

**ITM (SLS) Baroda University**  
**Internal Quality Assurance Cell**

**Minutes of Meeting of IQAC (03/2025-26)**

The 3<sup>rd</sup> Quarterly Meeting of the IQAC, ITMBU for the AY- 2025–26, ITMBU held at **1540 Hours on Friday, April 03, 2026 at the TAAP Board Room, First Floor, C.B. Building** under the **chairmanship of Hon'ble Chairman – IQAC & Provost Sir, ITMBU.**

Following Members were present in the Meeting:

<u>Sl. No</u>	<u>Name</u>	<u>Designation</u>
1.	Prof. (Dr) Vedvyash J Dwivedi	Hon'ble Chairman, IQAC & Provost
2.	Dr. K Baba Pai	Dean, SoTE
3.	Dr. Jaswandi Mehetre	IC Dean, SoP
4.	Dr. Naval Koralkar	Asst Prof. SoTE
5.	Mr. Tejas Pandya	Principal, ITM College of Nursing
6.	Dr. Rajeev Gupta	Asst. Prof, SoS
7.	Mr. Satyavir Sharma	IQAC Coordinator

The Following Members of IQAC could not attend the Meeting:

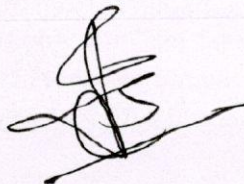
<u>Sl. No</u>	<u>Name</u>	<u>Designation</u>
1.	Shri Ravindra Singh Rathore	Hon'ble Vice President
2.	Shri Deepak Acharya	CEO, INOX CVA
3.	Dr. D K Kanchan	Registrar, ITMBU
4.	Dr. Pradeep Laxkar	Dean, SoCSET
5.	Dr. Rahim Munshi	Dean, SoB
6.	Dr. Mital Thakkar	Asst. Prof. SoB

**Invited members (IQAC's Institute Coordinators)**

- |                      |                       |
|----------------------|-----------------------|
| 1. Ms. Krupal Thakar | 5. Ms Jugal Desai     |
| 2. Dr. Kanika Grover | 6. Ms Diksha Durgapal |
| 3. Dr. Urvashi Gohel | 7. Dr. Mahesh Patel   |
| 4. Ms Riddhi Makwana | 8. Ms. Rupali Kesar   |

**Proceedings**

The IQAC Coordinator welcomed the Hon'ble Chairman and all esteemed Members to the Meeting and, with the kind permission of the Chair, initiated the proceedings. He informed the house that this Meeting is being conducted for the previous Quarter of the Academic year 2025-26, ended on March 2026 which could not be conducted within the quarter due to the unavoidable circumstances and the Hon'ble members were occupied in the essential Activities of the University. Hence, it was postponed to today.



Further, IQAC Coordinator mentioned the various initiatives being undertaken by the IQAC such as Examination Section Audits across the Constituent Schools of ITMBU, UGC Files reviews as part of the Preparations for UGC Committee Visit to ITMBU. Updating the Criteria wise DVV starting from Criterion 1 which is already completed and Criteria 2 is under preparation. The 3<sup>rd</sup> Phase of Self-Assessment Iterative Exercise in line with the NAAC Preparedness also initiated by IQAC in which the schools are being assessed by themselves as per the Criteria Wise which is further verified by IQAC Team for each Schools and on the spot suggesting the Feedback on the Scores Claimed by the Schools. This helps the Schools to know their actual status and further degree of Improvement. This is still continued on monthly basis for each School.

### **Agenda Point No. 1**

#### **Confirmation of the Minutes of the 2nd IQAC Meeting held on 31st December 2025**

The IQAC Coordinator presented the agenda points discussed during the previous meeting and apprised the members of the current status of action taken on each item. The Minutes of the 2nd IQAC Meeting were reviewed and confirmed by the members.

