



USHA MARTIN UNIVERSITY, RANCHI, JHARKHAND

Minutes of the 7th Meeting of the Academic Council dated 18 July-2019

The meeting of the 7th Academic Council was held on 18-July-2019 at 3.00 PM in Conference Hall in the City Centre Office. Following members were present in the meeting:

1. Prof. S. C. Garg, Vice Chancellor, UMU – Chair
2. Prof. L. N. Bhagat, Former VC, Ranchi University
3. Prof. V. Bhattacharya, Head, Computer Science, BIT Mesra
4. Prof. S. Chaudhari, St Xavier College, Ranchi
5. Prof. Madhulika Kaushik, PVC, UMU
6. Dr. Vinay Singh, Associate Prof., UMU
7. Dr. Arvind Hans, Associate Prof., UMU
8. Dr. Sharmistha Roy, A.P., UMU
9. Dr. Anupama Verma, AP., UMU
10. Prof. Viplaw K. Pandey, Registrar, Member Secretary

AC.7.1 Welcome Remarks and Information Sharing by the Chairman

At the outset, Prof. S. C. Garg, Vice Chancellor, extended a very warm and cordial welcome to all present on behalf of the University and on his own behalf. He expressed his gratefulness to the external members for sparing their valuable time from their busy schedules and giving benefit of their experience and expertise to UMU. Before requesting the Registrar to present the Agenda Items, he shared various academic developments in the University since the last meeting.

Research Scholars: (i) Most of the registered scholars have completed course work now and presented their Synopsis on 3rd and 4th June, 2019. Some of the scholars were advised to submit their synopsis after incorporating suggestions of the experts within a time frame of up to one month. As advised by the RC, the University has made submission of six monthly Progress Reports mandatory for every scholar so as to pace their progress. The internal faculty members and respective supervisors appraise the respective Committees of the progress of scholars enrolled with them, in case their research scholar could not be present.

(ii) The entrance test for the third cohort was held on 31.3.19 for Management, Computer Science, Commerce, Physics, English, and Mathematics.

- **Research Publications:** The University faculty published/communicated papers in international research journals, research papers in international conferences, research papers in national conferences and seven book chapters. The University is making sincere efforts to encourage research by allowing faculty to participate in conferences. Capacity building of the faculty is also being done through Faculty Development Programmes on Research Methodology and OER search and identification as research resources
- **Placements:** All students of UMU's first batch of MBA programme got placement, all students of 2nd semester MBA got SIP and all students of MCA have got internship in an

IT company in Ranchi. He placed on record his appreciation for the Placement Committee comprising Academic Faculty and the Training and Placement Officer. The Committee functioned under the guidance of Prof. Viplaw Pandey, Registrar.

- **Land and Building:** The University campus is under construction and it is hoped that at least two floors will become available for use by August end and UMU should be able to shift to its own campus sometime during the next session. The Vice Chancellor placed on record his gratitude to Sh Hemant Goyal and other members of management committee for all out financial support and growth of the University.
- **Academic Programmes:** As far as diversification of the academic profile of the University is concerned, the University has put on offer programmes such as B. Tech (CS, Mining and Mechanical), PhD (Education) and BSc (Agriculture). He informed the members that the University has obtained directions from the State Government that admissions in technical programmes should be based on admission test conducted by the state. Moreover, the visit of BCI committee is still awaited and in the light of AC directive, no legal education programme has yet been put on offer.
- **Core faculty:** In view of new courses to be added, the University is holding interviews to appoint new faculty in engineering, management, computer science, law, agriculture and the recommendations of selection committees would be reported to BOM subsequently.
- **Development of Learning Management System:** The University has now developed LMS to promote ICT enabled education. A training programme for UMU faculty was conducted on 30th November and 1st December by an expert from New Delhi under the guidance of Prof. Madhulika Kaushik, PVC.

Thereafter, the Vice Chancellor invited suggestions from the members.

AC.7.1.1 The members commended the University Authorities for the rapid progress by the University in the offerings of academic programmes, including offer of PhD in different subjects, achieving 100% placements for the first cohort of MBA and steps taken to acquire land and develop campus constructing buildings. They hoped that similar rate of progress shall be maintained in future also.

