

ITM (SLS) Baroda University
Internal Quality Assurance Cell

Minutes of Meeting of IQAC: 04/2024-25

The Second Meeting of IQAC, ITMBU held at 1330 Hours on Monday, June 28, 2025 at the TAAP Board Room, ITMBU Secretariat, First Floor, C.B. Building under the Chairmanship of Hon'ble Provost, ITMBU to discuss the previous Agenda Points (MoM of 3rd Meeting) and also to discuss the various Quality Initiatives to be taken as part of strengthening the Quality of Academic & Administrative Culture at the University.

Following Members were present in the Meeting:

<u>Sl. No</u>	<u>Name</u>	<u>Designation</u>
1.	Prof. (Dr) Vedvyash Ji Dwivedi	Hon'ble Chairman, IQAC & Provost
2.	Dr. Vimal Kumar	Dean-SoP
3.	Dr. K Baba Pai	Dean SoTE
4.	Dr. Rahim Munshi	Dean, SoB
5.	Dr. Pradip Laxkar	Dean SoCSET
6.	Dr. Som Sahani	COE, ITMBU
7.	Mr. Tejas Pandya	Principal, ITM College of Nursing
8.	Dr. Jaswandi Metre	Asso. Dean, SoP
9.	Dr. Anand Gaurav	Asst. Prof. SoTE
10.	Mr. Satyavir Sharma	IQAC Coordinator

The Following Members of IQAC could not attend the Meeting:

<u>Sl. No</u>	<u>Name</u>	<u>Designation</u>
1.	Shri Ravindra Singh Rathore	Hon'ble Vice President
2.	Shri Deepak Acharya	CEO, INOX CVA
3.	Dr. D K Kanchan	Registrar, ITMBU
4.	Dr. Naval Koralkar	HoD, Chemical Engg SoTE



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

- Confirmation of the Minutes of the Third IQAC Meeting held on March 28, 2025.**
- Proposal to initiate the process of defining clear and realistic quality benchmarks across key functional areas such as Academics, Teaching-Learning, Research, Student Support, Infrastructure, and Governance. These benchmarks will serve as a foundation for setting measurable goals, tracking progress, and driving continuous improvement.
- Financial assistance from University for faculty and PhD students to attend National & International conferences.
- Green Audit of University Campus
- Mini Libraries:** Set up departmental libraries for easier student access building wise.
- Committee Contacts:** Share official contact details of key safety and grievance committees. (Signage, Display on Common Places)



7. The establishment of IQAC as Independent Section.
8. Value Added Courses for the Schools.
9. Academic & Administrative Audits for AY 2024-25 (03 Members Committees – Provost Sir/IQAC Coordinator and 01/02 Internal Member (Dean/Principal/Sr. Faculty)
10. Intimation regarding 06 New Institute Coordinators, Their Training and Capacity Building will be undertaken weekly.

Proceedings:

The IQAC Coordinator welcomed the Hon'ble Members in the Meeting and started the Proceedings with the kind permission of the Chair. The following Agenda Points were discussed:

Agenda Point No. 1. :

Confirmation of the Minutes of the Third IQAC Meeting held on March 29, 2025.

- a) IQAC Coordinator read out the Minutes of the First IQAC Meeting. The Minutes were confirmed without any amendments after deliberations.

Agenda Point No. 2. :

Proposal to initiate the process of defining clear and realistic quality benchmarks across key functional areas such as Academics, Teaching-Learning, Research, Student Support, Infrastructure, and Governance. These benchmarks will serve as a foundation for setting measurable goals, tracking progress, and driving continuous improvement.

The proposal was submitted by Dean SoCSET with the objective of introducing a structured, data-driven approach to quality assurance and enhancement through benchmarking at all levels in schools, departments, and support sections of ITMBU.

The Chairperson reiterated the critical importance of developing **category-wise benchmarks** that are both **realistic and aspirational**, tailored to the nature and scope of each **School, Department, and Functional Section**.

