



SU/20260710/0713

Date: 10th July 2026

Minutes of the IQAC Meeting

The meeting of **Internal Quality Assurance Cell (IQAC)** was held at **04:30 PM** on **Tuesday, 19th May 2026** at the Conference Room, Sarvajani University, Surat.

Following members were present in the meeting.

1.	Shri Ashish Vakil	Patron and President, SU.
2.	Prof. Dr. Kiran Pandya	Hon'ble Provost and Chairperson
3.	Dr. Sanjay Parekh	Member
4.	Dr. Jay Bergi	Member
5.	Dr. Jimmy Kapadia	Member
6.	Dr. Jayesh Desai	Member
7.	Dr. Bhadresh Dalal	Member
8.	Dr. Vivaksha Jariwala	Member
9.	Dr. Ravi Vaidya	Member
10.	Prof. Vishal Shah	Member
11.	Dr. Nilesh Pandya	Member and Controller of Examination, SU.
12.	CA Shri Yatish Parekh	Member and Hon. Chief Financial Officer, SU.
13.	Shri Sanjay Desai	Member from Industrialist
14.	Shri Ajit Shah	Member from Stakeholders
15.	Dr. Maulin Joshi	Director, IQAC-SU.
16.	Dr. Hemangi Desai	Co-coordinator, IQAC-SU.
17.	Dr. Darshan Marjadi	Invitee Member

The following members were granted leave of absence.

1.	Dr. Hiren Patel	Member
2.	Dr. Shikha Samaiya	Member
3.	Prof. Jayesh Pushtiwala	Member
4.	Dr. Purvi Kothari	Member
5.	CA Shri Rajesh Desai	Member from the Management
6.	Shri Rajen Shah	Member from the Local Society
7.	Ms. Kalyani Saxena	Member from the Students
8.	Shri Amit Kalra	Member from the Alumni
9.	Shri Jignesh Desai	Member from Employers
10.	Shri. Hassan Patel	Invitee Member
11.	Shri. Paras Mehta	Invitee Member
12.	Dr. Pruthul Desai	Invitee Member

The agenda of the meeting is as follows:

Agenda No. 1 To discuss the Action Taken Report (ATR) and to take note of and approve the minutes of the previous IQAC meeting held on 15th June 2025.

Resolution No. 1 The Action Taken Report (ATR) pertaining the previous IQAC meeting held on 19th June 2025 was presented by Dr. Maulin Joshi, Director, IQAC, SU.





The minutes of the previous meeting held be duly circulated to all members. Accordingly, the ATR was noted, and the minutes of the previous meeting were approved. Few suggestions received.

- a. Exit feedback of students are to be designed carefully.
- b. Students feedback should be from direct login of the student and to be by SU.
- c. The Feedback system to be developed from ERP.

(Encl. No. 1)

Agenda No. 2 To discuss the planning and implementation of NEP & also Academic Audits for the year 2025-26.

Resolution No. 2 The Committee discussed the implementation of the National Education Policy (NEP) and the roadmap for Academic Audits for the academic year 2025–26. The following decisions and suggestions were recorded:

- a. The Academic Audit for the academic year 2025–26 shall be conducted during July 2026 in accordance with the applicable NAAC criteria.
- b. The Institute Development Plan (IDP) shall be prepared by the respective IDP Committees prior to obtaining recognition under Section 2(f) of the UGC Act.
- c. A digital mechanism shall be developed to enable students to view scanned copies of their evaluated answer books instead of providing physical copies.
- d. The proposal for procurement of the required software (estimated cost: approximately ₹45 lakh) shall be processed.
- e. Additional server/storage space shall be procured to facilitate the creation of alumni email IDs, with a capacity of up to one lakh email accounts.
- f. University-level outreach programs shall be initiated and strengthened.
- g. The availability of facilities for Divyangjan, including accessible infrastructure and learning resources such as audio study material and Braille support, shall be reviewed and enhanced wherever required. Existing initiatives at SRKI, IDPT, and SCOPA were noted.
- h. An online Grievance Redressal Mechanism shall be developed and implemented for all constituent institutes of Sarvajani University.
- i. A formal mentoring system shall be introduced after the necessary provisions and framework are finalized.





Agenda No. 3

To discuss the report and outcomes for the following activities under IQAC.

- i. Faculty Development Programme on “Outcome Based Education” conducted in December 2025.
- ii. Faculty Development Programme titled “Awakening Academicians” conducted in March 2026.
- iii. One-Day Workshop on “Effective Use of Application Software for Thesis Writing” conducted in April 2026.

