekly depending on the initiative or the work to be implemented.

IQAC Meetings

10 th Meeting	10 th December 2020
11 th Meeting	15 th January 2021
12 th Meeting	11 th June 2021



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Minutes of meetings

10th Meeting



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Minutes of Meeting

From: Director IQAC
Date-14th December 2020

To: All IQAC Members
IQAC/MOM/02/2020

Minutes of 10th Meeting of Internal Quality Assurance Cell (IQAC), SGT University held on 10th December 2020 at 10:30 a.m. in Room A-306.

The following members attended the meeting:

Sr.No.	Name	Representing	Remarks
1.	Vice Chancellor	Chairman	Leave of Absence
2.	Prof. (Dr.) G. L. Khanna Pro Vice Chancellor, SGT University	Senior Administrative Officers	Present
3.	Mr. Satish Kumar Deputy Registrar, SGT University		Present
4.	Mr. Dilpreet Singh Chawla Member, Governing Body	Member of Management	Leave of Absence
5.	Dean Academics, SGT University	Teachers	Leave of Absence
6.	Dr. Waheeda Khan, Dean Faculty of Behavioural Sciences, SGT University		Present
7.	Dr. Joginder Yadav, Dean Student Welfare, 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. Shefali Phogat, Associate Professor, FDS, 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.	Dr. Sandeep Grover, Professor, Mech. Engg, YMCA, Faridabad	Employer Nominee	Leave of Absence
16.	Mr. Hitesh Kakkar, Chief Operating Officer, CPM International		Leave of Absence
17.	Prof. (Dr.) M.S Sidhu	Director IQAC	Present



The Minutes of the meeting are as under:-

- 1) The meeting commenced with the formal welcome of all the members by Director IQAC.
- 2) A brief update about IQAC activities of last year was given by Member Secretary, IQAC which included-
 - a) Submission of SSR & DVV clarification- The IQAC team was actively involved in compilation of NAAC Data by coordinating with more than 50 coordinators of various Faculties nominated by their respective Deans. The SSR was submitted to NAAC on 15th Nov 2019. The DVV clarifications were received & then after consultation with Management it was decided to withdraw from the NAAC process.
 - b) Departmental Analysis after withdrawal from NAAC process by IQAC Team- A Detailed University Departmental analysis was conducted by University NAAC Coordinators highlighting the lacunae & the suggested remedies for the same. This analysis will be presented to Office of Vice- Chancellor. Once it is approved from VC office, it will be circulated to respective departments for necessary action.
 - c) Compilation of University booklets- The hard copies of the following University booklets were shown to all the members-
 - i) IQAC Annual reports
 - ii) QS I Gauge report
 - iii) Research and Development Annual report
 - iv) Community extension activities
 - v) Library
 - vi) Cultural activities
 - vii) Scholars Book
 - viii) Academic associations
 - ix) Alumni
 - x) Faculty development programs
 - xi) Corporate Resource Centre

Prof. (Dr.) G. L. Khanna, Pro VC, SGT University suggested that soft copy of these booklets should be circulated to all the Deans.

- d) Webinars under the aegis of IQAC in the year 2019- The IQAC organized a webinar on *Gender Bias & Stereotyping, Gender Equality & Women's Rights* on 23rd July



2020 in collaboration with Faculty of Behavioral Sciences and Internal Complaints Committee, SGT University.

IQAC also organized a webinar on 5th Nov 2020 on *Bioethics & Covid-19 Pandemic*. The Speakers included the stalwarts in the field of Bioethics lead by Prof. Russell D Souza, Head, Asia Pacific Division.