The VC then requested the Registrar to present the agenda items. The Council took the agenda items one by one for its consideration.

AC.7.2 To Confirm the Minutes of the Sixth Meeting of Academic Council

AC 7.2.1 Prof. V. K. Pandey, Registrar, informed the Council that the minutes of the Sixth meeting of the Academic Council held on 18.12.18 were circulated to all members soon thereafter and are placed at Annexure. No comments were received from any member in the stipulated time period of a fortnight. He therefore proposed that the minutes may be deemed to have been confirmed as circulated.

AC 7.2.2 The Council approved the minutes as circulated.

(Annexure:1)

AC 7.3 To Consider Matters Arising out of Minutes

AC 7.3.1 No issue was raised under matters arising out of minutes.

AC 7.4 To Note the Action Taken on the Minutes of Sixth Meeting of Academic Council

AC 7.4.1 The AC perused the action taken report. It is placed at Annexure and expressed satisfaction on compliance of its decisions.

(Annexure:2)

AC 7.5 To consider and approve the Academic Calendars for the Academic Year 2019- 2020.

Prof. Pandey informed the Council that in its second meeting, the AC had decided that the University should draw separate academic calendars for new and old students enrolling in first and third/fifth semesters, respectively and their classes be started at different dates. The new session for old students commenced on 15th July, whereas it is scheduled to begin from 26th August for new students.

Prof. Pandey further informed that the commencement date of the Monsoon session for new students was shifted from 8th August to 26th August as we expected the new building to be ready from 15th August. The calendars for Monsoon and Winter sessions have been drawn in the light

of this constraint. Prof. Pandey requested the Academic Council to approve the Academic Calendars as proposed for implementation for 2019-20 academic ye

AC 7.5.1 The Academic Council approved the Academic Calendar as proposed. These are placed at Annexure attached.

(Annexure:3)

Before proceeding further, the VC requested the PVC to present the next item.

AC 7.6 To note learner feedback for the Semester Beginning January 2019

AC 7.6.1 Prof. Kaushik, PVC informed the Council that Usha Martin University introduced the system of obtaining learner feedback on the quality of inputs by their teachers from the very beginning; in fact, it forms an integral part of the self-appraisal scheme for teachers. It is used to assess the quality of teaching and value additions made by a teacher in her classes. Before introducing it in 2017, the mechanism was discussed in detail with the teachers and explained to the students.

Prof. Kaushik also informed the Council that in 2018, this instrument was used as one of the components to arrive at the annual increments in conjunction with the self-appraisals submitted by the teachers, with complete satisfaction of all concerned. This practice has been continued and the feedback for January 2019 session has been analysed for kind perusal of the members. All teachers have been graded on a scale of 1-5 and the spectrum of ratings lies in the range 3.1 to more than 4.5 It is proposed to report the semester-wise feedback from now on.

AC 7.6.2 Prof. Kaushik further informed the Council that in its recent visit to UMU, the UGC (DEB) committee also advised that the University should report the findings to AC and upload the same on the University website. Accordingly, once the findings are approved by the AC, these would be uploaded on the University website.

AC 7.6.3 Prof. Kaushik requested the members to approve the feedback and advise on ways to strengthen the mechanism further.

AC 7.6.4 The Academic Council considered it as a bold decision of the administration and hoped that it would place the University in a different league. It advised that the mechanism for obtaining feedback be implemented so that feedback of every learner is available for gainful

analysis. However, it appreciated the follow up on learner feedback as an instrument for determining the quality of teaching-learning process. It further advised that teachers scoring the minimum be put on watch for a year and informed accordingly to improve failing which action could be taken as deemed appropriate. With these suggestions, it approved the feedback analysis. These are placed at Annexure 4.

(Annexure:4)

The next item was placed before the council by the Registrar again.

The PVC discussed the Road Ahead and the VC interjected wherever necessary, after his initial welcome remarks. (Prof. L. N. Bhagat was kind to spare his time on 19th June and was on the University Campus. This was greatly appreciated by the University fraternity as his presence gave them moral support.)

