

ITM (SLS) Baroda University
Internal Quality Assurance Cell
Minutes of Meeting of IQAC (04/2025-26)

The 04th Quarterly Meeting of the IQAC, ITMBU for the AY- 2025–26, ITMBU held at 1530 Hours on Tuesday, June 30, 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. Rahim Munshi	Dean, SoB
4.	Dr. Som Sahani	CoE
5.	Dr. Jaswandi Mehetre	IC Dean, SoP
6.	Mr. Abhishek C Ganeshgudi	IC Dean, SoD
7.	Dr. Naval Koralkar	Asst Prof. SoTE
8.	Dr. Mital Thakkar	Asst. Professor, SoB
9.	Dr. Rajeev Gupta	Asst. Prof, SoS
10.	Mr. Satyavir Sharma	Member Secretary/ 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 Sir	Hon'ble Vice President
2.	Shri Deepak Acharya Sir	CEO, INOX CVA
3.	Dr. D K Kanchan	Registrar, ITMBU
4.	Dr. Pradeep Laxkar	Dean, SoCSET
5.	Mr Tejas Pandya	Principal, Nursing

Invited members (IQAC's Institute Coordinators)

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| 1. Dr. Urvashi Gohel | 4. Dr. Kalpana Metere |
| 2. Ms. Krupal Thakar | 5. Ms Jugal Desai |
| 3. Dr. Kanika Grover | 6. Mr Rejane Nakum |

Proceedings

The IQAC Coordinator welcomed the Hon'ble Chairman and all the esteemed Members to the meeting and, with the permission of the Chair, commenced the proceedings. He briefed the House on the key quality initiatives undertaken by IQAC under the guidance of the Hon'ble Vice President, including preparation of SOPs for NAAC, semester-wise IQAC Activity Plan, laboratory audits, result analysis, planning for a Bio-Gas Plant, and induction crash courses for administrative staff and newly recruited faculty members. He also informed the Members that the Third Phase of the Self-Assessment Iterative Exercise has been initiated as part of the University's NAAC preparedness, enabling Schools to undertake criterion-wise self-assessment



followed by IQAC verification to strengthen documentation, capacity building, and institutional readiness for accreditation.

Agenda Point No. 1

Confirmation of the Minutes of the 3rd IQAC Meeting held on 03 April 2026.

The IQAC Coordinator presented the agenda items deliberated during the previous IQAC Meeting held on 03 April 2026 and apprised the Members of the status of the actions taken on each agenda point.

Agenda Point No. 2

Library Related Issues in Nursing College. (Requirement of Librarian as well as the Books requirement against the Demand submitted already)

The Chairman emphasised that the appointment of a dedicated Assistant Librarian is essential for the effective functioning of the library and compliance with the requirements of the respective regulatory councils. He further informed the House that the book requirements submitted by the Colleges have been received and would be discussed with the Hon'ble Vice President for an early decision on procurement.

Agenda Point No. 3

Availability of at least basic and core subject books for the SoHSS Students

In this regard, the Hon'ble Chairman directed the concerned Schools and Departments to submit the details of the core subject books required by their respective Schools to the Office of the Provost. The requirements shall thereafter be reviewed in consultation with the library, and accordingly, the matter will be placed before the Hon'ble Vice President for further consideration and approval.

Agenda Point No 4.

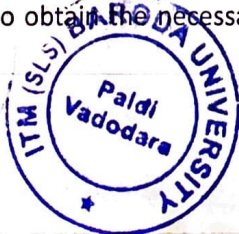
Provisioning of licensed software along with uninterrupted internet access should be provided at SoHSS.

The Institute Coordinator of IQAC from SoHSS informed the House that approval for procuring the required licensed software had already been obtained, and the requisition had been submitted to Mr. Gaurav Kulkarni for processing. In the interim, the school is using non-licensed versions of the software. The Hon'ble Chairman directed that the procurement process be re-initiated based on the approval already accorded by the Hon'ble President to expedite the purchase and ensure the timely availability of licensed software for academic use.

Agenda Point No 5.

