

Ref No. UMU/NO/R/9-23/025(A)

Date: 08/09/2023

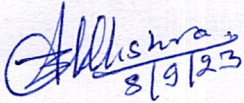
**OFFICE CIRCULAR**

All the concerned are hereby informed that “Disciplinary Committee for Faculty members” of the University has been reconstituted with immediate effect. The members of the committee are:

Disciplinary Committee for Faculty members		
S. No.	Name	Designation
1	Prof. Madhulika Kaushik	Chairperson
2	Dr Anupama Verma	Member Secretary
3	Dr Leena Srivastav	Member
4	Dr Ritushree Narayan	Member
5	Dr Shahnaaz Zabi	Member
6	Ms Rupsa Seth	Member

The term of reference of the committee-

1. To ensure discipline in the campus
2. To ensure compliances of all regulations in the campus.
3. To check disciplinary related issues of faculty members in the campus
4. To liaison with U.G.C, New Delhi for compliance of all queries.
5. Any other with the permission of Hon’ble Vice Chancellor.

  
8/9/23

Registrar  
UMU, Ranchi

Registrar  
कुल सचिव  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/रांची-835103



Ref No. UMU/NO/R/9-23/025(B)

Date: 08/09/2023

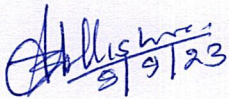
### **OFFICE CIRCULAR**

All the concerned are hereby informed that “**Disciplinary Committee for Non-Teaching members**” of the University has been reconstituted with immediate effect. The members of the committee are:

<b>Disciplinary Committee for Non-Teaching members</b>		
<b>S. No.</b>	<b>Name</b>	<b>Designation</b>
1	Dr. Anil Kumar Mishra	Chairperson
2	Dr. Leena Srivastav	Member Secretary
3	Mr. Abhay Shankar Prasad	Member
4	Mrs. Sumita Ghosh	Member
5	Mr. Amit Kumar Singh	Member
6	Ms. Aprajita Roy	Member

**The term of reference of the committee-**

- 1. To ensure discipline in the campus**
- 2. To ensure compliances of all regulations in the campus**
- 3. To check disciplinary related issues of Non-Teaching members in the campus**
- 4. To liaison with U.G.C, New Delhi for compliance of all queries.**
- 5. Any other with the permission of Hon'ble Vice Chancellor.**



**Registrar**  
**UMU, Ranchi**

**Registrar**  
**कुल सचिव**  
**Usha Martin University**  
**उषा मार्टिन विश्वविद्यालय**  
**Ranchi-835103/रांची-835103**



Ref No. UMU/NO/R/9-23/025(C)

Date: 08/09/2023

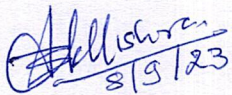
**OFFICE CIRCULAR**

All the concerned are hereby informed that “Disciplinary Committee for Students” of the University has been reconstituted with immediate effect. The members of the committee are:

Disciplinary Committee for Students		
S. No.	Name	Designation
1	Dr. Jayantika Pal	Chairperson
2	Dr. Sharmistha Roy	Member Secretary
3	Dr. Meenakshi Kumari	Member
4	Dr. Ritushree Narayan	Member
5	Ms. Rojalini Samanta	Member
6	Mr. Nishant Kumar	Member

The term of reference of the committee-

1. To ensure discipline in the campus
2. To ensure compliances of all regulations in the campus
3. To check disciplinary related issues of students in the campus
4. To liaison with U.G.C, New Delhi for compliance of all queries.
5. Any other with the permission of Hon'ble Vice Chancellor.

  
8/9/23

Registrar  
UMU, Ranchi

Registrar  
कुल सचिव  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/रांची-835103



Ref. No. UMU/NO/R/9-22/025

Date: 12/09/2022

### **OFFICE CIRCULAR**

All the concerned are hereby informed that "OBC Cell" of the University has been reconstituted with immediate effect for a term of 3 years. The members of the committee are:

OBC Cell		
1	Mrs. Tulika Sinha	Chairperson
2	Ms. Diksha Vishwakarma	Member
3	Dr. Rupa Kumari	Member
4	Mr. Arjun Mehta	Member

This issues with the approval of the competent authority.