AC 7.6.5 The Academic Council ratified the Action taken by the Vice Chancellor with the stipulation that the provision should be used in extreme situations only.

AC 7.7 To consider and approve the recommendations of BOS of Various Departments conducted for respective programmes offered by the University.

AC 7.7.1 The Academic Council confirmed the BOS recommendations with few suggestions for few programmes. Prof. Pandey informed the Academic Council that the first cohort of 2017-19 MBA batch shall graduate this year and in order to govern the programmes leading to award of the degree for various courses on offer, approval of AC is mandatory for respective programmes.

The details of the BOS of the following programmes is attached as Annexure.

(Annexure:5)

AC 7.7.2 Prof. Pandey requested the Academic Council to peruse details and approve the proposal while advising with a view to add value to the offerings.

AC 7.7.3 The members deliberated at length over the ordinances and made a number of suggestions. It was decided that the revised Ordinance, after incorporating all the suggestions, be circulated to all members for approval by circulation within a week.

AC 7.7.4 The revised ordinances approved by the members in respect of programmes offered are placed at Annexure attached.

(Annexure:6)

AC.7.8 To consider and approve list of programs, eligibility criterion with maximum intake to be offered by all the Faculties/ Departments of the University for the Academic Year 2019-20.

AC7.8.1 Chair of the Academic Council informed that the programmes offered by the University are now well received by the society. The Council was updated about the programme list as well as maximum student's intake for these programmes for approval. It was also added, as the University is growing, it would be prudent that in an effort to plan and allocate resources realistically and set targets for its planned development in future, the University defines the approved strength for learner intake in its various programmes.

AC 7.8.2 The proposed learner strength across the programmes on offer or to be offered in future were considered by the AC on the basis of the competitive scenario for these programmes in Jharkhand and capacity of UMU to adequately serve its learners and approved it with the stipulation that the University should offer programmes in conformity with Govt. policies. The approved list is placed in Appendix .

(Annexure: 7)

AC 7.9 To consider and approve format of application form designed for Faculty Promotion.

AC 7.9.1 Prof. Pandey informed the Academic Council that in a new institution, every faculty member looks for opportunities of rapid vertical progression. With a view to encourage quality, the selection committees invariably select the best candidate(s). As a result, it is quite possible that an internal teacher is not selected against the open post. In order that he/she is not demoralized, it is important to have a parallel mechanism for fast track growth. In view of such considerations, the ecosystem in the country has dwelled on creating opportunities for internal promotions. UMU would also like its faculty to grow academically and prosper financially. So, to adequately capture the academic growth and development of the faculty, a form designed for enabling the assessment for internal faculty promotions is placed for consideration and guidance

AC 7.9.2 The Council considered the item and suggested that the University should, as of now, follow UGC API score form for faculty promotion.

AC7.10 To share the minutes of Third RC

AC 7.10.1 Prof Pandey informed the Council that in accordance with its approved research guidelines, the University conducted its entrance test for the third cohort of PhD and M. Phil admissions on 31.3.2019. M. Phil/NET qualifications were accorded exemption from written test as per UGC guidelines. Candidates qualified in the written test and were invited for F2F interviews held from 29.4.2019 to 4.5.2019. As stipulated in PhD guidelines of the University, eminent external experts were associated with the committees constituted for each discipline to interview prospective candidates. For each discipline, the general category candidates, who scored 50% and above marks in the composite score for both written test and the interview, were recommended for admission by the Selection Committee. However, reserved category candidates were granted exemption of 5%. The combined number of successful candidates is as attached in the Annexure:

The RC approved these recommendations in its third meeting held on 7.6.19. The minutes of the RC are placed at annexure attached.

(Annexure: 8)

AC7.10.1 The AC noted the minutes of RC.

AC 7.11 To consider and approve the list of Value Added Courses to be offered to the students in the Academic Year2019-20.

AC 7.11.1 The members of the Council confirmed the same. The list of Value added Courses attached in the Annexure.

(Annexure:9)

AC 7.12 To consider and approve the list of new courses introduced in various programmes of Departments approved by the respective BOS.

