Minutes of the First Meeting of BOG held on 18.9.2017

The First Meeting of the Board of Governors of Usha Martin University was held on 18.9.2017 at Hotel Holiday Inn, Aero City, Delhi. The following members were present:

1. Sh. Prasant Jhawar, Chancellor, Chair
2. Prof. S.C. Garg, Vice Chancellor
3. Sh. Hemant Goyal, Member
4. Sh. Mukesh Goyal, Member
5. Dr Purnima Jain, Member
6. Dr M. K. Vajpayee, Member
7. Sh. Niraj Basotia, Special Invitee
8. Prof. Madhulika Kaushik, PVC, Special Invitee
9. Sh. Ashok Kumar, Special Invitee
10. Sh. Amitesh Kumar, Special Invitee
11. Dr A. Kulshresta, Special Invitee
12. Dr. Viplaw K. Pandey, Registrar, UMU, Member Secretary

Since nomination of a member by MHRD, Jharkhand had not been received by the University, no Govt. nominee could be contacted.

The Member Secretary extended a warm welcome to all members and requested the Chair to transact the agenda.

BG 1.1 Chairman’s comments and welcome

At the outset, the Chancellor was introduced to the members on the Board by Sh. Hemant Goyal. Thereafter, he was invited by the Vice Chancellor to appraise the Board about his vision of the University and share his words of wisdom. Extending a very warm and cordial welcome to all the members on behalf of the University and on his own behalf, he said that he was highly grateful to all for their association with UMU and give the benefit of their expertise in the formative period of the University.

In his opening remarks, the Chancellor expressed his deep sense of satisfaction at the commencement of the academic activities of the University. He candidly expressed that for him and his family, the activation of UMU was a long cherished dream, which has now been
translated into reality. He sincerely hoped that UMU will bridge the big gap in the need and actual availability of quality higher education for the people of Jharkhand. According to him, quality university education has always been the launch pad for successful careers and productive lives and therefore a positive step to fulfill huge social commitment. He was confident that the University would capitalize on the excellent brand recognition of Usha Martin and focus on quality as its main differentiator because a satisfied student would be its best brand ambassador. Commending the excellent beginning that the university has made, he complimented the University management on the systematic approach taken in the governance of the University. He assured the members that his support in building linkages with top echelons of local and regional industry will always be available and wished the university all success in its journey towards becoming an institution of choice in the Eastern region.

Thereafter, the Chairman advised the Member Secretary to present the agenda items for the consideration of the Board. Dr Pandey then requested the Vice Chancellor to share the status update on the University.

**BG 1.2 To share status update on UMU by the VC**

**BG 1.2.1** Prof. S.C. Garg, Vice Chancellor, UMU began by extending a very cordial welcome to the Hon'ble Chancellor and everyone present on behalf of the University and on his own behalf. He then made a power point presentation on the status of the University. He informed the Board that with the approval of competent authority, the University appointed him as the Vice Chancellor, Prof. Madhulika Kaushik, Former DVC, Wawasan University as PVC and Dr Viplaw Kumar Pandey as Registrar of the University. Subsequently, three Statutory Authorities - the Board of Governors, Academic Council (AC) and Board of Management (BOM) - have been constituted. Letters have been sent to the office of the Governor, Jharkhand and Director, MHRD, Ranchi seeking nominations on AC, BOM and BOG. The University is in the process of constituting Finance Committee and Research Council. The AC and BOM have met thrice and twice, respectively since June, 2017.

Prof. Garg then informed the members that as on date 190 students have enrolled in MBA (36), BBA (43), MCA (5), BCA (30), B.COM (3) and Diploma (73) in mining, mechanical, computers, civil and electrical. He also informed that gender profile shows that about 45% are girl students. This is in conformity with national trends. Demography-
wise, 50% students are from Ranchi district, 40% from other districts of Jharkhand and 10% students are from outside the state.