It was emphasized that these benchmarks should not be abstract but must be **aligned with the standards of comparable Constituent Schools of other reputed Universities** (National/International) to promote competitiveness and excellence. The following functional domains were identified as primary areas for setting benchmarks:

- **Academics:** Curriculum quality, faculty-student ratio, outcome-based education metrics, Classroom engagement, Result Benchmarks for each School, use of ICT, attainment of Course and Program Outcomes. Schools are expected to define minimum and aspirational academic performance parameters (pass percentage, CGPA distribution, topper analysis).
- **Student Support:** Career services, mentoring system, feedback mechanisms, student satisfaction index.



- **Governance:** Transparency, grievance redressal, decision-making systems, and participative management.
- The House unanimously endorsed the Chairperson's strong recommendation that Ph.D. qualified candidates with active research profiles and measurable academic contributions should be recruited for Teaching positions, thereby upholding academic rigor and aligning with UGC/NAAC/NEP standards.
- Further emphasis was placed on hiring faculty.
- A suggestion was put forth to benchmark the Admission Process in terms of diversity, eligibility thresholds, and academic quality of admitted students. Schools should analyze the profile of enrolled students and compare it with similar institutions to set target goals.
- The Chairman emphasized that the Schools and Sections must **review and refine their Vision, Mission, and Quality Policy Statements** to reflect measurable aspirations. A standard template for drafting these statements will be circulated by the IQAC, with scope for contextual customization.

Agenda Point No. 3:

Financial assistance from University for faculty and PhD students to attend National & International conferences.

The agenda regarding financial assistance was submitted by Dean SoP, Dr. Vimal Kumar for the faculty and Ph.D. scholars to attend National and International Conferences was discussed. The Hon'ble Chairman extended principal approval, recognizing the importance of such support in enhancing research output, academic exposure, and institutional reputation.

The IQAC Coordinator referred to NAAC Criteria Metric 6.3.2, which encourages universities to offer financial support up to Rs. 5000/- per faculty per year as part of quality benchmarks.

The proposal was unanimously acknowledged as necessary, and the Hon'ble Chairperson directed the Dean- Research to initiate a draft policy incorporating the above aspects for vetting and administrative approval. The finalized guidelines shall be implemented from the next academic session (2025–26) onwards, subject to approval from the competent authorities.

Agenda Point No 4.

Green Audit of University Campus

During the discussion on the Green Audit of the University Campus, the Chairman principally agreed on the necessity of undertaking not only the Green Audit but also incorporating Environment Audit and Energy Audit as a consolidated and continuous initiative. It was emphasized that such audits are crucial in meeting the compliance requirements of various External Regulatory Agencies, Statutory Councils, and Accreditation Bodies.

IQAC has been entrusted with initiating the framework and coordination mechanism for these audits in collaboration with the concerned administrative units and external empanelled auditors.




Agenda Point No 5.

Set up departmental libraries for easier student access building wise

The Hon'ble Chairman apprised the members that, in lieu of setting up separate Departmental libraries, it has been decided to establish building-wise libraries for improved access and resource optimization across all constituent schools and sections of ITMBU. The proposal has received approval from the Competent Authorities of ITMBU, and a Librarian has been duly appointed to oversee the operations. The libraries are scheduled to become operational by mid-August 2025 in respective buildings, ensuring better accessibility of academic resources to students and faculty members.

Agenda Point No 6. :

Share official contact details of key safety and grievance committees.

During the discussion on the agenda item regarding the official contact details of key safety and grievance committees, the Hon'ble Chairman highlighted the statutory importance of various Cells and Committees, especially those pertaining to student safety, grievance redressal, and inclusivity. It was informed that these committees have already been constituted by the Office of the Registrar as part of compliance with statutory and regulatory frameworks (UGC, NAAC, and other bodies).

The Chairman emphasized that:

- These committees play a vital role in ensuring a safe, inclusive, and responsive campus environment.
- Details of key personnel, including names, designations, contact numbers, and email IDs, should be compiled and displayed on official posters.
- These posters must be placed at visible and accessible locations across the university, especially in high student footfall areas in all Constituent Schools and Administrative Sections.
- The same information must be updated and prominently published on the official University website for ease of access to all stakeholders.

