



**USHA MARTIN UNIVERSITY, JHARKHAND**  
**Minutes of the Eighth Meeting of BOM held on 7.4.2021**

The Eighth Meeting of the Board of Management of Usha Martin University was held on 7.4.2021 through the Google mode at 3 pm. The following members were present:

1. Prof. S.C. Garg, Vice Chancellor, Chair
2. Prof. Panjab Singh, Former VC, BHU, Member
3. Prof. A. M Aggarwal. PVC, GLA University, Vrindavan, Member
4. Prof. Madhulika Kaushik, PVC, UMU, Member
5. Dr Leena Shrivastava, Acting Registrar, UMU, Member Secretary

Sh. Hemant Goyal, Chairman, UMU Foundation and Sh. Mukesh Goyal, Trustee UMU Trust, attended the meeting as special invitees. Prof. L. N. Bhagat, Former Vice Chancellor, Ranchi University, Member, could not attend the meeting due to emergency situation in his family.,

**BM 8.1 Welcome and Information Sharing by the Chairman**

At the outset, the Vice Chancellor extended a very warm and cordial welcome to all the members present in the meeting. He particularly welcomed Dr Leena Shrivastava, Acting Registrar. The Vice Chancellor also informed the Board that Dr Alok Sahay, Director Campus, Sh. Anjani Shay, Director Corporate Relations had joined the University in their respective positions after approval of the minutes of the selection committees by circulation. He further informed that Sh. Rajesh Patro, who had joined as Registrar, resigned w. e. f 1.4.2021 to join the Govt. of Jharkhand as Consultant. He was a highly devoted colleague and we wish him all success. The Chairman put on record his sincerest thanks to Former Registrar, Sh. Binod Kispotta for helping in navigating the University in difficult times. Before requesting the Registrar to present the Agenda Items, he shared a few important developments in the University since the last meeting:

(i) Due to Covid-19 scare, there was a lurking fear that the admissions would take a great hit and the growth rate of 30% attained in previous years would go down. Though the University missed its growth trajectory, yet it managed to avoid the hit to a great extent; He was happy to share that the Bachelor of Pharmacy programme put on offer in the academic session starting August 2020 had many takers and proved a great success.

(ii) The University moved operations to its permanent campus in Narayan Soso on Ranchi-Purulia Road. However, due to prevailing Covid-19 situation the University may have to move it backwards. The teaching and examinations in the last academic session were essentially held in the online mode. The University had planned to start F2F classes on the new Campus for all programmes w.e.f April. All preparations had been made but owing to closure announced by the Govt. of Jharkhand, the University would not be able to start F2F classes before first week of May. To take Covid-appropriate guidelines, the University had constituted a Covid Task Force and created a Covid room on the Campus. Soon after Campus inauguration, the University would like to hold its first convocation. He requested the members to take time out and grace these occasions as and when these are held.

(iii) In the past, the University Management had been putting a lot of emphasis on research by the faculty and extending support for participation in the conferences and publications in Scopus journals. He hoped that the University would build upon these initiatives in future to create more conducive research ambience.

(iv) To fulfill academic commitment to its learners, the University had been practicing outcome based online teaching for continuing batches from the very first academic session. For first year non-engineering students, the classes were started from November 2, 2020. (In between, end-semester examinations were conducted online.) However, classes for the first year Engineering Diploma and B. Tech students could only be started from 2<sup>nd</sup> December because AICTE had extended the date of admission to 30.11.2020. The University would like to add GNM, and B.Sc (Nursing) programmes after necessary preparations and obtaining approval of the State Nursing Council. These programmes are relevant for the State and the Academic Council accorded its approval for GNM and B. Sc (Nursing) programmes. We are in the process of advertising for new Faculty as well as administrative staff.

(v) The University conducted interviews for a few teaching and non-teaching positions to meet the exigencies arising out of resignations of a few teachers as they got regular Govt jobs or to meet expansion plans of the University. The University also conducted interviews for marketing staff. The recommendations of various Selection committees were placed for the approval of the BOM under another Agenda Item of this meeting.

(vi) The Internal Quality Assurance Cell, which was created in 2018 to coordinate all related QA activities and maintenance of year-wise data, has been working by involving most of the teachers and administrative officials. The University would also like to go for NAAC accreditation in the next few months.

