



**Minutes of the Second Meeting of  
Internal Quality Assurance Cell, SGT  
University held on 22<sup>nd</sup> December 2017  
at 10:00 am in Board Room**

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



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

**Minutes of the 2<sup>nd</sup> meeting of IQAC**

The second formal meeting of IQAC committee took place on 22nd December 2017 at 10:00 am in Board room, Corporate Block with the **agenda of status update of the work done by IQAC till now.**

The Following members were present:

- 1) Dr T.D Dogra, Director IQAC
- 2) Mr. Devadesh Sharma, Registrar and Senior Administrative member
- 3) Dr. Waheeda Khan, Dean International relations and Teacher IQAC
- 4) Dr. Amit Srivastava, Dean Examinations and Teacher IQAC
- 5) Dr. S.C. Mohapatra, Dean Academic affairs and Special Invitee
- 6) Dr. R.P Bajpai, Advisor and Special Invitee
- 7) Dr. G.N Suma, Asso Dean, Research and development and Teacher IQAC
- 8) Dr. Amit Bhardwaj, Sub Dean, IQAC and Teacher IQAC
- 9) Dr. AkshayMunjhal, Teacher IQAC
- 10) Dr. ShefaliPhogat, Member Alumni relations IQAC
- 11) Dr. Astha Chaudhry, Sub Dean and Member Secretary IQAC

The members who could not attend the meeting were:

- 1) Dr. Daleep Singh, Pro-Vice Chancellor
- 2) Dr. M.S Turan, Dean Commerce and management
- 3) Dr. M.S Sidhu, Dean, Research and development
- 4) Dr. Jasdeep Monga, Teacher IQAC
- 5) Dr. Radhika Rai, Member Alumni relations, IQAC
- 6) Smt. Madhupreet Kaur Chawla, Managing Chairperson
- 7) Member Gurgaon Industry Association

The following were the proceedings for the meeting:

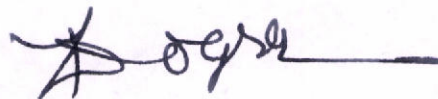
- The meeting started with the presentation of activities undertaken by IQAC so far(List enclosed) and their status report. Each activity was discussed in terms of the progress so far, the issues or hurdles encountered and the methods for their resolution.
- Regarding Syllabus and curriculum, it was discussed that syllabus should be prepared according to CBCS and it differs from subject to subject. For Physical sciences, there were issues of multiple core subjects and excessive credit hours and it was suggested by Dr.Waheeda Khan, Chairperson for CBCS committee that the total credit hours should be 120-140 and it should be strongly followed and executed by the Dean to avoid excessive burden on students and faculty and to maintain admissions.





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- The newer teaching methods advocated are being followed by faculty and coordinators are submitting monthly reports for the same.
- The faculty publications and faculty profiles in the prescribed format have been compiled and have been uploaded on IQAC website. The credit for the same goes to the members of the publication division. It was updated to the members that publication section is also compiling the hard copies of all the publications to keep a record in IQAC. It was suggested that the recent updates in the publications and the faculty profiles of the newly recruited members should also be updated on the website.
- It was updated that annual report has been received by only 7 faculties namely Engineering, Physical Sciences, Pharmacy, Allied Health Sciences, Hotel management, Nursing and Indian Medical System and the rest of faculties should also update the same to IQAC as they need to be uploaded on IQAC website. Registrar sir also mentioned about University annual report that needs to be uploaded on website faculty wise.
- The status of research projects was asked and it was reported by DrShefali that compilation is going on and few faculties have left. It was suggested that whatever data has been compiled till now shall be uploaded, the remaining matter can be uploaded as and when received.
- Regarding the Choice based credit system(CBCS), The Director IQAC Dr T.D Dogra thanked Dr Waheeda Khan, Chairperson CBCS committee for all the hard work in compilation of courses and their syllabi. Dr Waheeda updated that syllabus will be compiled soon and shall be sent for uploading. Forms for the students to choose a particular course has been designed and circulated to all deans.
- Regarding the newer question paper guidelines, it was updated by all the members coming from different faculties that it has been implemented and the examinations presently are based on newer guidelines. Dr Amit Srivastava, Dean Examinations reported that the team is working for the online (OTMS) system for objective questions and it shall be applicable from next year onwards.
- The examination reforms of 50% theory and 50% practical and about 40% formative assessment and 60% summative assessment is being followed.
- The continuous internal assessment with Saturday as assessment day has been made applicable and is being followed in most of the faculties. Some of the faculties mentioned that instead of Saturdays some other days have been chosen depending on their timetable and it was reported that that Deans are free to choose any day as per their convenience as long as weekly assessments are being done.







