



Detailed Agenda for the **Ninth** Meeting of **Internal Quality Assurance Cell (IQAC)** to be held at **12:00noon on 26<sup>th</sup> January 2020** in **A-Block Room No. A-306**

**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:** 23<sup>rd</sup> January 2020

**The 9<sup>th</sup> meeting of Internal Quality Assurance Cell (IQAC), to be held on 26<sup>th</sup> January 2020 at 10:30 a.m. in the Conference Room**

The 9<sup>th</sup> meeting of the Internal Quality Assurance Cell (IQAC) shall be held on **26<sup>th</sup> January 2020 at 12:00 noon** in the Conference Room (Room No. A-306), A- Block.

The following members are requested to make it convenient to attend:-

- 1) Dr Gurpreet Singh Tuteja, Pro-Vice chancellor and chairman IQAC
- 2) Dr M.S Sidhu, Director IQAC
- 3) Mr N.N Gupta, Registrar and Member Senior Administration
- 4) Dr T.D Dogra, Advsiior IQAC
- 5) Dr. Waheeda Khan, Dean, Faculty of Behavioural Sciences and Teacher IQAC
- 6) Dr G.N Suma, Asso Dean R&D, and Teacher IQAC
- 7) Dr Joginder Yadav, Dean, Physiotherapy, Teacher IQAC
- 8) Dr. K. Tara Shankar, Dean, Commerce and Management and Teacher, IQAC
- 9) Dr Vijay Bhalla, Principal, College of Pharmacy and Teacher, IQAC
- 10) Prof Rajan Rai, Professor, Faculty of Law and Teacher IQAC
- 11) Dr Reshu Madan, Member Alumni relations IQAC
- 12) Dr. Shefali Phogat, Member Alumni relations IQAC
- 13) Dr Amit Bhardwaj, Sub Dean and Teacher IQAC
- 14) Dr. Astha Chaudhry, Sub Dean and Member Secretary IQAC

The Agenda of the meeting shall be as under:

### **WELCOME ADDRESS BY DIRECTOR IQAC**

**ITEM NO. 1:** Signages fixation & NAAC presentation

**ITEM NO. 2:** Academic audit and mock inspection & Smart classes

**ITEM NO: 3** Library and e-resource utilization

**ITEM NO.4:** Any table agenda

Regards,

**Dr. M.S.Sidhu**  
Director  
IQAC

## Agenda for 9<sup>th</sup> IQAC meeting 28<sup>th</sup> January 2020

### 1) Update of the IQAC activities of 2019

- a) **NAAC SSR submission on 15<sup>th</sup> November 2019**
- b) Value added course on “**Professional Ethics and Human values**” with participation from 14 faculties.
- c) Celebration of **World Bioethics Day 2019** on 12<sup>th</sup> December 2019 in collaboration with UNESCO Bioethics Unit which included guest lectures by 4 eminent speakers on the theme “Respect for Cultural Diversity”.
- d) **Management Development Program on Leadership Skills** organized from 29<sup>th</sup> April to 2<sup>nd</sup> May 2019 with resource persons from International Institute of Health Management Research (IIHMR), New Delhi. The program included 25 faculty participants from medical, dental, ayurveda, allied health, pharmacy, nursing and physiotherapy compiled.
- e) In collaboration with UNESCO Bioethics unit, IQAC organized **Know your rights workshop #AbSamjhautaNahin** in association with JOSH TALKS & ITC VIVEL on 18<sup>th</sup> and 19<sup>th</sup> March for Medical and non-medical group of UG students.
- f) A series of **Gender Sensitization Workshops** on 28<sup>th</sup> February, 7<sup>th</sup> March, 11<sup>th</sup> March and 26<sup>th</sup> March targeting different audience of students, faculty members, and non-teaching staff with resource person from Jamia Milia Islamia, Prof Anjali Gandhi.

