Minutes of the First Meeting of BOM held on 20.6.2017

The First Meeting of the Board of Management of Usha Martin University was held on 20.6.2017 at Hotel Le Lac, Ranchi. The following members were present:

1. Prof. S.C. Garg, Vice Chancellor, Chair
2. Prof. L. N. Bhagat, Former Vice Chancellor, Ranchi University, Member
3. Prof. A. N. Jha, Director, BIT Extension Centre, Lalpur, Jharkhand, Member
4. Sh. R. D. Sahay, Former Joint Secretary, MHRD, New Delhi, Member
5. Prof. Madhulika Kaushik, Member
6. 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.

BM 1.1 Chairman’s comments and welcome

At the outset, Prof. S. C. Garg, Vice Chancellor, extended 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 agreeing to associate with UMU and give the benefit of their expertise in the formative period of the University. He then introduced Prof. Kaushik and Dr. Pandey to other members. He also informed the Board that the process of registration in eight programmes approved by the Academic Council in its first meeting was on and the academic session will begin from 8th August. Thereafter, he requested Prof. Kaushik to display the recently uploaded University Website to the members.

Prof. Kaushik explained the finer details of the website and invited suggestions of the members for its further refinement. While members appreciated the website as refreshing deviation from the routine, Prof. Kaushik informed members that they could send their suggestions to her/Registrar/VC even later on.
BM 1.2 To share the minutes of the first Academic Council held on 19. 4 2017

BM1.2.1 The Chairman requested Dr Pandey, Member Secretary to present the agenda items for the consideration of the Board. Following this, Dr Pandey shared the minutes of the Academic Council with the members. The members noted the minutes of the AC.

BM1.3 To consider and approve Academic Calendar for the academic year 2017-18

BM1.3.1 Dr Pandey informed the Board that the University has drawn academic calendar for various academic activities for the year 2017-18. He highlighted that

- Each semester calendar is for 17 weeks.
- The first semester begins on 7th August and classes will finally disperse on 7th December.
- Provision of one week mid semester break from 1st Oct. to 7th Oct. and one week preparatory leave after dispersal of classes on 8th December has been made.
- The semester exams shall be conducted from 18th December to 24th December, 2017.
- The University proposes to conduct centralized evaluation so that results can be declared by 4th January 2018.
- The second semester begins on 8th January, 2018 and classes will finally disperse on 4th May, 2018.
- As in first semester, provision of one week mid semester break from 4th March to 11th March and one week preparatory leave after dispersal of classes on 4th May, 2018 has been made.
- The semester exams shall be conducted from 14th May to 26th May, 2018 and semester results shall be declared by 20th June.

BM 1.3.2 The item was taken up for discussion. The Board observed that the details provided were in order and well placed. However, summer breaks may be announced by an executive order. The Board highlighted that the University must ensure student attendance in the classrooms and suggested that

- The University should formulate attendance rules in conformity with UGC guidelines to determine the eligibility of students for taking examinations.
- Every month, attendance records should be updated on the website of the University and for those students falling short of the required norms be communicated to the parents either via email or through post. Moreover, a
consolidated record should be put up on the notice board of the University for information of all concerned.

- The importance of attendance should also be highlighted by teachers in their classes so as to ensure that students do not miss their classes.

With these observations, the Board approved the academic calendar of the University for the Year 2017-18.

BM1.4 To consider and approve Leave Rules

BM1.4.1 Dr Pandey informed the Board that the University has formulated leave rules for all categories of University staff. For the academic staff, provision has been made for academic leave, casual leave, earned leave, extra ordinary leave, study and sabbatical leave as well as consultancy leave. However, non teaching staff would not be entitled to academic, study, sabbatical and consultancy leave. All categories of staff shall be entitled to leave on grounds of health such as maternity, paternity medical and disability leave.

BM1.4.2 While approving leave rules as proposed, the Board observed that the University should gradually seek compatibility with GoI rules in respect of maternity leave rules.

BM1.5 To consider and approve fee structure for various programmes to be offered

BM1.5.1 Dr Pandey informed the Board that the University has formulated a fee structure for various programmes on offer. It has been drawn keeping in view the principles of inclusion, sustainability and cost-effectiveness, which are major drivers of our mission statement.

BM1.5.2 The item was taken up for consideration and approved as proposed since the members were of the view that the fee structure is rational.

BM1.6 To consider and approve the schedule of important meetings of the University

BM1.6.1 Dr Pandey informed the Board that to ensure timely planning and approval of major decisions in the University, it is proposed to implement an annual schedule of important meetings like the AC, BOM and other statutory bodies. The actual dates will be finalized about 6 weeks prior to the respective meeting in consultation with the members.
The matter was taken up for discussion and members appreciated the planning. While approving the item, members observed that instead of 6 weeks, a period of 3 weeks will be more convenient.