- e) Student Survey conducted on Online Teaching & learning – The IQAC conducted a survey on Online Teaching & learning on 30th September 2020 by using Google forms. The Survey was conducted among 4982 students to which 2986 students responded.
- 3) Director IQAC suggested starting the Internal Audits of all the Departments of the University.
- 4) Dr G L Khanna, Pro VC, SGT University suggested that all the webinars should be conducted under the aegis of Internal Quality Assurance Cell and certification should be done by IQAC. Also, the report of the event should be submitted to IQAC with a week of completion of event.
- 5) Dr Waheeda Khan, Dean, Faculty of Behavioral Sciences, SGT University suggested planning of International webinar on Bioethics in collaboration with SANRACHNA.
- 6) Director IQAC advised Dr. Amit Bhardwaj, Member IQAC to plan a webinar with SANRACHNA on National Education Policy. Also, IQAC will do the presentation on NEP to the entire stakeholder. Also, importance of quality check & innovation as per NEP will be emphasized to all the stakeholders.
- 7) Director IQAC apprised the members about the results of the survey done by the IQAC on online teaching & learning. Dr. Khanna suggested that the faculty wise results of survey should be send to all the Deans for further action. The Deans will be asked to submit the ATR of the survey to IQAC. Dr. Waheeda Khan, Dr. Vijay Bhalla & other members expressed their concern regarding the low band width of internet network & poor transmission of online lectures through Microsoft teams.
- 8) Dr. Amit Bhardwaj briefed all the members about establishment of NSS Unit in SGT University & events held under its banner in the year 2019-20. Dr. M. Bhattacharya, Prof & HOD, Community Medicine extended her full support & gave her valuable



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suggestions to strengthen the NSS unit. Dr. Shourya Tandon, Member IQAC also assured his full support for the community work under NSS unit.

- 9) Dr. Joginder Yadav, Dean Student Welfare, SGT University suggested the active involvement of Post Graduates from faculty of Nursing, Physiotherapy & Community Medicine to participate in NSS activities.
- 10) Dr. Joginder Yadav & Dr. Shourya Tandon expressed their concern regarding the delay of results from Examination cell. Director IQAC assured them that the matter will be presented in front of Controller of Examination.
- 11) Dr. Reshu Sanan, Alumni member, IQAC has been asked to gather the placement data from CRC to avoid any mismatch.
- 12) The meeting concluded with vote of thanks from the Director IQAC.

Minutes recorded by

Dr. Shefali Phogat
Member Secretary, IQAC

Minutes Approved by

Dr M.S Sidhu
Director, IQAC



11th meeting

Minutes of 11th Meeting of Internal Quality Assurance Cell (IQAC), SGT University held on 15th January 2021 at 10:30 a.m. in Room A-306.

The following members attended the meeting:

Sr.No.	Name	Representing	Remarks
1.	Prof. Vinod Kumar, Vice Chancellor, SGT University	Chairman	Present
2.	Prof. (Dr.) Sharif Ahmad, PVC Research, 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. Shefali Phogat, Associate Professor, FDS, 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. (Dr.) M.S Sidhu	Director IQAC	Present



The Minutes of the meeting are as under:-

- 1) The meeting commenced with the formal welcome of all the members by Director IQAC. Following this, each agenda item was discussed.
- 2) Director IQAC also briefed about to start planning for workshop on mapping of PO's & CO's of all the faculties and discussed with Dr. Vikas Dhawan, PVC Academics to arrange the expert for this training session.
- 3) Hon'ble Vice Chancellor, Prof. Vinod Kumar suggested to director IQAC to plan and start the academic audit in next month.
- 4) Director IQAC instructed Dr. Amit Bhardwaj, Member IQAC to plan a FDP on Quality Initiatives in coming week.
- 5) Director IQAC sent a format through mail of Faculty Course Booklet to all deans for verify the format and ask them to revert their suggestion to director IQAC.
- 6) Dr. Amit Bhardwaj briefed all the members about establishment of NSS Unit in SGT University & events held under its banner in the year 2020-21. Dr. M. Bhattacharya, Prof & HOD, Community Medicine extended her full support & gave her valuable suggestions to strengthen the NSS unit.
- 7) Dr. Reshu Madan, Alumni member, IQAC has been asked to gather the placement data From CRC.
- 8) The meeting concluded with vote of thanks from the Director IQAC.



12th meeting

Minutes of 12th Meeting of Internal Quality Assurance Cell (IQAC), SGT University held on 11th June 2021 at 10:30 a.m. in Room A-306.

The following members attended the meeting:

Sr.No.	Name	Representing	Remarks
1	Prof. Vinod Kumar, Vice Chancellor, SGT University	Chairman	Present
2	Prof. (Dr.) Sharif Ahmad, PVC Research, 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. Shefali Phogat, Associate Professor, FDS, 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. (Dr.) M.S Sidhu	Director IQAC	Present



The Minutes of the meeting are as under:-

- 9) The meeting commenced with the formal welcome of all the members by Director IQAC.
Following this, each agenda item was discussed.
- 10) Director IQAC asked to the Chairman of the IQAC Committee that IQAC has collected all the data of NIRF and submitted in the NIRF portal.
- 11) Director IQAC asked to the committee members that the SGT University is going to participation in QS-I-Gauge and submit the data within a month.
- 12) Hon'ble Vice Chancellor suggested that the University is hiring a NAAC Consultant and asked to the director IQAC to collect some quotation regarding this.
- 13) The meeting concluded with vote of thanks from the Director IQAC.