### 2) Preparation for the NAAC Visit.

- **Booklets**
  - 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
- **Signages**
- **PPT by Deans**
- **VC PPT**

### 3) Any other agenda with the permission of Chair.



**Minutes of the Ninth Meeting of  
Internal Quality Assurance Cell, SGT  
University held on 26<sup>th</sup> January 2020 at  
12:00 noon in A Block Room No. A-306**

**SGT University  
Budhera, Gurugram-Badli Road  
Gurugram (Haryana)-122505**



**Internal Quality Assurance Cell (IQAC)  
SGT UNIVERSITY**

**Minutes of the 9<sup>th</sup> meeting of IQAC**

The 9<sup>th</sup> formal meeting of IQAC committee took place on 28<sup>th</sup> January 2020 at 12:00noon in 306 A, Third Floor, A Block with the following agenda :

**1) Update of the IQAC activities of 2019**

- a) **NAAC SSR submission on 15<sup>th</sup> November 2019**
- b) Value added course on “**Professional Ethics and Human values**” with participation from 14 faculties.
- c) Celebration of **World Bioethics Day 2019** on 12<sup>th</sup> December 2019 in collaboration with UNESCO Bioethics Unit which included guest lectures by 4 eminent speakers on the theme “Respect for Cultural Diversity”.
- d) **Management Development Program on Leadership Skills** organized from 29<sup>th</sup> April to 2<sup>nd</sup> May 2019 with resource persons from International Institute of Health Management Research(IHMR), New Delhi. The program included 25 faculty participants from medical, dental, ayurveda, allied health, pharmacy, nursing and physiotherapy compiled.
- e) In collaboration with UNESCO Bioethics unit, IQAC organized **Know your rights workshop #AbSamjhautaNahin** in association with JOSH TALKS & ITC VIVEL on 18<sup>th</sup> and 19<sup>th</sup> March for Medical and non-medical group of UG students.
- f) A series of **Gender Sensitization Workshops** on 28<sup>th</sup> February, 7<sup>th</sup> March, 11<sup>th</sup> March and 26<sup>th</sup> March targeting different audience of students, faculty members, and non-teaching staff with resource person from Jamia Milia Islamia, Prof Anjali Gandhi.

**2) Preparation for the NAAC Visit.**

- **Booklets**
  - 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
- **Signages**
- **PPT by Deans**



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- VC PPT

3) Any other agenda with the permission of Chair.

The Following members were present:

- 1) Dr Gurpreet Singh Tuteja, Pro-Vice chancellor and chairman IQAC
- 2) Dr M.S Sidhu, Director IQAC
- 3) Mr N.N Gupta, Registrar and Member Senior Administration
- 4) Dr T.D Dogra, Advsiior IQAC
- 5) Dr. Waheeda Khan, Dean, Faculty of Behavioural Sciences and Teacher IQAC
- 6) Dr G.N Suma, Asso Dean R&D, and Teacher IQAC
- 7) Dr Joginder Yadav, Dean, Physiotherapy, Teacher IQAC
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- 11) Dr Reshu Madan, Member Alumni relations IQAC
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- 13) Dr Amit Bhardwaj, Sub Dean and Teacher IQAC
- 14) Dr. Astha Chaudhry, Sub Dean and Member Secretary IQAC

The following were the proceedings of the meeting:-

- 1) The meeting commenced with the formal welcome of all the members by Director IQAC. Following this, each agenda item was discussed.
- 2) A brief update about IQAC activities of last year was given by Member Secretary, IQAC
- 3) Following this, the preparations for NAAC peer team visit were discussed.
- 4) Director IQAC apprised all the members about the status of all the booklets being prepared.
- 5) Regarding signages, it was discussed that there is a need for proper signages and display about all the constituents of the University and a draft proposal has