**BM1.7** To consider and approve Code of Conduct for UMU employees

**BM1.7.1** Dr Pandey informed the Board that the University intends to put a code of conduct and professional ethics in place for all the employees of the University. He highlighted that every employee of the University shall

- Take part in the activities of the University and perform such duties as may be required by, and in accordance with the Act, Statutes and Ordinances framed therein and shall contribute towards the fulfillment of the objectives of the University. They shall maintain absolute integrity and devotion to duty.
- Can express as an individual on any University policy but refrain from group politics.
- Exhaust all channels/avenues available for redressal of any grievance within the University.
- Conduct with dignity and exhibit the highest moral and ethical values—honesty, strength of character, discipline, integrity, professionalism and transparency;
- Be learner-friendly and add value to their learning experiences;
- Refrain from non-professional and unethical practices for professional progression or showing favoritism to any individual or group;
- Not indulge in any misbehavior including physical violence, abusive language, casteist remarks, hate speech, etc while dealing with other members of the staff, learners and members of the public;
- Refrain from any harassment and discrimination based on caste, creed, gender, language, region, race and religion;

1. behave responsibly particularly towards SC/ST colleagues/students/members of public;
2. behave responsibly with women colleagues and not indulge in any form of sexual harassment, as defined by the Supreme Court in Visakha judgment or by law made in this regard from time to time;

- Not stay away from work without due authorization for long periods and/or frequently.
- Refrain from consuming intoxicating drinks and/or drugs while on duty in work place.
Without prejudice to the generality of the foregoing provisions, the employees shall follow the code of conduct and professional ethics. While teachers shall be expected to perform duties as laid down in Clause (1) of Statute 37, non-teachers shall be governed by Clause (1) of Statute 38.

Thereafter, the item was taken up for discussion. While accepting the details, members pointed out that under dispute resolution, the word “Visitor” should be substituted by “Chancellor”

BM1.8 Any other matter with the permission of Chair

BM 1.8.1 Dr Pandey informed the Board that the University proposes to offer Merit Scholarship Scheme wherein graded Tuition fee based scholarships will be granted to students as per following details:

1. 30% for all students enrolled in any course and having more than 80% marks in their qualifying examination.
2. 20% for all students enrolled in any course and having marks in the range 70-80% in their qualifying examination.
3. 30% for girl students enrolled in any course and having marks more than 60% in their qualifying examination.
4. 10% for students having domicile of Jharkhand and enrolled in any programme.

BM 1.8.2 The members appreciated the initiative of the University as a goodwill gesture. However, the Board decided that fee waiver for girl students should be 30% for those enrolled in any course and having marks in the range 60-80% in their qualifying examination. Moreover, it suggested that the University should be open to additional fee waiver in case of very deserving candidates.

With these observations, the agenda item was approved.

With no other items for discussion, the meeting concluded with a vote of thanks to the Chair.

(Dr Viplaw K. Pandey)
Registrar and Member Secretary
Minutes of the First Meeting of the Academic Council of Usha Martin University

The first meeting of the Academic Council of Usha Martin University was held on 19.4.2017 at 4.30pm in the conference room of Hotel Le Lac, Ranchi. The following members were present:

1. Prof. S. C. Garg, Vice Chancellor, UMU – Chair
2. Prof. L. N. Bhagat, Former Vice Chancellor, Ranchi University, Member
3. Prof. Vandana Bhattacharjee, BIT Mesra, Ranchi, Member
4. Prof. Swarat Choudhury, St. Xavier’s College, Ranchi, Member
5. Prof. S. K. Tripathi, Ranchi University, Special Invitee
6. Dr K. T. Lucas, Director, XIPT, Special Invitee
7. Dr. Vinay Singh, Officer Incharge, UMU

At the outset, Prof. S. C. Garg, Vice Chancellor, extended a very warm and cordial welcome to all present on behalf of the University and on his own behalf. He said that he was highly grateful to all for agreeing to associate with UMU and give the benefit of their expertise in the formative period of the University. He was of the view that the University was singularly fortunate to have them on its Academic Council and with their guidance as well as support, UMU should realize its vision to make education relevant for all, create excellence in teaching as well research using innovative strategies for seamless dissemination and creation of knowledge for the good of the youth of the state. Prof. Garg informed members that the University management would like to offer only those programmes which would have approval of the national statutory bodies, while also conforming to the norms of the Higher Education Department of the Government of Jharkhand. In this process, UMU would like to create niche for itself in higher education map of the state.

