



Usha Martin University, Ranchi, Jharkhand

Internal Quality Assurance Cell

Minutes of Meeting

Ref. UMU/IQAC/2021/01

Date: 03/03/2021

The meeting of the Internal Quality Assurance Cell (IQAC) convened at 9:30 AM on 03/03/2021, at UMU Campus in Hybrid Mode.

The meeting started with a warm greetings and welcome note from the chair.

Following members were present:

Prof. S.C Garg	Chairman
Dr Viplaw Kishore Pandey	Senior Administrative Officer
Dr. Abhishek Pandey	Faculty Member
Dr. Arvind Hans	Faculty Member
Dr. P.C. Panda	Faculty Member
Dr. Lopamudra Satapathy	Faculty Member
Dr. Vinay Singh	Faculty Member
Dr. Sharmishtha Roy	Faculty Member
Dr. Anupama Verma	Faculty Member
Dr. Ritushree Narayan	Faculty Member
Dr. Jayantika Pal	Faculty Member
Dr. Md. Amir Khusru Akhtar	Coordinator IQAC

Agenda 1: Review and approval of minutes from the previous IQAC meeting

The IQAC members confirmed the minutes from the previous IQAC meeting.

(Annexure: 1)

Agenda 2: Status updates on action items from the previous meeting

The IQAC coordinator presented the updates on action items from the previous meeting. Agenda Item progress report presented on enhanced academic processes, strategies addressing student concerns including improved support services and channels for feedback. Efforts have been made to create a more inclusive and engaging student experience. The report on faculty development programs indicated successful completion of scheduled workshops and training sessions. Significant strides were made in research initiatives, with a notable increase in publications and collaborations. Ongoing infrastructure projects in the new Angara Campus presented to improve facilities and conducive learning environment. The review of safety and security measures in the new building to enhance campus safety protocols, ensuring the well-being of students and staff.

Agenda 3: To consider and note the refund policy of the University

The IQAC meeting held a detailed discussion on the university's refund policy, recognizing the significance of transparency and fairness in financial matters. The existing refund policy reviewed ensuring alignment with ethical standards and legal obligations. Several aspects, including refund timelines, eligible circumstances, and procedural clarity, were scrutinized to enhance the effectiveness of the policy. The IQAC also considered gathering feedback from students to further refine the refund policy, aiming for continuous improvement. The consensus reached during the meeting highlighted the commitment to a student-centric and principled approach in financial matters.

Agenda 4: Reporting of activities/events of IQAC conducted during the previous session

The IQAC meeting provided a comprehensive overview of the activities and events conducted during the previous session. Reporting on quality assurance initiatives highlighted the successful implementation of projects aimed at elevating academic standards. Strategies to address student concerns and enhance the overall student experience were discussed, with a focus on inclusivity and support services. An update on research initiatives, publications, and collaborations reflected the university's scholarly contributions

Agenda 5: Review on Academic Audit

The IQAC meeting conducted review on the academic audit, scrutinizing various aspects of the university's educational processes. The discussion highlighted the importance of the academic audit in ensuring quality and compliance with established standards. The meeting addressed key findings, assessing curriculum relevance, teaching methodologies, and the effectiveness of assessment strategies. Actionable insights from the academic audit were discussed to implement improvements in teaching and learning processes. The collaborative effort during the meeting reflected the commitment to maintaining and enhancing academic excellence at Usha Martin University.

Agenda 6: Discussion on conducting a safety audit at the campus to resume classes post-COVID

The IQAC meeting focused on the imperative task of conducting a safety audit to facilitate the safe resumption of classes post-COVID. The discussion centered on the need for a comprehensive assessment of campus facilities, infrastructure, and protocols to ensure the well-being of students, faculty, and staff. The members were updated about the regular sanitisation drive taken up in the campus. Various aspects, including sanitization measures, social distancing protocols, and health monitoring mechanisms, were thoroughly deliberated.

Agenda 7: Review the status of NAAC accreditation processes and accreditation-related activities.

The members discussed on the documentation, self-study reports, and quality assurance initiatives undertaken to meet NAAC standards. The meeting underscored the significance of aligning institutional practices with the accreditation framework, emphasizing the pursuit of academic excellence and quality assurance. Strategies to address any identified gaps or areas for improvement were discussed collaboratively, reflecting the commitment to achieving and maintaining accreditation benchmarks.

Agenda 8: Discussion on capacity building of students through mentor-mentee interaction

The Mentor mentee system adopted in the University discussed and it was suggested by the External Expert to conduct parents meeting based on the students' progress report. The discussion further included strategies to enhance mentorship programs, ensuring effective guidance, and personalised support for students. Participants shared insights into successful mentorship models and explored avenues to strengthen communication between mentors and mentees.

Agenda 9: Any other matter with the permission of the chair

The meeting ended with fruitful discussion.

Amir Khusun

(Dr. Md. Amir Khusun Akhtar)

IQAC Coordinator

Copy to

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