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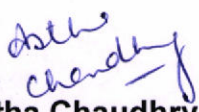
- been prepared by IQAC and shall be submitted to Pro-Vice Chancellor office for execution and implementation.
- 6) Regarding presentation by Vice Chancellor before NAAC, it was updated that powerpoint is under progress and shall be shared with Vice Chancellor soon.
  - 7) Regarding presentations by Deans, It was informed that all Dean have been given a template with key points to be included for their presentation and till now none of the ppts have been received. Hence, a reminder mail shall be sent to all Deans to submit the presentations by 7<sup>th</sup> February 2020 so that they can be looked into and modified if required. It was also suggested that Deans should add Vision and mission of their faculty in their presentations. Moreover, the departments should also make the presentations of their individual department highlighting the Vision and Mission.
  - 8) After initial approval, a series of presentations by Deans shall be initiated before the University authorities for improvisations and rehearsal.
  - 9) It was suggested by the Vice Chancellor, that mock inspections of all faculties should be done before the actual NAAC team visit. It was then discussed that regular academic audits need to be conducted by IQAC.
  - 10) Director Sir apprised that the academic audit for Dental Faculty has been initiated and proposed that a committee should be prepared for Academic audit called the "Academic Audit Committee (AAC)" with experts from each field to audit a particular discipline.
  - 11) After multiple deliberations it was discussed that AAC should have:
    - i) One representative from Registrar office to understand the compliance of course curriculum with University Common Ordinance.
    - ii) One representative from Controller of examinations Office
    - iii) One external expert from nearby region of NCR preferably a member of Board of studies of a particular department
  - 12) It was also deliberated that a pre-evaluation form/ guidelines should be framed for academic audit before initiating the process.
  - 13) Following these discussions, some of the other agendas were also discussed with the permission of the Chair.




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- 14) Director IQAC expressed that inspite of the excellent learning infrastructural facilities, Institution lacks smart class rooms. Pro- Vice Chancellor Sir updated that one of the classrooms in Commerce and Management is under progress of being converted to Smart class room and shall be made functional soon.
- 15) Other pressing issue discussed was of the movement of students and staff members in Library. Director IQAC expressed that the usage of Library in person as well as online is very less and some corrective measures need to be taken.
- 16) During deliberations, it was decided that sensitization of faculty and students about books, journals and online resources should be regularly done to improve the utilization of resources. Some of the members expressed that library hour is also included in some of the time tables of the students but it needed to be reinforced. Pro-Vice-Chancellor Sir suggested that from 1<sup>st</sup> February 2020, Library attendance shall be made mandatory on ERP.
- 17) Regarding preparations before NAAC team visit, it was also discussed that all the faculty members and students need to be motivated and sensitized about the NAAC inspection as they are the ambassadors of the Institution and should be made aware of the process.
- 18) The meeting concluded with vote of thanks from the Director IQAC.

**Minutes recorded by**

  
**Dr Astha Chaudhry**  
(Member Secretary, IQAC)

**Minutes Approved by**

  
**Dr M.S Sidhu**  
(Director, IQAC)





Internal Quality Assurance Cell (IQAC)  
SGT UNIVERSITY

9<sup>th</sup> meeting of IQAC

28<sup>th</sup> January 2020

12:00noon in 306 A, Third Floor, A Block

S.no.	Names of the members	Signatures
1.	<sup>Dr.</sup> <b>Shri Gurpreet Singh Tuteja</b> , Pro-Vice Chancellor, Chairman	
2.	<b>Mr N.N Gupta</b> , Registrar, Member Senior Administration	
3.	<b>Dr M.S Sidhu</b> , Director IQAC	
4.	<b>Dr T.D Dogra</b> , Advisor IQAC and Special invitee	
5.	<b>Mr Rajneesh Wadhwa</b> , Head International relations and Member Senior administration	As
6.	<b>Dr S.C Mohapatra</b> , Teacher IQAC	 28/1/20
7.	<b>Dr Joginder Yadav</b> , Dean, Physiotherapy, Teacher IQAC	 28/1/2020
8.	<b>Dr. Waheeda Khan</b> , Dean, Faculty of Behavioural Sciences and Teacher IQAC	 28/1/20
9.	<b>Dr. K. Tara Shankar</b> , Dean, Commerce and Management and Teacher, IQAC	 28/01/20
10.	<b>Dr Vijay Bhalla</b> , Principal, College of Pharmacy and Teacher, IQAC	 28.01.2020
11.	<b>Dr G.N Suma</b> , Asso Dean R&D, and Teacher IQAC	 28/1/20
12.	<b>Dr Rajan Rai</b> , Professor, Faculty of Law and Teacher IQAC	 28/1/2020
13.	<b>Dr Reshu Madan</b> , Member Alumni relations IQAC	 28/1/2020
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16.	<b>Dr. Astha Chaudhry</b> , Sub Dean and Member Secretary IQAC	 28/1/20

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