



Minutes of the Second Meeting of BOM held on 9.9.2017

The Second Meeting of the Board of Management of Usha Martin University was held on 9.9.2017 at Hotel Le Lac, Ranchi. The following members were present:

1. Prof. S.C. Garg, Vice Chancellor, Chairman
2. Prof. L. N. Bhagat, Former Vice Chancellor, Ranchi University, Member
3. Prof. A. N. Jha, Director, BIT Extension Centre, Lalpur, Jharkhand, Member
4. Sh. R. D. Sahay, Former Joint Secretary, MHRD, New Delhi, Member
5. Prof. Madhulika Kaushik, PVC, UMU, Special Invitee
6. Dr. Viplaw K. Pandey, Registrar, UMU, Member Secretary

Since nomination of a member by MHRD, Jharkhand and UGC were not been received by the University, no Govt. nominee could be present.

BM 2.1 Chairman's comments and welcome

At the outset, the Vice Chancellor extended a very warm and cordial welcome to all the members on behalf of the University and on his own behalf. He said that he was highly grateful to all members for participating in the meeting and giving the benefit of their expertise in the formative period of the University. He then informed the members that nearly 180 students have registered in eight programmes offered by the University and the academic session duly began on 8th August with orientation of students. While addressing the students, the VC read out the message of the Chancellor. Thereafter, PVC and Registrar addressed the students and emphasized the importance of attendance and punctuality.

The Chairman expressed his satisfaction that Academic activities in all programmes are being carried out as per approved academic calendar. The academic faculty has been out in place for each programme. He informed the members that to improve its profile, the University proposes to launch its research degree programmes approval for the same has been obtained from Academic Council.

The Chairman then requested Dr Viplaw K. Pandey, Member Secretary to present the agenda items for the consideration of the Board.

BM 2.2 Confirmation of Minutes of the First BOM meeting held on 20.6.17 and Action Taken

BM 2.2.1 Dr Pandey informed the Board that minutes of the first meeting of the BOM held on 20th June, 2017 were circulated to all members and no comments were received within 15 days. A copy of these minutes is placed at Annexure 1. **(Annexure 1)**

As far as action taken on various items is concerned, the Registrar informed the Board that

1. Academic calendar was circulated to all concerned during the orientation programme held on 8.8. 17.
2. The detailed item on eligibility of students to take examination is being placed for the consideration and approval of the BOM in this meeting. Dr Anandrup Roy, AP, Computer Science has been given the responsibility to share attendance of each student falling short of attendance in every course every month with the parents concerned.
3. The leave rules as well code of good conduct and ethics have been circulated to all concerned.
4. The mechanism for conducting statutory meetings, as approved by the Board is being adhered to..

Dr Pandey then requested the Board to confirm the minutes as circulated and approve the action taken.

BM 2.2.1 While confirming the minutes as circulated and approving the Action Taken, the Board advised that in future, the Action Taken should be presented in Tabular form. Further, it was noted that though Registrar is Member of the BOM as per University Act, yet being custodian of all records, he should be Member Secretary of BOM.

BM 2.3 Matters arising from the Minutes

BM 2.3.1 No matter was raised under this item.

BM 2.4 To consider and approve the text of appointment letter

BM 2.4.1 The Registrar informed the Board that the University has appointed non-teaching administrative staff as well as teachers. The teachers have been given appointment letters. The draft of the text of the letter is placed at Appendix 2 for the consideration of the Board.

BM 2.4.2 While considering the appointment letter of the teaching staff, the BOM authorised the Vice chancellor to approve a similar letter for non-teaching staff and the Registrar should issue appointment letters to every non-teaching employee stating the terms of appointment. Moreover, every employee should be kept on probation with provision for extension of the same. Further, the University should lay down duties and responsibilities for each category of staff. **(Annexure 2)**

BM 2.5: To Ratify the Action Taken by the University in respect of Appointment of Faculty

BM 2.5.1 The Registrar informed the Board that the University has appointed faculty in Management, Computers, Physics, Mathematics, etc so as to meet the urgent requirement of taking classes for different programmes. Interviews for these positions were held with VC in the Chair and participation of an external / internal subject expert.

In addition, a few visiting faculties have also been involved for English, Engineering Drawing and Managerial Economics.

BM 2.5.2 The Registrar further informed the Board that appointment of controller of examinations has to be made immediately since the University is practicing continuous evaluation under the guidance of Academic Council. He then proposed that Sh Vinay Kumar Singh, OSD, be re-designated as Controller of Examinations. He may however continue to take a few classes of Computer Science. Thereafter, he proposed that the Action taken by the University in respect of aforesaid appointments be ratified.

BM 2.5.3 The item was taken for discussion. The Board appreciated the quality of teachers recruited by the University and urgency of action taken by the University in appointing faculty. The proposal was ratified with the observation that in future, such interviews should be held with advance planning of the requirements and proper minutes of selection committee meetings be kept to avoid unforeseen circumstances.

BM 2.6 To share the minutes of the Third meeting of Academic Council

BM 2.6.1 The Registrar informed the members that Third meeting of the Academic Council was held on 8.9.17 at 5.30 pm. The soft copy of the minutes was shared with all the members through email the same day and the hard copies were placed on the table.

BM 2.6.2 The members of BOM highly appreciated the prompt action taken by the University in sharing the minutes. *(Annexure 3)*

BM 2.7 To consider and approve the various policies framed for the University.

BM 2.7 The Registrar informed the members that policies covering various aspects, have been framed by the University authorities for general applicability in the University. Registrar requested BOM member to approve the policies so that it could be implemented in letter and spirit. The policies had been sent to all members in advance.

(Annexure: 4)

BM 2.7.1 The Registrar informed the Board that the University proposes to encourage professional development of University staff; both teaching and non-teaching. In this endeavor, these policies forms an integral component.

BM 2.7.2 The Board appreciated the idea and hoped that implementation of the policy will go a long way in enhancing excellence in the University and creativity of teachers as well as non-teaching staff. Moreover, it should be used to nurture and retain talent. With these observations, all policies were approved.

BM 2.8 Any other matter with the approval of the Chair

BM 2.8.1 The Board member were informed about the Establishment of UMU Student Council (UMUSC).

The members considered and approved the constitution of UMUSC

BM 2.8.2 The members suggested that the University should arrange interaction with industry and financial services. To implement it, a panel of experts should be drawn for each subject in MBA. Moreover, such extension lectures should be organized such that 40% lectures are by academic faculty and 60% by industry.

The idea was well received.

The meeting ended with vote of Thanks to the Chair.


(Dr. Vipul K. Pandey)
Registrar & Member Secretary
Registrar
Usha Martin University

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