



Re-Accredited 'B++' 2.86 CGPA by NAAC

VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલ્લા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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MINUTES

Meeting of Internal Quality Assurance Cell (IQAC) was held on 17/04/2023 at 3:00 PM through online/offline mode at room no. 149, administrative building, VNSGU, Surat. Following members were present in the meeting.

Sr. No. Name

1.	Dr. Kishorsinh N. Chavda	Hon'ble VC	Present
2.	Dr. Apurva A. Desai	Director, IQAC	Present
3.	Dr. R. C. Gadhvi	Registrar	Present
4.	Dr. Vipul Somani	Professor & Head	Present
5.	Dr. K. C. Poria	Professor & Head	Present
6.	Dr. Digvijay Tnhakore	Professor & Head	Present
7.	Dr. Manisha Panwala	Professor	Present
8.	Dr. Jaydeep Chaudhari	Professor	Present
9.	Dr. Gaurang Rami	Professor & Head	Present
10.	Dr. Ravi Gulati	Professor	Present
11.	Dr. Gaurav Shah	Asso. Prof. & Coordinator	Present Online
12.	Dr. Mahendrasinh D. Chauhan	Principal	Absent
13.	Dr. K. C. Desai	Member	Present
14.	Shri Mayurdhwajsinh Gohil	Assistant Professor	Present
15.	Shri Bharatbhai Shah	Member	Present Online
16.	Shri Anil Mattoo	Member	Absent
17.	Shri Atik Desai	Member	Absent
18.	Dr. Arpit Dave	Member	Present

The Director IQAC welcomed members of the IQAC and then the agenda was taken on discussion.

1. To approve the minutes of meeting of IQAC held on 24/11/2022.

The IQAC committee unanimously approved the minutes of the meeting of IQAC held on 24/11/2022.

2. To approve the minutes of Joint meeting of Syndicate, Academic Council and IQAC held on 20/03/2023.

The IQAC committee unanimously approved the minutes of the meeting of Joint meeting of Syndicate, Academic Council and IQAC held on 24/11/2022.

3. To discuss the suggestions of members on PTR (cycle – 4) as discussed in the meeting dated 24/11/2022.

The IQAC Discussed PTR and Suggestions to uplift the teaching, learning and research standard. The members suggested following measures.

- I. While counting total no. of students of a particular category, the actual category of the student should be considered.
- II. All the departments should appoint mentors for all the divisions of department. The appointment of mentors should be recorded in the minutes of the staff council meeting.
- III. All the departments should make provision of remedial classes in the time table.
- IV. All the research scholars are required to mention his/her affiliation as “Veer Narmad South Gujarat University” in all the research papers instead of his/her institute where he/she is working as long as the researcher is a pursuing Ph. D. The supervision may put his/her actual institute name as affiliation.
- V. Whenever researcher publishes any research paper for the project awarded by the Veer Narmad South Gujarat University, the researcher must acknowledge the VNSGU in the paper.
- VI. SSIP is requested to organize IPR and Patent related seminar and workshops in all the departments to spread awareness.
- VII. The university administration should start rewarding financially the publication of quality papers.
- VIII. All the departments are required to organize more extension activities. In extension activity the events like the following may be considered
 - a) Medical Camps
 - b) Blood Donation Camps
 - c) Visit to old age home
 - d) Visit to orphanage

- e) Food distribution to poor
 - f) Cloth distribution to poor
 - g) Adult education
 - h) Cleanliness activities in villages, river banks, ocean banks, slums etc.
 - i) Events on environment conservation etc.
- IX.** All the departments are required to maintain data, event reports, geo-tag photographs, attendance sheet, Circular/Poster etc.
- X.** All the departments are required to take all feedbacks and submit feedback and action taken report on regular basis.
- XI.** Internal Academic and Administrative Audit (AAA) should be done every year. AAA will be carried out by team of senior faculties and administrative staff appointed by Vice Chancellor.
- XII.** All the research Scholars are required to download atleast 50 research papers on his/her research area from university central library in every semester.
- XIII.** All the departments are required to activate their respective students' council.
- XIV.** The IQAC requests administration to make provision of funds to award scholarships to needy students. This scholarship can be Rs. 5000/- per student per semester. The number of Scholarship would be max of 5% of student's intake. (The syndicate may revise the amount of Scholarship).
- XV.** The departments are required to put in more efforts for placements of students. Further the departments are required to maintain the data of placement of students, even if the students are not placed by the departments.
- XVI.** The IQAC recommend syndicate for providing 50% of Waiver of fees to the employees of class III and IV who is on contract during the period of employees in service with VNSGU.
- XVII.** The IQAC recommends to award NET/SLET application fees to top five students of all programs if he/she appears in NET/SLET examination.
- XVIII.** IQAC requests the alumni association to formulate a policy in order to mobilize financial support from alumni for development of VNSGU.
- XIX.** IQAC strongly requests VNSGU administration for filling all vacant positions of various departments.
- XX.** IQAC requests central library to automate library, to avail proper library management system (LMS) & Digitalization facilities.