(vii) The placement record of the University has been extremely satisfying. All desiring MBA, Engineering Diploma, have been placed in regular positions. Some students had opted out of placements and a few others desired that they would like to be considered only for Ranchi. However, placement of computer students has not been up to the expectations. To bridge the gap, the University plans to upscale the level of placements and invite somewhat better companies. Regular training would be organized for all students throughout the year and made a part of normal routine.

(viii) The University would like to add GNM, and B. Sc (Nursing) programmes after necessary preparations and obtaining approval of the State Nursing Council. There is felt need for these programmes.

He then invited suggestions from the members for newer directions and the road map that the University should take.

**BM 8.1.1** While appreciating the progress of the University in spite of Covid influence, which had degraded several institutions rather badly, the Board advised that the University should conduct review and hold a brainstorming session as to why low enrollment programmes were not picking up.

## **BM 8.2: To confirm the minutes of the 7th meeting of BOM**

**BM 8.2.1** Dr. Shrivastav informed the Board of Management that minutes of the 7th meeting of the BOM held on 29.7.2020 and Special 2 meeting of BOM held on 16.12.2020 were circulated to all members and no comments were received from any member. The Board had

- Noted the minutes of the 10<sup>th</sup> meeting of Academic Council.
- Approved the recommendations of various selection Committees.

She then requested the Board to confirm the minutes.

**BM 8.2.2** The item was taken up for consideration by the Board and it confirmed the minutes as circulated. The minutes of the 7<sup>th</sup> & Special 2 meeting of BOM are placed at Annexure.

*(Annexure:1)*

## **BM 8.3 To consider and approve the Action Taken Report**

**BM 8.3.1** The item was taken up for consideration.

**BM 8.3.2** The Board proposed the action taken report and expressed satisfaction on compliance of its decisions. The ATR is placed at Annexure.

*(Annexure:2)*

## **BM 8.4 To consider and approve Recommendations of Selection Committees**

**BM 8.4.1** Dr. Shrivastav informed the Board that the positions at various position in the Departments were advertised through University website to meet immediate requirements. The interviews for different departments were held as per the schedule: The list of candidates selected is presented as Annexure.

**BM 8.4.2** Dr. Shrivastav also informed the Board that as far as possible, at least one eminent external expert and the internal HOD were associated in the Selection Committee. The selected teachers were advised by the VC to join the University to meet the immediate requirement and ensure that no class goes unattended for want of staff.

**BM 8.4.3** The item was taken up for discussion with the request by the Secretary to the Board to approve the recommendations of the selection Committees. After detailed discussion, the Board approved the recommendations of various selection committees

*(Annexure: 3)*

## **BM 8.5 To note the Minutes of Research Council**

**BM 8.5.1** Dr Shrivastav informed the Board that fourth meeting of the Research Council was held through Google meet on 22.2.21. The research Council noted that

1. The researchers had presented their synopsis in the last trimester and cleared.
2. The decision taken by the VC to allow enrollment of PhD students who successfully cleared online exam held on 23.8.20 was ratified since no meeting of RC could be held in September due to Covid pandemic. The minutes of RC are placed at *Annexure attached*.

**BM 8.5.2** The Acting Registrar then proposed that the BOM may note the minutes of the RC.

**BM8.5.3** The Board noted the minutes of the RC with the suggestion that all Ranchi based scholars be asked to report on the campus as and when Covid situation improves.

*(Annexure: 4)*

## **BM 8.6 To note the Minutes of Academic Council**

**BM 8.6.1** Dr. Shrivastav informed the Board that 11<sup>th</sup> meeting of the Academic Council was held through Google meet on 18.12.2020. The Academic Council approved the ordinances of few programmes and minor amendments in some ordinances of few programmes.

The minutes of the Council are placed at Annexure attached.

**BM 8.6.2** The Registrar then proposed that the BOM may note the minutes of the AC.

**BM 8.6.3** The Board noted the minutes of the AC.

*(Annexure: 5)*

## **BM 8.7 Tabled Item: To lift Probation of Teaching and Non-Teaching Staff**

**BM 8.7.1** Dr Shrivastav informed the Board that in its last meeting, the BOM had confirmed the services of all those teachers and administrative staff that had successfully completed one year of more of service on or before the date of the meeting of 7<sup>th</sup> meeting of BOM held on 20.3.2020 and submitted all papers. Confirmation letters were issued to all concerned. In the meantime, many other teachers and administrative staff have completed their probation

successfully. She informed that their names are placed in Annexure and proposed that their probation may be lifted as it involves no financial obligation on the part of the University.