Resolution No. 3

1. The Committee noted and appreciated the successful organization of the Faculty Development Program on Outcome-Based Education (OBE) and Curriculum Design held from 10th to 12th December 2025. The program focused on OBE implementation, curriculum design, CO-PO mapping, Bloom's Taxonomy, and assessment strategies in alignment with NEP 2020, UGC, NAAC, and NBA guidelines, thereby strengthening faculty competencies in outcome-based teaching and learning.
2. The Committee noted the successful conduct of the "Awakening Academicians" program, aimed at promoting innovative teaching practices, academic leadership, quality enhancement, and professional development among faculty members, contributing to continuous academic improvement.
3. The Committee noted the successful organization of the "How to Write Thesis" Academic Research Guidance Program, which enhanced participants' understanding of research methodology, academic writing, plagiarism awareness, referencing, and thesis preparation, thereby strengthening research quality and scholarly practices.

(Encl. No. 3)

Agenda No. 4

To discuss following:

- i. UGC 2(f) approval related updates.
- ii. NAAC Criteria responsibilities for University NAAC preparation activities.
- iii. ERP-related updates regarding Faculty Academic Profiles.

Resolution No. 4

- i. The status of the University's application for recognition under **UGC Section 2(f)** was reviewed. It was informed that the required documents have been submitted on the UGC portal and hard copies have also been forwarded to the UGC on two occasions.
- ii. For the University's NAAC preparation, **criteria-wise coordinators** along with members from all **eight constituent colleges** of Sarvajanik University have been nominated to coordinate the respective activities.
- iii. It was decided that, following the implementation of the **Faculty Academic Profile** module in the ERP, a **Performance-Based Appraisal System (PBAS)** module shall also be incorporated. Faculty members shall be required to update their PBAS details regularly, and non-





submission may be considered while processing annual increments, as per the University's applicable policy.

Agenda No. 5 To discuss matters related to the Career Advancement Scheme (CAS), including revised scrutiny form guidelines, the list of required documents, the list of candidates, the SOP for the application process, and the SOP for the interview conduction process.

Resolution No. 5 The Committee discussed the Career Advancement Scheme (CAS) process and resolved that comprehensive Standard Operating Procedures (SOPs), along with the prescribed formats, scrutiny guidelines, and required documentation, shall be prepared in accordance with the applicable UGC Regulations and University policies to ensure a transparent and uniform implementation of the CAS process.

(Encl. No. 4)

Agenda No. 6 To discuss the updates and progress related to the University Recruitment Software.

Resolution No. 6 Dr. Maulin Joshi and Shri Ashish Desai briefed the Committee on the current status and progress of the University Recruitment Software. After discussion, the following points were noted:

- a. The recruitment module shall include provisions for engaging **Professors of Practice** on an honorary or hourly basis, as per the University's requirements and applicable guidelines.
- b. The Recruitment Software shall be integrated with the constituent institutes to enable real-time updates of vacant faculty and staff positions.

Agenda No. 7 To discuss the updates regarding Automated Academic Calendar Planner.

Resolution No. 7 The Committee reviewed the progress of the Automated Academic Calendar Planner and resolved the following:

- a. The **Automated Academic Calendar Planner** shall be developed and integrated into the University's ERP system.
- b. A reminder notification feature shall be incorporated to send timely alerts to faculty members and students regarding scheduled academic activities and important deadlines.

Agenda No. 8 To discuss the status and implementation of Self-Appraisal Reports (PBAS).

Resolution No. 8 The Committee discussed the implementation of the **Performance-Based Appraisal System (PBAS)** for faculty and staff. It was resolved that the PBAS format shall be developed and implemented for the purpose of annual performance assessment and consideration of yearly increments. The





following suggestions made by the President, Sarvajani University, were noted:

- a. The existing **Faculty Self-Appraisal Form** shall be renamed as the **Performance-Based Appraisal System (PBAS)**.
- b. **Part A** (Educational Qualifications and Experience) shall be removed from the appraisal format.
- c. **Part B** shall be expanded to include parameters such as Leave Without Pay (LWP), Casual Leave (CL) record, paper setting, paper evaluation, examination duties, and other assigned academic and administrative responsibilities.
- d. Separate minimum qualifying scores/cut-off marks shall be prescribed for teaching and non-teaching staff.
- e. HR-related behavioural and professional performance parameters shall be incorporated into the PBAS module.
- f. A provision for **demerit points** (such as memos, notices, or disciplinary actions) shall be included in the appraisal system.
- g. Necessary policy amendments may be proposed to provide that annual increments may be withheld in cases where an employee fails to perform assigned duties, committee responsibilities, examination-related work (including paper setting and evaluation), or other responsibilities entrusted by the University, in accordance with the applicable rules and regulations.

(Encl. No. 05)

Agenda No. 9

To discuss the summary of IQAC policies framed by the University till date and to plan the feedback received regarding implementation of IQAC policies.