Registrar  
UMU, Ranchi

**Registrar**  
कुल सचिव  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/रांची-835103



Ref No. UMU/NO/R/11-24/134

Date : 06/11/2024

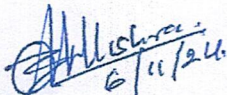
### OFFICE CIRCULAR

All the concerned are hereby informed that "Research Advisory Committee" of the University has been reconstituted with immediate effect. The members of the committee are:

Research Advisory Committee		
S. No	Name	Designation
1.	Dr Arvind Hans	Chairperson
2.	Dr. Sharmistha Roy	Convenor
3.	Dr Anupama Verma	Member
4.	Dr. Lopamudra Satapathy	Member
5.	Dr. Amir Khusru Akhtar	Member and Dean Research

#### The term of reference of the committee-

- a. Offering guidance on the University's overall research strategy with a focus on:
  - i. Adhering to their guiding principles,
  - ii. Ensuring alignment among various research components, and
  - iii. Ensuring consistency with the University's objectives and strategic plan.
- b. Providing regular reports to the Vice-Chancellor, who will subsequently relay the information to the Research Council and the Academic Council on the following matters:
  - i. Strategic review and direction of the University's research and research policy.
  - ii. Performance and progress updates on the Research objectives, processes and outcomes
  - iii. Any other issues referred to the Committee by the Vice-Chancellor or the Research Council.

  
6/11/24

Registrar

Usha Martin University  
Registrar

कुल सचिव

Usha Martin University  
उषा मार्टिन विश्वविद्यालय

Phone: 9254021111, 925402



Ref. No.: UMU/NO/R/05-24/134

Date : 06/05/2024

### OFFICE CIRCULAR

All the concerned are hereby informed that “Library Advisory Committee” of the University has been reconstituted with immediate effect. The members of the committee are:

Library Advisory Committee		
S. No	Name	Designation
1.	Dean Academics	Chairperson
2.	Mrs. Sumita Ghosh	Convener
3.	Dr. Sharmistha Roy	Member
4.	Dr. Saifullah Khalid	Member

  
Registrar  
Usha Martin University

Registrar  
कुल सचिव  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/संचो-835103

Ref. No. UMU/NO/R/9-22/027

Date: 12/09/2022


### OFFICE CIRCULAR

All the concerned are hereby informed that “**Minority Cell**” of the University has been reconstituted with immediate effect. The members of the committee are:

Minority Cell		
1	Dr. Shahnaaz Zabi	Chairperson
2	Dr. Jayantika Pal	Member
3	Ms. Sujata Kumari	Non – Teaching
4	Dr. Naghma Khatoun	Teaching

This issues with the approval of the competent authority.

1. To empower the students belonging to the minority community.
2. To help students for their academic development.
3. To resolve the problems of minority students.
4. To study and implement the needs of minority students.
5. To formulate the overall policy, planning, coordination developmental program of minority students in the university.
6. To evaluate & review the regulatory frame work.
7. To acquaint students with scholarship schemes.



Registrar  
UMU, Ranchi

**Registrar**  
कुल सचिव  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/रांची-835103



USHA MARTIN  
UNIVERSITY

Inclusion, Innovation & Ethics

Ref. No.: UMU/NO/R/9-23/029

Date: 14/09/2023

**OFFICE CIRCULAR**

With reference to UGC notification no. 171 date 2 May 2016 following is the committee of ICC. All the concerned are hereby informed that "Internal Complaint Committee" of the University has been extended for 3 years with immediate effect. The members of the committee are:

Internal Complaint Committee		
S. No	Name	Designation
1	Dr Anupama Verma	Presiding Officer
2	Dr Lopamudra Satapathy	Faculty Member
3	Dr Lokesh Kumar	Faculty Member
4	Mrs Tulika Sinha	Faculty Member
5	Mrs. Rakhi Sharma	Non-Teaching
6	Ms Priyanka Paffavi	Non-Teaching
7	Mr Arvind Sahay	Ngo Representative (KGVK)
8	Mr Rishu Raj	Student representative Engg. Department
9	Ms Saumya	Student representative PG Department Management (N
10	Ms Kishangi	Student representative Faculty of Legal Studies
11	Ms Aprajita Roy	Research Scholar/ Student (Business Management/Commerce)

**The term of reference of the committee include-**

1. The committee should go through all the definitions mentioned in the notification specially, the definition of Sexual Harassment.
2. The responsibility of the Higher Educational Institution and Internal Complain Committee should be followed in letter in spirit.
3. The student member should be involved in the meeting only if the complaint is related to any student of University.
4. It will be responsibility of committee to ensure that the provision do not get misused. The employees need to be protected against false or malicious complaints.
5. To acquaint higher officials with the outcome of the complaint received.
6. To submit an annual report to the Authorities in the Campus.

