



Usha Martin University, Ranchi, Jharkhand

Internal Quality Assurance Cell

Minutes of Meeting

Ref. UMU/IQAC/2018/01

Date: 14/11/2018

The meeting of the Internal Quality Assurance Cell (IQAC) convened on 14/11/2018 at 9:30 AM at UMU Campus, Hardag, with the purpose of discussing and deliberating upon the multifaceted aspects of quality enhancement in the institution's academic and administrative processes.

The meeting started with a warm greetings and welcome note from the chair. Following members were present:

Prof. S.C. Garg	Chairman
Dr. Viplaw Kumar Pandey	Senior Administrative Officer
Mr. Abhishek Pandey	Faculty Member
Dr. Anupama Verma	Faculty Member
Dr. Vinay Singh	Faculty Member
Dr. Sharmishtha Roy	Faculty Member
Mrs. Ritushree Narayan	Faculty Member
Dr. Jayantika Pal	Faculty Member
Dr. Arvind Hans	Coordinator IQAC

Item 1: Appraising members about setting up of the IQAC as per UGC Guidelines

The meeting, convened to apprise members for the establishment of the Internal Quality Assurance Cell (IQAC) in accordance with UGC Guidelines. The Chairperson commenced the meeting by introducing the significance of the IQAC in maintaining and enhancing educational quality within the institution. A detailed discussion followed, including the composition of the IQAC committee, alignment with UGC guidelines, objectives, and action plans, emphasizing the focus on curriculum development, faculty support, student services, and infrastructure enhancement. The importance of effective communication and collaboration among IQAC members and stakeholders was stressed, and a tentative timeline for implementation was presented.

Item 2: To discuss on initiatives to improve Student Welfare and support services

The IQAC members discussion on the importance of fostering a conducive environment for students' overall well-being led to a constructive dialogue concerning various initiatives to enhance student support services. The discussion majorly included the implementation of mentoring programs, mental health support, career counseling, and extracurricular activities aimed at holistic student development. Attendees expressed a collective commitment to creating a more supportive and inclusive environment for students and agreed to form a task force to further explore, plan, and implement these initiatives, ensuring the institution's continued focus on student welfare.

Item 3: To inform and discuss the infrastructure and facilities enhancement

The members admitted the importance of enhancing infrastructure and facilities to better serve the academic community. It was agreed upon to renovate the existing facilities, expansion plans, technology upgrades, and accessibility improvements. The Dr. V. Pandey apprised the members regarding the development of the campus infrastructure facilities. The importance of aligning these enhancements with the institution's long-term strategic goals and the enhancement of the overall learning and working environment was discussed. It was raised by Prof S. C. Garg to conduct a thorough need assessment, and develop a comprehensive plan for implementation while ensuring fiscal responsibility and sustainability.

Item 4: To discuss and finalize Faculty Development and Training Programs

Highlighting the significance of continuous professional growth for the faculty, members, Dr. V Pandey suggested strategies to incorporate faculty development. The discussion was focused on ways of identifying relevant training topics, sourcing external trainers or experts, and creating a structured plan for ongoing development initiatives. The meeting underscored the institution's commitment to fostering a supportive environment for faculty growth and improving teaching quality. The members agreed to establish a committee to oversee the implementation of faculty development programs and the development of a comprehensive training calendar.

Item 5: To discuss on strategies to promote research culture in the university

The discussion, focused on the agenda item on Strategies to Promote Research Culture spurred exchange of ideas regarding strategies for motivating faculty and students to actively participate in research activities. Chairperson pointed out categorically the establishment of research mentorship programs, increasing research funding opportunities, fostering interdisciplinary collaboration, and providing access to research resources and infrastructure. The significance of aligning research goals with the university's mission and vision was pointed out by the Chairperson. One of the members stressed on commitment to formulate a comprehensive plan to promote research culture and monitoring progress towards achieving research excellence within the university. The committee discussed on initiating talks on collaborations and MoUs with other organizations/institutions for students activities such as training, internship etc.

Item 6: To review the feedback collected for curriculum from different stakeholders

The University has a good practice of collection of feedback from various stakeholders like faculty and students. IQAC has initiated a robust feedback analysis mechanism and the feedback collected for 2017-18 AY is analysed and the reports are circulated to all the different departments for preparing Action Taken Report (ATR) by reviewing the curriculum of the existing programs. This initiative helps in maintaining and enhancing the quality of education. The ATR has been placed before department BoS for implementation of the revised curriculum in respective programs from 2018-19 AY.

Item 7: To discuss and finalize the mentoring process

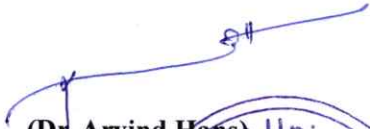
The various departments of the University have adopted the Mentor-Mentee process to foster a healthy development process among the students for benefitting them with teaching learning process and overall development process. The mentors are given the responsibilities for regular interacting and maintaining the records of the students.

Item 8: Future Plans and Goals for Quality Enhancement

Attendees engaged in a comprehensive dialogue concerning the identification of strategic goals and action plans aimed at enhancing the overall quality of education and services. Key areas of discussion included curriculum development, faculty development, student support, research initiatives, and infrastructure enhancements. Participants emphasized the need to align future plans with the institution's mission and the evolving needs of the academic community. It was decided to further refine and prioritize the identified goals, establish a clear roadmap for implementation, and ensure regular monitoring and evaluation to track progress toward quality enhancement.


Item 9: Any other agenda with the permission of the chair

The meeting adjunct with discussion various aspects of the University development initiatives.


(Dr. Arvind Hans)

IQAC Coordinator

Copy to

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- Vice Chancellor for his kind information
 - Pro-Vice Chancellor
 - Registrar
 - Deans and HoDs
 - Members