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VEER NARMAD SOUTH GUJARAT UNIVERSITY

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

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

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Minutes

The meeting of Internal Quality Assurance Cell (IQAC) was held on 15-19-22/07/2025 at 01:30 pm through offline mode at meeting room no. 10133, administrative building, VNSGU, Surat. The following members were present in the meeting.

Sr. No.	Name		15/07/25	19/07/25	22/07/25
1.	Dr. Kishorsinh N. Chavda	Hon'ble VC	Present	Present	Present
2.	Dr. Apurva A. Desai	Director, IQAC	Present	Present	Present
3.	Dr. Narendra Patel	I/C Registrar	Present	Absent	Absent
4.	Dr. Digvijay Thakore	Professor & Head	Present	Present	Present
5.	Dr. Jaydeep Chaudhari	Professor	Present	Present	Absent
6.	Dr. Gaurang Rami	Professor & Head	Absent	Present	Present
7.	Dr. Ravi Gulati	Professor	Absent	Present	Present
8.	Dr. Gaurav Shah	Asso. Prof. & Head	Present	Present	Present
9.	Dr. Sunil Shah	Professor	Present	Present	Present
10.	Dr. Kirti D. Thakar	Professor	Absent	Absent	Absent
11.	Dr. Yogesh Vansiya	Assistant Professor	Present	Present	Present
12.	Dr. Mahendrasinh D. Chauhan	Principal	Absent	Absent	Absent
13.	Dr. Pushpal Desai	Professor & Head	Present	Present	Present
14.	Shri Mayurdhwajsinh Gohil	Assistant Professor	Present	Present	Present
15.	Shri Bharatbhai Shah	Member	Absent	Absent	Absent
16.	Mr. Sanjay H. Desai	Member	Present	Absent	Absent
17.	Dr. Rustom Morena	Invited Member	Present	Present	Present

Dr. Apurva Desai, Director, IQAC welcomed all members. After through discussion, following decisions were taken unanimously by IQAC.

Agenda: - 1 : To approve the minutes of the meeting of IQAC held on 24/03/2025.

The IQAC took a note of a missing word, "not", in resolution no 12 and unanimously agreed to make the change in the resolution. The said resolution will be read as "It is unanimously recommended that CAS (interview/screening) of two stages will not be processed at a time."

Agenda: - 2. To discuss the modality for scrutinising applications received for the posts of Assistant Professor, Associate Professor, and Professor in various departments of the university.

The modalities for scrutiny of applications received in response to the employment notice No. GAD/GIA/Emp. Notice/5841./2024, dated 13/03/2024 published by the University for the appointment of Assistant Professors, Associate Professors, and Professors in various departments of the university was discussed.

In the meeting, Prof. Rustom Morena was invited as he was a member of the committee that prepared advertisement, design forms, guidelines, etc, for the employment drive along with Dr. D.G. Thakor, Dr. Jaydeep Chaudhary, Dr. Gaurang Rami, late Dr. Pankajsinh Thakor, etc.

All the members actively deliberated and discussed the content of the forms. Guidelines and other documents related to appointments at the university.

The following documents were referred to during the discussion;

- A. The copy of the Employment Notice No. GAD/GIA/Emp. Notice/5841./2024, dated 13/03/2024, published by the university.
- B. General Instructions for the Teaching Positions were issued along with the Employment Notice No. GAD/GIA/Emp. Notice/5841./2024, dated 13/03/2024.
- C. Application forms published by the University for the Posts of Assistant Professor, Associate Professor and Professor for vacancies in various departments of the university.
- D. University Grants Commission Notification dated 18th July, 2018, F.1-2/2017/(EC/PS) - UGC Regulation on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018.
- E. UGC Public Notice on Academic Integrity, No. F.1-1/2018(Journals/CARE) dated 14th June, 2019.
- F. UGC Public Notice, F.1-1/2018(Journal/CARE) dated 16th September, 2019.
- G. AICTE notification 2019.
- H. NCTE notification 2014.

During the discussion, the following points were resolved

1. The scrutiny of the received applications will be carried out as per the regulations/norms and other service conditions as prescribed in the general instructions for the teaching positions, no 5,6,7 and 8 of the employment notice number GAD/GIA/T/Emp.Notice/5841/2024 dated 13/03/2024
2. To record the interview process and to preserve it for at least ninety days
3. To prepare a score-sheet of all the candidates who have applied for the post of Assistant Professor for the department/programs, following UGC rules (Appendix-1)
[Ref.: (1) UGC notification 18th July 2018, Table 3(A), Pg. 107]
4. That list of eligible and ineligible candidates will be prepared and declared on the university website, along with the application number and eligibility status only.
5. That experience as an Assistant Professor, Associate Professor, and Professor should be as per University Grants Commission Notification dated 18th July, 2018, F.1-2/2017/(EC/PS) - UGC Regulation para 10.0 (a) to (g), pg 94.

