USHA MARTIN
UNIVERSITY
Inclusion, Innovation & Ethics

USHA MARTIN UNIVERSITY, JHARKHAND

Date: 13/11//2018

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is convened on 14/11/2018, at 9:30 AM. The meeting will take place in Conference Room, UMU Campus, Hardag. The primary purpose of this meeting is to discuss and deliberate upon important matters outlined in the agenda provided below:

Item 1: Appraising members about setting up of the IQAC as per UGC Guidelines
Item 2: Discussion on Academic Curriculum Enhancement
Item 3: Discussion on Curriculum Review and Enhancement practices
Item 4: Faculty Development and Training Programs
Item 5: Discussion on initiatives to improve Student Welfare and support services
Item 6: Discussion of student engagement and feedback mechanisms
Item 7: Discussion on additional training needs for faculty members apart from FDP
Item 8: Discussion on Strategies to promote research culture in the university
Item 9: Discussion on Infrastructure and Facilities Enhancement
Item10: IQAC to undertake Initiatives for promoting skill enhancement courses and elective courses to promote entrepreneurship, skill enhancement and employability.
Item 11: Future Plans and Goals for Quality Enhancement
Item 12: Any other agenda with the permission of the chair

Your punctuality is appreciated, and all participants are kindly requested to be seated by 9:15 AM. Your active participation in this meeting is invaluable in our continuous efforts to enhance the quality of our institution's academic and administrative processes.
Thank you and looking forward to your presence.

IQAC Coordinator

Cc to

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

USHA MARTIN UNIVERSITY, RANCHI, JHARKHAND

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

Ref. UMU/IQAC/2018/01   **Date: 14/11/2018**

The meeting of the Internal Quality Assurance Cell (IQAC) convened on 14/11/2018 at 9:30 AM at UMU Campus, Hardag, with the purpose of discussing and deliberating upon the multifaceted aspects of quality enhancement in the institution's academic and administrative processes.

The meeting started with a warm greetings and welcome note from the chair. Following members were present:

Prof. S.C. Garg	Chairperson
Dr. Vipiaw Kumar Pandey	Registrar
Ms. Priyanka Pallavi	Head Training and Placement
Mr. Abhishek Pandey	Faculty Member
Dr. Anupama Verma	Faculty Member
Dr. Vinay Singh	Faculty Member
Dr. Sharmishtha Roy	Faculty Member
Mrs. Ritushree Narayan	Faculty Member
Dr. Jayantika Pal	Faculty Member
Dr. Arvind Hans	Coordinator IQAC

Agenda 1: Appraising members about setting up of the IQAC as per UGC Guidelines

The meeting, convened to apprise members of the establishment of the Internal Quality Assurance Cell (IQAC) in accordance with UGC Guidelines. The Chairperson commenced the

meeting by introducing the significance of the IQAC in maintaining and enhancing educational quality within the institution. A detailed discussion followed, including the composition of the IQAC committee, alignment with UGC guidelines, objectives, and action plans, emphasizing the focus on curriculum development, faculty support, student services, and infrastructure enhancement. The importance of effective communication and collaboration among IQAC members and stakeholders was stressed, and a tentative timeline for implementation was presented.

Agenda 2: Discussion on Academic Curriculum Enhancement

The members discussed Academic Curriculum Enhancement with a focused deliberation on ways to improve the educational curriculum. Attendees agreed upon adopting measures of curriculum development, including updates to course content, integration of modern teaching methods, and the incorporation of emerging industry trends. The importance of aligning curriculum changes with the evolving needs of students and the job market was emphasized. Key recommendations and action items were noted, with a commitment to further explore and implement the proposed enhancements, ensuring a more dynamic and relevant academic experience for students.

Agenda 3: Discussion on Curriculum Review and Enhancement practices

The best practices for reviewing and enhancing the academic curriculum was highlighted by the Chair, Prof S. C. Garg. The members were briefed about systematic assessment of learning outcomes, the alignment of curriculum with industry demands, and the integration of emerging pedagogical approaches and technologies. Attendees shared valuable insights and agreed to establish a working group to conduct a comprehensive review, identify areas for enhancement, and develop a timeline for implementation. It was decided to foster a dynamic and adaptable curriculum that meets the evolving needs of students and the academic community.

