



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 |

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| | 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



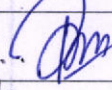
Regards,



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 | AB |
| 6. | Dr. Vikas Dhawan, PVC Academics, SGT University | Teachers | V. Dhawan |
| 7. | Dr. Rajbir Singh, Dean Faculty of Behavioural Sciences, SGT University | | Rajbir |
| 8. | Dr. Amit Bhardwaj, Prof & HOD, Periodontology, FDS, SGT University | | Dr. Bhardwaj |
| 9. | Dr. Vijay Bhalla, Principal, SGT College of Pharmacy, SGT University | | Vijay |
| 10. | Dr. M. Bhattacharya, Prof & HOD, Community Medicine, SGT University | | M. B. |
| 11. | Dr. Shourya Tandon, Prof & HOD, Public Health Dentistry, SGT University | | Shourya |
| 12. | Dr. Manpreet Kaur, Associate Professor, Faculty of Commerce & Management, SGT University | Member Secretary | Manpreet |
| 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 | AB |
| 16. | Mr. Sushil Kumar, Ex Sarpanch (Number Daar), Village-Sultanpur, Tehsil-Farukh Nagar, District-Gurugram | Member from local society | AB |
| 17. | Prof. Vikas Nath | Director IQAC | V. Nath |



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.

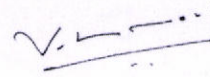
The following members attended the meeting:

| 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 | | Present |
| 4. | Mr. Satish Kumar Deputy Registrar, SGT University | | Present |
| 5. | Mr. Dilpreet Singh Chawla Member, Governing Body | | Member of Management |
| 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 |

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| 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

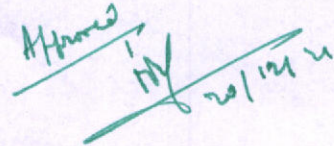
| | Item | Action/Taken By |
|---------------|--|---------------------|
| Agenda | Observations and Suggestions of UGC 12B Mock Inspection | Director IQAC, PVCs |

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:

| S.No. | Discussion Point | Action 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-charge and Deans |
| 7. | Director IQAC requested PVC's to create the common | All PVCs |

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| | 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

 Director IQAC
 20/12/24

D/PVC-Admin/1467 R-451
08/10/21 08/10/2021



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 |

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| | 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