Proceeding with his presentation, the Vice Chancellor informed the Board that the University has appointed eight full time teaching faculty. They are supported by three visiting faculties from reputed institutions of Ranchi. The Registrar and Controller of Examinations are also meeting some classes. He highlighted that all programmes launched so far have the approval of AC and five out of eight faculty members are PhDs; one has submitted and one is about to submit. In addition, some support staff is also on the rolls of the University. He assured the Board that no compromise will be made on quality of education, faculty and other support staff. The important decisions about offer of current and prospective academic programmes, appointment of academic faculty, assessment and evaluation policy, performance appraisal policy, code of good conduct and leave rules etc taken by the AC and BOM were also shared. (The details were presented through minutes of these bodies as part of agenda papers.)

The Vice Chancellor also mentioned that very strangely, the response in health science programmes such as MLT, BPT, BPT etc was not encouraging.

Finally, the Vice Chancellor informed the Board that the University has received approval of UGC and membership of Association of Indian Universities. Listing the challenges, he highlighted that purchase of the land and construction of infrastructure as per Govt. bylaws has to be top-most priority for further growth and operation of the University. The Board was also informed that the MHRD Jharkhand has allowed the University a window of up to a maximum of two years from July, 2017 to move to its own campus.

**BG 1.2.2** The Board appreciated the efforts of the University in realizing the idea of Usha Martin University and putting it into reality and advised that in due course, no efforts be spared to make it an happening institution. Deliberating on details, it was pointed out that the continuous assessment in MBA programme should provide opportunities to students to make presentations in the class or in a seminar. Moreover, to promote University-industry interaction, middle level functionaries should be invited to interact with the students. It was felt that this strategy would help them in their summer as well as final placements. The Chancellor was kind to offer to write to some industry houses for visits of the students in their respective organizations.

**BG 1.2.3** Following detailed discussions, the minutes of AC and BOM were adopted.
BG 1.3 To consider and approve Academic programme offerings

BG 1.3.1 The member Secretary informed the Board that the University has put on offer the following programmes:

1. MBA
2. MCA
3. BBA,
4. BCA
5. BCOM
6. Diploma in mining, mechanical, electrical, civil and computers.

The University has also launched PhD programmes in Management, computer science, commerce, physics, economics and mathematics. This will help to raise the profile of the University and it would be in a position to contribute to new knowledge pool.

BG 1.3.2 Dr Pandey also informed the Board of Governors that in the next academic session, the University proposes to extend its bouquet of programmes through offerings of BEd (Special Education), MA (Education), BA-LLB, BBA-LLB and LLB, etc.

BG 1.3.3 While discussing the agenda item, the Board suggested that

1. Wherever necessary, statutory approvals from national regulators must be obtained prior to mounting any programme.
2. Health science programmes such as Nursing, ANM, GNM etc should also be considered. Collaborations with existing institutions may be forged through MOUs.
3. The University should put on high priority offer of community outreach extension education programmes such as non-collegiate BA and BCom programmes on the pattern of the University of Delhi. By so doing, the University should be able to create a niche for itself.

BG 1.4 To consider resource mobilization and BOG support

BG 1.4.1 The member Secretary informed the Board that in expansion mode, the University would require additional faculty members, support staff, technology enabled lecture theatres and laboratories. Moreover, conformance to the quality standards propounded by the Hon'ble Chancellor would entail enhanced space and financial allocations. As of now, we are operating from a rented building and there is constant pressure from the State Government to move to our own building. Therefore, the University has to acquire land, make provisions for raising requisite infrastructure, including buildings, and appoint new faculty, a finance officer, research coordinator, placement officer and innovation officer, among others. The faculty in position now may also demand provision of PF and scales of pay commensurate with govt institutions.
BG 1.4.2 The item was taken up for discussion and it was decided that

1. The University should write to the Govt. of Jharkhand to allocate land in the education park. This will help the management to refrain from attracting provisions of tribal land laws. Moreover, the onus would shift to the Govt. for providing land.
2. In the mean time, the University should also plan for second campus.
3. Enter into MOUs, particularly for community outreach programmes, if considered necessary.

