BU/ BOS/ MLT/ 07/ 2023

Date: 05/09/2023

Minutes of Meeting

The 7th meeting of the Board of Studies – Medical Technology & Allied Subjects, Bhaikaka University was held on September 01, 2023 (Friday) from 2:30 PM to 4:40 PM in the Hospital board room, Shree Krishna Hospital, Karamsad.

Following members were present for the meeting:

1. Dr. Sonal Chitroda, Chairperson, BOS, Medical Technology & Allied Subjects
2. Dr. Alpa Gor, Professor & Head, Dept. of Pharmacology, PSMC
3. Dr. Suman Singh, Professor, Department of Microbiology, PSMC
4. Dr. Sunil Karna, Cardiologist, M & B Cardiac Centre
5. Dr. Gurpreet Panesar, Cardiac Aesthetic, M & B Cardiac Centre
6. Ms. Dipal Bhatt, Assistant Professor, LPPIMLT
7. Dr. Sadhana Saraiya, Tutor, Pathology
8. Ms. Jigna Patel, Coordinator, PGDCD
9. Dr. Ujjval Trivedi, External Member, Professor & Head, Dept. of Bioscience, SPU
10. Dr. Hitesh Patel, Provost Nominee, Head of MLT & Biochemistry Dept., Shri A. N. Patel PG Institute, Anand

Following members were present online through ZOOM platform for the 7th BOS meeting

1. Dr. Artee Tyagi, Head, Microbiology Dept., Charutar Institute of Paramedical Science
2. Dr. Seema Baxi, External member, Additional Professor, Pathology Department, Govt. Medical College, Bhavnagar.

Following members were not present for the meeting.

1. Dr. Samir Patel, HOD, Critical Care, SKH
2. Dr. Rushi Panchal, Consultant Oncologist, MS Patel Cancer Centre
3. Dr. Maulin Shah, Assistant Professor, Medicine
4. Dr. Viral Patel, Professor and HOD, Dept. of Radiology, PSMC

Invitees:

1. Dr. Jyoti Tiwari, Academic Controller, Bhaikaka University
2. Dr. Deepak Mehta, Professor & Head, Radiology
3. Dr. Darshan Shah, Critical Care, SKH

Ms. Dipal Bhatt, welcomed and introduced new Chairperson, Dr. Sonal Chitroda to all the members for the meeting & shared the purpose of this meeting.

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Minutes:

Agenda no. 23.01.01: To approve minutes of 7th meeting of BOS held on 17/02/2022

Proceeding:
The minutes of the 6th meeting of BOS were circulated to the members via email on 28th April 2023 for perusal and again shared along with agenda of current meeting on 29th September 2023. All members agreed to have gone through it with no further suggestions.

Resolution 23.01.01
It was resolved that the Minutes of the 6th meeting of BOS held on 17th Feb. 2023, be and are hereby approved.

Agenda no. 23.01.02: To take note of action taken report following 6th meeting held on 17/02/2023.

Proceeding:
Action taken report was shared with all members since last minutes of meeting. It was as follows:

Sr. No.	Agenda	Action taken
23.01.02	To take note of action taken report following 6th Meeting held on 17/02/2023 **RESOLUTION:** 1) It is resolved that the list of reference books will be added at the end of each subject in each course and then submitted in to the academic council meeting. 2) It is resolved that respective class coordinator will meet the respective course coordinator for the revision in the syllabus and then submitted to academic council.	1) The lists of reference books have been added according to the suggestion. 2) All the concerned class/subject coordinators met with respective course coordinators with prior concerned for the revision in the syllabus. The revision of all the concerned subjects is in the process as per their suggestions received. Note: Institute has put all the suggestions in the curriculum meeting held on 17th August 2023.

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Resolution no. 23.01.02

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

Agenda no. 23.01.03: To review and approve curriculum with implementation of Choice based credit system (CBCS) for academic year 2023-24

Proceeding:

Dr. Sonal Chitroda apprised the members that as per NEP-2020 and UGC guidelines, Choice Based Credit System is recommended at Under Graduate and Post Graduate level. Hence, she advised to implement the same in all the UG, PG & Diploma programs offered by the institutes as per the guidelines given by UGC and NEP-2020.

