



USHA MARTIN UNIVERSITY, JHARKHAND

Date: 01/03/2021

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled to convene on 03/03/2021, at 9:30 AM. The meeting will take place in Conference Hall, UMU Campus, Angara in the Hybrid mode. The primary purpose of this meeting is to discuss and deliberate upon important matters outlined in the agenda provided below:

Agenda Items:

1. Review and approval of minutes from the previous IQAC meeting
2. Status updates on action items from the previous meeting
3. To consider and note the refund policy of the University
4. Reporting of activities/events of IQAC conducted during the previous session
5. Review on Academic Audit
6. Discussion on conducting a safety audit at the campus to resume classes post-COVID
7. Review the status of NAAC accreditation processes and accreditation-related activities.
8. Student Feedback Report
9. Discussion on capacity building of students through mentor-mentee interaction
10. Any other matter with the permission of the chair

Thank you and looking forward to your presence.


IQAC Coordinator
Usha Martin University
Ranchi, Jharkhand

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/2021/01

Date: 03/03/2021

The meeting of the Internal Quality Assurance Cell (IQAC) convened at 9:30 AM on 03/03/2021, at UMU Campus in Hybrid Mode.

The meeting started with a warm greetings and welcome note from the chair.

Following members were present:

Prof. S.C Garg	Chairperson
Dr. Viplaw Kishore Pandey	Registrar
Ms. Priyanka Pallavi	Head Training and Placement
Dr. Abhishek Pandey	Faculty Member
Dr. Arvind Hans	Faculty Member
Dr. P.C. Panda	Faculty Member
Dr. Lopamudra Satapathy	Faculty Member
Dr. Vinay Singh	Faculty Member
Dr. Sharmishtha Roy	Faculty Member
Dr. Anupama Verma	Faculty Member
Dr. Ritushree Narayan	Faculty Member
Dr. Jayantika Pal	Faculty Member
Dr. Md. Amir Khusru Akhtar	Coordinator IQAC

Agenda 1: Review and approval of minutes from the previous IQAC meeting

The IQAC members confirmed the minutes from the previous IQAC meeting.

(Annexure: 1)

Agenda 2: Status updates on action items from the previous meeting

Previous Agenda Item	Action Item	Status Update
Agenda 3: Quality Assurance Initiatives	Monitor progress on quality assurance initiatives, including faculty development, curriculum updates, infrastructure upgrades, and student support.	Progress on faculty development programs and curriculum enhancements reported; infrastructure upgrades underway.
Agenda 4: Enhancing Student Experience	Address student concerns using feedback analyses, incorporate human values and ethics courses, and enhance mentorship and career counselling programs.	Human values course incorporated; mentorship and counselling programs implemented with improved effectiveness.
Agenda 5: Faculty Development Programs	Organize workshops, seminars, and training sessions focusing on pedagogical techniques, technology, research skills, and leadership development.	Multiple FDPs conducted; additional training opportunities identified from feedback analysis.
Agenda 6: Research Initiatives and Publications	Track ongoing research projects, publications, and collaborations; allocate seed money for research projects.	47 papers published, 39 scholars awarded JRF; progress on all 30 seed-funded projects shared.
Agenda 7: Strategies for Promoting Research and Innovation	Explore MoUs, establish research clusters, and develop incubators to promote research and innovation.	Preliminary discussions on MoUs initiated; plans for research clusters and incubators under development.
Agenda 8: Infrastructure Development	Implement plans for library cataloguing, digital library access, and sustainability enhancements.	Digital library access enhanced; cataloguing and indexing system updates underway.
Agenda 9: Safety and Security Measures	Review and update campus safety protocols, including COVID-19 measures.	Updated safety protocols in place; regular sanitization and social distancing measures being followed.

Agenda 3: To consider and note the refund policy of the University

The IQAC meeting held a detailed discussion on the university's refund policy, recognizing the significance of transparency and fairness in financial matters. The existing refund policy reviewed ensuring alignment with ethical standards and legal obligations. Several aspects, including refund timelines, eligible circumstances, and procedural clarity, were scrutinized to

enhance the effectiveness of the policy. The IQAC also considered gathering feedback from students to further refine the refund policy, aiming for continuous improvement. The consensus reached during the meeting highlighted the commitment to a student-centric and principled approach in financial matters.

Agenda 4: Reporting of activities/events of IQAC conducted during the previous session

The IQAC meeting provided a comprehensive overview of the activities and events conducted during the previous session. Reporting on quality assurance initiatives highlighted the successful implementation of projects aimed at elevating academic standards. Strategies to address student concerns and enhance the overall student experience were discussed, with a focus on inclusivity and support services. An update on research initiatives, publications, and collaborations reflected the university's scholarly contributions

Agenda 5: Review on Academic Audit

The IQAC meeting conducted review on the academic audit, scrutinizing various aspects of the university's educational processes. The discussion highlighted the importance of the academic audit in ensuring quality and compliance with established standards. The meeting addressed key findings, assessing curriculum relevance, teaching methodologies, and the effectiveness of assessment strategies. Actionable insights from the academic audit were discussed to implement improvements in teaching and learning processes. The collaborative effort during the meeting reflected the commitment to maintaining and enhancing academic excellence at Usha Martin University.

Agenda 6: Discussion on conducting a safety audit at the campus to resume classes post-COVID

The IQAC meeting focused on the imperative task of conducting a safety audit to facilitate the safe resumption of classes post-COVID. The discussion centred on the need for a comprehensive assessment of campus facilities, infrastructure, and protocols to ensure the well-being of students, faculty, and staff. The members were updated about the regular sanitisation drive taken up in the campus. Various aspects, including sanitization measures, social distancing protocols, and health monitoring mechanisms, were thoroughly deliberated.

Agenda 7: Review the status of NAAC accreditation processes and accreditation-related activities.

The members discussed on the documentation, self-study reports, and quality assurance initiatives undertaken to meet NAAC standards. The meeting underscored the significance of aligning institutional practices with the accreditation framework, emphasizing the pursuit of academic excellence and quality assurance. Strategies to address any identified gaps or areas for improvement were discussed collaboratively, reflecting the commitment to achieving and maintaining accreditation benchmarks.

Agenda 8: Student feedback Report

The IQAC members suggested skill development programme in the curriculum. Essential revision in certain practical courses was recommended. Personality development classes were recommended looking into the students issue due to online classes and lock down of the social system. Institutional LMS was made functional and teachers were suggested to upload study materials for student's access. Value added courses were identified looking into the present student's concern.

Agenda 9: Discussion on capacity building of students through mentor-mentee interaction

The Mentor mentee system adopted in the University discussed and it was suggested by the External Expert to conduct parents meeting based on the students' progress report. The discussion further included strategies to enhance mentorship programs, ensuring effective guidance, and personalised support for students. Participants shared insights into successful mentorship models and explored avenues to strengthen communication between mentors and mentees.

Agenda 10: Any other matter

No issue was raised under this item.

(Dr. Md. Amir Khusru Akhtar)
IQAC Co-ordinator
Amir Khusru
Sheela Martin University
Ranchi, Jharkhand

Cc to

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