Thereafter, the Council took the agenda items for its consideration

**Agenda Item AC.1.1: To consider and approve the programmes to be offered initially**

The Council was informed that to begin with, the University would like to offer BBA, MBA, BCA, MCA, BA (Hons.) Economics, MA (Economics), Bachelor in physiotherapy, BCom (Hons.), Diploma in Medical Laboratory Techniques and Diploma (civil and Computers)
programmes. The syllabi for these programmes were also placed for consideration and approval of the Council.

AC.1.1.1 The Council took the agenda item for its consideration and deliberated on the nature of offerings proposed. After detailed deliberations, it was decided that as far as possible, the University should

- Adopt UGC nomenclature for programmes so that acceptability of the degree awarded by the University by other higher education institutions as well as employer groups is not an issue;
- refrain from offering six month certificate courses;
- conform to Choice Based Credit System proposed by the UGC and wherever available, adopt UGC Syllabi with changes, if necessary, as prescribed to accommodate local context and perspective;
- instead of BCA, use the nomenclature BSc (Hons) Computer Applications and BSc (Hons) Information Technology;
- BA (Hons) English should also be offered.
- offer Diploma in Mechanical and mining, in addition to Civil, rather than computers for employability in the job market; and
- to begin with, MCA and MA (Economics) may not be put on offer.
- The Council also decided that in coming years, programmes such as Retail management, BLib, MLib, and PhD in different subjects may be put on offer to diversify offerings and raise the profile of the University.
- The University should appoint regular faculty as far as possible. Preference should be given to PhD holders because they will be helpful in enhancing research profile of the University in due course of time. However, the provision of adjunct faculty for senior professors be kept open to promote quality research.

The meeting ended with vote of thanks to the Chair.

This is issued with the approval of the Chair

(Vinay Singh)

Officer In charge
### Usha Martin University

**ACADEMIC Calendar (First Semester)**

**August – December, 2017**

<table>
<thead>
<tr>
<th>No.</th>
<th>Detail</th>
<th>Registration and Submission of Registration Form without late fee</th>
<th>Registration and Submission of Registration Form with late fee</th>
</tr>
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<tr>
<td></td>
<td></td>
<td>Date</td>
<td>Amount</td>
</tr>
<tr>
<td>1</td>
<td><strong>Registration</strong></td>
<td>2/8/2017</td>
<td>07/8/17 to 20.08.17</td>
</tr>
<tr>
<td></td>
<td>Registration and 1st semester fee deposit:</td>
<td>(Please consult Annexure 1 for details of the fee for your programme)</td>
<td>(within a week of submission of fee)</td>
</tr>
<tr>
<td></td>
<td>Issue of Student ID card</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Commencement of Classes**

   1st Semester All courses.  
   7th August, 2017

3. Allotment of Assignment to all Students  
   31st August, 2017

4. First internal assessment test  
   21st Sept to 23rd Sept, 2017

5. 1st Internal assessment results  
   29th September, 2017

6. Semester Break  
   1st October to 7th October

7. Commencement of Mid Semester Examination  
   9th October to 14th October

8. Date of declaration of midterm test results  
   24th October, 2017

9. 2nd internal assessment:  
   24th and 25th November, 2017
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Internal assessment results</td>
<td>8th December</td>
</tr>
<tr>
<td>11.</td>
<td>Display of Shortage of Attendance</td>
<td>8th December</td>
</tr>
<tr>
<td>12.</td>
<td>Preparatory Leave</td>
<td>10th December – 17th December</td>
</tr>
<tr>
<td>13.</td>
<td>Commencement of End Semester Examination</td>
<td>18th December to 23rd December</td>
</tr>
<tr>
<td>14.</td>
<td>Date of declaration of semester result</td>
<td>4th January, 2018</td>
</tr>
</tbody>
</table>

**Note:**

1. *If the date of commencement of any academic activity is a holiday, the same will commence from the next working day*
2. *The marks of internal assessment should preferably be made available to the office of Controller of examinations within one week from the day of respective examination*
3. *Student activity for the 1st semester will be as follows:*
   a. *Fresher’s Day* : 19th August, 2017
# ACADEMIC Calendar (Second Semester)