Provisioning of one dedicated camera for students, as the existing cameras are shared with the media team, leaving students without access to essential equipment for practical learning.

The Hon'ble Chairman advised the concerned Department to prepare and submit a detailed requirement for a dedicated camera to support student academic and practical activities. The Department was further directed to obtain the necessary administrative approval, following



which the procurement process may be initiated in accordance with the University's prescribed procedures.

Agenda Point No 6.

AAA preparations for AY Data of 2025-26.

The IQAC Coordinator informed the House that the Academic and Administrative Audit is proposed to commence after mid-August 2026 with an enhanced focus on NAAC preparedness and additional administrative parameters, continuing the improved framework adopted during the AAA for AY 2024-25.

It was further informed that, from this cycle onwards, the scope of the AAA will be expanded to include the administrative and support departments and Sections of ITMBU such as the SSIP, Incubation Centre, Academic Section, and TAAP Cell, based on their performance during AY 2025-26.

The IQAC will prepare a revised AAA framework and audit format in consultation with the IQAC Core Team and circulate the same well in advance. Orientation and capacity-building sessions will also be conducted to familiarize the Schools and Departments with the revised framework, evaluation parameters, and documentation requirements.

The House was also informed that the reports of the previous AAA exercises have already been shared with all Schools, concerned Departments, and the Office of the Provost for necessary reference and action.

Agenda Point No 7.

Lab and Infrastructure maintenance.

The IQAC Coordinator informed the House that the Iterative Laboratory Audit across all Schools had been successfully completed, reflecting significant improvements in laboratory infrastructure, maintenance, documentation, and operational readiness, particularly in SoTE and SoCSET. The Deans of SoB and SoD, along with the Institute Coordinator of SoPT, highlighted the need for dedicated computer laboratories. The Hon'ble Chairman directed the Hols to submit fresh proposals for administrative approval and suggested exploring a shared common computer laboratory as an interim arrangement.

Agenda Point No 8.

Self-Assessment Next Phase for the NAAC Preparedness, Green/Energy/Environment Audit, Strengthening of IQAC,

The IQAC Coordinator informed the House that the next phase of the NAAC Self-Assessment Exercise will tentatively resume after August 2026 upon completion of the AAA, as the activity was temporarily paused due to university examination and result-related work. It was noted that three phases of the exercise have already been completed, significantly enhancing the Schools' NAAC preparedness, and that School-wise orientation sessions for newly joined faculty members will also be conducted.



Internal Quality Assurance Cell

The House was further informed that IQAC proposes to initiate the Green Audit, Energy Audit, and Environment Audit after obtaining the necessary approvals from the competent authorities. The requirement for strengthening IQAC by restoring its earlier functional structure and providing the necessary infrastructure was also highlighted. The Chairman informed the House that the proposal has already been submitted to the Hon'ble Vice President and that IQAC is expected to resume its full-fledged functioning shortly. The Members appreciated the initiatives undertaken by IQAC, and the Chairman reviewed the progress of the Self-Assessment Exercise, noting that the reports had already been submitted to the Hon'ble Management and would continue to be shared periodically.

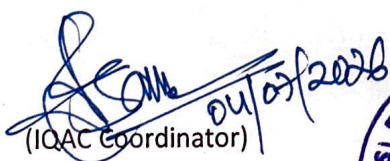
Agenda Point No 9.

Any Other Agenda Item, with the permission of the Chair: General Issues and Institutional Requirements Raised by the Members.

The members deliberated on various matters, including the preparation of a 30-hour crash course for administrative staff and newly recruited fresher faculty members. The members also discussed linking hall ticket eligibility with fee payment, minimum attendance, and submission of internal assessments. Infrastructure requirements, including the provision of additional classrooms for academic programmes and procurement of projectors for teaching-learning activities, were also highlighted. The requirement for procurement of laboratory chemicals through alternative approved vendors was also discussed.

The Chairman approved the proposals in principle and directed that the necessary approvals from the competent authority be obtained before their implementation from the forthcoming semester. He further instructed all concerned Departments and Schools to submit detailed requisitions and proposals in a timely manner to facilitate appropriate review, approval, and subsequent implementation.

