

ITM (SLS) Baroda University
Internal Quality Assurance Cell

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Minutes of Quarterly Meeting of IQAC: 01/2025-26

The Second Meeting of IQAC, ITMBU held at 1530 Hours on Tuesday, September 30, 2025 at the Board Room, First Floor, C.B. Building under the Chairmanship of Hon'ble Provost, ITMBU to discuss the previous Meetings Agenda Points (MoM of 4rd Meeting), along with the new Agendas for this Quarter 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.	Mr. Tejas Pandya	Principal, ITM College of Nursing
6.	Dr. Jaswandi Metre	Asso. Dean, SoP
7.	Dr. Naval Koralkar	HoD, Chemical Engg, SoTE
8.	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. Som Sahani	COE, ITMBU
5.	Dr. Pradeep Laxcar	Dean, SoCSET

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

1. **Confirmation of the Minutes of the Fourth IQAC Meeting held on 28 June, 2025.**
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.
3. Infrastructure support for Value Added Courses (VACs), Research, and Teaching-Learning upgradation. Research infrastructure requirements such as software, research databases, and case studies at the School of Business (SoB).
4. Infrastructure Issues in Nursing College, Additional furniture required for classrooms (due to increased student strength from AY 2025-26). Library racks for book display. Nutrition labs glass cupboards for utensil display, replacement of wooden tables. Skill lab for strengthening for ABL/PBL. Issues in organising guest lectures, seminars, and workshops as prescribed by the Indian Nursing Council (INC). Establishment of the Student Nurses' Council unit
5. Formation and functioning of Student Council at the university level.



6. Status of Syllabus Completion. Progress on Indian Knowledge Systems (IKS) implementation. Schedule and monitoring of the Mentor-Mentee system.
7. Staff retention strategies. Green/Energy/Environment Audit. Strengthening of Cells and Committees.
8. Any Other Agenda Item, with the permission of the Chair.
Member Secretary informed the Members regarding the broken Switch Boards/Fans being replaced by Electricians building wise. Now the responsibility and accountability should be fixed to identify the culprits and take actions against the defaulters....

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 ~~1~~

1. *Confirmation of the Minutes of the Fourth IQAC Meeting of AY 2024-25, held on 28 June, 2025.*

The Member Secretary read out the agenda points of previous meeting one by one and updated the status of each point to the Members as follows: -

- a) The structured data driven approach considering the category wise bench marking as per the aligned standards of comparable Constituent Schools of other Universities yet to be set. The Chairman insisted the Hols to prioritise this as part of Quality enhancement in the Academic and other activities for the stake holders.
 - b) The financial support for attending the National/International Conferences by the faculties is open always. Only thing the faculties should apply for these diligently.
 - c) The Green/Environment/Energy Audit is in process, the Quotations have been invited, discussed with Management and it is agreed. Hopefully after Diwali Vacation, it will be taken up.
 - d) The Departmental Library issue is still in consideration. The Appointment of Librarian is under way and once it is appointed, the library will be set up as discussed.
 - e) AAA for the Academic Year 2024-25 is completed by the IQAC, the Individual reports of the Schools and Sections have been shared with the Strengths, Weaknesses and the Special remarks by IQAC. The Consolidated AAA Report of the University is also prepared and signed by all the Hols/Section Heads except by SoCSET. The Report is submitted to Hon'ble Vice president for further guidance.
 - f) Newly Appointed Institute Coordinators of the respective schools have been oriented and they are doing well in the IQAC Duties. During the recently concluded AAA Exercise, they have done excellent job in preparing their institutes for the exercise.
2. *Infrastructure support for Value Added Courses (VACs), Research, and Teaching-Learning upgradation. Research infrastructure requirements such as software, research databases, and case studies at the School of Business (SoB).*

This issue should be forwarded to Dean – Doctoral Studies and action will be taken appropriately for the Research Infrastructures, Teaching learning upgradation focussing specifically the infrastructure for the Value Added Courses.