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List of IQAC Activities 2020-21



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Report of Faculty Development Program

Organized by IQAC

on

26th – 28th July 2021

Topic of FDP

Outcome Based Education-Criteria I NAAC

Resource Person

Dr. Peeyush Pahade,

**Head, Department of Zoology, H.V. Desai College,
Pune**

& President, IQAC Cluster India



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Internal Quality Assurance Cell (IQAC)
of
SGT UNIVERSITY

In collaboration with

IQAC CLUSTER INDIA

Organized

3-Day Faculty Development Program

(26th -28th July 2021)

on

“Outcome Based Education-Criteria I NAAC”



Organized by: IQAC of SGT University

Organizing Team:

Dr. Vikas Nath- Convenor

Dr. Manpreet Kaur- Co-convenor

Mr. Vijay Kumar Ghai-Technical support

Mr. Anil Kumar Sharma- Technical Support

Objectives of the program:

For every HEI, it is important to develop and implement good academic processes in institutionalized manner by involving not only teachers but also students to ensure the quality of the outcome of any of the programmes of the Institution.

In this regard, the IQAC Cell of SGT University in collaboration with IQAC Cluster Indiaorganised FDP on OBE to nurture the philosophy of Outcome Based Education (OBE) and build the capacity of the NAAC faculty coordinators / Heads of department / NAAC Central Coordinators / Deans of the Institutions, so as to facilitate its institutionalization in the Teaching Learning System and other Academic Processes of the Institution.

The program was executed through discussions and deliberations, case studies on how to reform and fine tune the academic process in order to improvise the quality of outcome which will in turn, facilitate the accreditation process. In particular, the FDP aimed to cover the following aspects:

1. Building blocks of Outcome Based Education (OBE)
2. Outcome-based Accreditation & SAR
3. Outcome-based Education Framework & its Components (Vision, Mission & PEO, PSO, PO & CO)
4. Mapping Outcomes, Assessment and Rubrics
5. Attainment of CO, PO and Continuous Quality Improvement
6. Project-Based Learning and Design of Outcome based Curriculum
7. Design of Outcome based Question Paper and Attainment of CO & PO

Participants:

All Deans

NAAC Central Coordinators

NAAC Faculty Coordinators



Mode of Delivery

All lectures were held online through Digital Learning Mode using **CISCO Webex Platform**. Participants joined using their Desktop, Laptop, Tablet or Smart Phone.

Detailed Program Schedule

Date and Day	1:30 pm -3:30 pm
26 th July, 2021, Monday	Inaugural • Introduction to Outcome Based Education (OBE) & Blooms Taxonomy.
27 th July, 2021, Tuesday	• Applying Blooms to the teacher's syllabus (hands on exercises). • Applying blooms to Assignments & paper setting process. Evaluating some papers set by university on basis of difficulty levels.
28 th July, 2021, Wednesday	• Mapping & measuring outcomes • Calculating academic attainments of the course taught. • Rubrics and its methodology Valedictory& Certification

Brief details of Program:

A three-day Faculty Development Program was organized by the IQAC from 26th July to 28th July 2021. The speaker for all three days was Dr. Peeyush Pahade, Head Department of Zoology, H.V. Desai College, Pune and President, IQAC Cluster India.

Outcome-Based Education

Outcome-Based Education (OBE) is a student-centric teaching and learning methodology in which the course delivery, assessment is planned to achieve stated objectives and outcomes. It focuses on measuring student performance i.e. outcomes at different levels.

