Minutes of the Twenty First Meeting of Internal Quality Assurance Cell (IQAC), SGT University held on 10th May 2024 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: 14 May 2024
VC

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

Minutes of 21st Meeting of Internal Quality Assurance Cell (IQAC), SGT University held on 10th May 2024 at 10:30 a.m. in Room A-306.

The following members attended the meeting:

Sr. No.	Name	Representing
1	Prof. O.P. Kalra	Vice Chancellor, SGT University (Chairman)
2	Prof. Vinod Kumar	PVC Admin, SGT University
3	Prof. (Dr.) Aatul Nasa	PVC
4	Dr. Joginder Yadav	Registrar, SGT University
5	Prof. (Dr.) Brijesh Khandelwal	Controller of Examination, SGT University
6	Mr. Dilpreet Singh Chawla	Member, Governing Body
7	Mr. Ramesh Semwal	Sr. Manager of Account
8	Prof. (Dr.) Satish Chander Sharma	Dean FMMT
9	Prof. (Dr.) Mukesh Sharma	Head of Molecular Lab
10	Prof. (Dr.) Shourya Tandon	Professor FDSC
11	Dr. Sonia	Associate Professor, FPHY
12	Prof. (Dr.) Vivek Srivastav	Dean FEAT
13	Dr. Reshu Madan	Associate Professor, FDS (Alumni)
14	Dr. Manoj Yadav	Junior Resident, Faculty of Medicine & Health Sciences, SGT University
15	Prof. (Dr.) Rajat Aggarwal	Dept. of Management Studies, IIT Roorkee (Employer Nominee)
16	Mr. Sushil Kumar	Ex Sarpanch, Village-Sultanpur, Member from Local Society
17	Dr. Jagan Nath	Former Principal, Commerce & Management, Dayal Singh College, New Delhi (Special Invitee)
18	Prof. (Dr.) Nishith Kumar Mishra	Director IQAC (Member Secretary)
19	Dr. Priyanka Rishi	Associate Professor, FPHY (Deputy Director IQAC)

Sr. No.	Name	Representing
20	Dr. Nithin Krishan	Associate Professor, FIMS (Associate Director IQAC)
21	Prof. (Dr.) Bhoopesh Kumar Sharma	Professor, FOSC (Associate Director IQAC)
22	Dr. Archana Chaudhary	Associate Professor, FOSC (Associate Director IQAC)

Meeting started with the warm welcome of Hon'ble Vice Chancellor to all the members present Hon'ble Vice chancellor directed director IQAC to process with the meeting.
27th

1. **To approve the minutes of meeting of IQAC meeting held on 10th January 2024**
   Director IQAC presented minutes of meeting of 10th May 2023 in front of members present .After discussion they were approved.

2. **To Approve Action Taken report of IQAC Meeting held on10th January 2024.**
   Director IQAC presented the Action taken minutes of the 10th May 2023meeting to the members. After discussion, the minutes were approved

3. **Preparedness of SOPs and Policies of the University**
   The Director of IQAC indicated that the IQAC will be revising and updating all Standard Operating Procedures (SOPs) and policies of the University. To facilitate this, the IQAC Director will collaborate with the relevant departments to develop these SOPs and policies. Once completed, the Dean of Academics will review and approve all the SOPs and policies.

4. **Review and discussion of Data Collection Portal (DCP)**
   The Director of IQAC announced that the initial internal review of the DCP will be completed by June 10, 2024. This will involve a review and discussion of DCP Release 1 with the Director of IQAC and IQAC members.

5. **Working towards the Accreditation for NBA**
   The Director of IQAC asked Dr. Archana Chaudhary, Associate Director of IQAC, to download and review the NBA document in preparation for the University's upcoming NBA accreditation process next month.

6. **To approve the value-added courses being submitted be the different faculties. (Annexture 1.)**

   After reviewing the proposals submitted by various faculties, unanimously resolves to approve the Value-Added Courses for the academic sessions 2023-2024, 2024-25. These courses aim to promote interdisciplinary learning and equip students with advanced skills, contributing to their holistic development and employability.as per **Annexture 1.**

7. **To consider and approve the Annual report of IQAC for the session 2023-24.**
    upon thorough examination, hereby resolves to approve the Annual Report of the
    Internal Quality Assurance Cell (IQAC) for the academic session 2023-24. The council
    acknowledges the significant initiatives, achievements, and quality enhancement
    measure as detailed in the report, which align with the university's commitment to
    academic excellence and continuous improvement.