3. *Infrastructure Issues in Nursing College, Additional furniture required for classrooms (due to increased student strength from AY 2025–26). Library racks for book display. Nutrition labs glass cupboards for utensil display, replacement of wooden tables. Skill lab for strengthening for ABL/PBL. Issues in organising guest lectures, seminars, and workshops as prescribed by the Indian Nursing Council (INC). Establishment of the Student Nurses' Council unit.*



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Hon'ble Chairman informed the members that Fabrication Work at the ITMBU Workshop should be approached through the procedure by the schools/sections for such kind of infrastructure issues which will be fabricated by the workshop. The Design or the specifications should be mentioned in the requirement. The Skill lab as prescribed by concerned Councils should be discussed and accordingly the things will be moving. Same way, for the Student's Nursing Council Unit as well.

4. *Formation and functioning of Student Council at the university level.*

Hon'ble Chairman insisted that instead of giving the name as Student's Council, some Club type nomenclature may be decided which will be in line with the Student's Council framework. This will not be on Election basis but Selection basis. The suggestions from the constituent schools should be asked and the process will be initiated based on the common consensus for the formation of the unit at ITMBU Level.

5. *Status of Syllabus Completion. Progress on Indian Knowledge Systems (IKS) implementation. Schedule and monitoring of the Mentor-Mentee system.*

Hon'ble Chairman asked the Dean/Hols to submit the status of the Syllabus Completion, IKS and Mentor Mentee System before the Diwali Vacation. The Email intimation regarding this will be sent from the Office of provost for onward submission of the same.

6. *Staff retention strategies. Green/Energy/Environment Audit. Strengthening of Cells and Committees.*

- a) Hon'ble Chairman insisted that Staff Retention has become the big concern for all and it should be taken up appropriately. The suggestions from the Deans/Hols should be invited to counter this in order to retain the staff. The reasons like Saturdays Off, Vacation Leaves, HR Issues may be discussed and addressed appropriately.
- b) The Green/Energy/Environment Audit as described in Agenda Point 1 (c) is applicable here.
- c) The Cells and Committees are still not functional. It may be structured to conduct the regular meetings and minuted records should be maintained. The IQAC Coordinator informed that the Formats have been shared and it is still under constitution and hope it will be taken up and become functional.

7. *Any Other Agenda Item, with the permission of the Chair.*

The Member Secretary informed the Members regarding the broken Switch Boards/Fans being replaced by Electricians building wise. Now the responsibility and accountability should be fixed to identify the culprits and take actions against the defaulters....

The Hon'ble member insisted that the maintaining the Campus and its infrastructure is everyone's responsibility. The Dean/Hols should detail 01 person from their respective school to look after this issue. Anyone found damaging the property of the university Campus should be taught a lesson and it should become example for others.

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 of 2025. i.e. 2nd Quarter of Academic Year 2025-26) in the Month of December 2025.