Knowledge levels for assessment of Outcomes based on Blooms Taxonomy Level Parameter Description:

1. Knowledge It is the ability to remember the previously learned material/information
2. Comprehension It is the ability to grasp the meaning of material.
3. Application It is the ability to use learned material in new and concrete situations
4. Analysis It is the ability to break down material/concept into its component parts/subsections so that its organizational structure may be understood



5. Synthesis It is the ability to put parts/subsections together to form a new whole material/idea/concept/information
6. Evaluation It is the ability to judge the value of material/concept/statement/creative material /research report) for a given purpose

Day 1: The session started with introduction of the resource person by Dr Manpreet Kaur. Dr Kaur stated the importance of measuring outcome in accreditation process. The FDP was inaugurated by Additional Director IQAC, Dr. Vikas Nath. The Additional Director offered a warm welcome to the participants of the FDP and presented a brief about the NAAC accreditation process. He explained the importance of FDP to the participants in preparing for the accreditation process.

After the inaugural, Dr Peeyush started the discussion and laid down the foundation of outcome based education. He further explained the concept of Bloom taxonomy in order to streamline the academic process by enhancing learner-centric teaching and curriculum development. He introduced the usage of active verbs to be used in framing course outcomes and unit outcomes.

Day 2: The discussion on day 2 was focused on developing the course outcomes, after the unit outcomes are decided. There were hands-on exercises on making the unit outcomes followed by course outcomes. Participants from various faculties such as physical sciences, nutrition, commerce and management, education, nursing and hotel management prepared and presented their course outcomes after the guidelines were shared by the resource person. Dr Peeyush suggested necessary changes, wherever required. Further, he analyzed the select question papers of the university to examine its conformity to Bloom's Taxonomy. Dr Bushra from faculty of Education shared one of the question papers made by their department as per Bloom's Taxonomy. It was quiet appreciated by the resource person and other participants.

Day 3: The last recorded deliberations on devising the program outcomes (PO), mapping the PO with course outcomes (CO), designing rubrics for evaluation for the benefit of students and computation of attainment scores of teachers to measure the outcomes. Participants were told to design the rubrics for any evaluation method they will use for the assessment of students. There was active participation from Dr Gurjot Singh, Dr Harish, Dr Ramandeep, Dr Sandeep Kumar Sahu, Dr Shikha, Dr Prashant and Dr Amra Ashan to name a few. The key takeaways from the session were:

1. Courses can be designed to achieve the program outcomes.
2. Course outcomes (CO) can be flexible but program outcomes (PO) are fixed.
3. If the outcome is not good, it is difficult to have good graduate outcomes.



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4. PO are decided by university but CO are decided by teachers.

In the valedictory, the Honorable VC sir, Dr Vinod Kumar, joined the session with his benign presence and appreciated the organizing team and participants of FDP. He emphasized the importance of clearly identifying and mapping the CO and PO for the measurement of outcomes. Dr Manpreet Kaur summarized the learnings of three-day program. The program ended with vote of thanks presented by Dr Vikas Nath.



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INTERNAL QUALITY ASSURANCE CELL (IQAC) OF SGT UNIVERSITY

In collaboration with

IQAC CLUSTER INDIA

Present

3-DAYS FACULTY DEVELOPMENT PROGRAM

on

“OUTCOME BASED EDUCATION-CRITERIA I NAAC”

Participants: NAAC Central Co-ordinators, Faculty Co-ordinators and Deans

26th - 28th July 2021

Detailed Program Schedule

Date & Days	1:30- 3:30 PM
26 th July, 2021, Monday	Inaugural • Introduction to Outcome Based Education (OBE) & Blooms Taxonomy.
27 th July, 2021, Tuesday	• Applying Blooms to the teacher's syllabus (hands on exercises). • Applying blooms to Assignments & paper setting process. Evaluating some papers set by university on basis of difficulty levels.
28 th July, 2021, Wednesday	• Mapping & measuring outcomes • Calculating academic attainments of the course taught. • Rubrics and its methodology <i>Valedictory & Certification</i>

Convenor
Prof. Vikas Nath
Additional Director, IQAC

Co-Convenor
Dr Manpreet Kaur
IQAC

Registration Link: <https://forms.gle/8Nnu63M2qdeLHgK7>

For any queries, please contact Mr Anil Sharma : 7042907533 | Mr. Vijay Ghai : 8178325389
Email-anil.sharma@sgtuniversity.org | vijayghai.iqac@sgtuniversity.org