**BM 8.7.2** The item was discussed in detail. The members were of the view that in case their papers have been processed by the University authorities after reviewing their performance and they have successfully completed one-year service in the University, their services should be confirmed. The PVC informed the Board that the performance of every member had been reviewed through the respective HODs.

**BM 8.7.3** The proposal was approved as proposed. The details were placed in

*(Annexure 6)*

**BM 8.8 To consider approve the scholarship policy and list of offered programmes, intake and fee for the academic session 2021-22**

**BM 8.8.1** The board discussed and approved approve the scholarship policy and list of offered programmes, intake and fee for the academic session 2021-22

*(Annexure:7)*

**BM 8.9 To review and approve the Fee Refund and Admission Withdrawal Rule for the Academic Year 2021-22.**

**BM 8.9.1** The Board reviewed and approved the Fee Refund and Admission Withdrawal Rule

In the event of withdrawal of admission by a student at different times, the University would refund the fees in accordance with the refund policy as shown in the table below. All students are advised to observe this strictly and the refund shall be made accordingly only.

<b>BY 31<sup>st</sup> August</b>	<b>By 30<sup>th</sup> September</b>	<b>Beyond 30<sup>th</sup> September</b>
After deduction of Rs. 1000	Deduction of 50% Fee Amount	No Reimbursement

*(Annexure 8)*

**BM 8.10 To approve the proposed Annual Budget for the Financial Year.**

**BM 8.10.1** The Board approved the proposed Annual Budget for the Financial Year 2021 .  
Further, the Board approved the appointment of the auditors.

*(Annexure 9)*

**BM 8.11 To consider and approve the sanctioned post of teachers for various Faculty / Departments of the University for the Academic Session 2021-22.**

**BM 8.11.1**The Board considered and approved sanctioned post of teachers for various Faculty / Departments of the University for the Academic Session 2021-22.

*(Annexure 10)*

**BM 8.12 To report the awarded scholarship / free ship to the students in Academic session in 2020-21.**

**BM 8.12.1** The Board confirmed the Scholarship/ Free ship to the students in Academic Session in 2020-21.

*(Annexure 11)*

**BM 8.13 To consider and approve the minutes of meeting of Library Advisory Committee held on 11<sup>th</sup> February 2021.**

**BM 8.13.1** The members of the Board reviewed and approved the minutes of the Library Advisory Committee meeting held on 11<sup>th</sup> February 2021.

*(Annexure 12)*

**BM 8.14 Any other matter with the permission of Chair**

**BM 8.14.1** The PVC raised the following issues with the permission of the Chair.

1 As per leave rules approved by the BOM and BOG, the teachers are given 12 EL in a year and non-teaching staff get 30 EL in a year. These can be availed after two years of continuous service. However, now that some teachers and non-teaching staff have completed two-year bar, there is a need to put 10 days limit on the no. of EL that an employee can avail in a year. Moreover, the University would not be liable to en-cash the commuted EL at the time of superannuation.

2 The University appoints teachers and trains them by passing them through rigorous mechanisms starting from design of course curriculum and framing learning outcomes. However, it has been observed that some faculty for medical reasons request WFH. While the University would like to retain them for their quality, it is proposed that their designation be changed to Guest faculty and they be assigned a maximum of three courses @ Rs 7000/ per month for a course.

**BM 8.14.2** To the query by the trustee about the no of lectures to be taken per course in a week, the PVC informed that on an average, a teacher takes 4 lectures per week so that even on per lecture basis, the payment comes to less than Rs 500/ which is normally paid to a Guest faculty.

**BM 8.14.3** The Board approved both proposals placed under any other item.

The meeting ended with a vote of Thanks to the Chair.

**Dr. Leena Shrivastav**

**Registrar (I/C)**

**Registrar**  
**कुल सचिव**  
**Usha Martin University**  
**उषा मार्टिन विश्वविद्यालय**  
**Ranchi-835103/रांची-835103**

**CC:**

**VC Office**  
**PVC Office**  
**Finance Office**  
**All Dean/Director/HoDs**  
**All Members**  
**All Concerned**



