



## **USHA MARTIN UNIVERSITY, RANCHI, JHARKHAND**

### **Minutes of the 10<sup>th</sup> Meeting of BOM held on 13.05.2022**

**The meeting of the Board of Management of Usha Martin University was held on 13.05.2022 through Google meet. The following members were present:**

- 1. Prof. S.C. Garg, Pro Chancellor**
- 2. Prof. Madhulika Kaushik, Vice Chancellor – Chair**
- 3. Prof. Panjab Singh, Former VC, BHU, Chancellor RLBCAU, Jhansi**
- 4. Prof. B.N. Sinha, Prof. of Pharmacy, former Director IQAC, BIT Mesra**
- 5. Prof. A M Agarwal, VC, United University Prayagraj**
- 6. Dr. Anil Kumar Mishra. Registrar, UMU, Member Secretary**

#### **BM 10.1: Welcome and Information Sharing by the Chairperson**

At the outset, the Vice Chancellor extended a cordial welcome to all present. On behalf of the University and on her personal behalf, she welcomed the Pro Chancellor Prof Garg, and external members Prof Panjab Singh, Former VC, BHU, Prof B. N. Sinha, Prof. of Pharmacy, Former Director IQAC, BIT Mesra, and Prof A. M. Agarwal, VC United University Prayagraj. She thanks the members for sparing their valuable time and agreeing to give the benefit of their expertise to UMU

Before getting into the formal agenda related discussion, she put on record, the list of Associate Professor, Assistant Professor.

Before requesting the Registrar to present the agenda items, she shared the following information about the University:

- UMU has produced its 1st Ph. D. Scholar, Mr. Vishal Chandra under the supervision of Dr. Vinay Singh, Associate Professor.
- Convocations hold a very special place in the life of the University and its learners. UMU is looking forward to holding its first convocation in 2022. The date will be finalized after completion of Boys & Girls hostel.
- Nursing programme has been approved by JNRC and Govt. of Jharkhand.
- The Workshop for Mechanical & Fluid mechanics has started functioning.

- Foundation of New Academic Building especially health Sciences (Pharmacy and Nursing) was laid down and construction work is going on in full swing. It is expected to be functional within next 6-months.
- The UMU has applied for approval of its Diploma Courses from AICTE and uploaded the required document on the portal. The approval is awaited.
- The University is making active efforts towards NAAC accreditation. It is hoped that the application shall be submitted by this year-end. The UGC committee visit for approval under 2F is awaited.

The Vice Chancellor once again thanked the Members of BOM and requested Pro Chancellor sir to add if any important issue has been left out.

The Pro Chancellor informed the Members that Management has a policy of giving opportunities of Vertical Mobility/ Promotion to all staffs of Usha Martin University. He also thanked VC Madam for elaborating all important points to Members of BOM

He took the opportunity to congratulate VC on her promotion in the same organization.

Prof. Panjab Singh, Prof. B.N. Sinha & Prof. A.M. Agarwal also congratulated Prof. Madhulika Madam for joining as VC in UMU. They expressed that UMU will reach new height under her leadership.

The VC then requested the member secretary to present the agenda items.

#### **BM 10.2: To confirm the minutes of the 9th meeting of BOM**

**BM 10.2.1** The minutes of the 9th meeting of the BOM held on 24.12.2021 were circulated to all members and are placed at Annexure 1. No comments were received from any member. It is therefore proposed that the minutes may be deemed to be confirmed as circulated.

The Members concurred with him and approved the minutes.

*(Annexure:1)*

#### **BM 10.3 To consider and approve the Action Taken Report**

**BM 10.3.1** The action taken after the approval of the minutes of the 9<sup>th</sup> meeting is tabulated below:

<b>S. NO.</b>	<b>Item</b>	<b>Action Taken</b>
1.	To consider and approve the changes in the designation of Faculty	The change in have been notified.
2	To lift Probation of Teaching and Non-teaching Staff	Confirmation letters have been issued to eligible employees.

3	To consider and approve the policies framed for regulation of University.	The policies approved by the BOM have been notified.
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#### **BM 10.4 To consider and approve the Recommendations of Selection Committees**

**BM 10.4.1** The University conducted interviews for the position of Assistant and Associate Professors in various departments to meet the expanding requirements due to addition of newer programmes. All positions were advertised through University website and the selection committees had at least one external expert. The interviews for the respective subjects were held as per the schedule attached as Annexure:

**BM 10.4.2** In view of the urgent need, the Vice Chancellor asked the candidates to join soon after the Selection Committee meetings. The action taken by the VC on the recommendation of the selection Committees may please be ratified by the Board. The list of the candidates attached in the Annexure.