The standardised template be developed for such posters by the Registrar's Office, and a compliance review shall be conducted in the next IQAC meeting to ensure implementation across ITMBU's Constituent Schools.

Agenda Point No 7.

Establishment of IQAC as an Independent Section

The Hon'ble Chairman, along with the esteemed IQAC Members, deliberated on the necessity of establishing the IQAC as an independent section, considering the growing scope of activities across the constituent schools and sections.

The Members unanimously agreed that IQAC plays a pivotal role in institutional development, compliance, and quality benchmarking, and thus requires dedicated infrastructure and adequate staffing to function effectively. It was observed that the current office setup is



insufficient to meet the operational demands of an active and expanding IQAC. The Chairman acknowledged these concerns and affirmed that the proposal to establish IQAC as an independent section has been principally approved.

Agenda Point No 8.

"Value Added Courses for the Schools"

The Hon'ble Chairman highlighted the importance of Value Added Courses (VACs) in enhancing students' holistic development and employability, urging all Schools to introduce relevant, industry-aligned programs.

The IQAC Coordinator presented the SOP for implementing VACs as per NAAC guidelines, emphasizing that courses must be optional, of at least 30 contact hours, conducted outside the core curriculum, and focused on value addition. Mandatory documentation includes the course brochure with outcomes, student lists, attendance records, evidence of delivery, and completion certificates. It was clarified that repeated offerings of the same course or independently chosen online courses will not be considered for assessment.

All Schools were advised to plan VACs as per their domain strengths and ensure proper documentation for NAAC readiness.

Agenda Point No 9.

Academic & Administrative Audits for AY 2024-25 (03 Members Committees – Provost Sir/IQAC Coordinator and 01/02 Internal Member (Dean/Principal/Sr. Faculty))

During the meeting, the Chairman deliberated on the conduct of Academic and Administrative Audits (AAA) for the Academic Year 2024–25 across all constituent schools and sections of ITMBU. It was resolved that the audits will be conducted in the first week of August 2025 by a three-member committee comprising:

- Hon'ble Provost Sir (Chairman),
- IQAC Coordinator, and
- One or Two Internal Members (Dean/Principal/Senior Faculty from the same or other constituent units).

The IQAC is in the process of finalizing the standardized AAA Format, which will be circulated shortly to all concerned.

The Hon'ble Chairman Sir specifically emphasized that all Schools and Sections must begin immediate and meticulous preparations for the upcoming audits. He reiterated that this activity is to be treated as a top-priority initiative by IQAC, in line with the University's NAAC preparedness. The members assured their full cooperation and timely readiness for the AAA process.

Agenda Point No 9.

Intimation regarding 06 New Institute Coordinators, Their Training and Capacity Building will be undertaken weekly.



The IQAC Coordinator formally informed the house that 06 out of 10 Institute IQAC Coordinators have recently been replaced with new faculty members and emphasized the need for regular training and capacity-building sessions for these newly appointed Coordinators to align them with the context of NAAC preparedness. It was proposed that the training sessions will be undertaken by the IQAC Cell, focusing on IQAC documentation, quality metrics, NAAC requirements, and institutional best practices.

All Deans and Heads of Institutions (Hols) were kindly requested to grant permission and support to the new Coordinators by allowing time for participation in these sessions and facilitating their involvement in IQAC-related activities at the school level. This initiative is crucial to ensure that the newly inducted members are adequately prepared to undertake IQAC tasks effectively.

Hon'ble Chairman and Members agreed to this. IQAC Coordinator will be coordinating their training part as per the requirement.

Agenda Point(s) No 10.