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

Minutes Approved by

Prof. (Dr.) Nishith Kumar Mishra
(Director, IQAC)

Action Taken Report for minutes of meeting of 10th May 2024

SI.No	Agenda	Discussion	Action Taken
1	Approval of Minutes of IQAC Meeting held on 10th Jan 2024	Director IQAC presented the minutes of the 10th January 2024 meeting to the members. After discussion, the minutes were approved.	Minutes of the meeting were approved by the members present.
2	Approval of Action Taken Report of IQAC Meeting (10th Jan 2024)	Director IQAC presented the Action taken minutes of the 10th January 2024. meeting to the members. After discussion, the minutes were approved	Action Taken Report was reviewed and approved by the members.
3	Preparedness of SOPs and Policies of the University	Director IQAC indicated plans to revise and update SOPs and policies by collaborating with departments. Dean of Academics to approve.	IQAC initiated collaboration with departments for SOP preparation and policy updates.
4	Review and Discussion of Data Collection Portal (DCP)	Initial internal review of DCP (Release 1) to be completed by June 10, 2024. Reviewed with the IQAC Director and members.	Internal review of DCP scheduled for completion by June 10, 2024.
5	Working Towards Accreditation for NBA	Director IQAC tasked Dr. Archana Chaudhary to download and review NBA documents for upcoming accreditation preparation.	Dr. Archana Chaudhary started the review of NBA accreditation requirements and prepared for next steps.
6.	Approval of Value-Added Courses (2023-2024)	Proposals for value-added courses submitted by various faculties were reviewed.	Unanimously approved for the academic session 2023-2024 to promote interdisciplinary learning and enhance employability.
7.	Approval of Annual Report of IQAC (2023-2024)	The Annual Report of IQAC was presented for review, highlighting initiatives, achievements, and quality enhancement measures.	Approved after acknowledgment of alignment with the University's commitment to academic excellence and continuous improvement.

	List of the value added courses for the session 2023-2024		
Sr.No	**Name of the Faculty Offering**	**Name of the courses**	**Course Code**
1	Faculty of Agricultural Sciences	Mushroom Production	VAC/FASC/001
2	Faculty of Agricultural Sciences	Principles of Organic Farming	VAC/FASC/002
3	Faculty of Agricultural Sciences	Agri-Finance and Cooperative Development	VAC/FASC/003
4	Faculty of Agricultural Sciences	Post Harvest Management	VAC/FASC/004
5	Faculty of Allied Health Sciences	Microbes In Everyday Life	VAC/FAHS/001
6	Faculty of Allied Health Sciences	Nutrition & Wellness	VAC/FAHS/002
7	Faculty of Allied Health Sciences	Bio Medical Waste Management	VAC/FAHS/003
8	Faculty of Behavioral and Social Sciences	Pain Management	VAC/FBSS/001
9	Faculty of Behavioral and Social Sciences	Stress Management	VAC/FBSS/002
10	Faculty of Behavioral and Social Sciences	Health & Wellbeing	VAC/FBSS/003
11	Faculty of Commerce & Management	Culture Building in a Hybrid Workforce	VAC/FCAM/001
12	Faculty of Commerce & Management	Digital Branding and Marketing for Startups	VAC/FCAM/002
13	Faculty of Commerce & Management	Supply Chain 4.0: Using Technology for Optimization	VAC/FCAM/003
14	Faculty of Commerce & Management	Lean Six Sigma for Process Improvement	VAC/FCAM/004
15	Faculty of Dental Sciences	Dental Hygiene and Oral Health Care	VAC/FDSC/001
16	Faculty of Dental Sciences	Head and Neck Muscle Pain: Assessment and Management	VAC/FDSC/002
17	Faculty of Dental Sciences	Prosthodontics and Restorative Dentistry	VAC/FDSC/003