The recommendations of the Committees are placed before the BOM for approval. The appointments were approved by the BOM

**BM 10.4.3** During discussion Prof. Panjab Singh wanted to know about the number of Assistant Professors who have resigned and also the reason behind their resignation.

The VC informed that Assistant Professors resigned for some better opportunity and some due to the marriage.

With these observations the Board approved the action taken by the VC.

*(Annexure:2)*

#### **BOM 10.5: To note the Minutes of Research Council**

The sixth meeting of the Research Council was held on 05.04.22. The Council recommended that to strengthen research environment, the University Faculty should be provided the registration fee once in a year and that too for national conference/workshop, provided financial health of the University permits this. For judging the quality of papers, VC was authorized to constitute a committee. The RC also approved the changes in the Ph. D ordinance.

The minutes of the meeting are placed at Annexure.

*(Annexure:3)*

**BOM 10.6 To note the Minutes of Academic Council**

**BM 10.6.1** The 13th meeting of the Academic Council was held on **22.04.2021**. The Council approved Syllabi of new programmes offered by the University. Changes in PhD. Ordinance as approved by the RC and Implementation of blended mode of learning from upcoming semesters, as suggested by the UGC.

Proposal for introduction of new Programmes for the forthcoming Academic Session(s).:

- B.SC. Forensic Science
  - Apprenticeship Embedded degree programme
1. The report on Value Added courses
  2. The Interdisciplinary programme:
    - i. Cyber laws and cyber security
    - ii. Agri-Business Management
    - iii. Entrepreneurship and small business management;
    - iv. ICT in Teaching Learning
    - v. Legislative drafting
  3. Approval of manual of B. Sc. Agriculture honors programme.
  4. Approval of new syllabus and ordinance of Diploma in Pharmacy as approved by PCI.
  5. Proposal to conduct 1st CONVOCATION of UMU.
  6. Signing of MOUs with outside agencies/providers of higher education.

The minutes of the Council are placed at Annexure

**BM 10.6.2** The BOM is requested to note the minutes of AC.

While appreciating the proposal to initiate new programme as well as incorporation of value added courses and blended mode of learning as per advice of UGC, Prof. Panjab Singh, added that the Marketing of Agricultural products and also courses on innovative practices in Agriculture wherever possible should be the part of the ongoing curriculum. The UGC has suggested 30 hours course for value added courses which may be practice based. The other

Members supported the idea and suggested Vice Chancellor to implement the suggestions after taking due approval from Management.

*(Annexure:4)*

### **BM 10.7 To Lift Probation of employees**

**BM 10.7.1** In its last meeting, the BOM had confirmed the services of all those teachers and administrative staff who had successfully completed one year or more of service on or before its meeting held on 24.12.2021. Confirmation letters were issued to all concerned. In the meantime, a few other teachers and administrative staff have completed their probation period and are due for confirmation. The names of such staff members are tabulated in the Annexure attached.

*(Annexure: 5)*

### **BM 10.8 Creation of posts in Different Departments/Faculties of the University**

**BM 10.8.1** The University Grants Commission has prescribed that every University should create posts with the approval of its BOM / BOG as per prescribed student teacher ratio. So far, UMU had been appointing teachers on need basis while maintaining the statutory teacher student ratio. UMU has created posts of Professors, Associate Professors, Assistant Professors in different departments/Faculties of the University in the ratio 1:2:4. However, in case of the Departments of Pharmacy, Nursing, Engineering and Law, the guidelines of respective national/statutory bodies are to be followed.

**BM 10.8.2** BOM Members informed that UGC has issued a guideline to maintain ratio as 1:2:6. So Usha Martin University should request the Committee Members to sanction the number of posts as per the above guidelines. The Management can appoint Assistant Professors as and when the need arises, but number of post should be available for appointment. All the Members of BOM agreed to the suggestion and accordingly, the posts to be sanctioned are mentioned in the Annexure attached.

The positions in these department are governed by respective regulating agencies.

The matter was placed for the consideration and approval of BOM.

