

SU/20250818/0647

Dt. 18th August 2025

Sarvajanik University - Internal Quality Assurance Cell (IQAC)

MINUTES OF MEETING

The meeting of the Internal Quality Assurance Cell (IQAC) of Sarvajanik University was held at **04:30 P.M. on Thursday, 19th June 2025** at the Conference Room, Sarvajanik University. The list of members present is attached herewith. (Encl No. 1)

The meeting commenced with a warm welcome and greetings extended by Hon'ble Provost, Prof. Dr. Kiran Pandya, to all esteemed members of the Internal Quality Assurance Cell (IQAC). Following the welcome address, the proceedings of the meeting were conducted by Dr. Maulin Joshi. The agenda items were taken up for discussion, and the resolutions passed are as follows:

Agenda No. 1 To discuss the Action Taken Report (ATR) and to take note of and approve the minutes of the last IQAC meeting held on 07th October 2024.

Resolution No. 1 The Action Taken Report (ATR) pertaining to the previous IQAC meeting held on 07th October 2024 was presented by Dr. Maulin Joshi, Director, IQAC-SU.

The minutes of the previous meeting had been duly circulated to all members. Accordingly, the ATR was noted, and the minutes of the previous meeting were approved with the following suggestions.

It was suggested to conduct regular reviews of institutional policies to ensure their continued relevance, effectiveness, and alignment with academic and administrative objectives. Additionally, a process should be developed for systematic follow-up on the implementation status of action points from previous meetings to ensure accountability and progress tracking.

It was also suggested that periodic reports be collected from institute-wide IQAC sub-committees.

Regarding library access, the following suggestions were made:

1. Student enrolment should be done on the SOUL library management software.
2. Issuance of unified library access cards to students should be done, enabling seamless access to libraries across all constituent colleges of Sarvajanik University.





3. The expiry of library access cards should be addressed upon completion of graduation, with clear guidelines for deactivation or renewal where applicable.
4. Integration of all SU libraries should be done under a common, centralized system for efficient resource sharing and management.

(Encl. No. 2)

Agenda No. 2

To discuss and approve the various feedback forms, including: 1) Alumni feedback, 2) Employer feedback, 3) Faculty feedback for Curriculum, 4) Infrastructure feedback, 5) Student Exit feedback and 6) Student Feedback for Faculty.

Resolution No. 2

The proposed feedback forms were reviewed, noted, and approved by the members. It was resolved that the forms be circulated to all constituent institutions for further actions. It was further agreed that these forms will serve as general templates, and institutions may make appropriate program- or institution-specific modifications as required.

(Encl. No. 3 (a to f))

It was further resolved to incorporate these feedback forms into the University's ERP system. Until the ERP implementation is completed, the collection of feedback may be carried out using Google Forms as an interim measure. Additionally, the members recommended designing similar feedback forms for Parents and Peer feedback to ensure a more comprehensive evaluation mechanism.

Agenda No. 3

To review the Institutional Development Plan (IDP) for Sarvajani University for the period 2025–2030.

Resolution No. 3

The Institutional Development Plan (IDP) for Sarvajani University for the period 2025–2030 was reviewed by the members.

(Encl. No. 4)

It was resolved that the IDP Committee shall further structure the document into two distinct sections namely: Academic and Non-Academic components. This classification will facilitate more focused planning, execution, and monitoring of initiatives across the University.

It was also decided that the Non-Academic component of the IDP may be taken up for further discussion with the University management and higher authorities through focused, point-to-point meetings. The members emphasized the importance of aligning development strategies with institutional vision, stakeholder expectations, and long-term sustainability.



Agenda No. 4 To take note of the promotion process under the Career Advancement Scheme (CAS) at Sarvajanik University.

Resolution No. 4 The members took note of the details pertaining to the promotion process under the Career Advancement Scheme (CAS) at Sarvajanik University.
(Encl. No. 5)

It was further resolved that Dr. Maulin Joshi, Director, IQAC-SU, will circulate the Standard Operating Procedure (SOP) for the CAS process to all concerned stakeholders. This is intended to ensure clarity, transparency, and efficiency in the implementation of the promotion process across the University.