XXI. IQAC requests central library to renew access of e-resources regularly. Further, IQAC requests central library to organize various activities to increase footfall.

4. To approve the AQAR (2021-22).

The IQAC presented the AQAR (2021-22) before the committee. The IQAC discussed the report and also noticed non-submission of data from department of Chemistry and Journalism & Mass Communication. The committee unanimously requested registrar to write a letter to both the departments.

The IQAC unanimously accepted the AQAR 2021-22 with inclusion of suggestions of IQAC and data of Chemistry and Journalism & Mass Communication, with other changes IQAC recommend to present AQAR 2021-22 before the syndicate for their approval.

The IQAC also request IQAC office to upload AQAR 2021-22 on the NAAC website for submission.

5. To discuss the Higher Education letter no. PGR/1018/192/KH, dated 07/07/2022.

The IQAC accepted the letter received from department of higher education (no. PGR/1018/192/KH, dated 7/7/2022, and request syndicate to approve it.

6. To discuss the letter No. KVT/IHC3/C.A.S./2022/9530-10017, dated: 16-09-22, of Higher Education Commissioner regarding implementation of CAS.

IQAC unanimously accepted the letter of Higher Education (letter no. KVT/IHC3/CAS/2022/9530-100017, dated 16/09/2022), and recommend to put it before the syndicate.

Further, IQAC request syndicate to provide guideline to verify API of faculty of SFI when university approves their appointment (to be specific when they appoint on the designation of Associate professor and Principals).

7. To discuss the report of scrutiny committee for CAS of Dr. Rinku Patel and Ms. Gargi shah from stage 1 to 2.

The IQAC unanimously decided to verify API of Dr. Rinku Patel and Ms. Gargi shah as per AICTE norms.

Further, IQAC suggested to apply norms of respective apex bodies where ever the appointment is done as per the apex body norms, now onwards.

8. To discuss the report of scrutiny committee for CAS of Dr. Kaushal Patel and Dr. Tarulata Chhowala from stage 3 to 4.

IQAC took a note of the decision taken by the Vice Chancellor.

9. To discuss the letter of Dr. Paresh Patel, chemistry department, dated 29/12/2022.

IQAC unanimously decided to keep promotion date under CAS, as it is. The request of Dr. Paresh is not accepted.

10. To discuss the Scrutiny committee report for CAS of Dr. Madhu Thawani from stage 2 to 3.

In case of Dr. Madhu Thawani for promotion under CAS from stage 2 to 3, the IQAC appointed following committee to study and prepare a report for the same.

- (i) **Dr. Jaydeep Chaudhari (ch.)**
- (ii) **Dr. Gaurang Rami**
- (iii) **Dr. Ketan Desai**

11. To discuss the UGC public notice no. F.9-1/2020 (PS-Misc.) dated 23/12/2022, and clarification for CAS Promotions of university teachers for academic level 12 to 13A and 13A to 14.

IQAC unanimously accepted UGC public notice no. F.9-1/2020 (PS –Misc.) dated 23/12/2022. Further, IQAC recommend syndicate for accepting the same.

12. To discuss the Scrutiny committee report for CAS of Dr. Mayuri Rathod from Level 12 to 13A.

In case of promotion of Dr. Mayuri Rathod under CAS from level 12 to 13A, IQAC unanimously resolved that the validity of a publication shall be determined with reference to the time of that publication in the context of the prevailing rules of the UGC regulation amendment of that time. Hence, the report of the scrutiny committee is accepted of Dr. Mayuri Rathod and be promoted on 2/12/2021.

Further, the IQAC resolve that the same principle be applied in all other similar cases.

13. To discuss the letter of Dr. Kailash Patel, Bioscience department, letter no. Bioscience/KPP/490/2023 dated 20/01/2023.

Matter Withdrawn because the matter is not in the IQAC purview.

14. To discuss the internal audit report of ISO 9001:2015 and 14001:2015.

IQAC noted the report of audit for ISO certification and requested estate section & general section to fulfill any lapses and recommendation suggested in the report.