**January to June, 2018**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Detail</th>
<th>Registration and Submission of Registration Form without late fee</th>
<th>Registration and Submission of Registration Form with late fee</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Date</td>
<td>Amount</td>
</tr>
<tr>
<td><strong>1</strong></td>
<td><strong>Registration</strong></td>
<td>5&lt;sup&gt;th&lt;/sup&gt; January, 2018</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; January, 2018</td>
</tr>
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<td></td>
<td>Registration and 2&lt;sup&gt;nd&lt;/sup&gt;semester fee deposit:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Please consult Annexure 1 for details of the fee for your programme)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>Commencement of Classes</strong></td>
<td></td>
<td>8&lt;sup&gt;th&lt;/sup&gt; January, 2018</td>
</tr>
<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;Semester All courses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Allotment of Assignment to all Students</td>
<td>27&lt;sup&gt;th&lt;/sup&gt; January, 2018</td>
<td></td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>First internal assessment test</td>
<td>19&lt;sup&gt;th&lt;/sup&gt; Feb to 22&lt;sup&gt;nd&lt;/sup&gt; Feb, 2018</td>
<td></td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Internal assessment results</td>
<td>28&lt;sup&gt;th&lt;/sup&gt; Feb</td>
<td></td>
</tr>
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<td><strong>6</strong></td>
<td>Semester break</td>
<td>4&lt;sup&gt;th&lt;/sup&gt;March to 11&lt;sup&gt;th&lt;/sup&gt; March, 2018</td>
<td></td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Commencement of Mid Semester Examination</td>
<td>13&lt;sup&gt;th&lt;/sup&gt; March to 17&lt;sup&gt;th&lt;/sup&gt; March, 2018</td>
<td></td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>Date of declaration of midterm test results</td>
<td>24&lt;sup&gt;th&lt;/sup&gt; March, 2018</td>
<td></td>
</tr>
<tr>
<td><strong>9</strong></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; internal assessment:</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;May to 3rd May, 2018</td>
<td></td>
</tr>
<tr>
<td><strong>10</strong></td>
<td>Internal assessment results</td>
<td>14&lt;sup&gt;th&lt;/sup&gt; May, 2018</td>
<td></td>
</tr>
<tr>
<td><strong>11</strong></td>
<td>Display of Shortage of Attendance</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; May, 2018</td>
<td></td>
</tr>
<tr>
<td><strong>12</strong></td>
<td>Preparatory Leave</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; May to 13&lt;sup&gt;th&lt;/sup&gt; May, 2018</td>
<td></td>
</tr>
<tr>
<td><strong>13</strong></td>
<td>Commencement of End Semester Examination</td>
<td>14&lt;sup&gt;th&lt;/sup&gt; May to 26&lt;sup&gt;th&lt;/sup&gt; May, 2018</td>
<td></td>
</tr>
<tr>
<td><strong>14</strong></td>
<td>Summer Break</td>
<td>27&lt;sup&gt;th&lt;/sup&gt; May to 29&lt;sup&gt;th&lt;/sup&gt; July, 2018</td>
<td></td>
</tr>
</tbody>
</table>
Note:

1. If the date of commencement of any academic activity is a holiday, the same will commence from the next working day.
2. The marks of internal assessment should be displayed within one week from the day of respective examination.
Annexure 3

Leave admissible to Permanent/Regular faculty

Categories of Leave

1. Leave treated as on duty

   a. Casual leave 8 in a year

   b. Special casual leave Only under special circumstances and only with special, not exceeding 5 in a year

   c. Academic leave only for academic purposes, not exceeding 15 in a year

   • Casual leave cannot be combined with any other leave except special casual leave, that being done with prior sanction. It may be combined with public holidays and Sundays which will not be counted as leave days

   • All casual leave will need to be sanctioned by the HOD.

   • Unused casual cannot be carried over to the next year

2. Leave earned by duty

   Earned leave shall be 12 in a year (1 per month of service) for teachers and 30 days in a year for non-teachers

   • The EL earned by an employee will be credited to his leave account in two installments, in January and July each year.

   • EL can be accumulated over the years of service by an employee

   • However the maximum amount of EL that can be accumulated must not exceed 300 days

   • For teachers, the leave will be credited at the rate of 1 per month of service while that for

   non teaching staff will be credited at the rate of 2.5 days per month of completed service

   • EL will be sanctioned by the Campus Director/ PVC on the basis of a formal application by the employee, duly forwarded by the concerned HOD

3. Leave not earned by duty

   a. Extraordinary leave (leave without pay)

   b. Leave not due
a. Extraordinary leave (leave without pay)

- EOL may be granted by the university where no other leave is admissible
- EOL shall always be leave without pay
- EOL may also be granted when other leave is admissible in the event that the employee applies for permission in writing for holding an appointment or fellowship outside the university.
- EOL will not be counted towards increment

- The Board of Management may grant, on the written request from the institution concerned and on application from the teacher, EOL and/or lien to hold an appointment under a government a university a research institution or other such institution for a period not exceeding 2 years, if in the opinion of the Board, such leave does not prejudice the interest of the university. This will be admissible only for a confirmed full time teacher who has served the university for at least 5 years
- The application must be duly forwarded by the HOD with clear recommendation taking into account the department strength and the workload.
- In case a teacher fails to rejoin on the expiry of his EOL, he would be deemed to have resigned from the post held by him at the university.

b. Leave not due

- The Management Board or the VC as his discretion grant leave which is not due to a permanent teacher which shall not exceed 180 days in the whole tenure of the teacher and not exceed 90 days in a year. The leave will only be granted if the management is reasonably sure that the employee will resume duty after expiry of leave
- Such leave can only be granted on substantiated medical grounds and will be debited against the half pay leave admissible to the teacher as per rules
- If the teacher resigns or is permitted to resign voluntarily without resuming duty, his resignation/retirement will take effect from the date of commencement of leave and leave salary recovered. If he resumes duty after leave but resigns before the debit balance in the leave account is restored, he will be liable to refund the leave salary to the extent of the debit leave balance
- However if the retirement or non resumption of duty is on account of permanent incapacity to work or death, no recovery of leave salary will be made.