  
14/9/23  
Registrar

Usha Martin University, Ranchi

Registrar  
कुल सचिव  
Usha Martin University  
विश्वविद्यालय



Ref No. UMU/NO/R/9-22/023

Date: 08/09/2022

**OFFICE CIRCULAR**

All the concerned are hereby informed that “SC/ST cell” of the University has been reconstituted with immediate effect for a term of three years. The members of the committee are:

SC/ST cell		
1	Dr. Rupa Kumari	Chairperson
2	Mrs. Sangita Kujur	Member
3	Dr Ritushree Narain	Member
4	Mr. Ibrahim Ansari	Member

Registrar

UMU, Ranchi

  
8/9/22  
Registrar  
कुल सचिव  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/रांची-835103

**Would be responsible:**

1. To promote special interest of students belonging to reserved category.
2. To provide special inputs in areas where the students experiences difficulties.
3. To run the complaint cell as per U.G.C guidelines for redressal of grievances of students.
4. To acquaint students of reservation category with the scholarship & other welfare schemes of the State/Central government.
5. To ensure the implementation of the affirmative policy of the government of India/state.
6. To act as a standing Advisory committee on ST/SC community.
7. To ensure compliance of orders of reservation issued for benefit of students of reservation category.
8. To liaison with the Central & State Govt. officials dealing with the welfare of reservation category students.



Ref No. UMU/NO/R/10-23/14

Date: 26/10/2023

**OFFICE CIRCULAR**

All the concerned are hereby informed that “Anti-Ragging Committee” of the University has been reconstituted with immediate effect. The members of the committee are:

<b>Anti-Ragging Committee</b>			
<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Contact Number</b>
1	Dr. Jayantika Pal - DSW	Chairperson	95702 08631
2	Dr. Abhishek Pandey	Member	70703 64771
3	Dr. Sharmistha Roy	Member	96939 37558
4	Dr. Priyanka Pallavi (Training & Placement Officer)	Member	73660 78457
5	DSP Silli - Local Police	Member	9431770066
6	Mr. Arvind Sahay - NGO Representative	Member	9534118909
7	Mr. Anil Choudhary - Media Representative	Member	9431326982
8	Ms. Roshni Tiwari (Parent)	Member	8002228310
9	Rahul Kumar Roy (Senior Student)	Member	7903192297
10	Aayush Anand (Fresher Student)	Member	9508777093

**The term of reference of the committee-**

1. To ensure discipline in the campus
2. To ensure compliances of all regulations in the campus
3. To prevent ragging in the campus & to check physical harm to the students
4. To Constitute Anti Ragging cell and Anti-ragging for preventing ragging in the campus.
5. To liaison with U.G.C, New Delhi for compliance of all queries.
6. Any other with the permission of Hon'ble Vice Chancellor.

  
26/10/23  
Registrar

Usha Martin University, Ranchi  
Registrar

कुल सचिव  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/रांची-835103

Ref No.UMU/NO/R/05-24/134

Date : 06/05/2024

**OFFICE CIRCULAR**

All the concerned are hereby informed that “Exam Committee” of the University has been reconstituted with immediate effect for a term of two years. The members of the committee are:

Exam Committee		
S.No	Name	Designation
1	Dean Academics	Chairperson
2	Dr. A K Mishra, Registrar	Member
3	Dr. Vinay Singh, COE	Member Secretary
4	Dr. Anupama Verma	Member
5	Dr. Sharmistha Roy	Member
6	Dr. P C Panda	Member

  
6/5/24

Registrar

Usha Martin University

Registrar

कुल सचिव

Usha Martin University

उषा मार्टिन विश्वविद्यालय

Ranchi-835103/रांची-835103



Ref No. UMU/NO/R/09-23/033

Date : 19/09/2023

## OFFICE CIRCULAR

All the concerned are hereby informed that "Admission Committee" of the University has been reconstituted with immediate effect. The members of the committee are:

Admission Committee			
S. No	Name	Designation	Position
1.	Dr. A K Mishra	Registrar	Chairperson
2.		Pro Vice Chancellor	Member
3.	Prof Himanshu Narayan	Dean Academics	Member
4.	Dr. Jayantika Pal	Dean Student Welfare	Member
5.	Mrs. Shushama Jaiswal	Senior Marketing Manager	Member Secretary
6	Ms. Renu Lal	Finance Officer	Member

  
19/9/23  
Registrar

Usha Martin University

Registrar  
कुल सचिव  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/रांची-835103