15. To discuss the letter of VNSGU SHAIKSHIK SANGH to Commissioner, Higher education, Gandhinagar, Gujarat.

IQAC took note of the letter of VNSGU Shaikshik Sangh written to the commissioner higher education. Further, IQAC request University administration to write a Letter to higher education for doing needful on the letter of deputy secretary of education department (dated 25/09/2019), and to inform finance department and general administration department for the same.

16. To discuss Report of Scrutiny committee appointed by Hon, VC Sir to decide the eligibility of application received from teachers of various department for promotion under CAS of UGC.

IQAC discussed the report submitted by the scrutiny committee for promotion of various teachers under CAS and took decisions as below,

(i) **Dr. Mosam Trivedi (Stage 1 to 2)**

The report is accepted and recommended for promotion as per the date determined by the scrutiny committee.

(ii) **Dr. Dhaval Joshi (Stage 2 to 3)**

The report is accepted and recommended for promotion as per the date determined by the scrutiny committee.

Note: - The candidate has opted for evaluation of application as per amendment 2016.

(iii) **Dr. Shailesh Chaudhari (Stage 2 to 3)**

The report is accepted and recommended for promotion as per the date determined by the scrutiny committee.

Note: - The candidate has opted for evaluation of application as per amendment 2016.

(iv) **Dr. Kamalendu Pandey (Stage 3 to 4)**

The report is accepted and recommended for promotion as per the date determined by the scrutiny committee.

Note: - The candidate has opted for evaluation of application as per amendment 2016.

- (v) **Dr. Dipak Bhoje (Stage 3 to 4)**
The report is accepted and recommended for promotion as per the date determined by the scrutiny committee.
Note: - The candidate has opted for evaluation of application as per amendment 2016.
- (vi) **Dr. Preeti Sharma (Stage 3 to 4)**
The report is accepted and recommended for promotion as per the date determined by the scrutiny committee.
- (vii) **Dr. Devendra Pandey (Stage 3 to 4)**
The report is accepted and recommended for promotion as per the date determined by the scrutiny committee.
Note: - The candidate has opted for evaluation of application as per amendment 2016.
- (viii) **Dr. Devbhadra Shah (Stage 4 to 5)**
The report is accepted and recommended for promotion as per the date determined by the scrutiny committee.
- (ix) **Dr. Devdrakumar Pandey (Stage 4 to 5)**
The report is accepted and recommended for promotion as per the date determined by the scrutiny committee.
Note: - The candidate has opted for evaluation of application as per amendment 2016.
Promotion is recommended only if the promotion of earlier Stage is accepted and implemented
- (x) **Dr. Mihir Mori (Stage 1 to 2)**
In case of Dr. Mihir Mori for promotion under CAS from stage 1 to 2, the IQAC appointed following committee to study and prepare a report for the same.
- (i) **Dr. Jaydeep Chaudhari (ch.)**
 - (ii) **Dr. Gaurang Rami**
 - (iii) **Dr. Ketan Desai**
- (xi) **Dr. Panna Trivedi (Stage 2 to 3)**
The report is accepted and recommended for promotion as per the date determined by the scrutiny committee.

(xii) **Dr. Hitesh Lad (Stage 2 to 3)**

The report is accepted and recommended for promotion as per the date determined by the scrutiny committee.

Promotion is recommended only if the promotion of earlier Stage is accepted and implemented

(xiii) **Dr. Payal Joshi (Stage 2 to 3)**

The report is accepted and recommended for promotion as per the date determined by the scrutiny committee.

Note: - The candidate has opted for evaluation of application as per amendment 2016.

17. With the permission of chair the office put up the report of the scrutiny committee for the case of Dr. Amit Prajapati.

With permission of chair, IQAC office put the report of scrutiny committee before the committee to discuss promotion of Dr. Amit Prajapati.

In case of Dr. Amit Prajapati for promotion under CAS from stage 4 to 5, the IQAC appointed following committee to study and prepare a report for the same.

(i) **Dr. Jaydeep Chaudhari (ch.)**

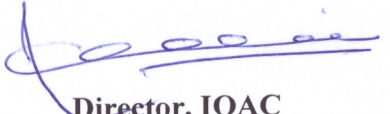
(ii) **Dr. Gaurang Rami**

(iii) **Dr. Ketan Desai**

IQAC Director proposed vote of thanks and the meeting was concluded.

PNo. IQAC/8764/2023

Date:21/04/2023


Director, IQAC