USHA MARTIN UNIVERSITY, JHARKHAND

Date: 01/10/2024

NOTICE

This is to inform you that an IQAC meeting is scheduled on 04th October 2024 at 10:00 AM. Kindly make yourself available for this important discussion.

The agenda includes the following key points for discussion:
Link to join virtually: https://meet.google.com/uca-qeqj-gny
Venue: Conference Hall, Usha Martin University, Angara

Agenda:
1. Review and Approval of Minutes from the Previous IQAC Meeting
2. Status Updates on Action Items from the Previous Meeting
3. Establishing the NPTEL Local Chapter and its Objectives
4. Proposal for MOOCs Integration (20% of Courses through MOOCs)
5. Discussion on NEP 2020 Action Plan
6. Presentation of the Faculty Publication Report
7. Presentation of Monitoring Mechanisms for Continuous Assessment
8. Student Achievements in Sports
9. Review of Club and Forum Activities (Jan-June 2024)
10. Course Outcome Review Based on Bloom's Taxonomy
11. Supporting Slow and Advance Learners
12. Faculty-Student Ratio (FSR) and Accreditation Compliance
13. Discussion on Faculty Development Programs (FDPs), Seminars, and Workshops on Quality Assurance
14. Gender Sensitization Activities
15. Any Other Matter

IQAC Coordinator

Cc to
1. Hon'ble Vice-chancellor
2. Registrar
3. IQAC members
4. All HoDs

USHA MARTIN UNIVERSITY, RANCHI, JHARKHAND

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

Ref. UMU/IQAC/2024/02   **Date: 04/10/2024**

The meeting of the Internal Quality Assurance Cell (IQAC) was convened promptly at 10:00 AM on 04/10/2024. The committee gathered in Conference Hall, UMU Campus, Angara, with the purpose of discussing and deliberating upon the multifaceted aspects of quality enhancement in the institution's academic and administrative processes.

Following members were present:

Prof. Madhulika Kaushik	Chairperson
Dr. Anil Kumar Mishra	Registrar
Ms. Renu Lal	Finance Officer
Ms. Priyanka Pallavi	Head Training and Placement
Dr. Arvind Hans	Faculty Member
Dr. Akanksha Anand	Faculty Member
Dr. PC Panda	Faculty Member
Dr. Anupama Verma	Faculty Member
Dr. Leena Shrivastav	Faculty Member
Ms. Tulika Sinha	Faculty Member
Dr. Sandeep Paul	Faculty Member
Mr. Mukesh Goel	Nominee from Management
Ms. Shipra Jain	Nominee from employee
Dr. Md. Amir Khusru Akhtar	Coordinator IQAC

1: Review and Approval of Minutes from the Previous IQAC Meeting

The meeting began with the review and approval of the minutes from the previous IQAC meeting held on 26th February 2024. The minutes were approved without any amendments.