Agenda 4: Faculty Development and Training Programs

Highlighting the significance of continuous professional growth for the faculty, members, Dr. V Pandey suggested strategies to incorporate faculty development. The discussion was focused on ways of identifying relevant training topics, sourcing external trainers or experts, and creating a structured plan for ongoing development initiatives. The meeting underscored the institution's commitment to fostering a supportive environment for faculty growth and improving teaching quality. The members agreed to establish a committee to oversee the implementation of faculty development programs and the development of a comprehensive training calendar.

Agenda 5: Discussion on initiatives to improve Student Welfare and support services

The IQAC member's discussion on the importance of fostering a conducive environment for students' overall well-being led to a constructive dialogue concerning various initiatives to enhance student support services. The discussion majorly included the implementation of mentoring programs, mental health support, career counseling, and extracurricular activities aimed at holistic student development. Attendees expressed a collective commitment to creating a more supportive and inclusive environment for students and agreed to form a task force to further explore, plan, and implement these initiatives, ensuring the institution's continued focus on student welfare.

Agenda 6: Discussion of Student Engagement and Feedback Mechanism

External expert, Prof. Padhi suggested creation of effective channels for students to voice their opinions and concerns. The importance of incorporating student feedback into decision-making processes to improve the overall educational experience was highlighted. The members agreed upon a committed system to establishing a dedicated feedback mechanism and ensuring regular student engagement activities to foster a more inclusive and responsive academic environment.

Agenda 7: Discussion on additional training needs for faculty members apart from FDP

The training need for faculty in the areas, such as emerging pedagogical methods, technology integration, and specialized subject knowledge was discussed. Key points of discussion included the development of a tailored training program, identification of external resources and experts, and the establishment of a mentoring system among faculty. Participants emphasized the institution's commitment to ensuring continuous professional growth and the enhancement of teaching quality.

Agenda 8: Discussion on Strategies to promote research culture in the university

The discussion, focused on the agenda item on Strategies to Promote Research Culture spurred exchange of ideas regarding strategies for motivating faculty and students to actively participate in research activities. Chairperson pointed out categorically the establishment of research mentorship programs, increasing research funding opportunities, fostering interdisciplinary collaboration, and providing access to research resources and infrastructure. The significance of aligning research goals with the university's mission and vision was pointed out by the Chairperson. One of the members stressed on commitment to formulate a comprehensive plan to promote research culture and monitoring progress towards achieving research excellence within the university. The committee discussed on initiating talks on collaborations and MoUs with other organizations/institutions for students activities such as training, internship etc.

Agenda 9: Discussion on Infrastructure and Facilities Enhancement

The members admitted the importance of enhancing infrastructure and facilities to better serve the academic community. It was agreed upon to renovate the existing facilities, expansion plans, technology upgrades, and accessibility improvements. The Dr. V. Pandey apprised the members regarding the development of the campus infrastructure facilities. The importance of aligning these enhancements with the institution's long-term strategic goals and the enhancement of the overall learning and working environment was discussed. It was raised by Prof S. C. Garg to conduct a thorough need assessment, and develop a comprehensive plan for implementation while ensuring fiscal responsibility and sustainability.

Agenda 10: IQAC to undertake Initiatives for promoting skill enhancement courses and elective courses to promote entrepreneurship, skill enhancement and employability.
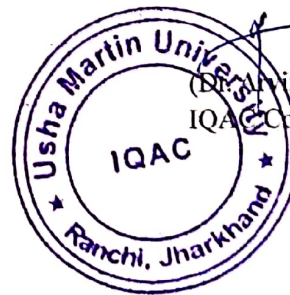
Based on the student's feedback received, the members suggested to conduct workshop for enhancing practical learning skills of learners. IQAC members suggested the Computer Science Department and Management Department to include elective courses and skill enhancement courses in upcoming academic year. The initiative of Value Added course to be offered to students was appreciated and was suggested to continue with course which will address the current technological and industrial demand.

Agenda 11: Future Plans and Goals for Quality Enhancement

Attendees engaged in a comprehensive dialogue concerning the identification of strategic goals and action plans aimed at enhancing the overall quality of education and services. Key areas of discussion included curriculum development, faculty development, student support, research initiatives, and infrastructure enhancements. Participants emphasized the need to align future plans with the institution's mission and the evolving needs of the academic community. It was decided to further refine and prioritize the identified goals, establish a clear roadmap for implementation, and ensure regular monitoring and evaluation to track progress toward quality enhancement.

(Dr. Arvind Hans)
IQAC Coordinator

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