



Detailed Agenda for the **Fourth** Meeting of **Internal Quality Assurance Cell (IQAC)** to be held at **02:00pm** on **6<sup>th</sup> October 2018** in **A-Block Room No. A-306**



# SGT UNIVERSITY

## Meeting Notice & Agenda

**From: Director IQAC**

**To: All IQAC Members  
CC: Hon'ble GB, VC**

**Date: 3<sup>rd</sup> October 2018**

**The 4<sup>th</sup> meeting of Internal Quality Assurance Cell (IQAC), to be held on 6<sup>th</sup> October 2018 at 02:00 pm in A-Block Room No. A-306**

The 4<sup>th</sup> meeting of the Internal Quality Assurance Cell (IQAC) shall be held on 6<sup>th</sup> October 2018 at 02:00 pm in A-Block Room No. A-306. The following members are requested to make it convenient to attend:-

- 1) Dr T.D Dogra, Director IQAC
- 2) Dr Daleep Singh, Pro-Vice Chancellor and Senior Administrative member
- 3) Mr. D.K Mishra, Registrar and Senior Administrative member
- 4) Dr. Waheeda Khan, Dean International relations and Teacher IQAC
- 5) Dr Reshu Madan, Member Alumni relations IQAC
- 6) Dr. Shefali Phogat, Member Alumni relations IQAC
- 7) Dr Amit Bhardwaj, Sub Dean and Teacher IQAC
- 8) Dr. Astha Chaudhry, Sub Dean and Member Secretary IQAC
- 9) Dr. M.S Sidhu, Dean, Research and development
- 10) Dr G.N Suma, Asso Dean R&D, and teacher IQAC
- 11) Dr. Jasdeep Monga, Teacher IQAC
- 12) Dr Manpreet Arora, Member Alumni relations, IQAC
- 13) Dr. Radhika Rai, Member Alumni relations, IQAC
- 14) Member Gurgaon Industry Association

The Agenda of the meeting shall be as under:

**WELCOME ADDRESS BY DIRECTOR IQAC**

**ITEM NO. 1:** Alumni association & Syllabus and curriculum

**ITEM NO. 2:** NAAC preparation & Recruitment policy

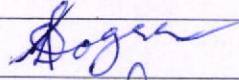
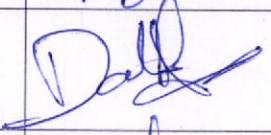
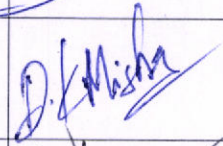
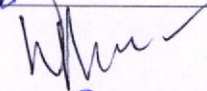
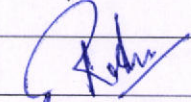
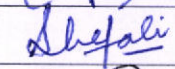
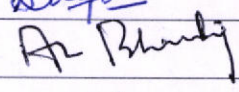
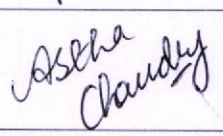
**ITEM NO.3:** Any table agenda

Regards,

**Dr. T.D. Dogra  
Director  
IQAC**

## Attendance Sheet for the 4<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC)

**06<sup>th</sup> October 2018**  
**Members Present:**

Sr.No.	Name of the Members	Signature
1)	Dr T.D Dogra, Director IQAC	
2)	Dr Daleep Singh, Pro-Vice Chancellor and Senior Administrative member	
3)	Mr. D.K Mishra, Registrar and Senior Administrative member	
4)	Dr. Waheeda Khan, Dean International relations and Teacher IQAC	
5)	Dr Reshu Madan, Member Alumni relations IQAC	
6)	Dr. Shefali Phogat, Member Alumni relations IQAC	
7)	Dr Amit Bhardwaj, Sub Dean and Teacher IQAC	
8)	Dr. Astha Chaudhry, Sub Dean and Member Secretary IQAC	
9)	Dr. M.S Sidhu, Dean, Research and development	AB
10)	Dr G.N Suma, Asso Dean R&D, and teacher IQAC	AB
11)	Dr. Jasdeep Monga, Teacher IQAC	AB
12)	Dr Manpreet Arora, Member Alumni relations, IQAC	AB
13)	Dr. Radhika Rai, Member Alumni relations, IQAC	AB
14)	Member Gurgaon Industry Association	AB



**Minutes of the Fourth Meeting of  
Internal Quality Assurance Cell, SGT  
University held on 06<sup>th</sup> October 2018 at  
02:00 pm 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 4<sup>th</sup> Meeting of IQAC**

The 4<sup>th</sup> formal meeting of IQAC committee took place on 6<sup>th</sup> October 2018 at 2:00pm in 306 A, Third Floor, A Block with the following agenda :

