



INSTITUTE FOR SOCIAL
& BEHAVIOUR CHANGE
AHMEDABAD

Institute for Social and Behaviour Change Ahmedabad (ISBCA),
2nd Floor, HK Centre, beside SBI Bank University Branch,
Gujarat University Campus, Navrangpura,
Ahmedabad, Gujarat 380009

MINUTES OF THE 4th MEETING OF BOARD OF DIRECTORS OF INSTITUTE FOR SOCIAL AND BEHAVIOUR CHANGE FOUNDATION AHMEDABAD HELD ON SATURDAY, 20TH SEPTEMBER, 2025, AT 12:30 HOURS AT THE OFFICE OF THE VICE CHANCELLOR, GUJARAT UNIVERSITY, NAVRANGPURA, AHMEDABAD, GUJARAT, INDIA, 380009.

Serial No. of Meeting	BM/1/2025=26
Type of Meeting	Board Meeting
Name of the Company	INSTITUTE FOR SOCIAL AND BEHAVIOUR CHANGE FOUNDATION (ISBC) AHMEDABAD
Day and Date	SATURDAY, 20 TH SEPTEMBER, 2025
Venue of the meeting	AT THE OFFICE OF THE VICE CHANCELLOR, GUJARAT UNIVERSITY, NAVRANGPURA, AHMEDABAD, GUJARAT, INDIA, 380009.
Present Admin Office of the company	GUSEC WEST WING, NR DEPARTMENT OF BOTANY UNIVERSITY SCHOOL OF SCIENCE, AHMEDABAD, GUJARAT, INDIA, 380009
Recorded Admin/ (Registered) office of the Company	Dept of Communication and Journalism, Near SBI Branch ,Gujarat University Campus, Navrangpura, Ahmedabad-380009
Time of Commencement	12:30 P.M.
Time of Conclusion	12:35 P.M.
Mode of Meeting	Physical

PRESENT

No.	Name	Designation
1	DR. NEERJA A GUPTA	VICE-CHANCELLOR, GUJARAT UNIVERSITY
2	DR. SONAL R PANDYA	PROF, GUJARAT UNIVERSITY, PROMOTER DIRECTOR ISBCA
3	DR PIYUSH M PATEL	REGISTRAR, GUJARAT UNIVERSITY

Handwritten signature and date: 20/9/25



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4.3. REVIEW OF FINANCIAL RESULTS FOR FY 2024-25

The board reviewed the position and observed that the financial statements of the company are yet to be prepared & finalised. Company accounts have not been audited since incorporation of the company i.e 23-03-2022, needs action accordingly.

RESOLVED THAT the financial statements and accounts of the company be undertaken and finalized by the board of directors for the pending financial year i.e. for F.Y. ending on 31st March, 2022 to 31st March, 2025.

FURTHER RESOLVED THAT the consent of the board of directors of the company be and is hereby also conferred to the GROUP CEO, GUSEC to find the suitable auditor for the audit of accounts of the company and accounts of the company be provided to the auditor for the report thereon.

4.4 Review of HR

Board observed that No such hiring or resignations have taken place in the company since the Company was incorporated on 23-03-2022.

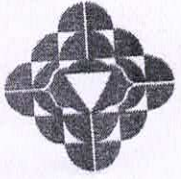
Group CEO GUSEC informed the Board that at present Sh Anirudh Ganesh Executive at GUSEC with additional charge of GUPIER & GUCF is allotted the duties with regard to administrative support to ISBCA.

The board concurred with the existing arrangements and resolved to take on record.

“RESOLVED THAT the Board takes note of the existing arrangement for the company and the board confirmed and approved the review report of HR Department during the period as placed before the board and be and as is hereby taken on record.”

4.5 Review Of Performance

The Board reviewed the position of the company that no activities were on record.



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4.6 Review of Compliance and Audit position of the Company

The Board noted that all compliances were pending since incorporation of the company and need to be regularised.

The board reviewed the position of matter of the pending compliance and observed that all the statutory compliances be carried out in a phased manner and directed for timely action in the matter as required.

4.7 Approval for opening of Bank accounts with State Bank of India/Public Sector Banks with existing structure and arrangement of signing of cheques, instruments etc.

The Chairman informed the Board that in line with the policy of Gujarat University to maintain their accounts with Nationalised Banks, the company and various initiatives activities related accounts may open its accounts with State Bank of India/ Nationalised Banks i.e Public Sector Banks as required from time to time with existing structure i.e **Jointly by two directors** and arrangement of signing of cheques, instruments etc.

The board reviewed the need of opening of Banks accounts with State Bank of India/ Nationalised Banks and **Resolved that it to be and as is taken as reviewed and noted and approved by the Board"**

RESOLVED THAT Current Account in the name & style of "INSTITUTE FOR SOCIAL AND BEHAVIOUR CHANGE FOUNDATION (ISBC) AHMEDABAD" be opened with the State Bank of India, for the operations of the activities of the company and that the following Authorized signatories of the company be and are hereby authorized to open and operate the said account individually and severally with the specimen signature of any one director / authorised signatory of the company as specified Below:

JOINTLY

1. Dr. NEERJA A GUPTA
2. DR SONAL R PANDYA

SIGNATURE:



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RESOLVED FURTHER THAT the company does execute necessary documents, agreement form(s), authority letter(s) and / or any other related documents from time to time for this purpose.

