



Internal Quality Assurance Cell, SGT University

(Chandu Bhudhera Road, Gurugram Badli Road, Gurugram, Haryana-122505)

Action Taken Report

The action taken by the Internal Quality Assurance Cell (IQAC) as suggested and recommended by the IQAC director and team members in the meetings held on Dec. 22nd, 2017

Plan of Action	Achievements/Outcomes
Syllabus development and CBCS system	Dr. HS Grover (Dean: Education, Examination and International affair) and Dr. SC Mohapatra (Dean: Academic affairs) were suggested to develop syllabus as per CBCS system with discussion with the Dean of the respective faculty. Optimize the credit hours to minimize the excessive burden on students and faculty members.
Publication record	The Dean of various faculties have been suggested to maintain the SGT affiliated publication record of the all the faculty members (new and old) year wise and submit to the IQAC. IQAC will check the publication record and send the digital cell to upload the same on the University website in a periodic manner.
Annual report	The Dean of all the faculties have been asked to submit the annual report of their faculty highlighting their achievements, student placement, conference and seminar conducted and attended by faculty etc. within a week for timely compilation and publication of university annual report.
Examination reform and internal assessment	Examination section has directed all the Dean to refer the new examination reform that is 50% theory and 50% practical and about 40% formative assessment and 60% summative assessment and apply the same where ever applicable. For continuous internal assessment, all Deans are suggested to Saturday or any other day as per their productive convenience.
Research promotion and consultancy services	All the Deans have been advised to promote research environment in their faculty. Develop good research projects and submit to the external funding agencies. Dr. Akshay (coordinator- consultancy program) will assess the practical feasibility of the submitted consultancy projects in consultation with PI and Dean of faculty.
Alumni association	The Dean of student welfare will conduct the election for alumni association for their positions.
Mentor-mentee system	Dr. MS. Turan has developed an updated system for mentor-mentee and the same is being followed in the all the faculties.
Plagiarism software	The SOP to check plagiarism in thesis and review and research articles were developed by IQAC and implemented
Incubation cell	IQAC meet with the project department to allocate the space for incubation centre. Project department has asked about the area required and assured that an appropriate place will be provided.
Student wall	All Deans are requested to create Student Wall in their faculty to disseminate the information among students.