### **Agenda Point No. 2**

#### **Update on Self-Assessment Verification Activity of Schools for NAAC Preparedness**

The IQAC Coordinator informed the Hon'ble members about the progress of the third phase of NAAC preparatory self-assessment across schools. The exercise has been completed in the Constituent Schools i.e., SoCSET, SoTE, SoHSS, SoMPMS, and SoS. However, the assessment for the SoS will be conducted again due to incomplete preparedness during the scheduled visit. For rest of the Schools, it is in progress each day for 01 School.

The Hon'ble Chairman appreciated the initiative and acknowledged the active participation of faculty members in strengthening NAAC preparedness. He emphasised that Hols/HoDs should formally present their school's preparedness before the IQAC Committee, supported by the respective Institute Coordinators.

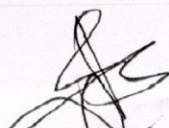
Further, the Chairman directed the IQAC Coordinator to provide periodic updates on the progress of each school and to submit a comprehensive report after the completion of each phase, beginning with the current phase.

### **Agenda Point No. 3**

#### **Establishment of IQAC at the School Level**

The IQAC proposed the establishment of School-Level IQACs. It was resolved that the composition of the IQAC at School level will be aligned with that of the University - level IQAC.

The Hon'ble Chairman further suggested the inclusion of 2 to 3 members from other schools to promote interdisciplinary collaboration and cross-functional insights. Additionally, the Chairman and IQAC Coordinator/Co-Coordinator will serve as invited members of the school - Level IQACs. The proposal was approved and is to be implemented with immediate effect.



#### **Agenda Point No. 4**

##### **Low Student Participation in Feedback Process through UMS**

The IQAC Coordinator highlighted the concern regarding the low student participation (12.96% as full and 7.46% as partial out of 3527 Students) in the feedback process conducted through the UMS. It was noted that such limited participation affects the quality and reliability of feedback analysis, despite requiring equivalent effort for report generation for each school.

The Hon'ble Chairman expressed concern and directed that enhancing student participation must be treated as a priority. Class Coordinators were instructed to ensure maximum participation, preferably by facilitating the feedback process during class hours.

It was emphasised that the upcoming feedback cycle should demonstrate a significant improvement in student response rates.

#### **Agenda Point No. 5**

##### **Meetings of Cells/Committees and Maintenance of Minutes of Meetings (MoMs)**

The Hon'ble Chairman informed that approximately 29 Cells and Committees have been constituted within the University. The respective heads have been instructed to conduct regular meetings, maintain MoMs, and submit them for verification to the Office of the Hon'ble Provost.

Dr. Jaswandi Mehetre further suggested that Action Taken Reports (ATRs) should be prepared for each MoM. The Chairman appreciated the suggestion and directed its strict implementation.

#### **Agenda Point No. 6**

##### **Intimation regarding ISO 9001:2015 Certification**

The IQAC Coordinator informed the members that the University has successfully obtained ISO 9001:2015 Certification following a rigorous audit process by the certifying agency.

The University is now authorised to use the ISO 9001:2015 certification logo in its official communications and documentation. The Hon'ble Chairman congratulated the IQAC team for this significant achievement.

#### **Agenda Point No. 7**

##### **Any Other Matters with the Permission of the Chair**

As no additional formal agenda items were listed, the Hon'ble Chairman invited members to raise any other points for discussion. The following matters were deliberated:

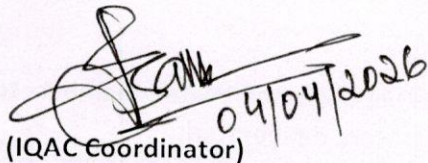

- a) Hon'ble Chairman directed that Anti-Ragging Forms for the current academic year must be collected from all students, and the Number of Students who have submitted should be reported to the Student Section (Only Numbers).