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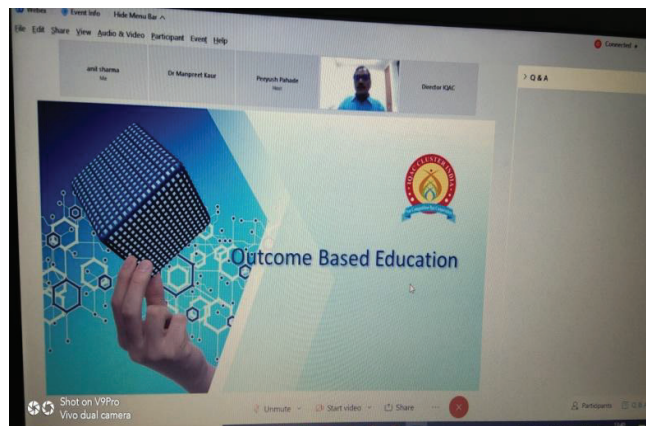
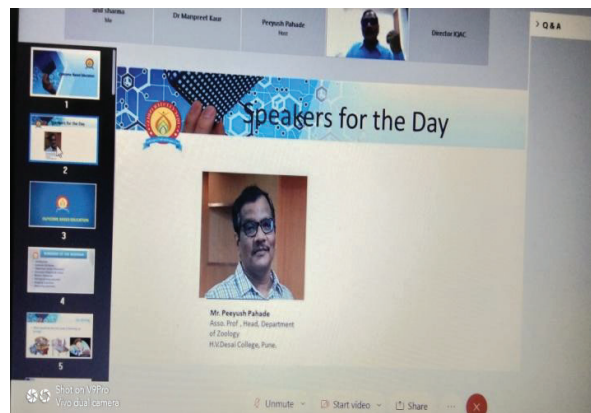
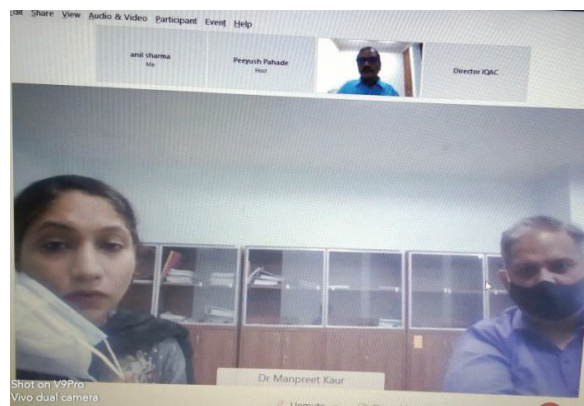
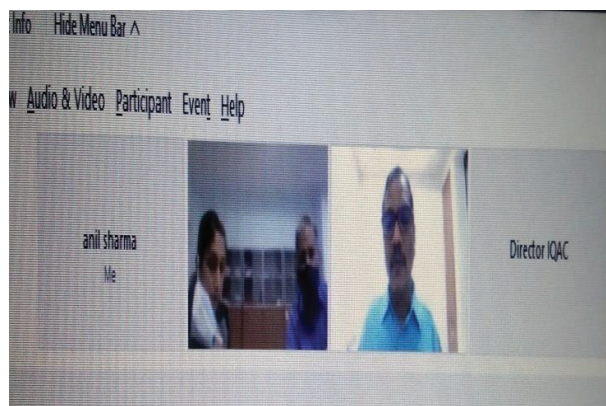


Photo Gallery





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Total Number of participants: 93

S.No.	Name	Faculty	Email ID
1	Dr Yagyik Mishra	Faculty of Indian Medical System	yagyik_fims@sgtuniversity.org
2	Dr Sataz Rahmania	Faculty of Naturopathy & Yogic Sciences	sataz_fnys@sgtuniversity.org
3	Vivek Kumar Jha	Faculty of Behavioral Sciences	jhavivek98@yahoo.com
4	Dr. Manita Devi	Faculty of Education	Manita_fedu@sgtuniversity.org
5	Dr. Gurjot Singh	Faculty of Sciences	gurjot_fosc@sgtuniversity.org
6	SANDEEP KUMAR SAHU	Faculty of Commerce and Management	sandeepkumar_fcm@sgtuniversity.org
7	Dr.Anu Naruka	Faculty of Agricultural Sciences	anu_fasc@sgtuniversity.org
8	Vedamurthy R	Faculty of Nursing	vedamurthy_fnur@sgtuniversity.org
9	Ramesh Abhishek	Faculty of Agricultural Sciences	ramesh_fasc@sgtuniversity.org
10	Dr priyanka	Faculty of Medicine and Health Sciences	priyankassachdeva2014@gmail.com
11	Jyoti Ahlawat	Faculty of Engineering and Technology	Jyothi_fet@sgtuniversity.org
12	Prashant Prabhakar	Faculty of Commerce and Management	prashant.fcm@sgtuniversity.org
13	Dr. Lakhwinder Singh	Faculty of Sciences	dean.fosc@sgtuniversity.org
14	Parveen Kumar Jat	Faculty of Behavioral Sciences	praveenkumar_fbosc@sgtuniversity.org
15	Dr Abhishek Swami	Faculty of Sciences	abhishek.fps@sgtuniversity.org
16	Anjaneyulu Bendi	Faculty of Sciences	anjaneyulu.bendi@sgtuniversity.org
17	Ravi Kumar	Faculty of Behavioral Sciences	ravi.behavioural@sgtuniversity.org
18	Dr. Tokika	Faculty of Naturopathy &	Tokika_fnys@sgtuniversity.org



