

BU/ BOS/ MLT/ 10/ 2025

Date: 14/02/2025

Minutes of Meeting

The 10th meeting of the Board of Studies – Medical Technology & Allied Subjects, Bhaikaka University was held on Wednesday, 12th February 2025 from 3:00 PM onwards at the Management centre board room, Bhaikaka University, Karamsad.

Following members were present for the meeting:

1. Dr. Sonal Chitroda, Chairperson, BOS, Medical Technology & Allied Subjects
2. Dr. Viral Patel, Professor and HOD, Dept. of Radiology, PSMC
3. Dr. Alpa Gor, Professor & Head, Dept. of Pharmacology, PSMC
4. Dr. Suman Singh, Professor, Department of Microbiology, PSMC
5. Dr. Puneet Kumar Bagri, Consultant Oncologist, MS Patel Cancer Centre
6. Dr. Dipal Bhatt, Assistant Professor, LPPIMLT
7. Dr. Sadhana Saraiya, Tutor, Pathology, PSMC
8. Ms. Jigna Patel, Coordinator, PGDCD
9. Dr. Hitesh Patel, Provost Nominee, Head of MLT & Biochemistry Dept., Shri A. N. Patel PG Institute, Anand

Following members were not present for the meeting with prior intimation.

10. Dr. Samir Patel, HOD, Critical Care, SKH
11. Dr. Gurpreet Panesar, Cardiac Aesthetic, M & B Cardiac Centre
12. Dr. Maulin Shah, Assistant Professor, Medicine, PSMC
13. Dr. Sunil Karna, Cardiologist, M & B Cardiac Centre
14. Dr. Ujval Trivedi, External Member, Professor & Head, Dept. of Bioscience, SPU
15. Dr. Seema Baxi, External Member, Additional Professor, Pathology Department, Govt. Medical College, Bhavnagar.
16. Dr. Artee Tyagi, Head, Microbiology Dept., Charutar Institute of Paramedical Science

Invitees:

1. Dr. Darshan Shah, Intensivist, Shree Krishna Hospital, Bhaikaka University

Dr. Sonal Chitroda, welcomed all the members and and shared the agenda of this meeting.

Agenda no. 24.02.01: To approve minutes of 9th meeting of BOS held on 26/07/2024

Proceeding:

The minutes of the 9th meeting of BOS were circulated to the members via email on 28th August 2024 for perusal and again shared along with the agenda of the current meeting on 10th February 2025. Dr. Sonal discussed the main highlights of that meeting. All members approved the minutes with no further suggestions.

Resolution 24.02.01

It was resolved that the Minutes of the 9th meeting of BOS held on 28th August 2024, be and are hereby approved.



Agenda no. 24.02.02: To take note of action taken report following 9th meeting held on 28/08/2024.

Proceeding:

The action taken report was shared with all members since the last minutes of meeting. It was as follows:

Sr. No.	Agenda	Action taken
24.01.03	<p>To review and approve curriculum with implementation of Credit based system (CBS) for the academic year 2024-25</p> <p>Resolution No. 24.01.03: 1. The subject "Knowledge Enhancement" should be renamed "Introduction to Medical Technology," and credits should be reflected on the transcript rather than the marksheet. 2. The curriculum will be sent to members for their review and suggestions before finalization, to be implemented for the academic year 2024-25. 3. Allied courses will be included under the Faculty of Medical Technology at Bhaikaka University.</p>	<p>1) The name of the subject has revised to "Introduction to Medical Technology"</p> <p>2) The curriculum of the respective program was sent to all the respective Co-ordinators /Heads for their review and suggestions in the month of July 2024. The suggestions received were incorporated in the curriculum and implemented from the AY 2024-25</p> <p>3) Notification for the same has been issued by the university on 19/12/2024 vide reference no: BU/2024/Manage/14/1781</p>
24.01.04	<p>To revise the existing intake for Graduate, Post graduate & diploma programs offered by the institutes.</p> <p>Resolution No. 24.01.04: The intake for the B.Sc.MT (RTT) will remain unchanged, while the intake for B.Sc. MT (OTAT) will be 12 seats. The intake of all the other programs will be revised as mentioned above.</p>	<p>During the meeting of Academic council held on 22nd August 2024, it was resolved not to reduce the intake for any program. However, in the meeting of SWOC analysis of the institute called by the provost sir on 18th December 2024, he suggested to reduce the intake of the programs to which no enrolment received since last three years.</p>
24.01.05	<p>Any other matter with the permission of the chair</p> <p>Resolution No: 24.01.05: The expert committee will be formed to discuss and revise the curriculum of B.Sc. (Hons) MT (OTAT) program consisting of the expert members of all the relevant areas.</p>	<p>The expert committee is yet to be formed.</p>

Dr. Sonal Chitroda informed the members that during the last meeting of academic council the members suggested to do retrospective study and put more efforts in increasing admissions keeping the intake as it is approved earlier. However during the meeting of SWOC analysis of the institute held on 18th December 2025, provost suggested to reduce the intake of the programs to which no enrolment received since last three years.