4. Leave not debited to leave account

a. Leave in pursuit of academic qualification/credentials
   - Study leave maximum of one year with an bond for service twice the quantum of leave
- **Sabbatical leave** after 5 years of continuous service, for a maximum of 3 months in an academic/research Institution

**Study Leave**

- May be granted only to a permanent teacher with no less than 5 years of continuous service at the university, for conduction a special line of study or pursuing a research directly relevant to his field of study or his work at the university.
- Leave shall be granted by the VC on the recommendation of the committee who will consider and comment upon the benefit to the university accruing out of such research.
- The committee will also consider the staff strength available during such leave so as to ensure that the department work/teaching is not jeopardized.
- The leave will be with salary and admissible allowances but the teacher will sign a bond for serving the university for double the duration of the leave granted after resuming his duty.
- A teacher who is due to retire or has less than 3 years left for retirement on his return from study leave will not be eligible for study leave.
- Study leave will be counted as service period for purpose of calculating retirement benefits, increments and allowances like medical and house rent benefits.
- A teacher will be required to submit quarterly reports of the progress of research to the university during his study leave.
- A teacher who does not complete the stipulated research work as mentioned in his leave application, or does not resume duty after the expiry of his leave period or resumes but leaves the university before completion of the required bond period, will be required to refund to the university his leave salary and all admissible allowances.
- A sanctioned study leave will be cancelled if it is not availed of within 6 months of being granted. The teacher can however reapply.

**Sabbatical Leave**

- May be granted to a permanent teacher after 5 years of continuous service for a research based or project based activity at an accredited institution of higher education or a research organization in India or abroad, for a period of not more than 3 months.
- A written consent from the institution concerned of allowing the research attachment at the institution must accompany the application for Sabbatical leave.
- The leave will be granted by the VC on the recommendation of the study leave committee, who will consider and recommend on the basis of evaluation of the study proposal.
The leave will be a paid leave and the host institution will be responsible for bearing the cost of institutional facilities and office space.

The teacher will submit a full report of the research activity completed during the sabbatical leave to the university within a month of resuming duty.

b. Leave on ground of health
   - Maternity leave: maximum of 180 days for a maximum of two pregnancies
   - Paternity leave: 10 days per child for a maximum of two children
   - Special disability leave: At the discretion of the management, not exceeding 30 days
   - Medical leave: 10 days in a year

5. Consultancy Leave

Consultancy leave will be granted to teachers in accordance with the consultancy policy of the university

Vacational and non-vacational staff

Only teachers will be treated as vacational staff and be entitled to a 30 +10 days of vacation.

Non teachers will be entitled to Earned leave of 30 days in a year in addition to all categories of leave mentioned under 4b above.

Leave admissible to employees on short term contracts

The leave to such employees will be governed as per the terms of their contract. Unless the contract stipulates otherwise, the leave (all inclusive) would comprise of 10 days in a six month contract tenure. Leave for medical exigencies will be granted at the discretion of university management.
## Usha Martin University Fee Structure

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>MBA</td>
<td>2 YEARS</td>
<td>10000</td>
<td>30000</td>
<td>2000</td>
<td>5000</td>
<td>1,43,000</td>
</tr>
<tr>
<td>BBA</td>
<td>3 YEARS</td>
<td>10000</td>
<td>24000</td>
<td>2000</td>
<td>5000</td>
<td>1,71,000</td>
</tr>
<tr>
<td>B.Com(Hons)</td>
<td>3 YEARS</td>
<td>5000</td>
<td>12000</td>
<td>1000</td>
<td>-</td>
<td>83,000</td>
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<tr>
<td>B.Sc(Hons)-Computer Application</td>
<td>3 YEARS</td>
<td>10000</td>
<td>24000</td>
<td>2000</td>
<td>5000</td>
<td>1,71,000</td>
</tr>
</tbody>
</table>

Annexure : 4
Schedule of meetings

- There shall be minimum two meetings of the BOM and the AC in one academic year.
- The meetings will be held before the beginning of each semester, Preferably in the months of June/July ( sem 1) and December/January ( sem 2 ) each year, the final date of each meeting after the first, to be decided in the previous meeting.
- The meetings will all be held at the UMU campus in Ranchi.
Annexure 6