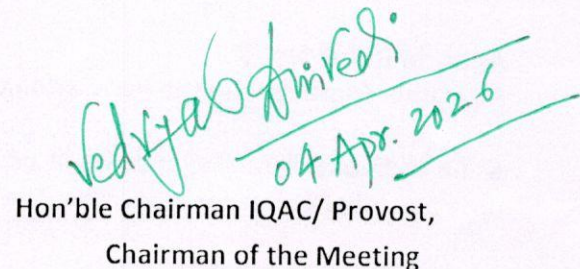
## Internal Quality Assurance Cell

- b) The IQAC Coordinator suggested the point that Academic Calendars are not being shared with IQAC, which affects planning of activities such as student feedback. The Hon'ble Chairman acknowledged the concern and assured corrective measures.
- c) The IQAC Coordinator suggested that there need for a dedicated time allocation for the faculties who are associated with IQAC for the responsibilities. He highlighted that faculty members are managing IQAC duties in addition to their teaching workload. It was proposed that 4 to 6 hours per week be formally allocated for IQAC-related work and should be reflected in UMS as well. The Chairman agreed in principle and requested a detailed proposal for further consideration.
- d) Dr. Jaswandi Mehetre, Dean SoP, suggested that to handle the Equipment in the Labs, there should be qualified lab technicians who can maintain the Equipment, Apparatus, their Maintenance, Records of mobility, usage etc. This is emphasized to ensure proper handling and maintenance of high-value laboratory equipment. Hon'ble Chairman informed that the point has been discussed in meeting with Hon'ble Management and same has been approved for the 01 Lab technician for every 02 Labs. The requirement has been submitted from Hon'ble Provost office to Asst. Registrar – HR with specific instructions to initiate the process.
- e) Dr. Kanika Grover suggested to provision the photocopies of all purchase bills be maintained at the respective school level for record-keeping and audit purposes. This is also agreed and the instructions will be passed appropriately.
- f) A suggestion was made by Dr. Naval Koralkar to establish centralized printing facilities for UGC and IQAC-related documentation. This point will be discussed at appropriate level and the update will be provided.

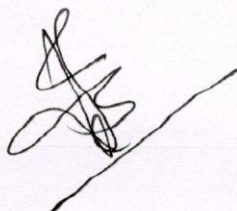
There being no further points for discussion, the meeting concluded with a vote of thanks to the Chair. The next IQAC Meeting shall be scheduled in the third coming quarter as per the University calendar.



04/04/2026  
(IQAC Coordinator)



04 Apr. 2026  
Hon'ble Chairman IQAC/ Provost,  
Chairman of the Meeting



**ITM SLS Baroda University**

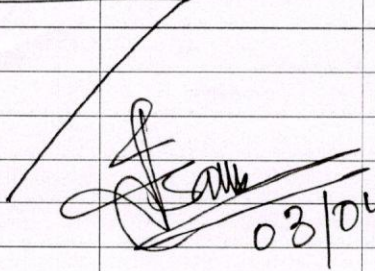
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**Attendance Sheet**