Following Points with the permission of the Chair were also discussed:

- A. During the 4th Quarterly Meeting of the IQAC, deliberations were held with due consideration to the functioning of ITMBU's Constituent Schools and Sections. It was resolved that with respect to the Board of Studies (BoS), the Chairman of each BoS shall be responsible for nominating two external and two internal paper setters through the University Management System (UMS). The respective Chairmen agreed to this protocol. Furthermore, the Controller of Examinations (CoE) shall facilitate this process by granting appropriate UMS access rights to all BoS Chairmen. It was also suggested that IQAC Representatives and faculty members from other Schools teaching the same subject may be invited as part of the BoS proceedings to ensure interdisciplinary inputs and transparency.
- B. The 4th Quarterly Meeting of the IQAC deliberated upon an important academic procedural aspect concerning all Constituent Schools and Sections of ITMBU. It was resolved that, prior to the commencement of Semester-End Examinations, Internal Assessment Marks must mandatorily be entered into the system. A mechanism should be established wherein Hall Tickets shall not be generated unless the Internal Marks are duly submitted. However, as the non-generation of Hall Tickets directly impacts students, it was emphasized that students must not be penalised for lapses on the part of faculty members. In such cases, responsibility should be ascribed to the concerned faculty, and appropriate corrective action may be initiated accordingly.
- C. During the 4th Quarterly Meeting of the IQAC, the Chairman proposed the implementation of a formal system of *Undertaking*, particularly in matters related to examinations, across all Constituent Schools and Sections of ITMBU. It was suggested that the concerned faculty involved in examination-related activities must submit a signed declaration stating:




Internal Quality Assurance Cell

"The actions and procedures undertaken in the exercise are true and correct to the best of my knowledge and belief. In case of any misappropriation or discrepancy found to be incorrect, I shall be held responsible."

- D. The Hon'ble Chairman insisted that from next Meeting onwards, the Associate Dean-Academics, Deans/Hols should also be invited as SPECIAL INVITEE for the IQAC Meetings. This will enable us to discuss the matters regarding Academics, Administration, Hostels, and Campus Management etc.

There were no further point from any of the Member. The meeting concluded with a vote of thanks to the Chair. The next IQAC meeting is scheduled for the Next Quarter (2025. i.e. 1st Quarter of New Academic Session 2025-26) in the Month of September 2025.


(IQAC Coordinator) 02/07/25
4


03 July, 2025
Hon'ble Chairman IQAC/ Provost,
Chairman of the Meeting



Sl No	Name	Designation	Constituent School	Signature
1	Prof. (Dr) Vedvyas J Dwivedi	Chairman IQAC & Provost,	ITMBU	Vedji
2	Dr. Vimal Kumar	Dean. SOP	SOP	Dr. Vimal Kumar
3	Dr K Baba Pai	Dean SOTE/Director ICTP	SOTE	Dr. K. Baba Pai
4	Dr. Jaywardhi Nureti	Asso. Dean - SOP	School of pharmacy	Dr. Jaywardhi Nureti
5	Dr. Pradeep Laxkar	Dean SOCSER	SOCSER	Dr. Pradeep Laxkar
6	Mr. Tejesh Pandya	Principal - Nursing	Nursing	Mr. Tejesh Pandya
7	Dr. Som Sahani	COE	EXAM	Dr. Som Sahani
8	Dr. Anand Gaurav	Asst Prof. Mech	SOTE	Dr. Anand Gaurav
9	Dr. Rabin Mushi	Dean, SOB	SOB	Dr. Rabin Mushi
10	Satyavir Sharma	IQAC Coordinator	IQAC	Satyavir Sharma
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[Signature]
28/06/2025

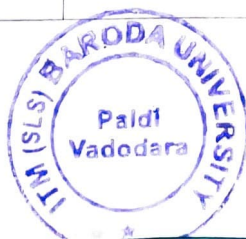


Glimpses of the IQAC's 4th Quarterly Meeting AY 2024-25




Action Taken Report (MoM of IQAC/QE, 04/2024-25)