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- The Log book for students have been printed and are being used by the students in majority of faculties.
- The daily dairy for teachers is in printing stage and shall be applicable soon.
- Regarding research promotion by the faculty, DrBajpai suggested that on 1st and 3rd Saturday, teaching activities should be suspended for non-medical faculty to give them time to exclusively focus on research. Regarding extramural projects, it was updated that about 40 extramural projects have been sent from the university so far to multiple funding agencies.
- For the consultancy services, the proposals from each faculty have been received but their practical feasibility needs to be ensured. Communications have been going on with the accounts department to open separate account and it was suggested that a central store/outlet should be opened and that should be registered with the Government. DrAkshay, coordinator incharge for the consultancy program was asked to hold a separate meeting for the same at an early date to expedite the process and to take registrar in loop for the same. It was suggested to Dr Amit Srivastava, Dean Engineering and Physical Sciences that some software should be developed to prepare the teaching calendar in a manner that all PG orientation classes and pre Ph.D classes should be collectively taken at a common place and Dr Amit should use it as consultancy.
- The UNESCO-Bioethics unit affiliated to UNESCO Chair in Bioethics, Haifa, Israel has been established in the University on June 30th 2017 and 1 symposium and 2 guest lectures have been conducted so far by the unit.
- Regarding the National and International tie ups, it was updated that DrWaheeda Khan has been made the Dean International relations and she shall be holding meeting with all the deans regarding old tie ups and MOUs in coordination with DrAkshayMunjhal. Regarding the new tie ups, DrWaheeda updated that active communications are going on for faculty exchange and students for Hotel management and communications with 2 foreign universities are in process for Faculty of Behavioural Sciences. Dr Amit Srivastava updated that along with tie ups we can also explore possibilities of foreign university mentors. Many of the contemporary universities like Amity, BML are following the same.
- Regarding NCC and NSS it was updated that applications for the same have been given and by March they should be done.
- Regarding the Alumni association it was updated that the next alumni meet is on 13th January and they have asked for the nominations for the members of association, President, Vice president, Secretary, Treasurer, EC member. The elections for the same will be conducted on the day of meeting and the results will be declared there only. It was updated by Dr Dogra, that association has been registered on Dr Dogra's name and annual audit account of the association

A handwritten signature in black ink, appearing to read 'Dr Dogra', with a long horizontal line extending to the right.





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should be sent. The alumni coordinators should take a note of it and do the needful. It was suggested that our website should have a separate portal "our alumni speaks" where testimonials of the alumni along with their photographs can be added. DrShefali, alumni coordinator updated that during alumni meet, they are planning to make a testimonial booklet with signatures from the alumni. There were suggestions by the members that "Best alumni award" should be given, the placement records of the alumni should be taken during the meet and they can be uploaded on website too. Also, the alumni can be asked for some monetary contributions to help in the establishment of SGT Alumni incubation centre. The rules and regulations of the alumni association can also be uploaded on IQAC website.