Date: April 03, 2026

Venue: Board Room IQAC Office

Quarterly Meeting of IQAC for the Q/E 03/2025-26

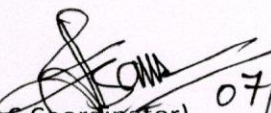
Sr. No	Name	Designation	Constituent School	Signature
* 1	Dr. Vedvyas J Dwivedi	Chairman/Provost IQAC	ITMBU	- <i>Sd/- sen 03/4</i>
2	Dr. Kamika Gonsari	Asst. Prof	SO HSS	<i>Kamika Gonsari</i>
3	Ms. Dilsha Durgopal	Asst. Prof	SOCSET	<i>Dilsha Durgopal</i>
4	Dr. Umashri Gohel	Asst. Prof	SOP7	<i>Umashri Gohel</i>
5	Ms. Jugal Desai	HCHOD	SOAHS	<i>J. J Desai</i>
6	Ms. Ridhvi Mankwani	Asst. Profe.	CON	<i>Ridhvi Mankwani</i>
7	Ms. Kimpal Thakar	Asst. Prof.	SOD	<i>Kimpal Thakar</i>
8	Dr. Jaswandi Munde	J/c Dean	SOP	<i>Jaswandi Munde</i>
9	Dr. Naval V. Katakoti	Asst. Prof	SOTE	<i>Naval V. Katakoti</i>
10	Dr. Mahesh Patel	Asst. Prof	SOTE	<i>Mahesh Patel</i>
11	Dr. Rajeev Gupta	Asst. Prof.	SOS	<i>Rajeev Gupta</i>
12	Ms. Rupali Rajkumar	Asst. Prof.	SOS	<i>Rupali Rajkumar</i>
13	Dr. Baba Pai In.	Prof. Dean	SOTE	<i>Baba Pai In.</i>
* 14	Vedvyas Dwivedi	Prof.	SOTE	<i>Vedvyas Dwivedi</i>
15	Ms. Tejraj Pansari	J/c Pinner/Pharmacy	Nursing	<i>Tejraj Pansari</i>
16	Satyam Shahela	IQAC Coordn	IQAC	<i>Satyam Shahela</i>
 03/04/2026				

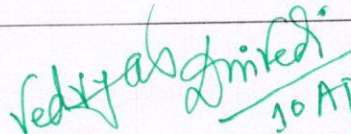
**Glimpses of the IQAC's 3<sup>h</sup> Quarterly Meeting AY 2025-26**



**Action Taken Report (MoM 03/2025-26)**

Sl. No.	Agenda Point	Action Taken
1	Confirmation of Minutes of the 2nd IQAC Meeting held on 31st December 2025	Minutes were reviewed and formally confirmed. Follow-up actions on previous decisions are being monitored by IQAC.
2	Update on Self-Assessment Verification Activity for NAAC Preparedness	Phase III assessment is in Progress and it is completed for SoCSET, SoTE, SoHSS, SoMPMS, and SoS. Left with SoD, SoPT, SoP, SoB, CoN and Re-assessment of SoS. Hols/HoDs instructed by Hon'ble Chairman to present preparedness. Phase III reporting to be initiated after it is concluded.
3	Establishment of IQAC at the School Level	Formation of School-Level IQACs initiated with defined structure and guidelines. Interdisciplinary members to be included and also Hon'ble Chairman, IQAC Coordinator and Co-Coordinator to be invited as Special Invitees for the Meetings. Implementation is in progress under IQAC supervision.
4	Low Student Participation in Feedback Process through UMS	Instructions issued by IQAC under the directions of the Hon'ble Chairman to enhance participation. Class Coordinators may be directed at School Levels to facilitate feedback during class hours. Awareness to be created and monitoring mechanism by the schools to be established.
5	Meetings of Cells/Committees and Maintenance of MoMs	Cells/Committees have been already instructed by the Office of Hon'ble Provost to conduct regular meetings and submit MoMs. Preparation of ATRs made mandatory. Compliance is under continuous review.
6	Intimation regarding ISO 9001:2015 Certification	ISO 9001:2015 standards implemented. Certification logo may be adopted in official communication. Awareness disseminated across departments.
7	Any Other Matters with the Permission of the Chair  (Anti-Ragging Forms, Academic Calendars, IQAC Workload, Lab Technicians, Purchase Bills, Central Printing Facility)	Instructions issued for 100% Anti-Ragging Form collection. Academic Calendars to be shared with IQAC. Proposal for IQAC workload allocation to be prepared by IQAC under the guidance of Hon'ble Provost. Requirement for lab technicians have been communicated to Asst Registrar- HR. Instructions may be issued for maintaining purchase bills at Schools/Department level after appropriate approvals from Competent Authorities. Proposal for centralized printing facility to be submitted for approval by IQAC.

  
(IQAC Coordinator) 07/04/2026

  
10 Apr. 2026  
Hon'ble, Provost, ITMBU