BARODA UNIVERSITY

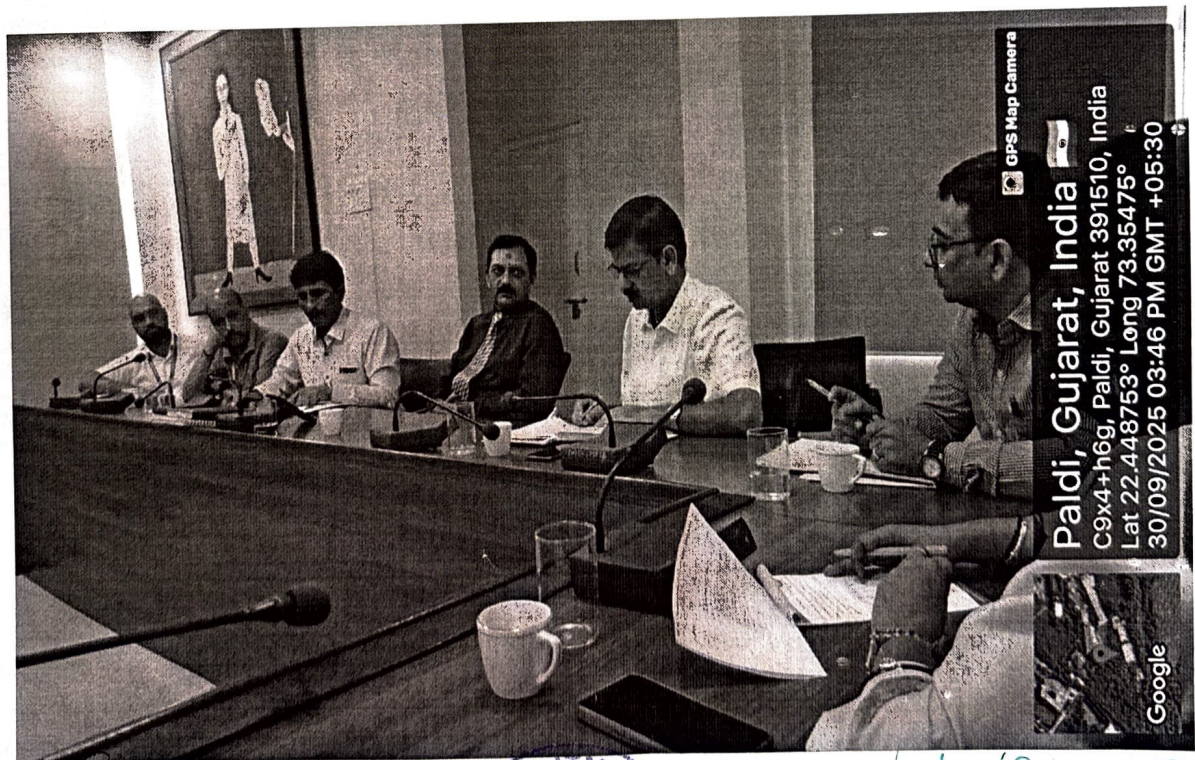
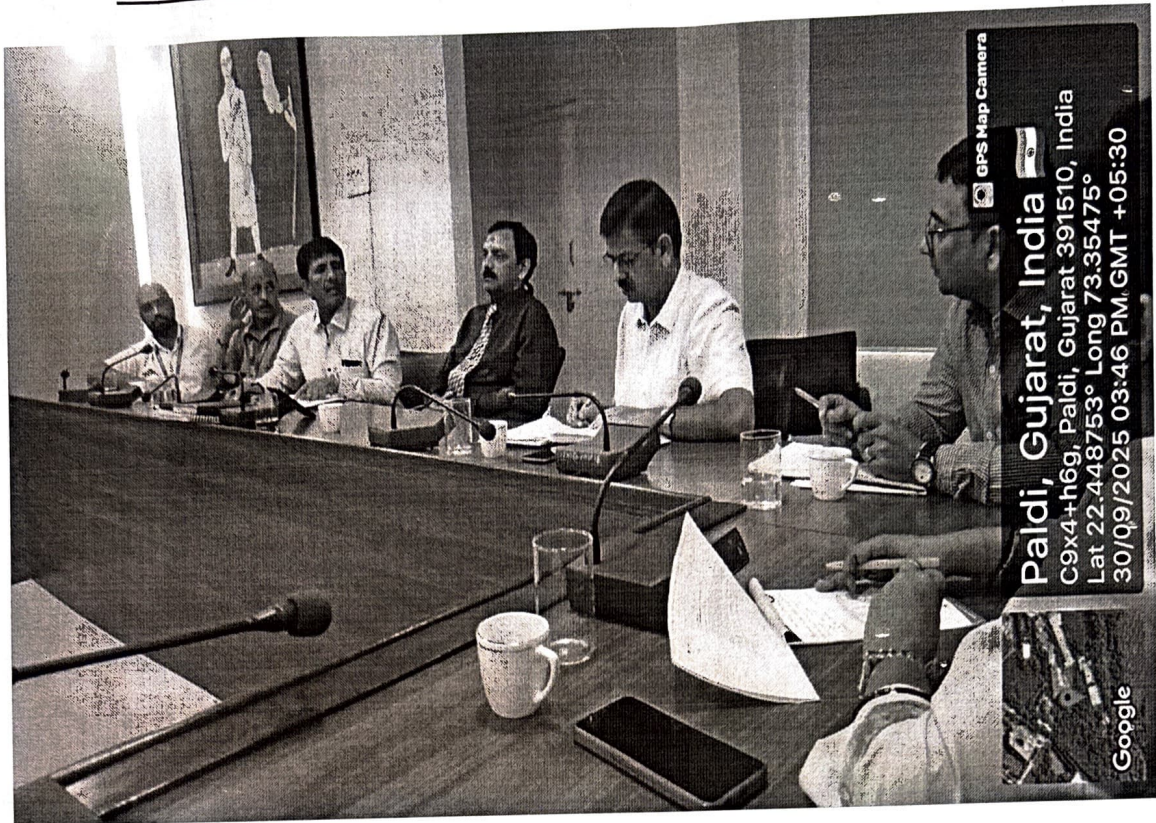
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"Think Big... Think Beyond"

