



SU/20241025/0433

Dt. 25th October 2024

The meeting of the Internal Quality Assurance Cell (IQAC) of Sarvajani University was held at 05:00 P.M. on Monday, 07th October 2024 at the Seminar Hall, Sarvajani University. The list of members present is attached herewith. (Encl. No. 1)

Hon'ble Provost Prof. Dr. Kiran Pandya extended greetings and welcomed all the respective members of IQAC which was followed by a brief introduction of all the members of IQAC. Thereafter, Dr. Maulin Joshi - Director, IQAC gave a brief introduction regarding the Objective, Structure and the Functionality of IQAC. He also gave a brief description regarding various accreditations such as GSIRF, NIRF, NBA and AISHE at Sarvajani University.

Thereafter the proceedings of the meeting were conducted by Dr. Maulin Joshi, the following agenda were discussed and its resolutions are as below:

Agenda No. 1

To take note and discuss:

To take note of and discuss the UGC notification (Vide Letter No. D.O. No.F.2-71/2022 (CPP-II) (C-114546), Dated 12-06-2024) regarding UGC Fees Refund Policy 2024-25.

Resolution No. 1.

The UGC notification regarding UGC Fees Refund Policy 2024-25 was circulated to all and noted, and it was unanimously decided to implement it accordingly. (Encl. No. 2)

Agenda No. 2

To take note and discuss:

To take note of and discuss the Bar Council of India notification (Vide Letter No. BCI:D:6161/2023, Dated 20-10-2023) regarding Fee Refund Policy with respect to Centres of Legal Education framed by Bar Council of India effective & applicable w.e.f. the academic session 2023-2024.

Resolution No. 2.

The Bar Council of India notification regarding Fee Refund Policy with respect to Centres of Legal Education framed by Bar Council of India effective & applicable w.e.f. the academic session 2023-2024 was circulated to all and noted, and it was decided to implement it accordingly.

(Encl. No. 3)

Agenda No. 3

To take note and discuss:

To take note of and discuss paragraph 13 of UGC (Minimum Standards and Procedures for Award of M.Phil. / Ph.D. Degrees) Regulations, 2016 regarding depository with INFLIBNET.

Resolution No. 3.

The UGC (Minimum Standards and Procedures for Award of M.Phil. / Ph.D. Degrees) Regulations, 2016 was circulated to all and was noted. It was decided that any revisions in regulations regarding Minimum Standards and Procedures for Award of M.Phil. / Ph.D. Degrees issued UGC should be implemented and also be taken to IQAC to take note.

(Encl. No. 4)





Agenda No. 4

To take note and discuss:

To take note of and discuss the mail received from Private University Section, UGC (dated 30-09-2024, 10:32 A.M.).

Resolution No. 4.

The Registrar, Mr. Ashish Desai gave a brief detail regarding his visit to UGC dated 30th September 2024 regarding submission of Information to UGC for Private Universities for Ascertaining their Norms and Standards according to the Proforma for 2f inspection. It was informed to all that the UGC Liaison Committee has been composed (Encl. No. 5) in order to compile the data once again and conduct the exercise of re-submission of documents to UGC as per the Proforma for 2f inspection.

During the discussion, Hon'ble Provost suggested that all such mandatory data, be updated time to time on the Sarvajani University website.

(Encl. No. 6)

Agenda No. 5

To discuss:

To discuss the report of committee regarding the definition the 5 following academic terms: (1) Drop Out (2) Term Not Granted (3) Detained (4) Left/Cancellation of admission (5) Form Withdrawal

Resolution No. 5.

Dr. Jayesh Desai, the convener, discussed the draft document briefly and the 5 academic terms were discussed, defined, approved and it was decided to adopt them.

(Encl. No. 7)

Agenda No. 6

To discuss:

To discuss mechanism for appointment of Professor of Practice as well as other relevant recruitments of various posts such as Visiting, Contractual, Adjunct and Adhoc Faculty.

Resolution No. 6.

It was discussed that such guidelines are available on the UGC website which were decided to be practised. While discussing the above agenda point, Shri Ashish Vakil, suggested that such practice will be beneficiary for Sarvajani University in general. It was brought to the notice of the committee that such list of qualified personnel's are available on UGC portal. For appointment of Professor of Practice, all the constituent institutes should seek approval from SES and SU.

(Encl. No. 8)

Agenda No. 7

To discuss and approve:

To discuss and endorse the composition of various committees under Sarvajani University.

Resolution No. 7.

All composed various committees under Sarvajani University were discussed and endorsed. It was suggested that all the compositions of the respective committees should be prepared in a similar design template to reflect consistency.

(Encl. No. 9)





Agenda No. 8

To discuss:

To discuss the Record Retention Schedule, Periodicity of Destruction and Procedures - Sarvajani University.