BG 1.5 Any other matter with the Approval of Chair

No matter was placed under this item.

The meeting ended with a vote of thanks to the Chair.

(Viplaw Kumar Pandey)
Registrar and Member Secretary, BOG
Minutes of the Second Meeting of BOG held on 7.9.2018

The Second Meeting of the Board of Governors of Usha Martin University was held on 7.9.2018 at S-191C, Manak Complex, Shakarpur, Delhi. The following members were present:

1. Prof. S.C. Garg, Vice Chancellor, Chair
2. Sh. Hemant Goyal, Member
3. Dr Purnima Jain, Member
4. Dr M. K. Vajpayee, Member
5. Prof. Madhulika Kaushik, PVC, Special Invitee
6. Dr. Viplaw K. Pandey, Registrar, UMU, Member Secretary

Director, MHRD, Jharkhand and Sh. Mukesh Goyal could not attend the meeting due to prior engagements.

The BOG was informed that the Hon’ble Chancellor had expressed his inability to attend this meeting. However, he advised that the meeting be chaired by the Vice Chancellor.

BG 2.1 Welcome Remarks and Information Sharing

At the outset, the Chairman extended a warm welcome to all the members on behalf of Usha Martin University and on his own behalf. He expressed his gratitude to the members for sparing their time and giving the University, benefit of their experience and expertise. He expressed hope that with their continued support, the University would succeed in its mission of providing high quality inclusive education at affordable cost to all in the state of Jharkhand, reverse the process of brain drain and supplement the efforts of MHRD, Jharkhand in increasing the GER in higher education. He then informed the members that in the last academic session, various statutory bodies met regularly to transact items under their respective purviews. For instance, BOM met thrice, AC met four times and RC and FC met once each. The details of deliberations of each body were presented during the course of the transaction of agenda items.
Before requesting the PVC to present status report of the University on behalf of the Secretary, some of the important developments were shared with a request to guide for future course of development:

- **Summer Internship** was ensured for all MBA and MCA students.
- **Extension lectures** were organised by inviting external experts, as advised by the last BOG.
- **Workshops** each of two days duration conducted on Artificial Intelligence and Machine Learning, Instrumentation, Soft skills and SPSS package.
- **UMU** was awarded the best upcoming and most innovative university awards. The faculty and management deserve our appreciation for these achievements.
- **Meetings in MHRD, Jharkhand:** MHRD, Govt. of Jharkhand convened meetings of the Vice Chancellors of private universities on 9th May and 10th August, 2018. One of the issues constantly pressed in the meeting was acquisition of land as underlined in the initial proposal for setting up the University. In the May meeting, UMU was given six months to purchase land and deposit evidence for the same in the ministry. In the August meeting, this issue was again raised by the Secretary, Technical and Higher Education. The Secretary was informed about relentless search and he was happy to inform about management’s success in acquiring 31.6 acre land. The BOG was informed that agreement for the same was signed on 5.9.18 and the process of getting the land registered in the name of the University should be completed in October. He hoped that construction of buildings would begin soon after and the 2019 session would commence in our own buildings.

About the programmes on offer by the University in general and PhD programme in particular, the Secretary was informed that as far as Research programme of UMU is concerned, 22 PhD students had enrolled in the second cohort. (The no. of PhD scholars enrolled in the first cohort, which started in 2017-2018 session, was eight.) Moreover, as required by 2016 regulations of UGC, every scholar
has been assigned one internal research supervisor, as we have 10 PhD holders in our faculty now.