Dr. Hitesh Patel added that less enrollment of the students in the program against the approved intake negatively affects the score in NAAC accreditation. To it all the members replied affirmatively and hence,

Dr. Sonal suggested to reduce the seat intake in different UG/PG programs as thoroughly discussed and approved in the last board of studies held on 28th August 2025.

The members took note for the same and action taken report be and is hereby approved.

Agenda no. 24.02.03: To approve paper style of internal and external examination for new credit-based curriculum implemented from the academic year 2024-25

Proceeding:

Dr. Sonal apprised the members that as the institute has implemented new credit based curriculum from the academic year 2024-25, institute has to prepare and approve the manuscript or paper style of internal and university examination. Because as per the new curriculum the manuscript of the question paper will be total of 70 marks in place of 80 marks in the previous curriculum. She also informed that the institute has previously discussed and approved the pattern of question paper of all the subjects for internal as well as external examinations in the meeting of curriculum committee of the institute held on 13th November 2024 waiting for the approval of the same from the members of board of studies. She presented the manuscript of the question paper of all the UG/PG program one by one in front of all the members. Dr. Sadhana asked to reduce the total hours of theory examination to 2 and a half hour in place of 3 hours as the total marks is less. Dr. Alpa also agreed for the same. To it Dr. Hitesh replied that as the answers of the questions seems to be lengthy in few subjects it is better not to reduce the total hour. Dr. Dipal also informed that many of the students felt shortage of time while writing the answer in examinations. Dr. Darshan raised the concern that students are writing extra content while writing the short answer questions hence feeling shortage of time in completing the questions. Rest of the members also agreed to it. Considering all these concerns Dr. Sonal suggested not to reduce the duration of theory examination.

All the members agreed to it.

Resolution No. 24.02.03:

The manuscript of the question paper of all the UG/PG programs for internal and university examinations be and is hereby approved.

Agenda no. 24.02.04: To approve the panel of examiners for the annual/university examination of UG & PG courses for the academic year 24-25

Proceeding:

Dr. Sonal Chitroda informed the members that the institute has sent an email to all the respective heads of the concerned departments asking for the panel of examiners for all the programs of their concerned subjects/courses and received the panel from all the respective departments except few. She requested to send the panel of examiners who are yet to send at the earliest.

All the other members took note and agreed for the same.



Resolution no. 24.02.04

The panel of examiners for annual/university examination of all UG /PG programs for the academic year 2024-25 is be and hereby approved.

Agenda no. 24.02.05: To approve the panel of examiners for Ph. D thesis evaluation and Viva Voce Examination under Medical Imaging Technology, entitled "Three Tesla MRI Evaluation of Articular Cartilage Mapping of Knee Joint in Adult Population"

Proceeding:

Dr. Sonal Chitroda Shared the panel of examiners for Ph.D thesis evaluation and viva voce examination to the members for approval.

Resolution no. 24.02.05

The panel of examiners for Ph.D thesis evaluation and Viva Voce examination is be and hereby approved.

Agenda no. 24.01.06: Any other matter with the permission of the Chair.

Proceeding:

Dr. Sonal Chitroda informed the members that institute need to revise the content of marksheets of all the UG/PG programs as per the credit based curriculum implemented from academic year 2024-25. She presented the credit points and grade points with the division of classes to be declared as per the marks and grade received. Dr. Puneet suggested to have letter grade C (below average) for the grade point 4 in place of letter grade P (Pass) as all the letter grades except F represents PASS category. All the other members also noticed and agreed for the same. Dr. Sonal also informed that final format of the marksheet shall be discussed with the controller of examination and shall be prepared accordingly considering all the aspects of credit based curriculum.

All the other members took note and agreed for the same.



14/02/25

Dr. Sonal Chitroda
Chairman,
Board of Studies (Medical Technology & Allied Subjects)
Bhaikaka University, Karamsad.

