

ITM (SLS) Baroda University

Internal Quality Assurance Cell

Minutes of Meeting of IQAC: 03/2024-25

The Third Meeting of IQAC, ITMBU was held at 1500 Hours on Saturday, March 29, 2025, at the Board Room of ITM School of Pharmacy, under the Chairmanship of Dr. Vimal Kumar, Provost (I/C), ITMBU.

Following Members were Present in the Meeting:

<u>Sl. No</u>	<u>Name</u>	<u>Designation</u>	
1.	Dr. Vimal Kumar	Provost (I/C), ITMBU	Chairperson
2.	Dr. Dinesh K Kanchan	Registrar, ITMBU	Member
3.	Dr. Som Sahani	COE, ITMBU	Member
4.	Dr. Rahim Munshi	Dean, SOB	Member
5.	Dr. Naval Koralkar	HoD, Chemical Engg., SoTE	Member
6.	Dr. Tejas Pandya	Principal, ITM College of Nursing	Member
7.	Dr. Jaswandi Mehetre	Associate Dean, SOP	Member
8.	Mr. Satyavir Sharma	IQAC Coordinator, ITMBU	Member Secretary

Following Members could not attend the Meeting:

<u>Sl. No</u>	<u>Name</u>	<u>Designation</u>
1.	Shri Ravindra Singh Rathore	Trustee, Samta Lok Sansthan
2.	Dr. PM George	Dean QA/SoTE
3.	Dr. Karthik Vishvanathan	Medical Supntt.
4.	Shri Deepak Acharya	CEO, INOX CVA
5.	Dr. Pradip Laxcar	Dean, SoSCET

Agenda Points: The following Agenda Points were put up by IQAC for the Meeting:

1. Discussion on the significance of preparing the Documentary Report of the Events like Illuminati 2025 for NAAC Point of View at the ITMBU or at the Constituent School Levels.
2. Preparations for AAA for the AY 2024-25 in line with NAAC Preparedness.
3. Implementation and progress of Outcome-Based Education (OBE).
4. Community Service by the Constituent Schools.
5. Review of Labs and Infrastructure Audit.
6. Formulation of Code of Conduct for staff, students, etc.
7. Any other agenda with the permission of the Chair.

Proceedings:

The Hon'ble Chairperson, IQAC welcomed the Members for the meeting and asked the Member Secretary to present the Agenda Items.

Member Secretary sought permission to read out the minutes of the second IQAC meeting. The minutes were reviewed and confirmed without any amendments.




Agendas and the discussions by the IQAC Members

Agenda Point 1.

Discussion on the significance of preparing the Documentary Report of the Events like Illuminati 2025 for NAAC Point of View at the ITMBU or at the Constituent School Levels:

- a) Significance of Documentary Reports for NAAC Accreditation
 - The Chairperson highlighted the importance of a detailed Documentary Report for events like Illuminati 2025, following NAAC guidelines.
 - The report should include event details, objectives, outcomes, participation, feedback, and its impact on student development.
 - Proper documentation reinforces ITMBU's distinctiveness and best practices, aiding in the NAAC assessment.
- b) Incorporation of Geo-Tagged Photos
 - Geo-tagged photos of the activities, guest lectures, workshops, cultural events, and discussions should be captured.
 - The organising team to ensure timely, geo-tagged photos are taken and included in the report.
- c) Stakeholder Participation & Holistic Development
 - The Chairperson emphasized the need for broad participation from students, faculty, alumni, industry experts, and external resource persons to promote holistic development, enhancing skills like leadership, communication, teamwork, and organization.
 - The constituent schools should encourage active participation to highlight institutional engagement.

Agenda Point 2.

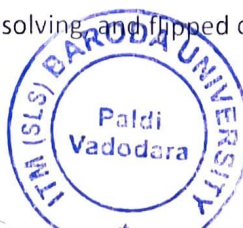
Preparations for forthcoming AAA Exercise for the AY 2024-25 in line with NAAC Preparedness

- a) A format for the AAA Exercise, prepared by IQAC, was presented for review and discussion.
- b) After deliberation, all members found the format acceptable, and it was unanimously agreed to proceed with the same format for the AAA of this academic year.
- c) It was discussed that the AAA for the AY 2024-25 will be conducted during the First Quarter of the Next Academic Year, i.e., 2025-26. Therefore the Format may be circulated during the next Quarter of current AY as soon as possible.
- d) The Deans/Hols should encourage the IQAC team at their school level to adhere to the format and prepare the documentation accordingly.

Agenda Point 3.

Implementation and progress of Outcome-Based Education (OBE).

- a) The importance of OBE in improving academic quality and meeting accreditation standards was highlighted by the Chairperson and urged the Deans to work on OBE with updating the **Curriculum** by integrating PEOs, POs, and COs into courses. The courses should align with OBE.
- b) Active learning, problem-solving and flipped classrooms concepts may be adopted.