Resolution No. 8.

The point regarding Record Retention Schedule, Periodicity of Destruction and Procedures - Sarvajani University is merged with point no. 9.

(Encl. No. 10)

Agenda No. 9

To discuss:

To discuss various policies pertaining to Sarvajani University as mentioned below:

- | | |
|---|----------------|
| 1. E Waste Policy | (Encl. No. 11) |
| 2. Plagiarism Policy | (Encl. No. 12) |
| 3. Anti-Ragging Policy | (Encl. No. 13) |
| 4. Sexual Harassment Policy | (Encl. No. 14) |
| 5. IT Policy | (Encl. No. 15) |
| 6. Student Grievance Redressal Policy | (Encl. No. 16) |
| 7. Code of Conduct for Teaching Staff | (Encl. No. 17) |
| 8. Code of Conduct for Non-Teaching Staff | (Encl. No. 18) |

Resolution No. 9.

The Draft of various policies pertaining to Sarvajani University was discussed to all. After due deliberations, it was decided that a set of committees shall be formed to scrutinize and review these draft document for the respective policies as per the UGC norms. The Final Draft of these policies will be subsequently approved by the University Authorities.

Each aforementioned committee shall consist of three members. The convener of the committee was nominated by the IQAC are as below. The convener will subsequently select two or more members.

Name of Policy	Convener of scrutiny committee
Record Retention Schedule, Periodicity of Destruction and Procedures	Dr. Ravi Vaidya (SRLIM)
E Waste Policy	Registrar, SU & Dr. Vivaksha Jariwala (SCET)
IT Policy	
Anti-Ragging Policy	
Sexual Harassment Policy	
Plagiarism Policy	As per UGC Policy
Student Grievance Redressal Policy	Dr. Jimmy Kapadia
Code of Conduct for Teaching Staff	CA Shri Rajesh Desai, Shri Ashish Vakil & Hon'ble Provost, SU
Code of Conduct for Non-Teaching Staff	



It was resolved that the Plagiarism Policy, Anti-Ragging Policy, Sexual Harassment Policy and Student Grievance Redressal Policy being

mandatory policies, the draft of these aforementioned policies are hereby approved till further suggestions are received.

Agenda No. 10

To discuss:

To identify and implement healthy practices at Sarvajani University.

Resolution No. 10.

The above mentioned agenda was discussed at length and the following suggestions were received that may be considered for implementation as healthy practices for the University and its constituent institutes.

1. To develop an Integrated Feedback system for various feedback such as Students Feedback of the teaching faculties, Faculty Feedback for courses, Infrastructure Feedback, Exit Feedback of students, Employer Feedback and Alumni Feedback with maintaining the anonymity of the submitter. It can also pertain data such as achievements, grievances, testimonials, etc.
2. To develop a Whistle Blower Policy at Sarvajani University. It was decided that Dr. Niteen Patel shall prepare the draft for the said policy.
3. To encourage teachers, students to use public transport as an environmentally conscious alternative.
4. To look for possibility of a tie-up with various industries/agencies who perform the recycling of paper for disposing the records of University in an environment friendly manner in accordance to the Record Retention Schedule, Periodicity of Destruction and Procedures.
5. To look for possibility of certain Exam related changes like moderation, viewing of answer book.
6. To create a IT related framework for (a) digital archive of University documents (b) Internal ChatGPT for the retrieval of information within University
7. To create the frameworks for Space Audit, Academic Audit, IT Infrastructure Audit, Energy Audit and HR Audit.
8. To promote inclusive and equitable education in HEIs for Disabled/Specially Abled and Orphans, it was suggested to start a centre with the name of "Centre for Inclusiveness" at Sarvajani University. The physical and academic infrastructure at all our institutions should be revamped. Financial Aid in the form of scholarship can be provided to all such students.

Agenda No. 11

To discuss:

To discuss the formation of various student clubs at Sarvajani University.

Resolution No. 11.

It was discussed that constituent institutes running their institute specific clubs should continue and widen their scope. In general, all institutes have clubs. Sarvajani University may host meeting of the club co-ordinators for possibility of joint activities.