6. That for the posts of Associate Professor and Professor, Pay Scale and/or Grade Pay as per the pay commission must be considered. Pay slips for the assessment period must be verified. In case of Temporary / Ad Hoc / Contract appointment, the Gross salary must be verified for the post of Associate Professor / Professor. The account section will have to prepare and provide a table of pay scale, grade pay, and minimum gross salary designation-wise, pay commission-wise and city tier/category-wise, along with the dates of implementation of the 5th, 6th and 7th pay scale. This minimum gross salary would be considered for the scrutiny of the application. Further, the gross salary equivalent to the gross salary received by the other Assistant Professor, Associate Professor and Professor in the state of Gujarat should only be considered.

7. That the following will be the understanding of the University Grants Commission Notification dated 18th July, 2018, F.1-2/2017/(EC/PS) - UGC Regulation para 3.11 pg 59

In case of a teacher, the period of active service spent on pursuing a Research Degree simultaneously, only after acquiring all minimum qualifications and other conditions as mentioned in 10.0 of UGC notification 2018, without taking any kind of leave, shall be counted as teaching experience for direct recruitment.

8. In support of the General Instruction no 39 of the employment notice, the university office will prepare and provide a list of banned/fake/derecognised universities by various statutory bodies.

9. If any applicant has made any claims regarding qualification, category, cast, publications or any other etc. without appropriate supporting document (s), they will be given a time of seven days to submit the required document (s). However, in no case will the candidate be allowed to change category or add any new credentials. Further, if the candidate fails to submit the required documents, the application will be scrutinised and considered as it is.

10. That the SLET examination from the state of Gujarat will only be considered.

11. That the following in case of research publications

A. Research Paper Published before 14th June 2019: Self-attested proof of a peer-reviewed journal is required for verification

B. Research Paper Published after 14th June 2019: Research Papers published only in UGC-CARE listed journals will be considered.

C. Research papers published on or after 14th June 2019: if the journal in which the research paper is published is subsequently removed from the UGC-CARE list and if the candidate provides proof that the journal was in the UGC-CARE list on the date of publication, then the research paper will be considered.

D. For augmentation, only the impact factor published by the Thomson Reuters / Clarivate Impact Factor should be considered.

E. In case of journal publication, if the journal indicates referred but peer-reviewed is not mentioned then, it will be considered equivalent to peer-reviewed without augmentation.

F. Journals mentioned under the list of cloned journals, group 1 and group 2, shall be referred to for allotment of API points. Similarly, a list of journals listed and delisted from SCOPUS, Web of Science, SCI, etc., shall be considered for awarding API points.

- G. Mark distribution for the research papers will be according to the scheme mentioned in UGC Notification 2018, pg. 106, 107
- H. All research papers must be verified online. If information is not available online, a self-attested copy provided by the candidate should be considered for API/Point calculation.
- I. The research paper published in a conference proceedings should be considered as a book chapter if the proceedings have an ISBN.
- J. In the case of an International Book, verifiable proof must be checked. In case proof is not available, it should be treated as a National Book, and the points should be considered accordingly.
- K. Self-published books will not be considered for API/Points calculation.
- L. In case of a candidate claiming points in an edited book, his/her name as an author of the chapter must be mentioned in the table of contents or in the respective chapter.
12. In case of a candidate claiming points for “Design of New Curricula and Courses”, verifiable proof must be produced, duly signed by a competent authority, which must mention “development of new curricula and courses. Merely revision of a course/syllabus will not be considered.”
13. In case of a candidate claiming points for “Innovative Pedagogy”, verifiable proof from a competent authority of an institute where the pedagogy has been implemented would be necessary for verification.
14. The API marks for MOOCs shall be awarded only to the candidate who has produced a verifiable certificate issued by a respective coordinator of the SWAYAM platform, or the claimed course is available on the SWAYAM platform.
15. In case of E-content, a certificate mentioning the name of the developer in 4 quadrants issued by a competent authority shall be needed for verification. Moreover, content like PDF, PPT, video lectures, blogs, vlogs, personal channels, etc., shall not be considered as E-content.
16. In case a candidate is not NET/SLET qualified, the candidate must have a Ph.D. degree as per UGC 2009/2016 regulation for the post of Assistant Professor in a department governed by UGC.
17. API marks for the PG Dissertation shall be awarded if the PG dissertation is a full-time and without any other course/paper completed or studied in parallel during the tenure of the PG Dissertation. A certificate/letter from the registrar of the concerned university would be necessary for verification.
18. The university shall appoint a grievance redressal committee for addressing the grievances, if any, raised by the applicant during the recruitment process.
19. For the award of the project, a project grant letter/certificate from the funding agency in the name of applicant/his university/institute, would be necessary for verification. Research Project (Completed/on Ongoing) given to an individual or University/Institution, Director and Co-Director, Convenor and Co-Convenor, Coordinator, and Co-ordinator, etc., will be considered equivalent to Principal Investigator and Co-Investigator, respectively. In the case of a Project team member, he/she will be considered equivalent to Co-investigator.