Agenda No. 5 To discuss the Academic Audit for the Academic Year 2024–25 of all eight constituent colleges of SU and its report.

Resolution No. 5 It was noted that, following the healthy practices discussed under Point 7 of Resolution No. 10 from the previous IQAC meeting, a Steering Committee for Academic and Administrative Audit was constituted at Sarvajanik University.

Subsequently, in its meeting held on 13th March 2025, the steering committee resolved to conduct the Annual Academic Audit for the Academic Year 2024–25 across all constituent institutions of the University.

Accordingly, the audit process was carried out in two structured phases:

1. Internal Academic Audit at Institute Level:

Committees formed by the respective Heads of Institutions, comprising senior faculty members from diverse academic disciplines, conducted this phase. The objective was to review academic delivery, teaching-learning processes, and relevant documentation in preparation for the external audit. These internal audits were successfully completed during the first fortnight of April 2025.

2. External Academic Audit at University Level:

Sarvajanik University constituted eight Academic Audit Teams, each assigned to one constituent college. Each team, consisting of approximately three members, conducted comprehensive audits focused on academic delivery, regulatory compliance, faculty development, curriculum implementation, and overall academic quality. The list of the SU Academic Audit Teams for 2024–25, along with the corresponding audit details, is attached herewith for reference. All eight audits have now been completed, and most reports have been



submitted to the University. The members noted and approved the audit reports received so far.

(Encl. No. 6 (a to h))

Furthermore, it was noted that Dr. Darshan Marjadi, Assistant Registrar (Academics), Sarvajanik University, is conducting a comparative analysis of the audit outcomes based on key performance indicators. This will culminate in a comprehensive report aimed at highlighting institutional strengths, identifying areas for improvement, and guiding quality enhancement measures across the University. Members expressed appreciation for this initiative.

Additionally, it was suggested that from the next academic year, surprise academic audits may also be conducted during ongoing academic sessions to further strengthen quality assurance.

Agenda No. 6

To discuss and recommend the policy for appointing Ad-Hoc Assistant Professors on a contractual basis at Sarvajanik University.

Resolution No. 6

The policy for appointing Ad-Hoc Assistant Professors on a contractual basis at Sarvajanik University was reviewed and thoroughly deliberated upon by the members.

(Encl. No. 7)

It was recommended to include a section at the beginning of the policy outlining the need and rationale for recruiting Ad-Hoc Assistant Professors.

Further suggestions for improvement were also noted. The Committee already constituted for this purpose will incorporate these recommendations and finalize the policy for approval.

Agenda No. 7

To discuss the matter of offering certificate courses along with external agencies, as referred by Resolution No. AC18_6 of the Academic Council, dated 20th May 2025, for further deliberation.

Resolution No. 7

The members deliberated on the matter of offering certificate courses in collaboration with external agencies, as referred to IQAC by Resolution No. AC18_6 of the Academic Council dated 20th May 2025.

(Encl. No. 8)

Members also took note of the UGC Guidelines for Implementation of Recognition of Prior Learning in Higher Education, dated 25th March 2025, which provides a framework to facilitate such initiatives.

It was principally approved that constituent institutions may offer certificate courses in partnership with external agencies. It was resolved that all institutions willing to offer such certificate courses should prepare a comprehensive Detailed Project Report (DPR), clearly outlining the roles





and responsibilities of all involved parties. The DPR shall be submitted to IQAC-SU for review. Upon evaluation, IQAC-SU will provide its remarks and forward the DPR to the higher authorities for further approval.

Agenda No. 8

To discuss the matter of the guidelines for providing access to assessed answer books upon students' request at Sarvajani University, as referred by Resolution No. AC18_38 of the Academic Council, dated 20th May 2025, for further deliberation.

Resolution No. 8

The members deliberated on the Resolution for providing access to assessed answer books upon students' request at Sarvajani University, as referred to IQAC-SU by Resolution No. AC18_38 of the Academic Council dated 20th May 2025.

(Encl. No. 9)

It was resolved to increase the application fees in accordance with the review recommendation of the Academic Council.

Further, it was decided to make it mandatory for students to apply for Re-checking and Re-assessment prior to submitting a request for access to assessed answer books.