“RESOLVED FURTHER THAT a certified true copy of the above resolution under the signatures of any one Designated Director be provided to the Bank for their records and action thereon.”

4.8 Approval for transfer of physical shareholding in to DMAT form on account of administrative compliance

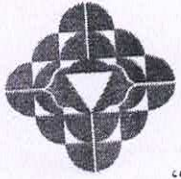
The Board members were informed that the Company has issued a total of twenty (20) Equity Shares held at present in Physical Form. Out of which (19) Nineteen Equity Shares have been issued to its holding entity The Gujarat University through The Vice Chancellor and a total of one Equity Share (01) Dr Sonal Pandya, Prof Dept of Journalism, Gujarat University; as she is a director in the company as well.

The board was informed that since the company being a section 8 Company, a company limited by shares as per MCA amendment in the Companies (Prospectus and Allotment of Securities) Second Amendment Rules, 2023 required to provide a demat connectivity to its shareholders.

RESOLVED FURTHER THAT the details of 20 equity shares to be converted into DMAT form in the name of the members of the company to new members viz. new share certificate number, distinctive numbers shall be as details given below and the same shall be recorded in the relevant register of share transfer and register of members as maintained by the company:

“RESOLVED THAT the Company do seek admission of the Company’s securities in the Depository system of National Securities Depository Ltd. to dematerialize the certificates of the shareholders of the Company who may wish to do so”.

“RESOLVED FURTHER THAT the Company appoints Registrar & Transfer Agent (RTA) as suitable for the Depository upon such terms and conditions as may be approved”.



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“RESOLVED FURTHER THAT Dr. Neerja Gupta, of the company be and are hereby severally authorized to do all such acts and deeds as may be required and to sign all such papers and documents as may be necessary to implement the decision”.

4.9 Approval for hiring of professional service of The Registrar & Transfer Agents for maintaining Shareholding in DMAT form.

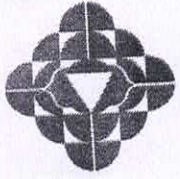
The Chairman informed the board that the company, intermittently, was required to ensure ROC compliance and accordingly company equity when converted in DMAT form, necessitates hiring of services from **The Registrar & Transfer Agents for maintaining Shareholding in DMAT form on an ongoing basis on payment of annual service charges so to be incurred by the company.** Board took note of the same and following resolution was passed:

“RESOLVED THAT the board be and is hereby noted and accord the approval for hiring the services of The Registrar & Transfer Agents for maintaining Shareholding in DMAT form on an ongoing basis on payment of annual service charges to be incurred by the company and same be approved”.

4.10 Approval for hiring of professional services of Company Secretary for ROC Compliances

The Chairman informed the board that the company is required to ensure ROC compliance and accordingly the company needs **approval for hiring of professional services of a Company Secretary for ROC Compliances.** Board took note of the same and following resolution was passed:

“RESOLVED THAT the board be and is hereby noted and accord the approval for hiring the services of a professional Company Secretary for all kinds of ROC compliances on an ongoing basis on payment of assignment to assignment basis service charges to be incurred by the company and same be approved”.



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4.11 Approval for seeking services of Concurrent Auditor for due diligence on an ongoing basis.

The Chairman informed the board that the company is required to ensure due diligence in accounting and related compliance and accordingly the company needs **approval for hiring of professional services of a Concurrent Auditor (CA) for on an ongoing basis due diligence and related Compliances on assignment to assignment basis payment of professional service charges.** Board took note of the same and following resolution was passed:

“RESOLVED THAT the board be and is hereby noted and accord the approval for hiring the services of a professional Concurrent Auditor (CA) for all kinds of due diligence in accounting and related compliance on an ongoing basis on payment of assignment to assignment basis service charges to be incurred by the company and same be approved”

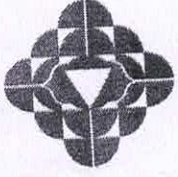
4.12 To take on record the new members and update the Register of members

The Chairman informed the board that the company is required to ensure ROC compliance and accordingly the company needs **to update the Register of members record.** Board took note of the same and following resolution was passed:

“RESOLVED THAT the board be and is hereby noted and accord the approval for updating the Register of Members record by the company and same be approved”

4.13 ANY OTHER MATTER WITH PERMISSION OF THE CHAIR:

No other item/matter was raised/ proposed to be taken up for discussion/review by the Board, accordingly, proceedings of the meeting concluded.



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VOTE OF THANKS :

There being no other business to transact, the meeting concluded at 12:35 hours with a vote of thanks to the chair.

DR SONAL PANDYA
DIRECTOR
Date: 20.09.2025
Place: Ahmedabad

DR NEERJA A GUPTA
CHAIRMAN
Date: 20.09.2025
Place: Ahmedabad