Ref. No: BU/2026/IQAC/15/2575 Date: 16/10/2026

MINUTES OF MEETING

The 11th Meeting of the Internal Quality Assurance Cell, Bhaikaka University was held on 16th September 2026 from 2:30 pm onwards at Management Centre Board Room, Bhaikaka University, Karamsad.

The following members were present:

Dr. Abhay Dharamsi	Provost, Bhaikaka University
Dr. Mustafa Ranapurwala	Director, Internal Quality Assurance Cell, Bhaikaka University
Dr. Jyoti Tiwari	Registrar, Bhaikaka University
Dr. Swapnil Agarwal	Dean, Pramukhswami Medical College
Dr. Nirav Vaghela	Principal, KM Patel Institute of Physiotherapy
Ms. Shany Thomas	Principal, Waymade Institute of Nursing Sciences
Dr. Deepak Sharma	Director, Amrita Patel Centre for Public Health
Dr. Harsha Jani	Professor, Pramukhswami Medical College
Dr. Chirag Modi	Professor, Pramukhswami Medical College
Prof. Shailesh Panchal	Vice Principal, Waymade Institute of Nursing Sciences
Dr. Shweta Parikh	Vice Principal, KM Patel Institute of Physiotherapy
Dr. Dipal Bhatt	I/c Vice Principal, Smt. LP Patel Institute of Allied Health Sciences and Technology
Dr. Madhavi Patel	Dean, Doctoral Studies & Research, Bhaikaka University
Dr. Bhakti Bajpai	Controller of Academics, Bhaikaka University
Dr. Ashok Nair	Controller of Examinations, Bhaikaka University
Mr. Sunil Joshi	Chief Nursing Officer, Shree Krishna Hospital
Mr. Naveen Malik	General Manager, Human Resource Administration
Prof. Haresh Keharia	Department of Biosciences, Sardar Patel University, Vallabh Vidyanagar (External Expert)

Members from IQAC Team, BU

Dr. Mrina Patel	Deputy Director, Internal Quality Assurance Cell, Bhaikaka University
Dr. Nisarg Trivedi	Deputy Director, Internal Quality Assurance Cell, Bhaikaka University
Ms. Dhara Maharaj	Junior Executive, IQAC, Bhaikaka University

Invitees:

Dr. Monica Gupta	Professor, Pramukhswami Medical College
Dr. Kallol Roy	Assistant Professor, Amrita Patel Centre for Public Health
Dr. Priya Mistri	Assistant Professor, Amrita Patel Centre for Public Health

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Ms. Meghna Kale	Asst. Manager, Finance & Accounts, Bhaikaka University (Attended meeting on behalf of Chief Finance & Accounts Officer, BU)

Following members were granted leave of absence:

Mr. Amit Patel	Member, Board of Management, Bhaikaka University
Dr. Sonal Chitroda	I/c Principal, Smt. LP Patel Institute of Allied Health Sciences and Technology
Dr. Dinesh Kumar	Professor, Community Medicine, Pramukhswami Medical College
Dr. Rajesh Patel	Epidemic Medical Officer, Anand (External Expert)
Mr. Pragnesh Gor	CEO, Zydus Hospital, Anand (External Expert)
Prof. Dr. Kireetkumar Patel	Parent, Pramukhswami Medical College Department of Physics, Sardar Patel University, Vallabh Vidyanagar (External Expert)
Dr. Dileep Mavalankar	Public Health Expert, IIPH, Gandhinagar (External Expert)
Ms. Rudri Buch	2nd Year MBBS, Pramukhswami Medical College

Following members were absent from the meeting:

CA Nikit Jadhav	Chief Finance & Accounts Officer, Bhaikaka University

Dr. Mustafa Ranapurwala, Director, IQAC, BU, welcomed all the members to the 11th Meeting of the Internal Quality Assurance Cell. He mentioned that he has taken charge as Director, IQAC, BU from 4th February 2026, and briefly introduced all the members of the committee.

The meeting then proceeded with the agenda.

Agenda 26.01.01: To take note of the reconstitution of University IQAC.