Ref. No.: UMU/NO/R/9-23/027

Date: 08/09/2023

## **OFFICE CIRCULAR**

All the concerned are hereby informed that “**Grievances Re-dressal for Faculty members**” of the University has been reconstituted with immediate effect. The members of the committee are:

<b>Grievances Redressal for Faculty members</b>		
1	Chairperson	Dr Amir Khusru Akhtar-- 9798476769
2	Member	Dr Arvind Hans
3	Member	Dr AnupamaVerma
4	Member	Mrs Akanksha Anand Saxena
5	Member	Ms. Tulika Sinha
6	Member	Dr. Ritushree Narayan
7	Member	Dr K. Jyotsna

The term of reference of the committee include-

1. The term of the Chairperson and members shall be a period of 3 - years.
2. The term of the special invitee shall be one year.
3. The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
4. In considering the grievances before it, the SGRC shall follow principals of natural justice.
5. The SGRC shall send its report with recommendations, if any, to the competent authority of the institution concerned and a copy thereof to the aggrieved student, preferably within a period of 15 working days from the date of receipt of the complainant.
6. Any student aggrieved by the decision of the students, Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.



**Registrar**  
**Usha Martin University,**  
**Angara, Ranchi**

**Registrar**  
**कुल सचिव**  
**Usha Martin University**  
**उषा मार्टिन विश्वविद्यालय**  
**Ranchi-835103/रांची-835103**

Ref. No.: UMU/NO/R/9-23/027

Date: 08/09/2023

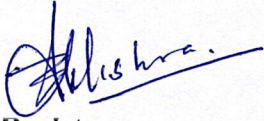
## OFFICE CIRCULAR

All the concerned are hereby informed that “**Grievances Redressal for Non-Teaching members**” of the University has been reconstituted with immediate effect. The members of the committee are:

Grievances Redressal for Non-Teaching members		
1	Chairperson	Dr Anil Kumar Mishra- 7633998102
3	Member	Dr. Leena Srivastav
4	Member	Mr. Abhay Shankar
5	Member	Mrs. Sushma Jaiswal
6	Member	Dr. Sharmistha Roy

The term of reference of the committee include-

1. The term of the Chairperson and members shall be a period of 3 - years.
2. The term of the special invitee shall be one year.
3. The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
4. In considering the grievances before it, the SGRC shall follow principals of natural justice.
5. The SGRC shall send its report with recommendations, if any, to the competent authority of the institution concerned and a copy thereof to the aggrieved student, preferably within a period of 15 working days from the date of receipt of the complainant.
6. Any student aggrieved by the decision of the students, Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.



Registrar  
Usha Martin University,  
Angara, Ranchi

Registrar  
कुल सचिव  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/रांची-835103

Ref. No.: UMU/NO/R/9-23/027

Date: 08/09/2023

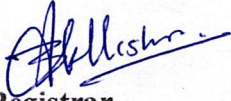
## OFFICE CIRCULAR

All the concerned are hereby informed that “Grievances Re-dressal for students” of the University has been reconstituted with immediate effect. The members of the committee are:

Grievances Redressal for students		
1	Chairperson	Dr. Jayantika Pal - 9570208631
2	Member	Dr. Lopamudra Satapathy
3	Member	Dr. Abhishek Pandey
4	Member	Mrs. Tulika Sinha
5	Member	Dr Jagesh K. Ranjan
6	Member (Student)	Mr. Nishant Choudhary

The term of reference of the committee include-

7. The term of the Chairperson and members shall be a period of 3 - years.
8. The term of the special invitee shall be one year.
9. The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
10. In considering the grievances before it, the SGRC shall follow principals of natural justice.
11. The SGRC shall send its report with recommendations, if any, to the competent authority of the institution concerned and a copy thereof to the aggrieved student, preferably within a period of 15 working days from the date of receipt of the complainant.
12. Any student aggrieved by the decision of the students, Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.



Registrar  
Usha Martin University,  
Angara, Ranchi

Registrar  
कुल सचिव  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/रांची-835103

Ref No. UMU/NO/R/11-24/135

Date : 25/11/2024

## OFFICE CIRCULAR

All the concerned are hereby informed that “Ethics Committee” of the University has been reconstituted with immediate effect for a term of 3 years. The members of the committee are:

Ethics Committee		
S. No	Name	Designation
1.	Prof. Madhulika Kaushik	Chairperson
2.	Dr. Arvind Hans	Member
3.	Dr Sharmistha Roy	Member
4.	Dr. Anupama Verma	Member
5.	Dr. Amir Khusru Akhtar	Member
6	Dr. Dinesh Sharma	Member

### **The term of reference of the committee-**

1. The purpose of the Ethics Committee is to assist the staff in the establishment, embedding and oversight of values, the ethical policy framework and ensuring and monitoring the overall ethical health of the university, its research and compliance with professional and ethical standards.
2. The Committee is responsible for keeping key relevant risks under review and monitoring mitigation activities and controls.