The Controller of Examinations, Sarvajani University, was entrusted to review similar guidelines from three public and three private universities and prepare another draft incorporating suitable modifications and submit to the University office for further approval.

Agenda No. 9

To discuss and deliberate upon the UGC Guidelines for Implementation of recognition of Prior Learning in Higher Education, dated 25th March 2025.

Resolution No. 9

The members discussed in detail the UGC Guidelines for Implementation of Recognition of Prior Learning in Higher Education, dated 25th March 2025.

(Encl. No. 10)

It was suggested that these guidelines may be effectively utilized for admission and enrolment processes at Sarvajani University.

Further, the Hon'ble Provost was authorized to constitute a committee to study the guidelines thoroughly and provide recommendations for the implementation within the University.

Agenda No. 10

To discuss and deliberate upon the UGC letter regarding establishing Animal Welfare Societies in Higher Educational Institutions, dated 13th June 2025.





Resolution No. 10 The UGC letter dated 13th June 2025, concerning the establishment of Animal Welfare Societies in Higher Educational Institutions, was reviewed and discussed by the members.

(Encl. No. 11)

After deliberation, it was suggested that the University should explore collaborations with organizations such as Nature Club Surat and PRAYAS to support and strengthen such initiatives.

It was further resolved to constitute a dedicated committee to oversee the formation and functioning of the Animal Welfare Society at Sarvajani University, and to develop a structured plan for implementation in coordination with relevant stakeholders.

Agenda No. 11 Any other matter from the permission of the Chair.

Resolution No. 11 The following matter was discussed from the permission of the Chair.

1. The proposal to generate official email IDs for all students, including those in UG, PG, and PhD programs was discussed, noted, and approved. It was suggested to use the enrolment number as the ID with the domain "@sarvajanikuniversity.ac.in". The email IDs may remain active for 2 to 3 years after graduation. This matter regarding the duration of email ID activity will be finalized by SU office in consultation with the Training and Placement Department.
2. It was suggested that quality-enhancing activities like workshops, events, and Faculty Development Programs (FDPs) across all constituent institutions of the University can be centrally coordinated and facilitated by IQAC-SU. This initiative can lead to streamlined quality initiatives and ensure uniform documentation and reporting.

Such central coordination will support effective data management and strengthen preparedness for future NAAC accreditation processes.

The meeting was concluded with a vote of thanks.


Dr. Maulin Joshi
Director, IQAC,
Sarvajani University.



List of Enclosures:

1. The Attendance of the meeting.
2. The minutes of the last IQAC meeting held on 07th October 2024.
3. a. Alumni feedback



3. b. Employer feedback
3. c. Faculty feedback for Curriculum
3. d. Infrastructure feedback
3. e. Student Exit feedback
3. f. Student Feedback for Faculty.
4. The Institutional Development Plan (IDP) for Sarvajanik University for the period 2025- 2030.
5. The details for the promotion process under the CAS at Sarvajanik University.
6. a. The list of the SU Academic Audit Teams for 2024–25, along with the corresponding audit details.
6. b. The Academic Audit Report for BRCM for Academic Year 2024–25.
6. c. The Academic Audit Report for IDPT-SCET for Academic Year 2024–25.
6. d. The Academic Audit Report for SCCCA for Academic Year 2024–25.
6. e. The Academic Audit Report for SCET for Academic Year 2024–25.
6. f. The Academic Audit Report for SCOL for Academic Year 2024–25.
6. g. The Academic Audit Report for SCOPA for Academic Year 2024–25.
6. h. The Academic Audit Report for SRKI for Academic Year 2024–25.
7. The policy for appointing Ad-Hoc Assistant Professors on a contractual basis at Sarvajanik University.
8. Resolution No. AC18_6 of the Academic Council, dated. 20-05-2025.
9. Resolution No. AC18_38 of the Academic Council, dated. 20-05-2025 and the guidelines for providing access to assessed answer books upon students' request at Sarvajanik University.
10. The UGC Guidelines for Implementation of recognition of Prior Learning in Higher Education, dated 25th March 2025.
11. The UGC letter regarding establishing Animal Welfare Societies in Higher Educational Institutions, dated 13th June 2025.