Code of Conduct for Employees of UMU

Preamble

The basic purpose of education is to create critically thinking, skilled and knowledgeable individuals who are aware of our glorious national heritage as well as the noble achievements of human civilization. It must sharpen their desire to contribute to societal development with a sense of service and commit the youth to the ideals of democracy, secularism, socialism, inclusion and peace, in addition to the principles enunciated in the Preamble to our Constitution.
Higher education has to produce capable leaders of tomorrow who can push the frontiers of knowledge beyond the known and familiar. Our youth must strive for academic excellence in conformity with national needs and priorities. To achieve these broad objectives, the forefathers of Indian republic recognised that university teachers have been leading opinion makers in the society and they carved out a place of special significance and dignity for them. That is how Dr S. Radhakrishnan and Dr Zakir Hussain rose to the highest office of the land. Pt. Nehru highlighted the role of a university in national life as:

“University stands for humanism, for tolerance, for reason, for adventure of ideas and for the search of truth. It stands for the onward march of the human race towards even higher objectives. If the universities discharge their duties adequately, then it is well with the nation and the people.”

All stakeholders in higher education—teachers, officers, support staff and students—are expected to observe their own code of ethical conduct and lead a disciplined life. By so doing, they help the society to grow with multiplier effect. This gives them authority to objectively discuss the policies of the university and take exception to those which are detrimental to its broad objectives. They could suggest ways for improvement individually or jointly, without bringing the institution to disrepute in any way.

A. The Code of Conduct and Professional Ethics

The delivery of education in a university involves different categories of functionaries and each one is expected to contribute to the highest moral and ethical standards. While teachers plan, design and develop academic programmes, the delivery is coordinated, managed and serviced by the officers and other support staff. Moreover, to add value to learning, teacher in a classroom now-a-days utilise the services of IT professionals and such other categories of staff. It is therefore natural for the teaching and non-teaching staff to expect just conditions of service, professional independence and be treated at par with their peers in other universities without prejudice to their role and responsibilities. In fact, every employee of the University is entitled to cordial and conducive work environment for giving his/her best output.
In the spirit of UMU Act and Statutes, a Code of Conduct and Professional Ethics is proposed for the teaching and non-teaching staff. Every employee of the University shall

1. Take part in the activities of the University and perform such duties as may be required by, and in accordance with the Act, Statutes and Ordinances framed therein and shall contribute towards the fulfillment of the objectives of the University. They shall maintain absolute integrity and devotion to duty.

2. Can express as an individual on any University policy.

3. Exhaust all channels/avenues available for redressal of any grievance within the University.

4. Conduct with dignity and exhibit the highest moral and ethical values—honesty, strength of character, discipline, integrity, professionalism and transparency;

5. Be learner-friendly and add value to their learning experiences;

6. Refrain from non-professional and unethical practices for professional progression or showing favoritism to any individual or group;

7. Not indulge in any misbehavior including physical violence, abusive language, castetist remarks, hate speech, etc while dealing with other members of the staff, learners and members of the public;

8. Refrain from any harassment and discrimination based on caste, creed, gender, language, region, race and religion;
   a. behave responsibly particularly towards SC/ST colleagues/students/members of public;
   b. behave responsibly with women colleagues and not indulge in any form of sexual harassment, as defined by the Supreme Court in Visakha judgment or by law made in this regard from time to time;

9. Not stay away from work without due authorization for long periods and/or frequently.

10. Refrain from consuming intoxicating drinks and/or drugs while on duty in work place.

11. Without prejudice to the generality of the foregoing provisions, the employees shall follow the code of conduct and professional ethics detailed below for respective categories:

   **Teachers** shall
   
   (i) Perform duties as laid down in Clause (1) of Statute 37;

   (ii) Undertake any academic, artistic and creative work other than teaching and research work only with the prior permission of the competent authority.
(iii) Maintain absolute confidentiality in matters pertaining to student assessment and evaluation and shall not be influenced in any way whatsoever by extraneous considerations.

(iv) Not indulge in plagiarism in any form in discharging their duties in respect of both teaching and research.

(v) Engage directly or indirectly in any trade or business or private work to which any emolument or honorarium is attached only with the permission of the Board of Management;

**Non-teaching staff** shall

(i) Perform duties as laid down in Clause (1) of Statute 38;

(ii) Maintain absolute confidentiality in matters pertaining to conduct of examinations and evaluation and shall not be influenced in any way whatsoever by extraneous considerations.

(iii) Engage directly or indirectly in any trade or business or private work, to which any emolument or honorarium is attached, only with the prior permission of the Board of Management.