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Select feedback

Overall very Good programme. Lecturer should be in bi-Lingual. Sometimes the teachers are also from diverse background.

FDPs should be organized regularly to clear emerging clarifications.

It was a great team work by the IQAC team

Such FDPs should be more frequent and 3 days were very less to understand, apply and evaluate the concepts. Overall very good attempt by the organisers. Looking forward to more FDPs and training.

We can enhance knowledge for the NAAC each of criteria with this kind of activities, programs and workshops

Very informative sessions



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Internal Quality Assurance Cell (IQAC)

SGT University

Staff Development Workshop (SDW) Series on Skill Development

About the Series:

IQAC cell of SGT university is committed to internal quality and development of its teaching and non-teaching staff. In order to ensure that the non-teaching staff is trained at regular intervals, the IQAC cell is conducting the Staff Development Workshop series to develop the skills related to office management. The program will be executed in the following manner:

1. SDW 1.0: This workshop is designed to impart the training on basic excel used in day to day operations. The contents will provide hands on training in excel using various exercises and cases. There is one session on document storage and retrieval.
2. SDW 2.0: This workshop is aimed at enhancing the basic skills of excel learned in the previous workshop with focus on advance excel. The topics covered will include advance functions, graphs and charts, lookup functions and report making.
3. SDW 3.0: This workshop will focus on developing the business writing skills and email etiquettes used quite often by the office assistants. After this workshop, participants will be able to write consistent, professional emails, understand basic email etiquettes and structure emails as per the shared formats.

Participants: Office Assistants, HR assistants, Exam Department Assistants, Library Assistants. PA to the Deans and assistant to higher authorities.

Resource Persons:

Dr Manpreet Kaur: For SDW 1.0 and 2.0

Mr Vijay Ghai: For SDW 1.0

Dr Arvinder Kaur Pabla: For SDW 3.0

Dates

SDP 1.0: 10th August 2021

SDP 2.0: 13th August 2021

SDP 3.0: 20th August 2021

Mode of Delivery

All lectures shall be held online through Digital Learning Mode using **Google Meet Platform**. Participants can easily join using their Desktop, Laptop, Tablet or Smart Phone. However, we



recommend that the participants must join using Desktop / Laptop to have sufficient practice sessions.

Programme Schedule

Three workshops of two hours' duration each. Each session will be an interactive session with hands on exercises. The details are stated as follows:

Program Name	Contents Covered
SDW 1.0 (10 th August, 2021, Tuesday) 10:00 – 12:00 (30 minutes practice session)	Introduction to MS-excel, formatting cells, shortcut keys, paste special, data editing, conditional formatting, basic formulas. Document storage and retrieval
SDW 2.0 (13 th August, 2021, Friday) 10:00 – 12:00 (30 minutes practice session)	Advance functions used in excel, Look up and reference functions, Mathematical functions, Charts and graphs, Data Validation, Protecting sheets
SDW 3.0 (20 th August, 2021, Friday) 10:00 – 12:00 (30 minutes practice session)	Email Etiquettes-Introduction, Greetings and openings, closings, and contact information, Subject-lines and replies, techniques to improve email writing.

Organized by:

IQAC Cell, SGT University.

Convenor-Prof. Vikas Nath, Additional Director, IQAC, SGT University.

Co-convenor- Dr Manpreet Kaur, Member Secretary, IQAC, SGT University.