Resolution No. 9

The Committee reviewed the IQAC policies framed by the University and discussed the feedback received on their implementation. The following decisions were taken:

- a. All IQAC policies shall be maintained under a systematic version control mechanism with edition numbers (e.g., Edition 1, Edition 2, Edition 3, etc.). Policy volumes may also be assigned based on the period during which the policies are framed or revised.
- b. A communication shall be issued to all constituent institutes for the circulation and implementation of the **Education Executive Certificate**, as applicable.



(Encl. No. 06)



Agenda No. 10

To take note of the Board of Management's approval for

- (i) The new B.A. programmes from the Academic Year 2026–27.
- (ii) The establishment and restructuring of Faculties at Sarvajani University.
- (iii) The introduction of new certification programmes.

Resolution No. 10

The IQAC took note of Resolution Nos. BOM15_8 and BOM15_9 of the 15th Board of Management regarding (i) the introduction of new B.A. programmes from the Academic Year 2026–27, (ii) the establishment and restructuring of Faculties at Sarvajani University, and (iii) the introduction of new certification programmes.

The In-charge Registrar, Mr. Ashish Desai, briefed the members about the decisions of the Board of Management concerning the University's academic expansion and strengthening of its academic governance framework.

The IQAC noted that the Board of Management had approved the commencement of the following undergraduate programmes from the Academic Year 2026–27:

- B.A. Psychology
- B.A. Economics

The above programmes shall be offered with Minor/Specialization options in:

- Statistics
- Mass Communication
- Psychology
- Economics

The IQAC further noted that the B.A. programmes shall be offered through the newly established constituent college, **Sarvajani College of Liberal Arts**, from the Academic Year 2026–27.

The IQAC also took note of the Board of Management's approval for:

1. The establishment of the **Faculty of Computer Science and Applications**;
2. The merger of the existing **Faculty of Arts** and **Faculty of Humanities** into a unified **Faculty of Arts and Humanities**; and
3. The operationalization of the **Faculty of Education** for offering programmes such as B.Ed., subject to fulfillment of the applicable statutory requirements and approval of the concerned regulatory authorities.





The IQAC further took note of the introduction of new Certificate Programmes from the Academic Year 2026–27, as approved by the Board of Management.

The members appreciated these initiatives as significant steps towards promoting multidisciplinary education, strengthening academic governance, and enhancing skill-based learning opportunities in line with the objectives of quality assurance and institutional development.

The matter was noted by the IQAC.

Agenda No. 11

To take note of the UAC's approval for the 4th Year under NEP for certain courses.

Resolution No. 11

The Committee took note of the approval granted by the University Academic Council (UAC) for the implementation of the fourth year of eligible undergraduate programmes under the National Education Policy (NEP).

During the discussion, it was noted that the implementation shall be carried out in accordance with the **UGC NEP Guidelines, December 2022**, and the **Knowledge Consortium of Gujarat (KCG) Guidelines, July 2023**. The fourth-year programme shall be operational for the **2023–2027 batch** of eligible undergraduate students.

It was further noted that the fourth-year programme has already been initiated with **one division each** at **SRKI, SCCCA, and BRCM**. The curriculum shall include a **4-credit internship** component as prescribed under the applicable guidelines.

The Committee also emphasized the need to conduct awareness and orientation programmes for students, faculty members, and other stakeholders to facilitate the effective implementation of the fourth-year programme under NEP.

Agenda No. 12

Any other matters from the permission of the Chair.

Resolution No. 12

With the permission of the Chair, the Committee discussed the following additional matters and took note of the progress and proposed initiatives:

- a. It was noted that **Sarvajani University** has entered into a Memorandum of Understanding (MoU) with **Pavani University** to promote academic collaboration and institutional cooperation.
- b. It was resolved to initiate and strengthen **social welfare programmes** under the University's outreach initiatives.
- c. The establishment of a **Skill Development Centre** at **N. G. Zaveri Jain High School, Surat** was noted.





- d. The establishment of a **Vocational Training Centre** at **V. H. Choksi Haripura School, Surat** was noted.
- e. It was informed that an **Incubation Centre** shall be established with the support of a donation of **₹25 lakh**.
- f. A **Donor Felicitation Programme** shall be organized to recognize and appreciate the contributions of donors.
- g. The University shall further strengthen and expand its **outreach programmes** in collaboration with its constituent institutes and stakeholders.
- h. A **Blood Donation Camp** shall be organized as part of the University's social responsibility initiatives.

Best Regards,

Dr. Maulin Joshi

Director, IQAC.

Sarvajani University.



Enclosures:

1. Action Taken Report and Minutes of Previous IQAC Meeting
2. The Implementation of NEP 2020 in various programs
3. Reports of various activities under IQAC
4. CAS Guidelines, SOPs, and Candidate List
5. PBAS / Self-Appraisal Report Details
6. Summary of IQAC Policies and Feedback Report