- 1) **Appraisal and update about the activities of IQAC in last 6 months**
- 2) **Planning for newer initiatives**

The Following members were present:

- 1) Dr T.D Dogra, Director IQAC
- 2) Dr Daleep Singh, Pro-Vice Chancellor and Senior Administrative member
- 3) Mr. D.K Mishra, Registrar and Senior Administrative member
- 4) Dr. Waheeda Khan, Dean International relations and Teacher IQAC
- 5) Dr Reshu Madan, Member Alumni relations IQAC
- 6) Dr. Shefali Phogat, Member Alumni relations IQAC
- 7) Dr Amit Bhardwaj, Sub Dean and Teacher IQAC
- 8) Dr. Astha Chaudhry, Sub Dean and Member Secretary IQAC

The members who could not attend the meeting were:

- 1) Smt. Madhupreet Kaur Chawla, Managing Chairperson
- 2) Dr. M.S Sidhu, Dean, Research and development
- 3) Dr G.N Suma, Asso Dean R&D, and teacher IQAC
- 4) Dr. Jasdeep Monga, Teacher IQAC
- 5) Dr Manpreet Arora, Member Alumni relations, IQAC
- 6) Dr. Radhika Rai, Member Alumni relations, IQAC
- 7) Member Gurgaon Industry Association

The following were the proceedings for the meeting:

- The meeting started with the discussion of activities undertaken by IQAC in 2018. (The list enclosed)
- There were detailed discussions regarding each point mentioned in the list.
- Regarding Alumni, it was discussed that each activity done by alumni should be documented. All meeting should be documented. The general body meeting of association can be done on same day as alumni meet. During the meet feedback for curriculum can be taken.
- Regarding Syllabus and curriculum, it was discussed that industry inputs regarding syllabus and curriculum can also be taken.
- Multiple committees needs to be prepared keeping NAAC in view point. The scope, preamble of each committee should be framed.
- The data from CRC, DSW should be compiled for last 5 years.
- The documentation by HR regarding selection committee, selection and recruitment policy should be properly compiled for each faculty.



## Internal Quality Assurance Cell (IQAC) SGT UNIVERSITY

### Activities ongoing and completed 2018

- Syllabus and curriculum revision for UG Courses
- Preparation of syllabus and curriculum for PG courses
- Compilation of teaching methods implementation report in all faculties
- AQAR report initiation
- Introduction of CBCS for PG courses- Preparation of module on "Professional Ethics and human values"
- Research promotion and encouraging submission of research projects for extramural grants- council for biomedical research created and regular reviews of projects by Dr Y K Gupta.
- Tie up with Kent State University, Polonia University and Btlis Eren University. New provisions for National and International Tie ups- Dr Reshu Madan, Coordinator
- Capacity building programs on teaching technology for newly recruited faculty- 13-14th March, 20-21st March, 27-28th April 2018.
- Capacity Building on OSCE/OSPE 7th-8th May 2018
- Workshop on research methodology 28th May 2018 health related group and workshop from 9th-14th July for non-medical group.
- FDP in association with SGT College of Pharmacy sponsored by Pharmacy council of India from 22-24th August 2018.
- Establishment of NSS Unit- got the approval and send the list of volunteers
- Progress of consultancy from each faculty- Dr Ravindra Kumar, Dean Ayurveda(Incharge) and Dr Kothaiyanagi and Dr Milind Deshmukh as coordinators
- Recording and uploading of lectures on e-learning portal of SGT University
- Online collection of feedback- Taken for Commerce management, Behavioural Sciences, Agriculture, Physical sciences, Engineering, Hotel Management, Fashion
- Regular checking for plagiarism of PhD Thesis, MD/MS/MDS/MPhil Dissertation
- Academic audit completed and uploaded.
- Compilation of report of Events conducted in University
- Updation of faculty profiles on IQAC website
- Preparations for NAAC- faculty sensitization and interaction with Dr J R Sharma, preparation of Vision and mission of each faculty
- Completion of Data requirements for QS I gauge Accreditation.
- Procurement of Question bank software and started creation of question bank.
- Revised committee for Publication Division
- Revised committees of IQAC
- Environmental audit of SGT University



## Internal Quality Assurance Cell (IQAC) SGT UNIVERSITY

- Regular updating of data on IQAC website
- Preparation of Ph.D thesis evaluation proforma
- Sensitization of faculty coordinators about curriculum and outcome based education.
- Bioethics day competitions and celebrations of world bioethics day
- IQAC Research- Student self assessment send for publication
- Preparations and selection of faculty for Simulation lab
- Initiated proposal for central controller of records/data bank

Minutes recorded by

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

Minutes Approved by

*T.D. Dogra*  
Dr T.D Dogra  
(Director, IQAC)

