



USHA MARTIN UNIVERSITY, RANCHI, JHARKHAND

Minutes of the Sixth Meeting of BOM held on 19.3.2020

The Sixth Meeting of the Board of Management of Usha Martin University was held on 19.3.20 at City Office of the University. 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, BIT, Mesra
4. Sh. R. D. Sahay, Former Joint Secretary, MHRD, New Delhi
5. Prof. Madhulika Kaushik, PVC, UMU, Special Invitee
6. Sh. Binod Kispotta, Registrar, UMU, Member Secretary

BM 6.1 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 on behalf of the University and on his own behalf. He extended particular welcome to Sh. Binod Kispotta, who joined UMU as Registrar in December 2019. Coming with a long and distinguished career in the Indian administrative services, he brings with him valuable experience in senior position and it is hoped that he will help UMU to further strengthen governance practices. The VC expressed his gratefulness to all members for participating in the meeting and giving the benefit of their expertise. The Chairman highlighted that association with external members had helped the University to increase the number of courses offered by the University. As a result, student enrolment (and hence the number of faculty members as well as non-teaching staff) grew considerably since 2017. Before requesting the Registrar to present the Agenda Items, he shared various developments in the University since the last meeting:

The Vice Chancellor informed the Board that the University registered annual growth rate of about 30% in the last three admission cycles. He also informed the members that to meet conditions laid down by the MHRD, Jharkhand, the University conducted entrance exam for admission in B.Tech and Diploma in Engineering programmes in July 2019. On behalf of the University, Prof. Pandey, the then Registrar, informed the Secretary, Higher and Technical Education about it. (However, no response was received from them and it could be assumed that the argument of the University had been accepted by the Government of Jharkhand.) The University would like to continue this exercise this year also after due advertisements in Newspapers.

He also apprised the Board that the University had been operating in two shifts since August 2019 from 9.30 am to 1 pm and 1pm to 4.30 pm as the planned move to the permanent campus was delayed. To balance the long working hours of the faculty and staff, the University implemented five-day week with the provision that it would be in operation till such time that the University shifted its operations to permanent Campus at Angara and the normal working hours are resumed.

- (i) As far as PhD programme is concerned, the University conducted entrance exam followed with interviews as per its policy. As a result of this exercise, 30 research scholars enrolled in the third cohort, out of 36 recommended by various selection committees. The examination for course work on Research Methodology and Computers in Research was conducted on 22nd and 29th February, 2020.
- (ii) The University added new programmes to the existing list in various Departments.
- (iii) Following the efforts made to ensure visits of the committees of BCI and PCI, BCI team visited the University on 20th December, 2019 and PCI team visited on 25th January, 2020.
- (iv) In one of the previous meetings, the BOM was informed that the University would like to move to its permanent campus in the new session. However, due to non-availability of new building, the relocation date was changed to 31.3.2020 and the information was shared with the owner of the premises. As things stand today, it was thought that it would not be prudent to break the rhythm of the semester. So University now proposes to shift to new campus by 30.4.2020.
- (v) In an effort to establish academic leadership in the State, various faculties of the University conducted workshops for its own as well outside teachers and students. To

mention a few, workshops were held successfully on Research Methodology, Koha Platform, Mobile Journalism and Fake News and Internet of Things. It is proposed to continue this activity in future also.

- (vi) The Chairman informed the members that University Management was keen on promoting research by the faculty. While research scholarships for PhD scholars and three Research Chairs (Birsa Munda Chair for Agriculture and Sustainable Tribal Development, Naresh Goyal Chair for Innovations and Entrepreneurship) Amitabh Choudhary Chair for Sports and all round development were instituted last year, and appropriate action has been initiated to provide the support by the competent authority. The VC placed on record sincere appreciation to the management for providing this support.
- (vii) At this time of the year, placement of students takes place. The process has been very encouraging for UMU this year as well.
- (viii) Prof. Viplaw Pandey, Registrar and Professor, Accounting and Finance demitted his office in November, 2019 and Sh. Binod Kispota joined the University in December, 2019.
- (ix) Last month, one of UMU Associate Professors, Dr Arvind Hans, was conferred the **Best Teacher Award** by the Amity University Noida. He desired that members should join him in congratulating Dr Hans and hoped that he would be inspiration for others in the University.
- (x) UMU participated as academic partner in the ASSOCHAM Regional conference held in Ranchi on 19-20th February, 2020. It was conferred **the Best University of East** Award. Also **University of the Year for Faculty Excellence** was presented by the Academic Insights, New Delhi.
- (xi) UMU students participated in the Quiz Competition held in Rai University and won the First as well as the First Runners up awards. The VC congratulated them as well as the teachers who prepared them so well.
- (xii) The University has been conducting Awareness programmes such as Fundamental Rights, International Women's Day, Mathematics Day, among others with great enthusiasm.

(xiii) The University would like to add B. Sc (Nursing) programme after obtaining approval of the Nursing Council.

(xiv) The Management desired to go for NAAC accreditation as soon as rules permitted. The University therefore has already created Internal Quality Assurance Cell in 2018 and make appropriate appointments.

