



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

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Minutes

The meeting of Internal Quality Assurance Cell (IQAC) was held on 24/03/2025 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

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. Digvijay Thakore	Professor & Head	Present
5.	Dr. Jaydeep Chaudhari	Professor	Present
6.	Dr. Gaurang Rami	Professor & Head	Absent
7.	Dr. Ravi Gulati	Professor	Present
8.	Dr. Gaurav Shah	Asso. Prof. & Head	Present
9.	Dr. Sunil Shah	Professor	Present
10.	Dr. Kirti D. Thakar	Professor	Present
11.	Dr. Yogesh Vansiya	Assistant Professor	Present
12.	Dr. Mahendrasinh D. Chauhan	Principal	Absent
13.	Dr. Pushpal Desai	Professor & Head	Present
14.	Shri Mayurdhwajsinh Gohil	Assistant Professor	Present
15.	Shri Bharatbhai Shah	Member	Absent
16.	Mr. Sanjay H. Desai	Member	Present

The IQAC Director welcomed all members to the new IQAC. He presented the functions and activities of the IQAC, along with a review of its activities during the last tenure. He also discussed the challenges and tasks to be addressed during the new tenure.

The Vice-Chancellor (VC) discussed various issues related to data management and research activities keeping in mind quality assurance and NAAC accreditation and suggested IQAC to take necessary measures in order to address the issues related to quality enhancement.

1. To approve the minutes of meeting of IQAC held on 28/08/2024.

The IQAC unanimously approved the minutes of the IQAC meeting held on 28/08/2024.

2. Planning for the academic year 2025-26.

The IQAC members actively participated in discussions regarding the academic year 2025-26 and made the following decisions:

Academic Planning

- Academic Calendar of all the faculties to be prepared
- Organize technical seminars and workshops on skill development, entrepreneurship, and employability, and report them to the IQAC.
- Conduct career counselling activities and report them to the IQAC.
- Organize an orientation program for newly admitted students.
- Provide information about the university, department, and program.
- Discuss Program Outcomes (PO), Program-Specific Outcomes (PSO), and Course Outcomes (COs).
- Review the academic calendar.
- Explain passing rules, examination rules, and form withdrawal rules.
- Conduct a gender equality awareness session.
- Conduct a session related to the SC/ST cell.
- Conduct a placement-related session.
- Organize visits to various university facilities, such as the Central Library, Health Centre, Cricket Ground, Swimming Pool, Gymnasium, Indoor Stadium, and Convention Hall.
- Collect feedback at the end of each semester and send an analyzed report to the IQAC and concerned BoS regularly.
- All departments must prepare a departmental schedule in alignment with the university's academic calendar.
- Submit PBAS and CR for the academic year 2024-25 to the university office and IQAC.
- Submit analysed result data for the academic year 2024-25 and admission data for the academic year 2025-26.
- Submit teacher-wise research publication data to the IQAC.
- Update research and event data immediately on HRMS and IQAC through email after research articles are published or an event takes place.
- All departments must nominate a departmental IQAC coordinator and submit his/her name and contact details to the IQAC.

Placement Planning

- Conduct at least two career counselling activities per year.
- Maximize student placements through campus interviews.
- Maintain records of all students placed, including those placed through their own efforts.
- Maintain records of students appearing for GRE, GMAT, IELTS, GPSC, UPSC, or any other competitive examinations.

Research, Consultancy & Professional Development Activities

- Report research outcomes to the IQAC immediately upon publication, along with hard and soft copies of the publication.
- Faculty members with more than five years of service remaining must write research proposals for project funding.

- All assistant professors must attend at least one conference or technical event per year.
- All teachers should submit a list of research papers downloaded to the IQAC.

Administration

- Collect PBAS for the academic year 2024-25 as soon as possible.
- Collect Confidential Reports from all administrative staff.
- All teachers MUST update their activity details in the HRMS portal.

Examination Section

1. The examination section must verify whether all teachers have uploaded internal marks within 15 days after completion of respective exam.
2. Final internal marks must be prepared by a teacher, uploaded and released themselves, by their own login; this responsibility should not be assigned to colleges or departments.
3. Teachers must upload marks for papers as soon as the bundles are checked.
4. The examination section must regularly monitor the number of checked and pending bundles of answer book.
5. If bundles remain unchecked, necessary follow-ups must be conducted.
6. Once all marks are received and results are prepared, the final date must be documented.
7. The examination section MUST maintain a database of all teachers, including their affiliation, subjects taught, experience, and contact details.
8. All colleges must complete student-subject mapping within one month.

Photography & Event Management

- The photographer must maintain a record of photographs taken (event-wise) and submit the photographs of all events to the IQAC along with a data sheet.
 - Alumni meet should be conducted at least once a year.
 - University should initiate drive to collect donation from alumni.
 - If any administrative department conducts an event, they must submit its event report to the IQAC within three days. Additionally, they must:
 - Send a summary of the event to the webmaster.
 - Send a report to the university magazine and newspapers.
3. To discuss the report of scrutiny committee dated 31/01/2025 for Guidance and decision regarding counting of book under CAS.