  
25/11/24

**Registrar**  
**Usha Martin University**



Ref No.: UMU/NO/R/06-22/137

Date: 16/06/2022

**OFFICE CIRCULAR**

All the concerned are hereby informed that “**Fee Committee**” has been reconstituted with the following to oversee the fixation, regulation and periodic revision of fees for various academic programs offered by the University. This notification shall come into immediate effect and shall remain in force until further orders. The members of the committee are:

<b>Fee Committee</b>			
<b>S. No.</b>	<b>Designation</b>	<b>Name &amp; Designation</b>	<b>Role in Committee</b>
1	Vice-Chancellor	Prof. Madhulika Kaushik	Chairperson
2	Registrar	Dr. Anil Kumar Mishra	Member-Secretary
3	Finance Officer	Ms. Renu Lal	Member
4	Marketing Expert	Ms. Kavita Rana	Member
5	Academic Expert	Dr. Abhishek Pandey	Member
6	Legal Expert	Ms. Tulika Sinha	Member
7	Admission Manager	Mrs. Sushma Jaiswal	Member

**Terms of Reference of the committee are:**

- **Fee Fixation:** Determining fees for various programs in a fair and transparent manner, ensuring they align with academic and infrastructural needs.
- **Fee Regulation:** Ensuring compliance with UGC guidelines and state regulations, preventing arbitrary fee hikes.
- **Fee Revision:** Periodic review of fees in light of inflation, operational costs, and quality enhancements.
- **Transparency & Communication:** Publishing detailed fee structures on the university website and ensuring accessibility to stakeholders.
- **Student Welfare Considerations:** Recommending scholarships, fee waivers, and installment-based payment options where necessary.

### Implementation & Reporting

- The committee shall meet at least **once annually** or as required for fee-related deliberations.
- The recommendations of the committee shall be submitted to the **Board of Management** for final approval.
- Any grievances related to fee structure shall be addressed as per the university's grievance redressal mechanism.

  
16/01/22

Registrar

Usha Martin University

Registrar

कुल सचिव

Usha Martin University

उषा मार्टिन विश्वविद्यालय

Ranchi-835103/रांची-835103

## Process of Fee Fixation

The process of **fee fixation** in Usha Martin University involves multiple steps, ensuring compliance with legal, financial, and educational quality considerations. The key factors influencing the fee structure include operational costs, infrastructure investment, faculty salaries, regulatory guidelines, and market competition. Below is a step-by-step process typically followed by private universities:

### 1 Market Analysis and Benchmarking

- The university studies the **fee structure of peer institutions** (similar private universities) to remain competitive.
- Demand for specific courses, employability prospects, and global educational standards are taken into account.

### 2. Cost Estimation and Budgeting

- The university administration assesses **operational expenses** such as faculty salaries, administrative costs, utilities, and technology infrastructure.
- Capital expenditures like new buildings, research facilities, and student amenities are also considered.
- Other costs, such as scholarships, financial aid, and contingency funds, are factored in.

### 3. Regulatory Compliance

- Universities adhere to **government regulations** or guidelines set by educational authorities such as the **University Grants Commission (UGC)** or respective state higher education councils.

### 4 Stakeholder Consultation

- **Board of Governors/Trustees:** The university's governing body or management committee plays a major role in approving the fee structure.
- **Academic and Finance Committees:** These internal committees review the proposed fees and suggest revisions if necessary.
- **Student and Parent Feedback:** The universities also considers students and parents feedback to gauge their expectations and affordability.

### 5. Approval and Notification

- Once finalized, the proposed fee structure is submitted to the **Board of Trustees/Management Committee** for approval.
- Approved fees are published on the university website, brochures, and admission notifications.

### 6. Periodic Review and Adjustments

- Fees are usually revised **annually or biennially** based on inflation, cost changes, and government policies.
- Universities may introduce **differential fee structures** for domestic and international students, as well as for various programs (e.g., medical, engineering, humanities).
- Scholarship policies, fee waivers, and installment options are updated accordingly.