

Meeting Minutes

First Board Meeting for Institute for Social and Behaviour Change – Ahmedabad

Venue: Office of Vice-Chancellor, Gujarat University, Ahmedabad
Date: Monday, 11 April 2022
Time: 13:00 – 15:00 Hrs.

Members of the Board:

1. Dr. Himanshu Pandya (Promoter – Director)
2. Dr. Sonal Pandya (Promoter – Director)

Non-member invitees:

1. Mr. Prasanta Dash, Chief, UNICEF Field Office, Gujarat
2. Mr. Vijay Shankar Kanthan, SBC Specialist, UNICEF Gujarat FO
3. Ms. Fiona Rodrigues, Senior Operations Associate, UNICEF Gujarat FO
4. Ms. Bhavya Parikh, Coordinator, Centre of Excellence in CSBC, Gujarat University
5. Ms. Nitya Trivedi, UNV SBC officer,
6. Ms. Apoorvi Garg, SBC Consultant.
7. Mr. Kumar Manish, SBC Consultant

Proceedings of the Meeting:

ISBC-A was an outcome of strategic partnership between Government of Gujarat and UNICEF with Gujarat University. After the formal registration process of ISBCA as a Section-8 Company, the first board meeting was held with the Directors of the company to take important decisions for the company to start with primary functioning of the institution.

The meeting started with Honourable Vice-Chancellor- Prof Himanshu Pandya, Head- Department of Communication and Journalism being the Directors of the Institution, Chief (UNICEF, Gujarat Field Office) Mr. Prasanta Das, UNICEF SBC Specialist- Mr. Vijay Shankar Kanthan and Ms. Fiona Rodrigues (Chief- Operations UNICEF) being the special invitees for the meeting. Dr. Sonal Pandya, Director, ISBCA made a welcome note to Invitees for the first board meeting.

1. Appointment of Chairman of first board meeting

- Honourable Vice Chancellor, Dr. Himanshu Pandya was elected as a chairman of the first board meeting of ISBCA.

2. Appointment of Chairman of Board of Directors of ISBCA

- The meeting had a brief discussion on profile of eminent personalities who can be invited to be part of board of directors. A tentative list of names to be prepared to be shared in the next board meeting.

3. Noting of certificate of incorporation, Memorandum of Association, Articles of Association, PAN and TAN of ISBCA

- The certificate of incorporation, MoA and AoA of ISBCA were noted by both the Directors as well as the invitees of the first board meeting.

4. Noting of first Directors of the company and Registered Office of ISBCA

- The first Directors of the company Honourable Vice Chancellor, Dr. Himanshu Pandya and Head of Department of Communication and Journalism, Dr. Sonal Pandya are noted as first directors of the company and temporary.
- A new office space to be allotted to ISBCA after a month as committed by the VC till that time ISBCA will operate from Department of Communication and Journalism.

5. Adoption of the common seal of ISBCA

- The Honourable Vice Chancellor was informed about the adoption of common seal and as agreed in the meeting the second director will approve the same once it is through.

6. Noting of Memorandum of Understanding (MoU) signed between Government of Gujarat and UNICEF regarding Gujarat University-UNICEF partnership for establishment of ISBCA

- The LoU between and UNICEF and CoE-CSBC was been noted, since it was till 2022, therefore it was agreed that all the activity plan under CoE-CSBC shall be undertaken and transitioned to ISBCA.

7. Appointment of first Statutory Auditors of ISBCA

- It was agreed to have Rajesh Shah and Associates as first statutory auditors of ISBCA, since they have also been reinforcing GUSEC and other Section -8 companies institutionalised at Gujarat University.

8. Opening of bank account

- It was agreed to have HDFC bank as official bank associated with ISBCA for further financial transactions related to all ISBCA activities.

9. Notify date, time and place of next Board Meeting of ISBCA

- The next board meeting was scheduled in the first week of May with proposed names of board of directors, either online or physical, as per feasibility and availability of Board of Directors and UNICEF chief.

10. Other Agenda items for discussion:

i. Appointment of new members to the Board of Directors of ISBCA

- It was decided to approach and propose the name of Board of Directors to be included in ISBCA in the next board meeting taking place in May.

ii. Formalising UNICEF partnership in ISBCA

- It was decided to formalize the partnership of ISBCA with UNICEF by sending an official proposal from Gujarat University intending with its determinants, once the bank account formalities are through.

iii. Agreement on proposal to transition UNICEF supported activities of Centre of Excellence in Communication for Social and Behaviour Change

- It was agreed and decided to continue the activities undertaken under CoE-CSBC, to transition and activate through ISBCA

iv. Agreement on preliminary expenses, contracts and agreements

- The meeting emphasized to approach and mobilize external resources for funding and create corpus for the institution. It was decided to appoint the existing team of CoE-CSBC for functioning of ISBCA, by formulating and approving their contracts and ToRs.

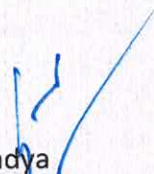
v. Authorisation to a Director of ISBCA for conduct of ISBCA operations

vi. Allocation of premises for ISBCA operations in Gujarat University

- The Honourable Vice Chancellor assured that ISBCA will have its independent working space within a month, that is under process and with a common space shared with other companies at GU for better interaction and working.

vii. Any other priority business items

Signatures:



Prof H A Pandya

Vice Chancellor, Gujarat University &
Chairman, ISBCA



Dr. Sonal Pandya

Director, ISBCA