18	Faculty of Engineering & Technology	Project Management Using CPM and PERT	VAC/FEAT/001
19	Faculty of Engineering & Technology	Data Analysis using MS-Excel	VAC/FEAT/002
20	Faculty of Engineering & Technology	Desing and Drafting	VAC/FEAT/003
21	Faculty of Education	Adaptive Teaching Strategies for Diverse Classrooms	VAC/FEDU/001
22	Faculty of Education	Assistive Technologies in Special Education	VAC/FEDU/002
23	Faculty of Education	Emotional Intelligence & Supportive Pedagogy	VAC/FEDU/003
24	Faculty of Design	Traditional Embroidery	VACFOD001
25	Faculty of Design	Creative Draping	VACFOD002
26	Faculty of Design	Accessory Design	VACFOD003
27	Faculty of Hotel & Tourism Management	Digital Marketing for Hospitality	VAC/FHTM/001
28	Faculty of Hotel & Tourism Management	Floral Artistry: Mastering the Art of Flower Arrangement	VAC/FHTM/002
29	Faculty of Hotel & Tourism Management	Restaurant Dining Etiquette	VAC/FHTM/003
30	Faculty of Indian Medical System	Introductory course to Ritushodhana	VAC/FIMS/001
31	Faculty of Indian Medical System	Sootika Paricharya Immediate Post-Natal care in Ayurveda	VAC/FIMS/002
32	Faculty of Law	Fundamentals Of Intellectual Property	VAC/FLAW/001
33	Faculty of Law	Road Safety and Motor Vehicles Act	VAC/FLAW/002
34	Faculty of Law	Panchayat system: Understanding function and behavior	VAC/FLAW/003
35	Faculty of Medicine & Health Sciences	Awareness of First Aid in Trauma	VAC/FMHS/001

36	Faculty of Medicine & Health Sciences	Health Education in Diabetes	VAC/FMHS/002
37	Faculty of Mass Communication & Media Technology	Fundamentals of Photography in Journalism	VAC/FMMT/001
38	Faculty of Mass Communication & Media Technology	Digital media	VAC/FMMT/002
39	Faculty of Mass Communication & Media Technology	Radio Podcast	VAC/FMMT/003
40	Faculty of Nrusing	High Impact Presentation and Teaching Skill	VAC/FNUR/001
41	Faculty of Nrusing	Compassionate, Respectful and Caring (CRC) Health Workforce Training	VAC/FNUR/002
42	Faculty of Nrusing	Professionalism	VAC/FNUR/003
43	Faculty of Nautropathy & Yogic Sciences	Introduction to Yog Asana	VAC/FNYS/001
44	Faculty of Nautropathy & Yogic Sciences	Holistic Healing through Naturopathy	VAC/FNYS/002
45	Faculty of Nautropathy & Yogic Sciences	Yoga for Well-being and Stress Management	VAC/FNYS/003
46	Faculty of Applied & Basic Sciences	Introduction to Graphology	VAC/FABS/001
47	Faculty of Applied & Basic Sciences	Environment Health & Safety	VAC/FABS/002
48	Faculty of Applied & Basic Sciences	LaTex for Scientific & Technical Writing	VAC/FABS/003
49	Faculty of Physiotherapy	Integrated Health and Life Mastery	VAC/FPHY/001
50	Faculty of Physiotherapy	Lifestyle, Health, and Ergonomic Principles	VAC/FPHY/002
51	SGT College of Pharmacy	Professional Code of Ethics in Pharmacy	VAC/SGTCOP/001
52	SGT College of Pharmacy	Prevention of Antimicrobial Resistance	VAC/SGTCOP/002
53	SGT College of Pharmacy	Rationale Use of Medicine	VAC/SGTCOP/003

| 54 | SGT College of Pharmacy | Impact of Chemical Hazards on Environment | VAC/SGTCOP/004 |