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 forthcoming 1st Quarter of the Academic Year 2026-27 ending on September 2026.


(IQAC Coordinator) 04/02/2026




Hon'ble, Vice President Sir, ITMBU

Glimpses of the Meeting



ITM SLS Baroda University

Internal Quality Assurance Cell,

Attendance Sheet

Date: Jun 30, 2026

Venue: BOARD ROOM, CB Block

4th Quarterly Meeting of IQAC for the AY – 2025-26

Sr. No	Name	Designation	Constituent School	Signature
1	Prof (Dr) Vedvyash J Dwivedi	Hon. Chairman IQAC/Provost	ITMBU	
2	Dr. Rohini Murhe	Dean, SOB	SOB	
3	Dr. Jagswandi Melbhe	H. Dean	SOP	
4	Ms. Karpal Thakar	Asst. Prof.	SOD	
5	Dr. Umashri Goshal (M)	Asst. Prof.	SOPT	
6	Rajanees Nakason	ASSIS. PROF.	SOS	
7	Dr. Rajeev Gupta	HOD, Applied Chem.	SOS	
8	Dr. Naval V. Kotalkar	HOD, Chemical	SOTE	
9	Dr. KALPANA MEHTA	ASSOC. Prof. exa	SOCSEI	
10	Ms. Jugal Desai	HC HOD	SOAHS	
11	Mr. Tejas Pandya	Principal, Nuss	CON	
12	K. BABBA PAI	Dean SOK	SOTE	
13	Dr. Kamika Gnanar	Asst Prof	SOISS	
14	Dr. Nitul Thakkar	"	SOB	
15	ABHISHEK C. GAWDE	Dean		
16	Dr. Sun Jhansi	COE	EXAM	
17	Mr. Tejas Pandya	Principal, Nuss	Nussing	
18	SATYAVIR SHARMA	IQAC Convener	ITMBU	
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17 Only

30/06/2026



Action Taken Report (MoM 04/2025-26)

Sl. No.	Agenda Point	Action Taken Report (ATR)
1	Confirmation of the Minutes of the 3rd IQAC Meeting held on 03 April 2026	The Minutes of the previous IQAC Meeting were confirmed. The status of action taken on all agenda points was reviewed and noted by the House.
2	Library Related Issues in Nursing College	Proposal for appointment of an Assistant Librarian was recommended. Book requirements received from the Colleges were compiled and placed for consideration of the Competent Authority for procurement by Office of provost.
3	Availability of Core Subject Books for SoHSS	Concerned Schools were instructed to submit the list of core subject books to Library for onward approval and necessary action as applicable.
4	Licensed Software and Internet Facility for SoHSS	The procurement process for licensed software was directed to be re-initiated based on the existing approval.
5	Provision of Dedicated Camera for Students	The concerned Department was instructed to submit a detailed proposal and administrative requisition for procurement of a dedicated camera to support academic and practical activities.
6	AAA Preparations for AY 2025–26	IQAC initiated the revision of the AAA framework incorporating enhanced NAAC-focused parameters and inclusion of administrative departments. Orientation programmes and revised audit formats will be circulated before commencement of the audit by IQAC.
7	Laboratory and Infrastructure Maintenance	Laboratory Audit reports were submitted to Hon'ble Vice president Sir and further to the Office of Provost for the necessary follow ups. The Hols were advised to initiate the feasible efforts towards the upkeep of functional labs in all aspects.
8	NAAC Self-Assessment, Green/Energy/Environment Audit & Strengthening of IQAC	Preparatory activities for the next phase of the NAAC Self-Assessment Exercise are to be initiated by IQAC for implementation after the AAA. Planning for GEV Audits will be initiated shortly.
9	General Issues and Institutional Requirements Raised by the Members	Concerned Schools and Departments were directed to submit detailed proposals relating to the points raised. The proposals approved in principle will be processed after obtaining necessary administrative approvals for phased implementation.

(IQAC Coordinator)  07/07/2026




Hon'ble, Vice President Sir, ITMBU