Ms. Dipal Bhatt discussed few relevant points highlighted in the guidelines to the members and also the applicability of the same in the existing curriculum of UG, PG and Diploma programs. She also informed that the guidelines recommend to have a four-year UG program of 160 credits, a two-year PG program of 80 credits, and a one-year diploma program of 40 credits with 10% variations in the total credits.

Further, she also informed that the curriculum committee of the institute met on 17th August, 2023 where all required revisions suggested by the course coordinators as well as credit framework of all the UG, PG and Diploma programs were discussed. All the subjects of B. Sc. MT (MLT), M.Sc. MT (MLT) and DMLT are revised as per the suggestions received and credit framework is also prepared.

The total credits in the curriculum of other B.Sc. MT programs (i.e RMIT, RTT, OTAT and RCT), Masters and Diploma programs are calculated as per the existing hours of the theory and practical subjects. Whereas, the revision in the curriculum of B.Sc. MT (RMIT, OTAT and RCT), M.Sc. RMIT, M. Sc. MT (PT), PGDCCT and PGDCD is still under process. The revision and credit framework of all the courses still need some amendments to be made concerning the hours as well as credits of the theory and practical subjects, internship, and dissertation by the curriculum committee of the institutes before implementation.

Professor Ujjval Trivedi advised having equal credit distribution amongst theory and practical as per the need of the programs. Dr. Sonal proposed breaking up total teaching hours into "Lectures", "Tutorials" and "Practicals" as per the content requirement in all the subjects. To it, Dr. Suman Singh advised to have "Tutorial and demonstration" rather than using the term "Tutorial" as tutorial seems to have more of theoretical aspects whereas most of the content in the existing curriculum seems to have demonstration part, as well. All the other members also agreed to it.

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Dr. Artee Tyagi was of the opinion that total hours of the course represent the total contact hours, total teaching hours do not need adhering to or assign to every single topic of the curriculum.

Dr. Deepak Mehta informed that the existing curriculum of M.Sc. RMIT has exceeded the maximum limit of total credits to be allotted as per the UGC guidelines. Hence, he has to go through the contents of all the subjects of RMIT to make it in the suggested limits of the credits. Dr. Gurpreet Panesar also informed that she has to revise the content of the theory and practical concerning the total hours to meet the credit requirements suggested in the guidelines. Dr. Alpa Gor suggested to revise the content and total hours assigned to Pharmacology subjects.

Dr. Jyoti Tiwari informed and advised assigning credits and hours to each subject of all the programs in such a way that it should meet the course requirement and it has to be justifiable. She also asked to check the credit requirement of an Ability Enhance Course (English) as per the guidelines given by UGC.

Dr. Sonal Chitroda and Ms. Dipal Bhatt apprised the members that they will revise and prepare the credit framework of all the programs strictly adhering to the suggested guidelines with the help of respective course coordinators. The revised curriculum will be shared in the next meeting of BOS after getting approval from the curriculum committee of the institute. Further Dr. Artee suggested that as institute is planning to have Choice Based Credit System, the students should be offered electives.. To it Dr. Seema Baxi suggested to have few courses as electives that help the students increasing skills, knowledge as well as employability.

Affirmative to that Dr. Sonal apprised that institute will identify the list of elective courses that can be offered to the students as per their interest. Further, she also mentioned that institute has planned to incorporate foundation course in the UG program that include language proficiency, medical terminology, professional ethics, life skills and communication as well as professional skills in order to increase their level of understanding for the enrolled course and enhance their employability.

All the members took note and agreed for the same.

Resolution 23.01.03

It was resolved that prepared credit framework of all the programs still needs more clarity and allotment of hours and credits assigned to each course as well as programs. Hence, it is resolved to:

1) Revise the course content as well as credit framework of all the UG, PG and Diploma programs as per the suggestions received considering the guidelines given by UGC and NEP-2020 for better implementation.

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2) Few courses will be identified as electives to offer choice to the students.

Agenda no. 23.01.04: To approve old and new marksheet format for UG & PG courses.

Proceeding:

Dr. Sonal Chitroda apprised the members the rules and regulations of all the programs including the naming of the program, teaching and evaluation system, advancement in academic year, as well as grading system of the program as per the new credit framework.

However, the format of the marksheets for the new credit framework need to be revised as the prepared credit framework still need some revision.