- c) Exam Section should review assessment methods to ensure OBE alignment. More structured evaluations may be planned.
- d) The Workshops for the faculties should be conducted and planned to enhance understanding of OBE. LMS and data analytics may be considered to track student progress and OBE effectiveness.

Agenda Point 4.

Community Service by all the Constituent Schools of ITMBU

The Instructions from the Hon'ble Vice President Sir to the IQAC Coordinator is to emphasize every Constituent School of ITMBU towards the Community Service Activities in nearby Villages.

- a) The Chairperson initiated the discussion by emphasizing the significance of integrating community service into the curriculum as part of a holistic education framework.
- b) The members explored various approaches for executing community service, considering its role in enhancing students' experiential learning, social responsibility, and professional development.
- c) Each constituent school shall formulate a community service action plan tailored to their domain of study which should align with academic objectives and societal needs.
- d) With the permission of the Chair, the Identification of Community Engagement Areas for the schools explained by IQAC Coordinator like Technology-based solutions for rural and urban communities by SoTE, Financial literacy programs, entrepreneurship mentoring by SoB, Awareness campaigns, counseling services by SoHSS, Health camps, nutrition awareness initiatives by Para-Medical Schools etc etc.

Agenda Point 5.

Review of Labs and Infrastructure Audit

The Surprise Inspections of the Infrastructure & facilities had been carried out by the Committee lead by IQAC during January to March 2025 covering each School Premises, Administrative Section and Hostels. Similarly, with the instructions of Hon'ble Vice President Sir, the Inspection of each Lab of each School was also undertaken by IQAC Coordinator, for which the observations were communicated to the respective Deans/Hols.

- a) The individual report of the same was put up by IQAC Coordinator with the permission of Chair. The members noted that there has been a **significant improvement** in the maintenance and functionality of laboratories and overall infrastructure following the **Surprise Audits** conducted by the IQAC team.
- b) These audits have ensured better compliance with quality standards and have led to proactive measures for continuous improvement in the campus facilities. The appreciations were made for the efforts of all stakeholders involved in maintaining and upgrading the infrastructure.
- c) Additionally, the issue of **tobacco chewing** on campus was brought up for discussion. The IQAC reiterated that strict measures should be taken to neutralize this issue. It was emphasized that **active participation from all students, faculty, and staff** is essential to ensuring a tobacco-free environment. Awareness campaigns, regular monitoring, and




stringent enforcement of anti-tobacco policies were suggested as key actions to be undertaken.

Agenda Point 6

Formulation of Code of Conduct for staff, students, etc.

- a) The Code of Conduct is the necessity of establishing a well-defined framework of ethical and professional behaviour and it is to emphasized to ensure discipline, academic integrity, and a conducive learning environment.
- b) With the permission of Chair, IQAC put up the draft of Code of Conduct and it was discussed in detail.
- c) The draft is prepared in line with the NAAC Guidelines. Chairperson, IQAC reiterated that this should be implemented after the due administrative Procedures & protocols and to be published on ITMBU Website under IQAC Tab.

Agenda Point 7

Any other agenda with the permission of the Chair

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The Point is from Chairperson of the IQAC to establish IQAC as the Independent Department of ITMBU with Infrastructures and the Necessary Manpower for the Effective and Impactful implementation and sustainability of the Quality Initiative as well as Preparations for the NAAC.

The Chairperson suggested and proposed an additional agenda point regarding the establishment of IQAC as an Independent standalone department of ITMBU. The proposal emphasised the need for dedicated infrastructure, including an office, a meeting hall, and adequate manpower to ensure the effective and impactful implementation of quality initiatives.

Additionally, it was discussed that :

- a) such an establishment would aid in the sustainability of quality enhancement measures and facilitate systematic preparations for NAAC accreditation.
- b) The necessity of a dedicated **IQAC Office** and establishment of a **Meeting Hall** for regular discussions, at least once a week, to strategise and review quality initiatives.
- c) Requirement of essential manpower including administrative and technical support to assist in executing the functions of IQAC efficiently.
- d) The importance of such an initiative in ensuring sustainable quality enhancement and compliance with accreditation standards.

There were no further point from any of the Hon'ble members

Therefore the meeting was adjourned with a commitment to taking the necessary steps for implementation. Chairperson expressed gratitude to all members for their valuable inputs and emphasized the significance of this initiative for the institution's quality assurance framework.

The meeting concluded with a vote of thanks to the Chair. The next IQAC meeting is scheduled for the next Q/E 06/2025.

