



## Usha Martin University, Ranchi, Jharkhand

### Internal Quality Assurance Cell

#### Minutes of Meeting

Ref. UMU/IQAC/2020/02

Date: 17/11/2020

The meeting of the Internal Quality Assurance Cell (IQAC) commenced on Tuesday, November 17, 2020, at 9:30 AM sharp. The members joined through Google Meet link keeping the norm of social distancing.

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 of the previous meeting.

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

The IQAC coordinator shared the action taken report from the previous meeting. The members recommended the action taken report details.

**Agenda 3: Update on ongoing quality assurance initiatives and projects within the University**

During the meeting, an update was provided on ongoing quality assurance initiatives and projects within the University. This encompassed a review of current efforts aimed at enhancing academic excellence, administrative efficiency, and overall institutional effectiveness. Key initiatives were highlighted, including faculty development programs, curriculum enhancements, infrastructure upgrades, and student support services. Progress made on each initiative was discussed, along with any challenges encountered and strategies for overcoming them. This update reaffirmed the institution's commitment to continuous improvement and quality assurance, ensuring that it remains responsive to the evolving needs of its stakeholders and maintains its reputation for excellence in education.

**Agenda 4: To update on feedback Analysis and Action Taken Report**

Like every year, feedback is collected from different stakeholders which includes Student, Faculty, Alumni and Employers. The collected feedback is analysed by IQAC committee members and the analysis report for 2019-20 AY is circulated among different departments. The Heads of the departments have taken necessary Actions for improving the curriculum and enhance academic flexibility based on the analysis report. The Action Taken Report has been placed before the department BoS for final implementation in 2020-21 AY.

**Agenda 5: Discussion on strategies to address student concerns and enhance the overall student experience in online mode of teaching & learning process during lock down**

During the meeting, there was a focused discussion on strategies aimed at addressing student concerns and enhancing the overall student experience. During the Pandemic period, the University utilized the various online platforms like Google meet, Zoom etc for teaching -learning process. The meeting has reviewed the status of online classes conducted during this lock down phase and also discussed the various challenges faced by students and teachers in this process. Suggestions have been provided to overcome the problems and also suggested mechanisms for conducting online exams. All faculties are advised to attend the workshops on LMS and Online Teaching.

**Agenda 6: Report on Faculty Development programs and training opportunities.**

During the meeting, a report was presented on faculty development programs and training opportunities. The report outlined the various programs and opportunities available to faculty members

**Agenda 10: Review of safety and security measures on campus.**

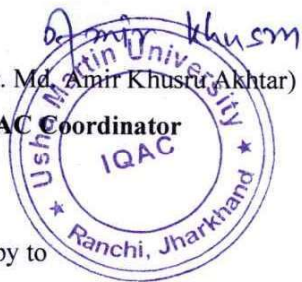
During the meeting, a review was conducted of safety and security measures on campus, COVID -19 protocol of social distancing and sanitisation of workplace at regular intervals. It was emphasized that maintaining a safe and secure campus environment remains a top priority, and ongoing efforts are being made to continuously improve and strengthen safety measures to uphold the welfare of the campus community.

**Agenda 11: Any other matter with the permission of the chair**

During the meeting, participants were invited to address any additional matters with the permission of the chair. This open forum provided an opportunity for members to raise any relevant issues, concerns, or suggestions not covered in the agenda. It ensured that all voices were heard and that any pressing matters could be addressed in a timely manner. Such flexibility in the meeting structure encourages active participation and fosters a collaborative environment where diverse perspectives can contribute to informed decision-making.

(Dr. Md. Amir Khusru Akhtar)

**IQAC Coordinator**



Copy to

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