Agenda No.	Agenda Description	Action Taken Report
1	Confirmation of the Third Minutes of Meeting	<ul style="list-style-type: none"> Confirmation of the Minutes of the First Meeting The Minutes of the First IQAC Meeting held on March 29, 2025, were reviewed and confirmed
2	Defining Quality Benchmarks across Key Functional Domains	<ul style="list-style-type: none"> Each Section and School to initiate the formulation of category-wise benchmarks in Academics, Teaching-Learning, Student Support, Research, Governance, and Infrastructure. Schools and Sections have been instructed to refer to peer institutions (National/International) for benchmarking.
3	Financial Assistance for Conference Participation	<ul style="list-style-type: none"> Dean-Research assigned the task of drafting the Financial Assistance Policy. IQAC submitted reference documents aligned with NAAC Metric 6.3.2. Policy draft under review at the Management Level as informed by Hon'ble Chairman Implementation proposed from Academic Year 2025-26 after vetting and final approval.
4	Green, Environment & Energy Audits	<ul style="list-style-type: none"> IQAC to undertake the task of inviting the Agencies for the Statutory Audits.
5	Building-wise Departmental Libraries	<ul style="list-style-type: none"> Approval obtained from Competent Authority. Librarian appointed and assigned responsibility. Libraries planned to be operational in respective buildings by mid-August 2025. Space allocation and infrastructure arrangements in progress.
6	Contact Details of Safety & Grievance Committees	<ul style="list-style-type: none"> Registrar's Office to collect updated information of committee members, Compilation of names, designations, contacts. Standardised poster template to be developed with the help of Mr. Sahadev. Posters to be displayed across high footfall zones and published on the University website. Compliance review to be conducted in the next IQAC meeting.
7	IQAC as an Independent Section	<ul style="list-style-type: none"> Proposal for independent IQAC Section has received principal approval. Space identification and infrastructure planning underway. Proposal for dedicated staff submitted for administrative processing way back, The Formal Approval is awaited.
8	Implementation of Value Added Courses (VACs)	<ul style="list-style-type: none"> SOP along with Monitoring checklist for VACs to be shared with all Schools by IQAC Coordinator.

		<ul style="list-style-type: none"> Schools instructed to initiate domain-specific VACs with due documentation. Schools to initiate the process from July 2025 onwards.
9	Academic & Administrative Audits (AAA) 2024-25	<ul style="list-style-type: none"> The Recommendations and ATR of last year's AAA to be compiled and to be referred first AAA Committee structure and Standard AAA Format to be finalized by IQAC by July End. Schools and Sections instructed to begin documentation and readiness. Audit scheduled for Mid-August 2025.
9 (contd.)	Training of 06 New Institute IQAC Coordinators	<ul style="list-style-type: none"> Capacity-building sessions initiated by IQAC Cell. Training content includes NAAC metrics, IQAC documentation, and best practices. Deans/Hols informed to support participation of new Coordinators. Attendance and feedback being recorded.
10A	Nomination of Paper Setters through UMS	<ul style="list-style-type: none"> All BoS Chairmen informed about new nomination protocol. CoE instructed to enable UMS rights for nominated BoS Chairmen. IQAC to monitor BoS proceedings to ensure interdisciplinary participation.
10 B	Internal Marks Entry before Hall Ticket Generation	<ul style="list-style-type: none"> Proposal for mandatory Internal Assessment submission approved. UMS Head and CoE instructed to integrate hall ticket generation with marks entry compliance. Circular to be issued from the Registrar Office. Responsibility for this to lie with faculty, not students.
10 C	Undertaking by Faculty for Exam Duties	<ul style="list-style-type: none"> Draft of formal Undertaking prepared and under review. <i>"The actions and procedures undertaken in the exercise are true and correct to the best of my knowledge and belief. In case of any misappropriation or discrepancy found to be incorrect, I shall be held responsible."</i> All exam-involved faculty to submit declarations from upcoming semester. Implementation to begin with Semester-End Exams of AY 2025-26.
10 D	Special Invitees in Future IQAC Meetings	<ul style="list-style-type: none"> IQAC directed to invite Associate Dean-Academics, Deans/Hols as Special Invitees in upcoming meetings.


(IQAC Coordinator) 02/07/2025




03 Jul. 2025
Hon'ble Chairman IQAC/ Provost,
Chairman of the Meeting