Proceedings:

Dr. Mustafa apprised the members that the Internal Quality Assurance Cell of the University was reconstituted on 27th April 2026 and presented the composition of the reconstituted Cell. He also pointed out that a further reconstitution would be required as Dr. Monica Gupta and Dr. Priya Mistri are the new Institutional IQAC Coordinators for Pramukhswami Medical College and Amrita Patel Centre for Public Health respectively, and are to be included in the reconstitution. Dr. Kallol Roy, Member Secretary, Feedback Committee, needs to be added to the BU IQAC.

The members took note of the reconstitution of the University IQAC, including the change in the Institutional IQAC Coordinators of Pramukhswami Medical College and Amrita Patel Centre for Public Health.

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	portal and evaluate their impact.	to enhance alumni engagements.	the AlmaShines portal. The list of alumni getting registered in the portal is scrutinized and updated. Another meeting was conducted on September 7, 2026 to review updates on alumni members and placement data.
2		Further resolved that the link for AlmaShines mobile app be made prominent on the University website for easy access.	Discussed with corporate communication department, it will be made prominent on the new website which design has been shared on Figma file. PPT for orientation and registration on the current BU website shared with all AlmaShines coordinators.
I	**Agenda 25.02.07: To review & approve the minutes of Feedback Committee.**	It was further resolved that appropriate mechanism will be henceforth implemented by the feedback committee for the effective closure of the loop.	Feedback Policy and forms for all stakeholders to be approved.
I	**Agenda 25.02.08: To take note of report of Academic and Administrative Audit conducted for the year 2023-24.**	It was resolved to complete the pending AAA of PSMC within the stipulated timeframe.	Completed.
I	**Agenda 25.02.09: Tentative schedule for the conduct of Academic and Administrative**	It was resolved that the tentative schedule of AAA 2024-25 and 2025-26 for Constituent Institutes be and is hereby approved with an	Schedule dates for AAA of all Constituent Institutes have been asked for and prepared.

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Agenda 26.01.02: To approve minutes of the 10th IQAC Meeting of the University held on 23rd September 2025.

Proceedings:

Dr. Mustafa informed the members that the minutes of the 10th IQAC meeting held on 23rd September 2025 had been circulated to all members by email on 7th October 2025. Since no suggestions were received, the minutes were placed before the Committee for approval.

Resolution No.26.01.02:

"It was resolved that the Minutes of the 10th IQAC meeting held on 23rd September 2025, be and are hereby approved."

Agenda 26.01.03: To review the Action Taken Report since the 10th IQAC Meeting held on 23rd September 2025.

Proceedings:

Dr. Mustafa presented the Action Taken Report since the 10th IQAC meeting held on 23rd September 2025, as follows:

Sr. No.		Resolution	Action Taken
1	**Agenda 25.02.05: To update the members regarding NIRF.**	It was resolved to undertake a detailed comparative analysis of NIRF submissions with identified peer institutions and to develop an action plan to address gaps prior to the next NIRF cycle.	Comparative analysis for NIRF 2025 Medical category at three levels viz. top three ranked, middle three ranked, and bottom three ranked medical colleges with Pramukhswami Medical College completed and detailed discussion was done with Dean, Associate Dean Accreditation and staff concerned on October 14, 2025. Second meeting, on February 9, 2026 for NIRF 2026 Medical Data Submission and also discussed strategy for the next cycle.
1	**Agenda 25.02.06: To review the steps taken to enhance active participation on the AlmaShines**	It was resolved that existing alumni coordinator at each Constituent Institute shall proactively involve in contacting regular campaigns	A meeting was conducted with AlmaShines Constituent Institute Coordinators on May 12, 2026 to review updates on alumni numbers in