2: Status Updates on Action Items from the Previous Meeting

Previous Agenda Item	Action Item	Status Update
Agenda 3: Discussion on NAAC SSR for 1st Cycle of Accreditation	Address improvements in research output, student satisfaction, and infrastructure facilities.	Ongoing improvements; faculty training workshops planned to enhance understanding of NAAC processes.
Agenda 4: Action Plan for the Forthcoming Session	Develop action plan focusing on teaching-learning process, research infrastructure, and interdisciplinary collaborations.	New interdisciplinary course proposals received; research infrastructure enhancement in progress.
Agenda 5: Status of Ph.D. Research Work and Six-Monthly Monitoring	Ensure timely submission of six-monthly progress reports.	18 of 24 candidates submitted on time; stricter monitoring measures implemented.
Agenda 6: ATR on Feedback from Students Completing the Programme	Improve placement services and update curriculum based on feedback.	Curriculum updated with industry-relevant topics; campus placement services under review for enhancement.
Agenda 7: Placement Status of 2023 Graduating Students	Strengthen industry tie-ups to improve placement rates.	Placement rate at 75%; initiatives to establish new industry collaborations underway.
Agenda 8: Analysis of Exit Survey Report of 2023 Batch	Incorporate workshops and guest lectures for industry exposure and soft skills training.	Plans for workshops and industry guest lectures finalized for the upcoming session.
Agenda 9: Review of Mentor-Mentee Initiatives	Expand program and provide additional faculty training.	Mentor-Mentee program expanded; training sessions scheduled for mentors.
Agenda 10: Review of Departmental Activities on Quality Initiatives	Encourage cross-departmental collaborations and best practice sharing.	Cross-departmental collaborations initiated; ongoing efforts to implement shared quality initiatives.
Agenda 11: Feedback from II Year Students	Incorporate more practical sessions, internships, and industry projects into curriculum.	Practical components and internships integrated into revised curriculum; collaborations with industry partners ongoing.
Agenda 12: Faculty Aspirations and Up-Skilling Needs	Organize FDPs and workshops on emerging technologies for faculty development.	FDPs on AI, machine learning, and data science scheduled; funding for technology upgrades approved.

3: Establishment of NPTEL Local Chapter

The IQAC discussed the establishment of an NPTEL local chapter at Usha Martin University and, after thorough deliberation, decided to move forward with the initiative. Dr. Abhishek Pandey and Dr. Shahnaaz Zabi were appointed as Single Points of Contact (SPOCs) to coordinate with NPTEL for its successful implementation. The members also expressed interest in exploring the possibility of establishing a SWAYAM local chapter. After the NPTEL local chapter is established, the appointed SPOCs will manage its operations, ensuring smooth coordination with NPTEL and overseeing its effective execution.

4: Proposal for MOOCs Integration (20% of Courses through MOOCs)

The agenda for integrating 20% of courses through MOOCs, in line with UGC guidelines, was discussed. Key points included the incorporation of 20% of semester credits via MOOCs, faculty members enrolling in the same MOOC courses assigned to students to provide guidance, and the conduction of in-house examinations for MOOC courses. A comprehensive implementation plan will be developed to ensure a seamless launch.

5: Discussion on NEP 2020 Action Plan

The discussion focused on the institution's approach to implementing NEP 2020. Key areas highlighted were:
- Curriculum and Programs: Introducing multidisciplinary education, online and blended learning, and vocational training to enhance student flexibility and employability.
- Digital Transformation: Implementing smart classrooms and MOOCs to provide access to global learning resources.
- Faculty Development: Training of faculty in NEP pedagogical methods and emerging technologies, such as AI and Data Science.
- Industry Linkages: Increasing internship opportunities, building industry partnerships, and fostering entrepreneurship through a start-up incubation center.
- Research and Innovation: Expanding research opportunities by incorporating research projects into UG programs and encouraging international collaborations.
- Student Support: Launching scholarship programs, mentorship schemes, mental health initiatives, and implementing continuous assessment systems to reduce exam stress.

The NEP 2024-25 action plan was discussed and is instructed to be implemented as part of the strategic initiatives for the upcoming academic year. The detailed NEP action plan is attached in Annexure 1.

6. Presentation of the Faculty Publication Report

The faculty publication report for the assessment period reveals a commendable increase in research output. A total of 46 patents were awarded to faculty, with a significant spike in 2021, where 26 patents were published. In terms of publications, faculty produced a remarkable 748 books and chapters in edited volumes in 2023, totaling 784 from 2018-23, reflecting a substantial rise in scholarly contributions. Additionally, the number of research papers published in UGC CARE listed journals surged dramatically, with faculty members publishing 491 papers in 2023 and a total of 808 from 2018-23, highlighting the institution's growing research capabilities and commitment to academic excellence. Members expressed gratitude to the university for research incentives, collaborations, and institutional support.

7. Presentation of Monitoring Mechanisms for Continuous Assessment

The meeting concentrated on enhancing the existing mechanisms for monitoring continuous assessment practices. While regular assessments, including quizzes and assignments, are already in place, it was agreed to formalize these as prerequisites for the final examination from July to December 2024. A letter will be dispatched to department heads to communicate this requirement and ensure compliance across all departments.