- **Commencement of the 2\(^{nd}\) Academic Session:** The 2\(^{nd}\) Academic session at UMU for 3\(^{rd}\) semester students commenced from 16\(^{th}\) July, 2018, whereas Academic session for 1\(^{st}\) semester commenced on 8\(^{th}\) August, 2018. (All other private universities in the state had scheduled their academic session to commence in September. UMU matched its calendar with the schedules of frontline institutions such as BIT and Ranchi University.) Induction meetings were held and students were appraised with good teaching-learning practices of the University. While orientation of Third Semester students was done by Prof. Viplaw Kishore Pandey, the First Semester students were addressed by the VC and respective discipline teachers. The queries of the parents of new students were responded to by the Registrar.

The Vice Chancellor as well as the academic faculty highlighted the academic requirement of 70% attendance put by the UGC to be eligible for taking midterm and end-semester examinations. They also pointed out that the anti-ragging measures were being taken by the University to make sure that new students were not harassed in any way whatsoever. As far as diversification of the profile of the University is concerned, we have taken several initiatives. Some of these include

- Our University has added BCom, BA( English), and PhD programmes to the earlier bouquet of programmes comprising MBA and BBA under the Management Discipline; MCA, BCA and Diploma in Computer Science under Computer Science, apart from Diplomas in Mining, Mechanical, Electrical and Civil. So far 276 students had enrolled in the University, which is an increase of about 35% over the last year. (The latest course-wise details will be presented by the PVC.) We hope to raise it to more than 300 by the end of admission cycle on 30\(^{th}\) September.

- The research scholars who joined in the first cohort had submitted their research proposals, which were being examined by the Departmental Research
Committees. Moreover, their term-end examination for Research Methodology paper has been scheduled for 15th September.

- The Research Council of the University advised that every scholar should be asked to submit progress report every six month and Controller of Examinations was developing the format of the same.

- As of now, we have 9 full time PhD faculty members at different levels (Professor, Associate Professors and Assistant Professors) and another two; one Associate and one AP, would join soon. One AP awaits the award. All other faculty members were enrolled in PhD programme of BIT/UMU/Ranchi University. Some of them had cleared their course work and the research work is at different stages of completion.

- Our full time faculty is supported by four visiting scholars.

- The University faculty published 14 research papers and communicated three in international journals. In addition, 13 papers were published in national conferences. Moreover, one faculty member had filed a patent also.

- Four members of academic staff had earned PhD degrees (two from BIT Mesra, one from Ranchi University and one from Bundelkhand University) in the academic session 2017-18. On behalf of the BOG, he congratulated them all for their achievements.

- The University awaits RCI and BCI approvals for BEd (Special Education) and BBALLB as well as LLB, respectively. Though admissions were opened in anticipation of the approvals, no student had enrolled in these courses so far on the basis of expected approval.

- We also propose to apply to PCI for Diploma and Bachelor’s in Pharmacy.

- The University would soon shift its city centre to a new location nearby and proposed to begin Executive MBA Programme in the evening, subject to approval of the Academic Council of the University.

- **Addition of Core faculty:** In the last academic session, we had recruited 8 full time teaching faculty members. Of them, services of one academic staff were terminated due to unsatisfactory performance and one AP in Computer Science left the University with effect from 14th July, 2018 for family reasons.
resignation was accepted by the Vice Chancellor subject to ratification by the BOM. Another faculty member resigned in August and was advised to pay one month salary in lieu of the notice period.

With the addition of a new batch and introduction of specializations in MBA and Diploma programmes, it was mandatory to recruit new faculty. Accordingly, the positions of AP, Associate Professor and Professor were advertised through University Website. The shortlisted candidates were interviewed and selection committees constituted for all subjects had at least one eminent external expert. Subsequently, One Professor, three Associate Professors, four Assistant Professors and three Faculty Associates were recruited. An AP (Research) had also been appointed. Some support staff for workshop and labs were also appointed.

The Pro Vice Chancellor conducted an orientation programme for the MBA students in August.