(iv) Not be influenced by extraneous considerations while performing her/his duties.

Non-conformity to the abovementioned provisions of the code of conduct and professional ethics will attract disciplinary proceedings as per laid down procedures.

**B. Dispute Resolution, Disciplinary Proceedings and Procedures**

1. Ordinarily, the University shall make efforts to resolve any dispute through consultation, negotiation and mediation before initiating any disciplinary inquiry. However, in cases of sexual harassment, caste based discrimination/harassment, financial irregularities and criminal offences, the University shall initiate inquiry following procedures laid down in the Act, Statutes and Ordinances.

2. The procedure laid down in CCS (CCA) Rules, 1965 published by the Government of India will be applicable to all categories of staff for initiating disciplinary inquiry. The BOG of the University shall be the Appellate Authority for the penalty imposed by the BOM. However, if the employee is not satisfied by the decision of the BOG, she/he may approach the Visitor of the University, whose decision shall be final.
Minutes of the Second Meeting of BOM held on 9.9.2017

The Second Meeting of the Board of Management of Usha Martin University was held on 9.9.2017 at Hotel Le Lac, Ranchi. The following members were present:

1. Prof. S.C. Garg, Vice Chancellor, Chair
2. Prof. L. N. Bhagat, Former Vice Chancellor, Ranchi University, Member
3. Prof. A. N. Jha, Director, BIT Extension Centre, Lalpur, Jharkhand, Member
4. Sh. R. D. Sahay, Former Joint Secretary, MHRD, New Delhi, Member
5. Prof. Madhulika Kaushik, PVC, UMU, Special Invitee
6. Dr. Viplaw K. Pandey, Registrar, UMU, Member Secretary

Since nomination of a member by MHRD, Jharkhand and UGC were not been received by the University, no Govt. nominee could be present..

BM 2.1 Chairman’s comments and welcome

At the outset, the Vice Chancellor extended 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 members for participating in the meeting and giving the benefit of their expertise in the formative period of the University. He then informed the members that nearly 180 students have registered in eight programmes offered by the University and the academic session duly began on 8th August with orientation of students. While addressing the students, the VC read out the message of the Chancellor. Thereafter, PVC and Registrar addressed the students and emphasized the importance of attendance and punctuality.

The Chairman expressed his satisfaction that Academic activities in all programmes are being carried out as per approved academic calendar. The academic faculty has been out in place for each programme. He informed the members that to improve its profile, the University proposes to launch its research degree programmes approval for the same has been obtained from Academic Council.

The Chairman then requested Dr Viplaw K. Pandey, Member Secretary to present the agenda items for the consideration of the Board.
BM 2.2 Confirmation of Minutes of the First BOM meeting held on 20.6.17 and Action Taken

BM 2.2.1 Dr Pandey informed the Board that minutes of the first meeting of the BOM held on 20th June, 2017 were circulated to all members and no comments were received within 15 days. A copy of these minutes is placed at Annexure 1.

As far as action taken on various items is concerned, the Registrar informed the Board that
1. Academic calendar was circulated to all concerned during the orientation programme held on 8.8.17.
2. The detailed item on eligibility of students to take examination is being placed for the consideration and approval of the BOM in this meeting. Dr Anandrup Roy, AP, Computer Science has been given the responsibility to share attendance of each student falling short of attendance in every course every month with the parents concerned.
3. The leave rules as well code of good conduct and ethics have been circulated to all concerned.
4. The mechanism for conducting statutory meetings, as approved by the Board is being adhered to.

Dr Pandey then requested the Board to confirm the minutes as circulated and approve the action taken.

BM 2.2.1 While confirming the minutes as circulated and approving the Action Taken, the Board advised that in future, the Action Taken should be presented in Tabular form. Further, it was noted that though Registrar is Member of the BOM as per University Act, yet being custodian of all records, he should be Member Secretary of BOM.

BM 2.3 Matters arising from the Minutes

BM 2.3.1 No matter was raised under this item.
BM 2.4 To consider and approve the text of appointment letter

BM 2.4.1 The Registrar informed the Board that the University has appointed non-teaching administrative staff as well as teachers. The teachers have been given appointment letters. The draft of the text of the letter is placed at Appendix 2 for the consideration of the Board.

BM 2.4.2 While considering the appointment letter of the teaching staff, the BOM authorised the Vice chancellor to approve a similar letter for non-teaching staff and the Registrar should issue appointment letters to every non-teaching employee stating the terms of appointment. Moreover, every employee should be kept on probation with provision for extension of the same. Further, the University should lay down duties and responsibilities for each category of staff.