8. Student Achievements in Sports:

The meeting centered on reviewing student achievements in sports, recognizing the significant accomplishments of athletes over the past year. Members celebrated various recent successes, highlighting individual and team performances that have brought pride to the institution. The discussion also focused on planning support mechanisms for upcoming sports events, including enhanced training programs and provision of resources, with an incentive support of up to ₹10,000 for each participating team. Strategies to motivate students to participate in sports and improve overall performance were emphasized. A detailed report of sports activities is attached in Annexure 2.

9. Review of Club and Forum Activities (Jan-June 2024):

The meeting focused on reviewing the activities of various clubs and forums conducted from January to June 2024. Key highlights included successful events organized by the science, sports, cultural, and debate clubs, which significantly contributed to enhancing student engagement and campus life. Challenges faced during these events were also discussed, leading to the formulation of strategies aimed at improving participation and fostering a vibrant campus environment. The members agreed on the importance of promoting collaboration among clubs to maximize resource utilization and create a more inclusive atmosphere. A detailed report of the activities is attached in Annexure 3.

10: Course Outcome Review Based on Bloom's Taxonomy

The meeting confirmed that Course Outcomes (COs) across all courses are aligned with Bloom's Taxonomy and are appropriately reflected in examination questions. Current practices ensure that examination questions are structured to assess the corresponding cognitive levels of Bloom's framework, such as knowledge, understanding, application, and analysis. The members discussed maintaining this alignment consistently across departments and emphasized the importance of regularly reviewing COs and assessments to ensure continuous improvement. No major revisions were required, as current mechanisms are already in place and effective.

11: Supporting Slow and Advance Learners

The discussion focused on improving support mechanisms for both slow and Advance learners, with an emphasis on second- and third-year students. The members deliberated on the need for continuous monitoring of student progress and implementing targeted interventions to address their specific needs. Strategies such as personalized mentoring for slow learners and advanced learning opportunities for Advance learners were explored. The aim is to ensure that all students, regardless of their learning pace, receive the necessary support to achieve their academic potential. A sample report on the MBA slow and advance learner support system is attached in Appendix 4.

12: Faculty-Student Ratio (FSR) and Accreditation Compliance

The meeting discussed the institution's compliance with FSR requirements for accreditation bodies such as NAAC, NBA, and AICTE. It was confirmed that the university currently has sufficient faculty to meet these standards, with an FSR of 17.13 for the period 2022-2023. No immediate staffing gaps were identified. The focus will now shift toward maintaining this

balance as student enrollment grows, ensuring ongoing accreditation compliance without the need for additional faculty appointments at present.

13. Discussion on Faculty Development Programs (FDPs), Seminars, and Workshops on Quality Assurance

The meeting focused on planning future Faculty Development Programs (FDPs), seminars, and workshops aimed at enhancing teaching quality and promoting academic excellence. Key themes for the upcoming FDPs were identified, with an emphasis on quality assurance practices. Members highlighted critical areas for faculty development, including pedagogical innovation, research methodologies, and the integration of technology in education. The FDP calendar for 2024-25 is attached in Annexure 5.

14. Gender Sensitization Activities

The meeting addressed the enhancement of gender sensitization initiatives within the institution. A review of past activities from 2018 to 2023, which successfully promoted gender equity and awareness, was discussed. The attached report (Annexure 6) highlights these efforts. Members proposed new initiatives for the upcoming semester, aimed at fostering a more inclusive environment, including workshops, awareness campaigns, and gender equity promotion programs. These activities will target both students and faculty to ensure a broad impact across the university.

(Dr. Md. Amir Khusru Akhtar)
IQAC Coordinator

Cc to
1. Hon'ble Vice Chancellor
2. Pro-Vice Chancellor
3. Registrar
4. Members
5. Deans and HoDs