- **Training and Placement Officer:** The Chair pointed out that placement of final year MBA and MCA students would determine the quality of the training/education provided and standing of our university. In addition to domain knowledge, students would need to develop communication and presentation skills so that they would impress in group discussions as well as one-to-one interactions with employer representatives. To accomplish this task, the University had appointed Training and Placement Officer, who possessed considerable experience and excellent network of employer groups.

- **Creation of additional infrastructure:** One workshop and four additional rooms have been created by partitioning exiting rooms/computer lab. He informed the members that all lecture rooms were now fitted with overhead projectors and the campus gives the feel of technology enabled institution.

- **Provision of Payment of Provident Fund:** The Finance Committee had in its meeting highlighted the importance of attaining self-sustainability in due course while suggesting that payment of PF and annual increments to all regular teachers as well as non-teaching staff be implemented as a mandatory requirement. The University management had accordingly created provision for
the same and the details were being worked out by the Registrar in consultation with officials of Jharkhand.

- The University Administration is working on strategies towards achieving break even by 2020.

**BG 2.1.2** The Board appreciated the efforts of the University Administration in creating market space for Usha Martin University and advised that efforts be made to achieve self-sufficiency as soon as possible but without compromising on the principles for which the University was created. To check plagiarism, PhD students should be advised to use Urkund software.

**BG 2.2 Confirmation of the Minutes and Action Taken Report**

**BG 2.2.1** Prof. Viplaw Kishore Pandey, Member Secretary, BOG informed the members that minutes of the first meeting of the BOG held on 18.9.17 were circulated soon after the meeting with the approval of the Chair. These are placed at Annexure 1. The BOG resolved that if no comments were received from any member within a fortnight of circulation of the minutes, these would be deemed to have been confirmed. In the instant case, no comments were received from any member. Therefore, the minutes may be approved as circulated.

**BG 2.2.2** The minutes of the First meeting of BOG were confirmed as circulated.

**BG 2.3 To report decisions of Statutory Bodies: AC, FC, RC and BOM**

**BG 2.3.1** The PVC, UMU began by extending a very cordial welcome to everyone present on behalf of the University and on her own behalf. She then made a power point presentation on the status of the University and highlighted that
• as on date 276 students had enrolled in MBA (40), BBA (48), MCA (1), BCA (43), B.COM (15) MCOM (3), Diploma (96) in mining, mechanical, computers, civil and electrical, BA (English) 08 and PhD (22) She also informed that gender profile showed that about 45% were girl students. Demography-wise, 55% students were from Ranchi district, 40% from other districts of Jharkhand and 5% students were from outside the state;
• to make it an happening institution, the University put in operation the Performance Appraisal Scheme for the faculty as well as non-teaching staff;
• statutory bodies of the University met from time to time since the last meeting of BOG and took decisions within their purview. The details have been brought to the note of the members by the PVC in her presentation. However, for brevity and comprehensiveness, important decisions are summarized below:
  - Separate Academic Calendars of the University for the First and the Third semesters were approved by the AC as well as the BOM and implemented.
  - Performance Appraisal Scheme as approved by the BOM has been implemented. Feedback of students for their teachers was shared with each faculty. Moreover, self-appraisal by the teachers were discussed by the PVC and the VC with individual faculty members. The increments and quantum of annual increase has been proposed accordingly. While annual increments range from 6 to 8% of the basic, the quantum of increase ranges from 4k to 10k.
  - Finance Committee advised that Provident Fund be instituted for all those teachers and non-teaching non-contractual staff who have completed one year.
  - The course fees have been marginally revised upward to partially off-set the deficit incurred on account of bus facility.
  - Merit Scholarship scheme cum fee exemption has been implemented as approved by BOM and BOG.

BG 2.3.2 The member Secretary reiterated that the BOM as well as AC have been categorical about conforming to the guidelines of national statutory regulating
bodies like AICTE, UGC, BCI, RCI, PCI, etc. before launching any programme and the University has followed it in letter and spirit.