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	Audit of all the Constituent Institute of BU for the Year 2024-25.	audit panel comprising experienced senior faculty.	
1	**Agenda 25.02.10: Report of PO, CO, PSO course mapping.**	It was resolved that PO & CO mapping be extended to all UG and PG programs on a priority basis and the same be uploaded on the University Website and GNUMS portal.	All Institutes, except WINS have completed CO-PO mapping and uploaded on BU website embedded in the Curriculum. Training sessions were conducted. [Annexure 3a] SOP for CO-PO attainment calculation has been proposed and shall be discussed today. [Annexure 9]
2		Further Resolved that the Question papers to be prepared in line with POs & COs.	Institutes have prepared Question paper Blueprints and got approved in their respective BoS.
1	**Agenda 25.02.11: Update on the progress of the feedback form in English and vernacular language.**	It was resolved to finalize concise feedback forms in both English and Gujarati.	The feedback form has been drafted and designed in the Gujarati language.
2		Further resolved that the feedback from the stakeholders be collected using the updated form for the term-end feedback.	Student feedback form has been integrated in the GNUMS and Institutes have collected feedback through GNUMS.
1	**Agenda 25.02.12: To review the input from the Controller of Examinations.**	It was resolved that remedial classes and support sessions be arranged for vernacular-background students to improve outcomes.	KMPIP is conducting remedial classes and support sessions for vernacular-background students.
1	**Agenda 25.02.13: To take note on FDP done at BU**	It was resolved that the duration of the Faculty	Wherever possible, FDP for atleast 5 days has been proposed.

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	and its Constituent Institutes.	Development Programme be standardized.	
2		Further it was resolved to initiate a formal application for recognition of our University as Nodal Centre for Faculty Development Program under NCAHP.	There are no guidelines received from NCAHP.
1	**Agenda 25.02.14: To update on the start and completion of course as part of the curriculum through digital platform i.e., SWAYAM, MOOC, etc.**	It was resolved that institutes encourage student enrollment in SWAYAM, MOOC courses.	Institutes are conducting sessions to encourage students for MOOC courses.
2		Further it was resolved that faculty be encouraged to propose new modules of relevant courses on SWAYAM, MOOC platforms.	

Proceedings:

Dr. Mustafa presented the action taken report and apprised that the AlmaShines portal enrolment is good at most institutes, except at APCPH and WINS, and that the mobile app link would be made prominent on the University website once the new design is ready.

He further apprised that question papers have been prepared in line with the POs and COs and got approved by the respective BoS.

Dr. Ashok Nair informed the members that the Learning Management System (LMS) available on GNUMS remains significantly under-utilized across the University. It was agreed that a sensitization drive on LMS utilization be undertaken.

Dr. Ashok Nair enquired about the issue in hosting the Gujarati feedback forms on GNUMS. Dr. Kallol Roy informed that this is on account of a font-conversion issue.

Dr. Swapnil Agarwal remarked that it is difficult to arrange faculty for a five-day FDP. The Provost instructed that a programme of less than five days cannot be called an FDP.

The Registrar informed that a proposal for recognition of the University as a Nodal Centre under NCAHP has been prepared.

Dr. Mustafa further apprised that KMPIP is conducting remedial classes for vernacular-background students.

Dr. Mustafa presented various activities undertaken by IQAC since the last meeting, including CO-PO mapping training sessions, an Edhitch workshop on CO-PO attainment and NIRF strategy, and workshops on quality assurance and academic excellence at KCG, Ahmedabad.

Dr. Mustafa reported that Dr. P.C. Pandey (South Asian University) has been contacted to visit the campus to establish an institutional roadmap for a formal Green Audit. Following this, the

Registrar instructed the Cell to additionally arrange a weekend guest session with Dr. Mehlawat (IQAC Director, Delhi University) to train and sensitize institutional teams regarding the necessary NAAC criteria and benchmarks for upcoming cycles.

The members took note of the action taken report since the last meeting.

Agenda 26.01.04: To approve Minutes of Meeting of Institutional IQAC of Bhaikaka University.

- 1st Meeting of APCPH dated 20th November 2025
- 2nd Meeting of APCPH dated 18th March 2026
- 3rd Meeting of APCPH dated 31st July 2026
- 6th Meeting of LPPIAHST dated 23rd December 2025
- 7th Meeting of LPPIAHST dated 29th June 2026
- 10th Meeting of WINS dated 29th September 2025
- 11th Meeting of WINS dated 17th December 2025
- 12th Meeting of WINS dated 3rd August 2026
- 15th Meeting of KMPIP dated 9th December 2025
- 16th Meeting of KMPIP dated 8th April 2026
- 11th Meeting of PSMC dated 26th December 2025
- 12th Meeting of PSMC dated 16th March 2026

Proceedings:

Dr. Priya Mistri apprised the members of the activities discussed in APCPH's first three IQAC meetings, including over a thousand outreach camps under Government programmes with referrals to Shree Krishna Hospital, as well as academic activities such as AI workshops, six publications, HLEP completion, and ICMR grants.