- Agenda No. 12** **To discuss:**
To discuss the guidelines of UGC for outreach programs at Sarvajani University.
- Resolution No. 12.** In the regards to the above matter, it was resolved that Sarvajani University shall conduct outreach programs as per the guidelines of UGC.
(Encl. No. 19)
- Agenda No. 13** **To discuss:**
To identify areas/subjects and experts for conducting special lectures/seminars.
- Resolution No. 13.** In the regards to the above matter, it was brought to the light of the IQAC members that Sarvajani University has already formed a Committee name SU Samwad dedicated for conducting special lectures/seminars with various experts at Sarvajani University.
(Encl. No. 20)
- Agenda No. 14** **To discuss:**
To discuss and identify courses offered on MOOC platforms like Swayam and other online platforms and adapt at Sarvajani University.
- Resolution No. 14.** In the regards to the above matter, it was resolved to form a committee for courses that can be offered on MOOC platforms like Swayam to the students of Sarvajani University. The committee shall study (a) NEP guidelines (b) schemes and credit structures of various programs and propose the feasibility report on the matter. The members of the aforementioned committee are as under:
1. Dr. Dhruti Sharma – SCET (Co-ordinator)
2. Dr. Drashti Shah – SRLIM
3. Dr. Sangita Sanadhya - SRKI
- Agenda No. 15** Any other matter with the permission of the chair.
- Resolution No. 15.** The following matters were discussed with the permission of the chair.
- Agenda No. 15.1** **To take note:**
To take note of MOU signed with Shodhganga, INFLIBNET.
- Resolution No. 15.1** The MOU signed with Shodhganga, INFLIBNET was noted.
- Agenda No. 15.2** **To take note:**
To take note of the Sarvajani University registration in National Digital Library (NDL) Club.
- Resolution No. 15.2** The Sarvajani University registration in National Digital Library (NDL) Club was noted.





Agenda No. 15.3 To discuss:

To discuss regarding the access of libraries across all the constituent institutes.

Resolution No. 15.3 A brief discussion was held on the above point and it was unanimously suggested that the all the libraries of the respective institutions of the University shall be accessible to all the students and staff of the University. To further implement it, a policy will be framed and will be implemented at all the constituent institutes of Sarvajani University. Further, other colleges run by SES may also be requested to join this initiative.

Agenda No. 15.4 To take note:

To take note of the minutes of Sarvajani University Research Committee meeting held on 25th September 2024.

Resolution No. 15.4 The minutes of Sarvajani University Research Committee meeting held on 25th September 2024 were read and discussed. It was decided that as per the UGC guidelines, Research & Development Cell will be constituted as per UGC Circular.

(Encl. No. 21)

Agenda No. 15.5 To discuss:

To discuss the ABC NAD Oversight process at Sarvajani University.

Resolution No. 15.5 In the above matter, it was discussed that as per the meeting and training for the process and all the API is now available and all can proceed for the further process on ERP.

Agenda No. 15.6 To discuss:

To discuss the preparation of Institutional Development Plan.

Resolution No. 15.6 In the above matter, it was decided that Sarvajani University will prepare a five years Institutional Development Plan as a five years vision document.

Agenda No. 15.7 To discuss:

To discuss the functioning of the IQAC structure at the Sarvajani University.

Resolution No. 15.7 It was discussed that that individual IQAC committees at the constituent institutes shall function as sub-committees and their functionalities will run as per Sarvajani University IQAC committee guidelines. Also, this individual sub-committees will regularly submit reports to Sarvajani University IQAC. Also, in 2 months all constituent institutions will submit a report on next year academic curriculum and its implementation.





Agenda No. 15.8 To discuss:

To discuss the Divyangjan policy at Sarvajani University.

Resolution No. 15.8 The Divyangjan policy at Sarvajani University was discussed.

(Encl. No. 22)

The meeting was concluded with a vote of thanks.

Mun
25/10/2024
**Director,
IQAC.**



List of Enclosures:

1. Attendance of the meeting
2. UGC Fees Refund Policy 2024-25 Notification.
3. BCI notification regarding Fee Refund Policy with respect to Centres of Legal Education framed by Bar Council of India effective & applicable w.e.f. the academic session 2023-2024.
4. UGC (Minimum Standards and Procedures for Award of M.Phil. / Ph.D. Degrees) Regulations, 2016.
5. Composition of UGC Liaison Committee.
6. Mail received from Private University Section, UGC (dated 30-09-2024, 10:32 A.M.) regarding information for inspection purposes.
7. Report of committee regarding the definition of 5 academic terms.
8. Guidelines for engaging Professor of Practice in Universities and Colleges.
9. Composition of various committees under Sarvajani University.
10. Record Retention Schedule, Periodicity of Destruction and Procedures - Sarvajani University.
11. E Waste Policy.
12. Plagiarism Policy.
13. Anti-Ragging Policy.
14. Sexual Harassment Policy.
15. IT Policy.
16. Student Grievance Redressal Policy.
17. Code of Conduct for Teaching Staff.
18. Code of Conduct for Non-Teaching Staff.
19. UGC Guidelines for Fostering Social Responsibility & Community Engagement in HEIs in India.
20. Composition of SU Samwad.
21. Minutes of SURC meeting held on 25th September 2024 and Guidelines of UGC vide F.NO. 1-5/2021(NEP/DESK-PARL) dated 14th March 2022.
22. Divyangjan Policy at Sarvajani University.