List of the value added courses for the session 2024-2025

Sr.No.	Faculty	Name of the value-added courses	Course Code
1	Faculty of Agricultural Sciences	Landscaping	VAC/FASC/005
2	Faculty of Agricultural Sciences	Commercial beekeeping	VAC/FASC/006
3	Faculty of Agricultural Sciences	Seed production and technology	VAC/FASC/007
4	Faculty of Applied & Basic Science	Environmental Health & Safety	VAC/FABS/004
5	Faculty of Applied & Basic Science	LaTex for Scientific & Technology Writing	VAC/FABS/005
6	Faculty of Applied & Basic Science	Psychographic Analysis	VAC/FABS/006
7	Faculty of Applied & Basic Science	Green Chemistry & Sustainable Practices	VAC/FABS/007
8	Faculty of Design	Embroideries of northern India	VAC/FOD/004
9	Faculty of Design	Creative Draping Techniques	VAC/FOD/005
10	Faculty of Hotel & Tourism Management	Cloud kitchen Management and Operations	VAC/FHTM/004
11	Faculty of Hotel & Tourism Management	Mixology	VAC/FHTM/005
12	Faculty of Hotel & Tourism Management	"Floral Creations: Perfecting the Art of Flower Styling."	VAC/FHTM/006
13	Faculty of Commerce & Management	Financial Markets	VAC/FCAM/005
14	Faculty of Commerce & Management	Financial Accounting with Tally	VAC/FCAM/006
15	Faculty of Commerce & Management	Entrepreneurship and Start-Up	VAC/FCAM/007
16	Faculty of Dental Science	Digital Dentistry - Dept of Conservative Dentistry	VAC/FDSC/004
17	Faculty of Dental Science	Facial Aesthetics - Dept of Prosthodontics	VAC/FDSC/005
18	Faculty of Dental Science	Local anaesthesia techniques- Dept of Oral Surgery	VAC/FDSC/006
19	Faculty of Naturopathy & Yogic Science	Yoga for health and wellbeing	VAC/FNYS/004
20	Faculty of Naturopathy & Yogic Science	Naturopathy & holistic healing	VAC/FNYS/005
21	Faculty of Medicine & Health Sciences	Health Promotion	VAC/FMHS/003
22	Faculty of Allied Health Sciences	Medical Equipment Handling	VAC/FAHS/002
23	Faculty of Allied Health Sciences	Radiation Hazards and Protection	VAC/FAHS/003
24	Faculty of Allied Health Sciences	Hospital Patient Handling , legal and Medical issues	VAC/FAHS/004
25	Faculty of Nursing	Specialized Care for Children with Disabilities	VAC/FNUR/004
26	Faculty of Nursing	Psychological First Aid	VAC/FNUR/005
27	Faculty of Nursing	Advanced Wound Care	VAC/FNUR/006
28	Faculty of Physiotherapy	Ergnonomics for office worker	VAC/FPHY/003
29	Faculty of Physiotherapy	Preventive Women Health	VAC/FPHY/004
30	Faculty of Physiotherapy	Healthy Aging	VAC/FPHY/005

31	SGT College Pharmacy	Fundamental of clinical research	VAC/SGTCOP/005
32	SGT College Pharmacy	Regulation governing clinical trials	VAC/SGTCOP/006
33	SGT College Pharmacy	Ethics in clinical research	VAC/SGTCOP/007
34	Faculty of Indian Medical System	Home Remedies for Seasonal Diseases	VAC/FIMS/003
35	Faculty of Indian Medical System	Ayurvedic Prakriti Analysis & Personalized Health Management	VAC/FIMS/004
36	Faculty of Indian Medical System	Yoga for Stress & Emotional Wellness	VAC/FIMS/005
37	Faculty of Engineering & Technology	Introduction to Data Science	VAC/FEAT/004
38	Faculty of Engineering & Technology	AutoCAD for basic and advanced modelling	VAC/FEAT/005
39	Faculty of Engineering & Technology	Introduction to Sustainability	VAC/FEAT/006
40	Faculty of Law	Fundamental of Intellectual Property	VAC/FLAW/004
41	Faculty of Law	Road Safety and Motor Vehicles Act	VAC/FLAW/005
42	Faculty of Law	Environment and Sustainable Developments Goals	VAC/FLAW/006
43	Faculty of Education	Innovative Practices for a Sustainable Future	VAC/FEDU/004
44	Faculty of Education	Leadership and Team Building	VAC/FEDU/005
45	Faculty of Education	Diversity, Equity and Inclusion in Education	VAC/FEDU/006
46	Faculty of Behavioural & Social Sciences	Managing Emotions	VAC/FBSS/004
47	Faculty of Behavioural & Social Sciences	Effective Interpersonal Communication	VAC/FBSS/005
48	Faculty of Behavioural & Social Sciences	Relationship Management	VAC/FBSS/006
49	Behavioural & Social Sciences	Science and Practice of Happiness	VAC/FBSS/007