Dr. Dipal Bhatt briefed the members on the proceedings of LPPIAHST's 6th and 7th IQAC meetings, covering the launch of an institutional newsletter, biomedical research workshops attended by 55 participants, review of student and examiner feedback, recommendations for escalating issues beyond the Institute's control, establishment of benchmarks, and revision of the mentorship policy for learner categorization.

Prof. Shailesh Panchal outlined the major deliberations of WINS's 10th to 12th IQAC meetings, including support for subjects with low pass rates, pre-examination orientations, finalization of a nursing-led community engagement initiative under Unnat Bharat Abhiyan as a best practice, greater postgraduate involvement in community clinics, enhancements to simulation-based training, and adoption of the activity calendar for April 2026 to March 2027.

Dr. Shweta Parikh highlighted the initiatives and developments reported in KMPIP's 15th and 16th IQAC meetings, encompassing bilingual consent forms, commencement of the NCAHP curriculum, completion of a batch of the health and fitness course, preparations for WISCON 2026, revision of physiotherapy charges, commencement of physiotherapy services at NDDB, research funding, faculty patents, and ongoing doctoral enrolment of faculty members.

Dr. Monica Gupta apprised the members that PSMC's December 2025 and March 2026 IQAC meetings addressed the resumption of data collection following the delay pending the new NAAC manual, centralization of student grievance handling, completion of the first round of

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data verification for the AAA, reconstitution of the IQAC, resolution of non-conformities related to the development policy and employability skills, finalization of PO-CO mapping, and further work on the CO attainment methodology with expert guidance.

Dr. Monica Gupta further proposed holding PSMC IQAC meetings twice a year, citing overlapping responsibilities with other NMC-mandated committees, including the Curriculum Committee and the Medical Education Unit. Dr. Swapnil Agarwal indicated that quarterly meetings could be conducted if mandated.

The Provost emphasized having a uniform quarterly IQAC meeting schedule across all Constituent Institutes to ensure continuous quality improvement, a view endorsed by Prof. Haresh Keharia.

The Provost advised that decisions and activities of all committees be reported to the respective Institutional IQAC, and that a document of the past year's activities be shared with IQAC as an addendum, and Dr. Monica Gupta confirmed that a reporting mechanism is under development.

Resolution No.26.01.04:

"It was resolved that the Minutes of the Institutional IQAC Meetings of APCPH, LPPIAHST, INS, KMPIP and PSMC held during the period September 2025 to August 2026, be and are hereby approved."

Agenda 26.01.05: To take note of and approve the standardized format and guidelines for preparation of Agenda and Minutes of Institutional IQAC Meetings.

Proceedings:

Dr. Mustafa presented a standardized quarterly format and guidelines for Institutional IQAC agenda and minutes, so that each Constituent Institute reports comparable data every quarter for discussion at the University IQAC.

On discussion, the Registrar advised that in the format, the term "National Credit Framework" be replaced with "as per the respective regulatory body," since frameworks differ across programmes. Prof. Haresh Keharia suggested that curriculum-readiness and BoS-alignment reporting be aligned to each institute's own academic calendar rather than a fixed quarter, which was agreed. It was also agreed that feedback be collected twice in a semester, at mid-semester and at the end of the semester. Following discussion on the adequacy of two meetings a year, the Provost directed that all Constituent Institutes conduct Institutional IQAC meetings on a quarterly basis (four meetings per year).

Resolution No.26.01.05:

"It was resolved that the standardized quarterly format and guidelines for preparation of Agenda and Minutes of Institutional IQAC Meetings be and are hereby approved, with the incorporation of the suggested modifications."

"It was further resolved that all Institutional IQACs shall meet on a quarterly basis (four meetings per academic year)."

"It was further resolved that feedback be collected twice in a semester, at mid-semester and at the end of the semester."

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Agenda 26.01.06: To take note of the point of contact for systematic data collection, validation and evidence compilation across the University.