The IQAC unanimously resolved the following:

- Any handbook authored by a faculty member may be considered as a book, provided it has been published with an ISBN.
- Further, for categorizing a book as national or international, an undertaking must be obtained from the applicant.

Note: - during the discussion of this item Dr. Gaurav Shah remained absent.

4. To discuss the report of scrutiny committee dated 09/03/2023 for CAS of Dr. Mayuri C. Rathod resolution no.12, IQAC dated 17/04/2023.

The IQAC recommend to complete the CAS of Dr. Mayuri C. Rathod as per resolution no. 12 of IQAC meeting dated 17/04/2023.

- **The CAS date of Professor Mayuri Rathod was confirmed as 02/12/2024.**

5. To discuss the report of scrutiny committee dated 20/12/2024 for UGC-CAS of Dr. Yogesh Vansiya, Dr. Manish Patel and Dr. Rekha Gadhvi.

The IQAC unanimously accepted the report of the scrutiny committee for CAS of the following faculty members.

No.	Name	Department	Stage	Date
1	Dr. Yogesh Vansiya	Economics	Level 11 to 12	19/09/2024
2	Dr. Manish Patel	Economics	Level 11 to 12	01/10/2024
3	Dr. Rekha Gadhvi	Biotechnology	Level 12 to 13A	19/08/2024

Note: - During the discussion of this item Dr. R. C. Gadhvi, Dr. Yogesh Vansiya remained absent.

6. To discuss the report of scrutiny committee dated 11/03/2024 for CAS of Dr. Namrata Khatri.

After detailed deliberation, the IQAC concluded that the promotion date of Dr. Namrata Khatri from Stage 1 (AGP 6000) to Stage 2 (AGP 7000) is 05/06/2012.

7. To discuss the report of GSIRF-2023/24.

- **Members expressed concerns about research output, quality, and accurate reporting of account data.**
- **The IQAC suggested improving the Student-Faculty Ratio (SFR).**

8. To discuss make correction of nomenclature "Teaching Assistant" as "Temporary Assistant Professor/Temporary Teaching Assistant" in Resolution no.3 of IQAC Minutes dated 05/12/2023, wide syndicate resolution no. 148 dated 29/04/2023.

It is recommended that the word "Teaching Assistant" mentioned in the resolution no. 3 of IQAC minutes dated 05/12/2023 and Syndicate Resolution no. 148 dated 29/04/2023 be replaced with "Temporary Teaching Assistant (TTA)/ Temporary Assistant Professor (TAP)".

9. To discuss the report of scrutiny committee dated 18/03/2025 for UGC-CAS.

The IQAC unanimously accepted the report of the scrutiny committee for CAS of the following faculty members.

No.	Name	Department	Stage	Date
1	Dr. Bhavesh Modi	Education	Level 10 to 11	06/07/2021
2	Dr. Priti Tandel	Mathematics	Level 11 to 12	01/09/2024
3	Dr. Sushma Ijardar	Chemistry	Level 11 to 12	15/10/2024
4	Dr. Panna Trivedi	Gujarati	Level 12 to 13A	18/01/2025
5	Dr. Priti Chaudhari	Education	Level 13A to 14A	28/10/2023

6	Dr. Janki Mistry	Business & Industrial Management	Level 13A to 14A	02/02/2023
7	Dr. Gaurav Shah	Biotechnology	Level 13A to 14A	03/10/2024
8	Dr. Kaushal Patel	Mathematics	Level 13A to 14A	26/10/2023
9	Dr. Mayuri C. Rathod	Biotechnology	Level 13A to 14A	02/12/2024
10	Dr. Mihir Mori	English	Stage 1 to 2	24/03/2014

Note: - During the discussion of this item Dr. Gaurav Shah remained absent.

10. To discuss the report of status of project given by the VNSGU to various faculties.
The IQAC resolved to ask research cell to provide with the detailed report consisting of the status and its progress report with the dissemination research outcomes within 15 days of time and submit it to the IQAC.

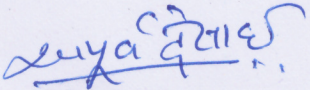
11. To discuss the report of scrutiny committee dated 20/03/2025 for UGC-CAS of Dr. Apurva Desai.

The IQAC resolved to accept the report of the scrutiny committee dated 10/08/2024 for UGC CAS of Dr. Apurva Desai. As per the report the eligibility date for CAS of Dr. Apurva Desai is 31/01/2014 however as per UGC Regulation 2018, Clause no. 6.4 C-V, page no.84. IQAC unanimously recommends the eligibility date for the said CAS to be 19/07/2018.

Note: - During the discussion of this item Dr. Apurva Desai remained absent.

12. From the chair the agenda about CAS of five faculty members, whose CAS of two stages are pending was discussed.

It is unanimously recommended that CAS (interview/screening) of earlier among two stage should be processed at a time.


IQAC Director

No. IQAC/7481/2025

Dt.25/03/2025