*(Annexure:6)*

**BM 10.9 To note the minutes of the Finance Committee**

**BM10.9.1** The 4<sup>th</sup> meeting of the Finance committee held on 29<sup>th</sup> April, 2022. The detailed minutes of the FC meeting are attached at Annexure 8. The important decisions of FC are as follows:

- The FC approved the last three audited data in respect of revenue and expense.
- Reviewed the progress of construction work in respect of Boys & Girls hostels, central mess, main gate, parking and fencing around campus.
- The provident fund paid to the employees of the University.
- Strategy to attain breakeven.
- Purchase of Bus.
- Budgetary provision for study tour, sports & cultural activities.

**(Annexure:7)**

**BM 10.10 The Board approved the recommendations of the selection committees as presented.**

**BM 10.10.1** To consider and approve Confirmation of Teachers and Non-Teaching Staff

**BM 10.10.2** The Registrar informed the Board that the University had been appointing teachers and non-teaching staff since 2017. Some of them have completed their probation period satisfactorily. It is therefore proposed to confirm their services from the date of completion of their probation. Their names and dates of appointments are given in Annexure

The Board approved the proposal as such.

**(Annexure:8)**

**BM 10.11 To approve the list of programmes with maximum student intake to be offered by all Faculties/ Department of the University for the session 2022-23**

**BM 10.11.1** The board discussed and approved the list of programmes with maximum intake to be offered by all Faculties/ Department of the University for the session

**(Annexure: 10)**

**BM 10.12 To review and approve the Fee Refund and Admission Withdrawal Rule for the Academic Year 2018-19.**

**BM 10.12.1** 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

*(Annexure11 )*

**BM 10.13 To approve the proposed annual Budget of the University for the Financial Year 2022-23.**

**BM 10.13.1** The proposed Annual Budget for the University Financial Year 2022-23 was presented discussed and approved by the Board. Further, the Board approved the appointment of the auditors.

*(Annexure:12)*

**BM 10.14 To consider and approve the sanctioned post of teachers for various Faculty / Departments of the University for the Academic Session 2022-23.**

**BM 10.14.1** The Board considered and approved sanctioned post of teachers for various Faculty / Departments of the University for the Academic Session 2022-23.

*(Annexure:13)*

**BM 10.15 To report the awarded scholarship / free ship to the students in Academic session in 2021-22.**

**BM 10.15.1** The Board confirmed the Scholarship/ Free ship to the students in Academic Session in 2021-22.

*(Annexure:14)*

**BM 10.16 To report the funds received Research Projects from Non-Government / Government Organisations in Financial Year 2021-22.**

BM 10.16.1 The Board was briefed on the funds received for the CSR and Research Projects from non-government / Government Organizations in Financial Year 2021-22.

*(Annexure: 15)*

**BM 10.17 To report the Consultancy Income received during the Financial year 2021-22.**

BM 10.17.1 The Consultancy Income received during the Financial year 2021-22 was reported to the Board.

*(Annexure:16)*

**BM 10.18 To report the Financial Support provided by the University to the faculty members for attending Conferences / Seminars / Workshop for the session 2021-22.**

BM 10.18.1 The Board received the report on the Financial Support provided to the Faculty Members for attending Conferences / Seminars / Workshop the session 2021-22.

*(Annexure:17)*

**BM 10.19 To report the received Fellowship / Financial support by the teachers of University from various agencies for advance studies and research for the session 2021-22**

BM 10.19.1 The Board received the report on the Fellowship /Financial Support provided to the teachers of the University from various agencies for advance studies and research for the session 2021-22

*(Annexure: 18)*

**BM 10.20 To Report the Junior Fellowship received by the University PhD. Scholar by various Non- government organization & University for the session 2021-22**

BM 10.20.1The Board received and noted the report on the Fellowship received by the University PhD. Scholar by various Non- government organization & University for the session 2021-22 .



*(Annexure: 19)*

**BM10.21** To report the approval of 2unit of NSS at Usha Martin University.

**BM10.21.1** The Board congratulated the management and all members for establishment of 2 units of NSS at the University. The details are attached as annexure.

*(Annexure 20)*

**BM 10.22: Any other matter with the permission of Chair**

**BM 10.22.1** The Registrar informed the committee members about the progress in awarding Ph. D Degree. The Committee Members suggested that the University should facilitate Ph. D Scholars and allow all scholars having 2 - publications in journals of UGC care list to go ahead with pre – thesis submission seminar.

**The meeting ended with vote of thanks to the chair.**



**Dr. Anil Kumar Mishra**  
Registrar, UMU and Member Secretary

**Registrar**  
**कुल सचिव**  
**Usha Martin University**  
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**CC:**

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