Proceedings:

Dr. Mustafa presented the proposed points of contact for systematic data collection from the major administrative offices — Accounts, Controller of Examinations, Dean, Doctoral Studies & Research, and the Project Department.

On discussion, the Provost clarified that the Dean, Doctoral Studies & Research shall furnish data limited to research fellowships, IPR, consultancy and training pertaining to doctoral studies; University-wide publication and grant data shall instead be compiled by the respective Institutional IQAC coordinators. The members also discussed strengthening the use of GNUMS and IRINS for data capture, and Dr. Ashok suggested that events and student achievements can also be uploaded on the GNUMS Event module.

Resolution No.26.01.06:

"It was resolved that the data required from Accounts, Controller of Examinations, Dean, Doctoral Studies & Research and the Project Department for systematic data collection, validation and evidence compilation shall be done as proposed."

Agenda 26.01.07: To discuss compilation and documentation of the data required for NAAC.

Proceedings:

Dr. Mustafa informed the members that all institutes have been instructed in a recent IQAC coordinators meeting to start collecting data for the academic years 2024-25 and 2025-26 as per the seven criteria of the existing NAAC framework.

The members took note of the status of compilation and the IQAC coordinators agreed to initiate the data collection that can then be re-mapped once the revised framework is notified.

Agenda 26.01.08: To deliberate upon the preparedness for NIRF 2027 and GSIRF 26-27.

Proceedings:

Dr. Mustafa informed the members that the NIRF 2026 results and the GSIRF 26-27 template were both still awaited. He noted that a comparative analysis of NIRF submissions against peer institutions has already been undertaken and would continue once the results and templates are released.

The members took note of the University's preparedness for NIRF 2027 and GSIRF 26-27 and directed that the comparative analysis and strategy planning be continued pending release of results and templates.

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Agenda 26.01.09: To discuss the development of Institutional Development Plan for the Constituent Institutes of Bhaikaka University in alignment with University's Vision and Mission.

Proceedings:

Dr. Mustafa briefed the members on the UGC guidelines for preparation of Institutional Development Plans (IDPs), and noted that an extensive SWOC analysis already conducted for all institutes shall form the baseline for the IDPs. Institutes are to prepare their draft IDPs, obtain approval through their respective Institutional Committees, and place a draft before the University IQAC at the earliest.

Resolution No.26.01.09:

"It was resolved that Constituent Institutes are to prepare draft Institutional Development Plans, based on the completed SWOC analysis and the UGC framework."

Agenda 26.01.10: To take note of the Academic Administrative Audit Report conducted for the year 2023-24.

Proceedings:

Dr. Mustafa presented the findings of the Academic and Administrative Audit (AAA) conducted for the academic year 2023-24 at PSMC. The audit observations, highlighting gaps in documentation maintenance, mentor-mentee records, Programme Outcome–Course Outcome (PO-CO) mapping, assessment blueprints, and stakeholder feedback mechanisms, were deliberated upon and duly noted by the members.

Agenda 26.01.11: To undertake the Academic Administrative Audit of all Constituent Institutes of Bhaikaka University for the academic years 2024-25 and 2025–26.

Proceedings:

Dr. Mustafa presented the tentative schedule for the Academic and Administrative Audit of the academic years 2024-25 and 2025-26 across all Constituent Institutes, to be conducted during September–October 2026.

Resolution No.26.01.11:

"It was resolved that the following tentative schedule of the Academic and Administrative Audit for 2024-25 and 2025-26 be and is hereby approved."

Name of Institute	Tentative Date for AAA	
	AY 2024-25	AY 2025-26
LPPIAHST	17th September 2026	25th September 2026
APCPH	18th September 2026	18th September 2026
KMPIP	22nd September 2026	24th September 2026
WINS	1st week of October 2026	1st week of October 2026
PSMC	2nd week of October 2026	3rd week of October 2026

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Agenda 26.01.12:To review and approve SOP for CO-PO attainment.

Proceedings:

Dr. Bhakti presented the Standard Operating Procedure (SOP) for CO-PO attainment calculation. On discussion, the Registrar enquired on whether attainment computation, and not merely CO-PO mapping, would be entered into GNUMS; Dr. Bhakti clarified that computation may commence with the current first-year cohort and be scaled up as the system stabilizes. Prof. Haresh Keharia emphasized that faculty must understand the rationale of the attainment process even where computation is system-supported, and that a clear question-paper-setting algorithm be communicated to all faculty.