The Chairman then requested the Registrar to present the agenda items one by one for the consideration and approval of the Board.

BM 6.2 Confirmation of the Minutes of Fifth meeting & Special meeting of 1 of BOM and Matters arising out of the Minutes

BM 6.2.1 The Registrar informed the Board that minutes of the fifth meeting Special meeting of 1 of the BOM held on 19.7.2019 & 6.12.2019 were circulated to all members soon after the meeting. A copy of these minutes is placed at Annexure 1 for perusal of and ratification by the Board. To summarize, in its last meeting, the Board

1. Approved Action Taken on the Minutes of the 4th meeting of BOM
2. Approved the appointment of teaching faculty
3. Noted the minutes of 7th meeting of Academic Council.
4. Noted the minutes of second meeting of Finance Committee

He then requested the Board to confirm the minutes.

BM 6.2.2 The item was taken up by the Board and the minutes were confirmed as circulated.

(Annexure 1)

BM 6.3 Action Taken on the minutes of 5th & Special 1 Meeting of Board of Management

BM 6.3.1 The Board noted the action taken on its decisions and approved the compliance. The action taken report is attached.

(Annexure 2)

BM 6.4 To note the minutes the 8th and 9th Meetings of the Academic Council

BM 6.4.1 The Registrar informed the Board that 8th and 9th meetings of the Academic Council of Usha Martin University were held on 13.11.19 and 17.3.2020, respectively in the University Campus. The following items were approved:

1. Inclusion of select MOOCs courses in PG programme
2. Institution of Birsa Munda Chair for Agriculture and Sustainable Tribal Development and Naresh Goyal Chair for Innovations and Entrepreneurship and Amitabh Choudhary Chair for sports and all round development.
3. Names of Co-supervisors for CS, Education and Mathematics
4. Grant of Seed money for research projects
5. Approved ordinances of PhD, Diploma , UG and PG level programmes.

The detailed minutes of 8th and 9th meetings are placed as Annexure.

(Annexure:3)

BM 6.5 To Consider Job Description for Various Categories of Non Academic Staff.

BM 6.5.1 The Registrar informed the Board that the BOM had approved job description for teachers in its 2nd meeting. However, the job description for non-teaching staff was not finalized then and the BOM desired that the same may be placed in a later meeting for its approval. Now these have been formulated and it is hoped that their strict application should help in increasing efficiency of the staff. The details are placed in Annexure.

BM 6.5.2 The item was taken up by the Board and approved with the suggestion that job descriptions of the Registrar and Controller of Examinations are usually embedded in the Statutes and need not be detailed out again.

(Annexure: 4)

BM 6.6 To consider and approve the recommendations of the selection committees for academic positions.

BM 6.6.1 The Registrar informed the Board that the University is in the expansion mode and to meet growing need of newer cohorts, need was felt to appoint teachers in Law, Agriculture, Commerce, Mechanical departments, so that classes could be conducted smoothly from the beginning of 2019-2020 session. The interviews were held with VC in the Chair and PVC as member, apart from an external as well as internal subject expert from respective faculty. A few teachers whose appointments were approved in the previous meeting left for their personal reasons and one had to be removed for being non-effective. A few appointments have been offered in Pharmacy and shall be reported as and when they join the University. Selection Committees have recommended the candidates for appointment on terms and conditions agreed upon mutually attached in Annexure.

BM 6.6.2 The Board approved the recommendations of the selection committees as presented in the Annexure.

(Annexure: 5)

BM 6.7 To consider and approve Confirmation of Teachers and Non-Teaching Staff

BM 6.7.1 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 attached.

BM 6.7.2 The Board approved the proposal as such.

(Annexure:6)

BM 6.8 To consider approve the scholarship policy and list of offered programmes, intake and fee for the academic session 2020-21

BM 6.8.1 The board discussed and approved approve the scholarship policy and list of offered programmes, intake and fee for the academic session 2020-21

(Annexure: 7)

BM 6.9 To review and approve the Fee Refund and Admission Withdrawal Rule for the Academic Year 2020-21.

BM 6.9.1 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.

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

BM 6.10 To approve the proposed annual Budget of the University for the Financial Year 2020-21.

BM 6.10.1 The proposed Annual Budget for the University Financial Year 2020-21 was presented discussed and approved by the Board. Further, the Board approved the appointment of the auditors.

(Annexure 8)

BM 6.11 To consider and approve the sanctioned post of teachers for various Faculty / Departments of the University for the Academic Session 2020-21.

BM 6.11.1 The Board considered and approved sanctioned post of teachers for various Faculty / Departments of the University for the Academic Session 2020-21.

(Annexure 9)

BM 6.12 To report the awarded scholarship / free ship to the students in the Academic Year 2019-20.

BM 6.12.1 The Board confirmed the awarded Scholarship/ Free ship to the students in the Academic Year 2019-20.

(Annexure 10)

BM 6.13 To consider any other item with the permission of Chair

No other matter was raised under this item and the meeting ended with a vote of thanks to the Chair.



Mr. Binod Kispotta
Registrar and Member Secretary

Registrar
Usha Martin University

CC:

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