



USHA MARTIN UNIVERSITY, RANCHI, JHARKHAND

Minutes of the Third Meeting of BOM held on 22.06.2018

The Third Meeting of the Board of Management of Usha Martin University was held on 22.6.2018 at the University Campus. The following members were present:

1. Prof. S.C. Garg, Vice Chancellor, Chair
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

BM 3.1 Chairman's comments and welcome

At the outset, the Vice Chancellor extended a very warm and cordial welcome to all the members present 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. He then informed them that

1. A meeting of VC's was convened by the Minister, Higher Education, Govt. of Jharkhand on 9.5.2018 and a report on the status of the University was presented. To the pointed query about land, it was informed that the University is in an advanced stage of negotiations. The Secretary then advised that the land papers should be deposited in the ministry within 3-6 months and thereafter the building should be constructed in the next six months so that the 2019 session could begin in the new campus in totality.

2. Our marketing team has been working enthusiastically under the guidance of Dr Pandey and we hope to enroll a good number of students in our programmes in 2018.
3. As advised by the Academic Council, separate academic calendars have been drawn for new and old students, In fact, the academic session for 3rd semester students of all courses will begin from 16th July whereas for those of 1st semester students, the session will begin from 8th August and start with their orientation. The summer vacations for the Faculty have been adjusted accordingly.
4. To add to the academic profile of the University, new programmes such as B.Com. have been put on offer.
5. The M. Phil/PhD admissions for 2018 shall follow the standard UGC guideline. The entrance test is scheduled for 24.6.18 and the successful candidates will be invited for interview subsequently.
6. The GOI and Gov.t of Jharkhand have been emphasizing on creation of facilities for vocational education and training. There have been several queries about the offer of vocational courses by the University. To meet this need, it is proposed to create the Faculty of Vocational Studies.
7. While approving the leave policy of the University, provision for Earned leaves was made for all. While non-teaching staff in lieu of vacations was made. However, it is being increasingly felt by the Management that no one should be entitled to encashment before serving the University continuously for at least three years.

BM 3.1.1 The members appreciated the steps taken by the University to increase its visibility based on sound principles of governance.

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

BM 3.2 Confirmation of Minutes of the Second BOM meeting

BM 3.2.1 Dr. Pandey informed the Board that minutes of the second meeting of the BOM held on 9th September, 2017 were circulated to all members and no comments were received within 15 days. A copy of these minutes is placed at Annexure 1. In summary, in its last meeting, the Board

- Ratified the appointment of teaching faculty and approved the text of the letter to be issued to the staff.
- Advised that a similar letter be drafted for non-teaching staff and issued by the Registrar, with approval of the Vice Chancellor.
- Noted the minutes of 3rd meeting of Academic Council.
- Advised that Action Taken be reported in Tabular form.

He then requested the Board to confirm the minutes.

(Annexure:1)

BM 3.2.2 The item for confirmation of the minutes was taken up by the Board and the minutes were confirmed as circulated.

BM 3.3 Matters arising from the Minutes

BM 3.3.1 No matter was raised under this item.

BM 3.4 Action Taken on the minutes of 2nd Meeting of Board of Management

BM 3.4.1 While approving the minutes of the second BOM meeting, the Board had advised that the Action Taken should be presented in tabular form. The Board noted with satisfaction that its direction has been followed and approved the compliance on the decisions taken in the last meeting. The action taken is placed at Annexure 2. On perusal of the Action Taken, the Board desired that extent of compliance should also be stated for posterity.

BM 3.5 To consider and approve the minutes of Selection Committees

BM 3.5.1 The Registrar informed the Board members that the University advertised the positions of Assistant Professor, Associate Professor and Professor in various programmes and Training cum Placement Officer on University website. The selection committees were held as per the requirement and had at least one eminent external subject expert with V.C. in the Chair.

BM 3.5.2 PVC informed the Board the list of faculty members recommended by the Selection Committees as attached as annexure.

(Annexure 2)

BM 3.5.3 The Board appreciated the process used to recruit the faculty by the University and approved the appointments.

The Registrar joined the meeting after Item 3.5 had been transacted.

BM 3.6 To share the minutes of the Fourth meeting of Academic Council

BM 3.6.1 The Registrar informed the members that fourth meeting of the Academic Council was held on 27.3. 2018 at 2.30 pm in the University Campus. The Minutes of the Academic Council are placed at Annexure 2. In particular, the Council considered and approved the following items:

- a) Minutes of the Research Council.
- b) Offer of new Programmes B. Ed (Special Education) and LLB with the stipulation that approval of national statutory bodies be obtained and offer Bachelor's programme in Artificial Intelligence and Machine Learning with multiple entry and exit points.
- c) Separate Academic Calendars be drawn for First and Third Semester Students
- d) University to enroll private candidates provided the existing UGC regulations do not prohibit it.
- e) University may like to appoint adjunct faculty, particularly to promote research

(Annexure: 3)

BM 3.6.1 The Board noted the minutes of the Academic Council.

BM 3.7 To note the minutes of the Finance Committee

BM 3.7.1 The Registrar informed the Board that first meeting of the Finance Committee was held on 29.3.2018. The detailed minutes of the FC are placed at Annexure 4.

- Advised that steps be taken to realize the goal of self-sustainability in due course;

- Reviewed the revenue and expenses for FY 2018-19
- Advised that to meet unforeseen exigencies in future, the registration fee be hiked by 1k with effect from the next cycle of admissions;
- Directed that the University should prepare detailed capital expenditure budget and the projected cash flow statement for the next five years and present the same in the next meeting of Finance committee;
- The bus fee be increased by Rs 250 with effect from August 2018 to partially off-set the deficit;
- agreed to increase the admission fee by 10% for the Academic year 2018-19; and
- advised that the University must conform to the provisions of Provident Fund as applicable to its employees immediately.

(Annexure: 4)

BM 3.8 To review and approve the Fee Refund and Admission Withdrawal Rule for the Academic Year 2018-19.

BM 3.8.1 The Board reviewed and approved the Fee Refund and Admission Withdrawal Rule duly recommended by admission committee

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.

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

(Annexure:5)

BM 3.9 To consider approve the scholarship policy and list of offered programmes, intake and fee for the academic session 2018-19

BM 3.9.1 The board discussed and approved approve the scholarship policy and list of offered programmes, intake and fee for the academic session 2018-19.

(Annexure: 6)

BM 3.10 To approve the proposed Annual Budget of the University for the Financial Year 2018-19.

BM 3.10.1 On the recommendation of Finance Committee, the Board approved the proposed Annual Budget of the University for Financial Year 2018-19. Further, the Board approved the appointments of the auditors.

(Annexure: 7)

BM 3.11 To consider and approve the sanctioned post of teachers for various Faculty / Departments of the University for the Academic Session 2018-19.

BM 3.11.1 The Board considered and approved sanctioned post of teachers for various Faculty / Departments of the University for the Academic Session 2018-19.


(Annexure: 8)

BM 3.12 To report the awarded scholarship / free ship to the students in Academic session in 2017-18.

BM 3.12 The Board confirmed the Scholarship/ Free ship to the students in Academic Session in 2017-18.

(Annexure:9)

The meeting ended with vote of Thanks to the Chair.


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

CC:

VC Office

PVC Office

Finance Office

All Dean/Director/HoDs

All Members
All Concerned