Resolution No.26.01.12:

"It was resolved that the SOP for CO-PO attainment calculation, as presented, be and is hereby approved for implementation across all Constituent Institutes from the academic year 2026-27."

Agenda 26.01.13: To review and deliberate upon measures for enhancing active participation and engagement of students/alumni on the AlmaShines portal and associated activities.

Proceedings:

This item was taken up along with the Action Taken Report under Agenda 26.01.03. The members reiterated the need for Institutional AlmaShines Coordinators to continue proactive, campaign-based outreach to enhance alumni registration and engagement, and noted that prominent placement of the AlmaShines mobile-application link on the University website remains pending, with interim onboarding being supported through QR codes and step-by-step instructions shared with all coordinators.

The members took note of the measures being undertaken to enhance active participation and engagement of students and alumni on the AlmaShines portal and directed that institute-level outreach be continued and intensified.

Agenda 26.01.14: To review and approve the Feedback Policy of Bhaikaka University.

Proceedings:

Dr. Kallol Roy presented the University Feedback Policy developed by the Feedback Committee, covering five stakeholders that are students, faculty, examiners, parents, and alumni/employers. He informed that student feedback for 2024-25 had already been captured through GNUMS with a closure report cycle in place.

On discussion, Prof. Haresh Keharia emphasized the need for defined inclusion and exclusion criteria before feedback responses are considered for analysis, and recommended a de-identified tracking mechanism for respondent participation. The Provost directed that the overall feedback framework and metrics be kept uniform across all Institutes to enable consolidated analysis.

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Resolution No.26.01.14:

"It was resolved that the Feedback Policy of Bhaikaka University shall be approved, subject to the incorporation of the suggestions made by the members."

Agenda 26.01.15:To review and approve the Minutes of the Feedback Committee.

- 3rd Meeting of the Feedback Committee dated 20th January 2026
- 4th Meeting of the Feedback Committee dated 2nd July 2026

Proceedings:

The Minutes of the Feedback Committee meetings held during the intervening period were presented by Dr. Kallol Roy along with the Feedback Policy under Agenda 26.01.14 above, reflecting the Committee's work on finalization of the stakeholder-wise feedback framework, forms and reporting formats.

Resolution No.26.01.15:

"It was resolved that the Minutes of the 3rd and 4th Meetings of the Feedback Committee held on 20th January 2026 and 2nd July 2026 respectively, be and are hereby approved."

Agenda 26.01.16: To take note of FDP done at Bhaikaka University and its Constituent Institutes.

Proceedings:

The Faculty Development Program (FDP) and Continuous Professional Development (CPD) activities undertaken by faculty across Constituent Institutes were noted. It was reiterated that, for the purposes of classification and reporting, only programmes of a minimum duration of five days shall qualify as Faculty Development Programmes. Activities of shorter duration were directed to be classified under distinct heads such as Short-Term Training Programmes, CPD, Workshops, Seminars, or other appropriate categories.

Agenda 26.01.17: To update on the enrolment of faculty/student through digital platforms such as SWAYAM, MOOC, etc.

Proceedings:

The status of student enrolment across various digital platforms was reviewed and duly noted by the members.

Agenda 26.01.18: To review the inputs from the Controller of Examinations.

Proceedings:

The results of the regular and supplementary examinations for all Constituent Institutes were presented by the Controller of Examinations. The matter was deliberated upon and the outcomes were duly noted by the members.

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Agenda 26.01.19: Any other matter with the permission of the Chair.

Proceedings:

The Provost, while concluding the meeting, appreciated Dr. Monica Gupta and the Institutional IQAC Coordinators for their contribution to the IQAC Cell during the year.

Dr. Mustafa informed the members that the next meeting of the University IQAC is tentatively scheduled for December 2026.

As there was no further agenda, the meeting concluded with thanks to the Chair.

Dr. Mustafa Ranapurwala
Director, IQAC,
Bhaikaka University

Dr. Jyoti Tiwari
Registrar,
Bhaikaka University

Director
Internal Quality Assurance Cell
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