Internal Quality Assurance Cell

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Glimpses of the IQAC's 1st Quarterly Meeting AY 2025-26



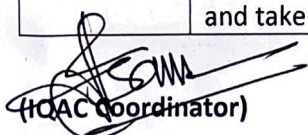
[Signature]
 (IQAC Coordinator)
 01 Oct 25



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

Action Taken Report (MoM of IQAC, QE: 01/2025-26)

Agenda No.	Agenda Description	Action Taken Report
1	Confirmation of the Minutes of the Fourth IQAC Meeting held on 28 June, 2025	– Confirmation of the Minutes of the IQAC Meeting held on June 28, 2025, were reviewed and confirmed.
2	Infrastructure support for Value Added Courses (VACs), Research, and Teaching-Learning upgradation. Research infrastructure requirements such as software, research databases, and case studies at the School of Business (SoB).	– The Dean – Doctoral Studies intimated to undertake these points for the VAC, Research & TL Upgradation.
3	Infrastructure Issues in Nursing College, Additional furniture required for classrooms (due to increased student strength from AY 2025–26). Library racks for book display. Nutrition labs glass cupboards for utensil display, replacement of wooden tables. Skill lab for strengthening for ABL/PBL. Issues in organising guest lectures, seminars, and workshops as prescribed by the Indian Nursing Council (INC). Establishment of the Student Nurses' Council unit	– The Principal should approach the Workshop through approval by competent authorities. – Other Hols and heads of Section should also follow this practice.
4	Formation and functioning of Student Council at the university level.	– The email intimation for the suggestions have been asked from the Schools and final decision will be taken by competent authorities, ITMBU.
5	Status of Syllabus Completion. Progress on Indian Knowledge Systems (IKS) implementation. Schedule and monitoring of the Mentor-Mentee system.	– PA to provost have already will send the email for the status updates of the Syllabus Completion/IKS etc. from the Deans/Hols. And it is being compiled.
6	Staff retention strategies. Green/Energy/Environment Audit. Strengthening of Cells and Committees.	– The Green mentors Agency at Ahmedabad have been approached. They will undertake the process and issue the certificate which will be valid for 03 years.
7	Any Other Agenda Item, with the permission of the Chair. Member Secretary informed the Members regarding the broken Switch Boards/Fans being replaced by Electricians building wise. Now the responsibility and accountability should be fixed to identify the culprits and take actions against the defaulters....	– The Hols have been requested to detail 01 person to look after the facility Infrastructure issues.



(IQAC Coordinator)



Vedvyab Jivked
03 Oct. 2025

Hon'ble Chairman IQAC/ Provost,
Chairman of the Meeting