AC 7.12.1 The list of new courses introduced in respective programmes offered in 2019-20 academic year as approved in BOS have been placed for consideration and approval in AC. The agenda item of BOS is attached as annexure. The AC members confirmed the same.

BOS of respective programs (2019-20 AY)

S. No.	Faculty	Department	Programme Name	Date of BOS
1	Faculty of Computing & Information Technology		BCA	12.06.2019

2	Faculty of Engineering and Applied Sciences	Department of Computer Science and Engineering	B. Tech (CSE)	10.04.2019
3	Faculty of Humanities & Social Science	Department of English	BA English	10.07.2019
4	Faculty of Agriculture		B.Sc.(Hons.) Agriculture	28.08.2019
5	Faculty of Business Management & Commerce	Department of Business Management	MBA	17.07.2019
6	Faculty of Health Science	Department of Physiotherapy and Paramedical Science	BPT	01.07.2019

(Annexure 10)

AC 7.13 To approve the Academic Calendar for the Academic Year 2019-20.

AC 7.13.1 The Academic Council approved the Academic Calendar 2019-20.

(Annexure:11)

AC 7.14 To consider and approve Collaboration with Ethno-tech

AC 7.14.1 The Academic council accorded in principle approval for collaboration with Ethno-tech and authorized the VC to work out details and report subsequent developments to Academic Council.

AC 7.15 To approve the marks sheet for the students to be awarded with Degrees for the passed out programmes.

AC 7.15.1 The Academic Council examined the security features of the Marks Sheet and approved it. However, it advised that the University should maintain a record of the graduating students and it be signed by the VC on the recommendations of COE and the Registrar.

AC 7.16 To consider and approve the list of students to be awarded for Degrees/ Diplomas in various programmes.

AC 7.16.1 The Academic Council confirmed the same.

(Annexure:12)

AC 7.17 To consider and approve the minutes of meeting of Library Advisory committee

AC 7.17.1 The academic council reviewed and approved the minutes of Library Advisory committee (LAC) meeting.

(Annexure:13)

AC 7.18 To consider and approve the Action Taken Report on feedback received from stakeholders in 2018-19 AY.

AC 7.18.1 The Academic Council reviewed the Action Taken Report based on Feedback received from different stakeholders. After Careful consideration the council approved the report.

(Annexure:14)

AC 7.19 To report the books/journals and online database procurement and expenditure statement of University Library for the Academic Year 2018-19.

AC 7.19.1 A detailed report on the procurement of books, journals and online databases along with expenditure statements for the Academic Year 2018-19 was presented by the University Library.

(Annexure:15)

AC 7.20 To report the ODD & EVEN semester result of various programmes.

AC 7.20.1 The Academic Council received a report on ODD & EVEN semester result from various programmes. The Council noted the outcomes for discussion and future planning.

(Annexure:16)

AC 7.21 To report the book / journals and online data base procurement and expenditure statements of the University Library.

AC 7.21.1 A detailed report on the procurement of books, journals and online databases along with expenditure statements was presented by the Registrar. The members of the Academic Council reviewed the report for transparency and accountability.

(Annexure:17)

AC 7.22 Any other matter with the permission of Chair

AC 7.22.1 VC informed the Council that he has received a proposal from Prof. Chambi Puranik, Chief academic advisor, Ethno-tech Research Academy for collaboration with UMU to

enhance the skills and competences of students of engineering and other professional programmes (MBA, BBA, BCA and BCom). He has pointed out that UMU would not be required to invest any amount either in academics or infrastructure or maintenance of the programmes throughout the association.

The Controller of Examinations highlighted the need for approving the format of the Marks Sheet to be issued to learners in various programmes. He pointed out that the Marks Sheet shall have safety features such as photo of the student, a bar code and a hologram. Moreover, every Marks Sheet would bear digital signatures of the COE.

The meeting ended with vote of thanks to the Chair.

CC to:

- VC
- PVC
- External members
- All HOD's
- Special Invitees



Prof. Viplaw Kishore Pandey

Registrar, UMU and Member Secretary

**Registrar
Usha Martin University**