**BG 2.3.3** The BOG noted the decisions of various statutory bodies and expressed satisfaction that the University is adhering to their guidelines.

**BG 2.4 To consider and approve the financial provisions of the University**

**BG 2.4.1** The member Secretary informed the Board that The University is in expansion mode and it is proposed to further increase the number of academic programmes from 15 (9 at diploma, undergraduate and master’s level) and (6 at research level) to include professional courses such as LLB, BA-LLB, and BBA-LLB as an integrated programme. To meet additional requirements of faculty as per UGC norms, we recruited academic faculty, created lecture rooms by partitioning existing rooms, and added workshop as well as technical support staff among other things. Additional laboratories are being created for diploma students. The quality conforming to the name of Usha Martin demands immediate ownership of land and buildings as per provisions and matching financial allocations for the same.

As of now, we have been operating from a rented building and there is constant pressure from the State Government to move to our own campus as proposed in the initial proposal. We have moved further as far as acquisition of land is concerned, financial provisions have to be made for raising requisite infrastructure, including buildings. Therefore, we would have to appoint a full time finance officer, who can regulate expenses and income. (At present Prof. Viplaw Kishore Pandey has been given the additional responsibility of the office of FO.)

**BG 2.4.2** The Member Secretary further said that conformance to the quality standards propounded by the Hon’ble Chancellor in the first meeting of BOG would entail enhanced space and financial allocations. As of now, we are operating from a
rented building and there is constant pressure from the State Government to move to our own building. Therefore, the University has to, make provisions for raising requisite infrastructure, including buildings, and appoint a regular finance officer, Director (Research) and innovation cum incubation officer, among others. The faculty in position may also be required to be paid UGC scales in due course.

**BG 2.4.3** The Member Secretary highlighted the issue of using Central Govt schemes for building Hostels for tribal students, creating Chairs in the University and endowment fund once the University moves to its own premises so as to compliment the resources made available by the trustees.

**BG 2.4.4** The BOG authorised the VC to explore all possibilities to avail central govt schemes launched for welfare and empowerment of SC/ST and OBC, particularly female candidates and make appointments with the approval of BOM following well laid down procedures.

**BG 2.4.5** The BOG took serious note of the working of marketing team in that they failed to meet the targets drawn by them and advised the Member Secretary to suggest ways to improve the situation.

**BG 2.5** Any other matter with the Approval of Chair

**BG 2.5.1** The Chairman pointed out that new private universities are indulging in unethical practice of luring UMU regular faculty by offering higher salary. To discourage the teachers from falling prey to this trend, there is a need to enhance the notice period from one month to three months accordingly in case she/he leaves in-between the semester and accordingly change the relevant clause in the
appointment letter approved by the BOM. He also requested the BOG to consider and introduce some welfare schemes such as medical reimbursement.

BG 2.5.2 The members of BOG appreciated the point and approved that the proposal to enhance the notice period to three months for regular staff. Moreover, it suggested that the idea of welfare scheme be crystallized and brought before it in a subsequent meeting.

Thereafter, the meeting ended with a vote of thanks to the Chair.

(Viplaw Kumar Pandey)
Registrar and Member Secretary, BOG
Annexure 1

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BG 1.1  Chairman’s comments and welcome

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**BG 1.4.2** The item was taken up for discussion and it was decided that

1. The University should write to the Govt. of Jharkhand to allocate land in the education park. This will help the management to refrain from attracting provisions of tribal land laws. Moreover, the onus would shift to the Govt. for providing land.
2. In the mean time, the University should also plan for second campus.
3. Enter into MOUs, particularly for community outreach programmes, if considered necessary.

**BG 1.5 Any other matter with the Approval of Chair**

No matter was placed under this item.

The meeting ended with a vote of thanks to the Chair.

(Viplaw Kumar Pandey)

Registrar and Member Secretary, BOG