(IQAC Coordinator)



[Signature]
Hon'ble Provost,
Chairman of the Meeting

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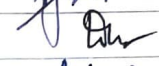
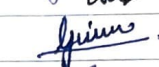
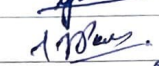
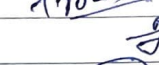



Internal Quality Assurance Cell,

Attendance Sheet

Date: March 29, 2025

Venue: SoP Board Room

Quarterly Meeting of IQAC

Sl No	Name	Designation	Signature
1	Dr. Vimal Kumar	Chairperson, IQAC	
2	D.K. Kanchan	Registrar	
3	Dr. Jaswanti Mehta	Associate Dean, SOP	
4	Tajul Bano	HLC Principal	
5	Dr. Sam Sahani	Controller of Exam	
6	Dr. Naval V. Koralkar	Head, Chemical Engg, SoTE	
7	Dr. Rohini Mundi	Dean, SOP	
8	Satyavir Sharma	IQAC Coordinator	
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Hon'ble Members who could not attend the Meeting

Sl No	Name	Designation	Remarks
1	Sh. Ravindra Singh	Rathore in Vice President	Signature
2	Dr. PM George	Dean - QA / SoTE	Out of Campus
3	Dr. Pradeep Laxkar	Dean SOCSET	Leave
4	Dr. Karthik Vishwanathan	Med. Superintendent	NOT Known
5	Sh. Deepak Acharya	CEO - INOX CVA	Busy in Operation

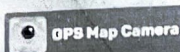




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Action Taken Report (MoM 03/2024-25)

Agenda Point	Action Taken
Confirmation of the First Minutes of Meeting	Confirmation of the Minutes of the First Meeting The Minutes of the Second IQAC Meeting held on October 21, 2024, were reviewed and confirmed.
Discussion on the significance of preparing the Documentary Report of the Events like Illuminati 2025 for NAAC Point of View at the ITMBU or at the Constituent School Levels:	<ul style="list-style-type: none"> • A Core Team at the School Levels under the IQAC's Institute Coordinator to oversee the report preparation process as per the NAAC Requirements. • The Event Report should be submitted necessary documents to the IQAC within one week post-event. • A final consolidated report will be compiled and submitted for NAAC compliance. • A structured Documentary Report Format will be designed and circulated by IQAC. • The organising committee of the Events will to ensure the systematic collection of Geo-Tagged Photos. • The importance of maximum stakeholder engagement was reaffirmed, with schools directed to implement the same at their respective levels.
Preparations for AAA for the AY 2024-25 in line with NAAC Preparedness.	<ul style="list-style-type: none"> • The Structures Format for effective implementation should be circulated by IQAC. • The Capacity Building Session for the same may be arranged by the Schools in collaboration with IQAC. • Pre-audit preparations may be undertaken to ensure uniformity and smooth execution. • Specific tasks may be allocated to Institute's IQAC Coordinator to facilitate the AAA process efficiently. • The house unanimously resolved to proceed with the approved format for the AAA Exercise and to initiate the necessary steps for timely execution in accordance with NAAC guidelines.
Implementation and progress of Outcome-Based Education (OBE).	<ul style="list-style-type: none"> • To prepare the CO/PO mapping for each Course being taught to the students.






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	<ul style="list-style-type: none">• Conduct regular faculty training for the OBE.• Enhance student engagement.• The Chairperson appreciated efforts and urged continued focus. Next meeting set to review further progress.
Community Service by the Constituent Schools.	<ul style="list-style-type: none">• All constituent schools shall develop and integrate community service modules.• It may be the part of their curriculum also.• The implementation report shall be submitted to the IQAC.• Necessary institutional support, including faculty mentorship shall be facilitated by IQAC.
Review of Labs and Infrastructure Audit.	<ul style="list-style-type: none">• To continue the Surprise Audits to enhance the quality of labs and infrastructure.• Implement corrective measures based on audit findings to address proactively.• Launch a Tobacco-Free Campus Initiative involving awareness drives, posters, and strict enforcement of disciplinary actions against violators at Schools or Sections levels.• A committee may be formed to oversee the implementation of anti-tobacco measures and ensure compliance.• Encourage the participation in maintaining a clean and healthy campus environment.
Formulation of Code of Conduct for staff, students, etc.	<ul style="list-style-type: none">• A Draft of Code of Conduct may be circulated for feedback before final approval.• Once approved, the Code of Conduct will be formally adopted and made accessible to all stakeholders.• Regular awareness sessions and workshops will be conducted to ensure compliance and understanding of the Code of Conduct.• A grievance Redressal mechanism will be established to address violations effectively.
Any other Agenda point with the Permission of the Chair:	<ul style="list-style-type: none">• The proposal to establish IQAC as a standalone department was unanimously accepted.




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The Point is from Chairperson of the IQAC to establish IQAC as the Independent Department of ITMBU with Infrastructures and the Necessary Manpower for the Effective and Impactful implementation and sustainability of the Quality Initiative as well as Preparations for the NAAC.

- The Proposal for this agenda point has been put up for approval by Hon'ble Vice President Sir with the detailed plan outlining the infrastructure, Manpower resources needed for implementation.
- During next Meeting with VP sir, it will be discussed on request.


(IQAC Coordinator)




Provost.
Hon'ble ~~Vice President~~
Chairman of the Meeting