Dr. Sonal also informed that the marksheets of the students of B.Sc. Medical Technology (Batch 2019) i.e, the first batch of Bhiakaka University needed to be revised as the term "Medical Technology" was missed in the name of the program. Further, the name of the programs B.Sc. MT (Imaging Technology) and B.Sc. MT (Clinical Laboratory Technology) need to be revised as B.Sc. MT (Radiography & Medical Imaging Technology) and B.Sc. MT (Medical Laboratory Technology) respectively as approved in previous meetings in all the marksheets of the respective programs.

As the terminology of the program is important and creates problems in verification of the documents of all the outgoing students for their future employment, it is advised to revise all the marksheets (All three years of the program) of all the students of Batch 2019.

To it Dr. Jyoti Tiwari said that university will look into the matter and reissue the marksheets to all the concerned students.

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

Resolution no. 23.01.04

It was resolved to revise all the marksheets of all the students of B.Sc. MT (Batch 2019) as follows:

1. The term "Medical Technology" will be added to all the marksheets of B.Sc. MT.
2. Name of the program B.Sc. MT (Imaging Technology) will be revised as "B.Sc. MT (Radiography & Medical Imaging Technology) in all the concerned marksheets.
3. Name of the program B.Sc. MT (Clinical Laboratory Technology) will be revised as "B.Sc. MT (Medical Laboratory Technology) in all the concerned marksheets.
4. The format of the new marksheet as per the credit system will be revised and prepared after the finalization and approval of the credit framework of all the programs.

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Agenda no. 23.01.05: To approve UG & PG panel of internal and external examiners for academic year 2023-24

Proceeding:
Ms. Dipal Bhatt presented a panel of examiners for UG, PG and Diploma programs based on the relevant subjects for the approval of members. Further she informed that she has already sent a mail to all the HODs and coordinators for the same asking the name of the internal and external examiners in the attached format. She has received reply and names from all the departments except Pathology, Anatomy, Physiology, and Respiratory Care sections. Once the list will be received for the remaining subjects from the respective departments, it will be forwarded for further approval to the university.

The members took note and agreed for the same.

Resolution no. 23.01.05

The panel of the internal and external examiners for all UG, PG and Diploma programs be and are hereby approved.

Agenda no. 23.01.06: To approve panel of subject experts for academic year 2023-24

Proceeding:

Ms. Dipal showed a list of the subject experts to all the members, and informed that Dr. Meghana need to be replaced as she has left the institute. Hence she is not able to serve as a subject expert for the next academic year. She proposed the name of Dr. Hitesh Patel, Head, Department of Biochemistry & MLT, Shri A. N. Patel Institute of PG, Anand as a replacement. All the members took note and agreed for the same after taking official consent from Dr. Hitesh Patel.

To ensure smooth operation, Dr. Alpa Gor and Dr. Jyoti Tiwari advised adding more subject experts to the current list. Other members replied affirmatively for the same.

Resolution no. 23.01.06

1) It was resolved that the panel of subject experts for the academic year 2023-24 be and are hereby approved considering the replacement of Dr. Hitesh Patel against Dr. Meghana for Biochemistry subject.
2) More external subject experts will be added to the current list.

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Agenda no. 23.01.07: To add one year internship in B.Sc. MT (MLT) course from academic year 2023-24.

Proceeding:

Dr. Sonal Chitroda has apprised the members that the institute has planned to offer B.Sc. MT (MLT) program for total four years including a one-year internship. This will help the students prepare for their master's degree as well as for future study at outside. Additionally, all the other programs of B.Sc. MT have one-year internship; therefore, to maintain uniformity among all the specializations of B.Sc. MT one year internship will be added to B.Sc. MT (MLT) program from the academic year 2023–2024.

Dr. Sadhana raised a concern about laboratory posting of the students and interns at the CDL due to the lack of a place to accommodate students. Ms. Dipal Bhatt proposed posting students or assigning them morning or evening shifts as they already have morning and evening shifts in other programs. Dr. Jyoti Tiwari proposed offering internships outside, subjected to approval from the university. Dr. Suman emphasized the need to establish norms and regulations if students be posted outside the university.

All the members agreed for the same.

Resolution no. 23.01.07

It was resolved that an addition of one year internship to B.Sc. MT (MLT) program from the academic year 2023-2024, be and is hereby approved.

Agenda no. 23.01.08: Any other matter with the permission of the chair.

As there was no other matter to discuss, the meeting ended with thanks to the Chair.

Dr. Sonal Chitroda
Chairman, Board of Studies

Dr. Jyoti Tiwari
Controller [Academics]

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