- Regarding the mentor-mentee system, it was updated that the system has been streamlined under the chairmanship of Dr M.S Turan and few meetings have been conducted by them. It was suggested that the record of meetings should be kept and should be uploaded on the website. The next meeting for the mentor-mentee group can be done in IQAC to handle any issues.
- It was reported by members in general that multiple meetings are been held and minutes are been recorded but the system of follow up of these and formation of Action taken report is weak and that needs to be streamlined.
- The MOU with CSDL for digitalization of degree certificates was updated to members and it was mentioned by registrar that it has been made functional.
- IQAC has been regular in conducting core team meetings and FDP was also conducted in November 2017.
- Regarding the student feedback, it was updated that one round of feedback has been taken for all the faculties of University and registrar sir mentioned that feedback form shall be introduced in ERP and the students should be asked to fill the form mandatorily before the exam. The portal for filling the form on ERP shall be open from 1st May-30th May and the process for the same has been initiated.
- The proposal for the start of Social sciences faculty has been sent to registrar and has been forwarded to the government for approval.
- The department of Audiology and Speech language pathology(ASLP) has been established under Faculty of Behavioural Sciences. They are also in process of having an MOU with autism school.
- The MOU with Shodhganga and procurement of anti-plagiarism software URKUND was updated to members. The report of 3 Ph.D thesis checked so far was also updated to members. The letter for the process intimation and for the charges has been sent to Registrar for approval. It was suggested by registrar that SOP should be prepared for the same and should be circulated to all Deans.





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- For NIRF, it was updated that since we did not fulfill the parameters for NIRF, we shall be applying for NIRF next year.
- The e-learning centre establishment was discussed with the members and it was mentioned that 1 recording of Dr Amit Srivastava has been done and we have asked all deans for atleast 5 online lecture recordings. This e-learning portal shall be created on university website for our students and faculty. For outside students we can impose some charges.
- The formulation of multiple committees of IQAC was updated to the members and the meetings of the same have been initiated and the chairman of the committee shall formulate the rules and regulations and send to IQAC. IQAC will then send the same to registrar office for circulation. The rules and regulations shall also be uploaded on the IQAC website.
- Regarding the newer initiatives by IQAC, it was reported that a manual for teaching methods and evaluation shall be prepared by IQAC. For the start up of Incubation cell, IQAC shall write to space committee to provide space for the incubation centre. The induction programme for newly recruited faculty regarding the demonstrations of newer teaching methodologies is being finalized and shall be conducted in 2 batches. 1st batch shall be covered on 16-17th January and 2nd batch shall be done on 22nd-23rd January 2018. The proposal to start the Academic staff colleges within IQAC was discussed and it shall be exclusively for training of faculty, teaching as well as non-teaching. The constitution of the same needs to be devised, the details for the same can be taken from UGC and it was decided that Dr S.C Mohapatra shall be the Director of the Academic staff College. The training in the same shall be given on many topics like dress code, discipline, teaching methods, evaluation, office procedures etc. It was suggested that training modules of renowned institutes like MDI can be arranged for reference and resource persons from MDI can also be called for training workshops.
- There were certain suggestions by Registrar that a "Student wall" can be created in each faculty for dissemination of information to students by students.
- "Hall of fame" for all faculties shall be prepared. The newsletter by students should be activated. Faculty Quality benchmarks in the same format as NAAC quality format should be done. Industrial visit of the students should be focused for practical learning.

The Activities undertaken by IQAC and discussed in meeting included:

- Syllabus and curriculum
- New teaching methods
- Lesson plan/Teaching calendar
- Annual report





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- Faculty Publications
- Faculty profile
- Research projects
- Choice based credit system
- New guidelines for question paper
- Examination reforms- 50% theory 50% Practical, formative 40% : summative 60%
- Continuous Internal assessment- Saturday as assessment day
- Log book for students
- Daily diary for teachers
- Research promotion- submitting of research projects for extramural grant
- Consultancy services
- UNESCO-Bioethics unit
- National and international tie ups- AIESEC,SAP, National Law school
- NCC, NSS
- Revival of Alumni Association
- Streamlining of mentor-mentee system
- Digitalization of Degree certificates
- Faculty Development programmes
- Core team meetings
- Student Feedback
- Creation of IQAC website
- Start of Social Sciences Faculty
- Start of Dept of Speech Pathology
- MOU with Shodhganga
- Procurement of Anti-plagiarism software
- NIRF
- E-learning
- Formulation of multiple IQAC committees and their functioning initiated

### New initiatives and future plans

- Manual for teaching and evaluation
- Start up of incubation cell
- Induction programme for newly recruited faculty members regarding teaching methodology
- Start up of Academic Staff Colleges

Minutes recorded by

*Astha Chaudhry*

Dr Astha Chaudhry  
(Member secretary, IQAC)

Minutes Approved by

*T. D. Dogra*

Dr T.D Dogra  
(Director, IQAC)