If a project is awarded to the University/institution, the letter/certificate assigning the duties to the candidate from the registrar or the head of the institute would be necessary for verification.

20. The API points for the ongoing research project shall be awarded only if a progress report submission proof is provided. The API marks for an ongoing project shall be considered only once.
21. The API for the completed project shall be awarded only if a project completion certificate from the funding agency is provided
22. A project awarded by a person to the applicant shall not be counted.
23. For awarding the API marks for Awards, the API points shall be awarded only if a certificate/letter/medal/scroll in the name of the applicant, issued by an international institute/organisation, the central or state government or a government organisation/institution, is provided.
24. In case of a candidate claiming API points for Consultancy, a consultancy completion certificate/letter from the competent authority of the funding agency, along with the fund disbursement proof, would be necessary for verification.

Appendix - 2 Document List

Appendix -3 Performa

IQAC unanimously decided to bring to the notice of the EC and BoM that the last date of receiving applications in response to the employment notice was 18/05/2024 whereas the Uniform Statutes, GH/SH/40/GCU/2024/19/KH.1 was issued on 30th July, 2024. Further, the said employment notice and its general instructions, the university has mentioned to follow UGC notification 2018,, dated 18th July 2018 AICTE notification 2019, dated 1st March 2019, and NCTE notification 2014, dated 28th November 2014. This creates ambiguity in the interview process and evaluation criteria prescribed by the apex bodies and statutes. In the light of this fact, the IQAC request EC and BoM to take a note and to decide appropriately in order to complete the employment process smoothly in time.

Agenda: - 3. To discuss the letter of Prof. V.B. Shah Institute of Management and R.V. Patel College of Commerce (Eng. Medium), Amroli vide letter no 864/2024-25, dated 07/04/2025 regarding guidance in CAS promotion from stage 3 to stage 4.

The IQAC unanimously resolved that colleges affiliated with Veer Narmad South Gujarat University will have to carry out the CAS process of the teachers in college as per uniform statute, Statute No. 220(c).

Agenda: - 4. To discuss the letter of higher education vide letter no. ISC-7/UNI/2025/130 dated 21/04/2025 regarding the issue in NAAC rank from a student, Shri Manav Viradiya

The IQAC took a note of the letter received and expressed concern about the current grade. To improve the grade, the IQAC has already started working and suggested many provisions and measures to the higher authorities. The higher authorities have also responded to them very positively. Some of them are;

- (i) Quality publication drive
- (ii) Research grants to the teachers of the university departments and affiliated colleges
- (iii) Implementation of NEP 2020
- (iv) Conducting technical events
- (v) Conducting regular meetings etc.

The IQAC also takes note of the response of the university given to the government office.

Agenda: - 5. To discuss the letter of affiliation section, vide letter no. affiliation/13839/2025 dated 02/06/2025

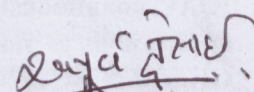
The IQAC discussed the letter regarding the appointment of the principal thoroughly and decided that for the appointment of principals in the affiliated colleges, the norms and criteria prescribed in the UGC notification 2018 are required to be followed.

Agenda: - 6. To discuss the verification of applications of associate professors and principals appointed in the self-financed college affiliated with the VNSGU

It is decided to take this issue in the next IQAC meeting.

Agenda: - 7. To discuss examination results of various examinations.

IQAC requested the examination section to provide the result report with all the details along with its analysis for further discussion.


IQAC Director

No. IQAC/19716/2025

Dt.26/07/2025