BM 2.5: To Ratify the Action Taken by the University in respect of Appointment of Faculty

BM 2.5.1 The Registrar informed the Board that the University has appointed faculty in Management, Computers, Physics, Mathematics, etc so as to meet the urgent requirement of taking classes for different programmes. Interviews for these positions were held with VC in the Chair and participation of an external / internal subject expert. As a result, the following teachers were selected and have since been appointed:

1. Dr Puja Mishra, AP, Management
2. Dr Anupma Verma, AP, Management
3. Dr Sharmista Roy, AP, Computer Science
4. Dr Anandrup Roy, AP, Computer Science
5. Sh Sant Sinha, Campus Director
6. Sh Abhishek Pandey, AP, Physics
7. Dr Jayantika Pal, AP, Mathematics
8. Ms Ritushree Narayan, Teaching Assistant cum Computer Lab Demonstrator

In addition, a few visiting faculties have also been involved for English, Engineering Drawing and Managerial Economics.

BM 2.5.2 The Registrar further informed the Board that appointment of controller of examinations has to be made immediately since the University is practicing continuous evaluation under the guidance of Academic Council. He then proposed that Sh Vinay Kumar Singh, OSD, be re-designated as Controller of Examinations. He may however continue to take a
few classes of Computer Science. Thereafter, he proposed that the Action taken by the University in respect of aforesaid appointments be ratified.

BM 2.5.3 The item was taken for discussion. The Board appreciated the quality of teachers recruited by the University and urgency of action taken by the University in appointing faculty. The proposal was ratified with the observation that in future, such interviews should be held with advance planning of the requirements and proper minutes of selection committee meetings be kept to avoid unforeseen circumstances.

BM 2.6 To share the minutes of the Third meeting of Academic Council

BM 2.6.1 The Registrar informed the members that Third meeting of the Academic Council was held on 8.9.17 at 5.30 pm. The soft copy of the minutes was shared with all the members through email the same day and the hard copies were placed on the table.

BM 2.6.2 The members of BOM highly appreciated the prompt action taken by the University in sharing the minutes. These are placed at Annexure 3.

BM 2.7 To consider and approve Performance Appraisal Policy

BM 2.7.1 The Registrar informed the Board that the University proposes to encourage professional development of University staff; both teaching and non-teaching. In this endeavor, Performance Appraisal Policy (PAP) forms an integral component. The PAP document is placed at Annexure 4 for the consideration of the members.

BM 2.7.2 The Board appreciated the idea and hoped that implementation of the policy will go a long way in enhancing excellence in the University and creativity of teachers as well as non-teaching staff. Moreover, it should be used to nurture and retain talent. With these observations, the PAP was approved.

BM 2.8 Any other matter with the approval of the Chair

BM 2.8. The members suggested that the University should arrange interaction with industry and financial services. To implement it, a panel of experts should be drawn for each subject in
MBA. Moreover, such extension lectures should be organized such that 40% lectures are by academic faculty and 60% by industry.

The idea was well received.

The meeting ended with vote of Thanks to the Chair.

Viplaw K. Pandey
Member Secretary
Minutes of the First Meeting of BOM held on 20.6.2017

The First Meeting of the Board of Management of Usha Martin University was held on 20.6.2017 at Hotel Le Lac, Ranchi. The following members were present:

1. Prof. S.C. Garg, Vice Chancellor, Chair
2. Prof. L. N. Bhagat, Former Vice Chancellor, Ranchi University, Member
3. Prof. A. N. Jha, Director, BIT Extension Centre, Lalpur, Jharkhand, Member
4. Sh. R. D. Sahay, Former Joint Secretary, MHRD, New Delhi, Member
5. Prof. Madhulika Kaushik, Member
6. 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.

BM 1.1 Chairman’s comments and welcome

At the outset, Prof. S. C. Garg, Vice Chancellor, extended 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 agreeing to associate with UMU and give the benefit of their expertise in the formative period of the University. He then introduced Prof. Kaushik and Dr. Pandey to other members. He also informed the Board that the process of registration in eight programmes approved by the Academic Council in its first meeting was on and the academic session will begin from 8th August. Thereafter, he requested Prof. Kaushik to display the recently uploaded University Website to the members.

Prof. Kaushik explained the finer details of the website and invited suggestions of the members for its further refinement. While members appreciated the website as refreshing deviation from the routine, Prof. Kaushik informed members that they could send their suggestions to her/Registrar/VC even later on.
BM 1.2 To share the minutes of the first Academic Council held on 19.4.2017

BM1.2.1 The Chairman requested Dr Pandey, Member Secretary to present the agenda items for the consideration of the Board. Following this, Dr Pandey shared the minutes of the Academic Council with the members. The members noted the minutes of the AC.

BM 1.3 To consider and approve Academic Calendar for the academic year 2017-18

BM1.3.1 Dr Pandey informed the Board that the University has drawn academic calendar for various academic activities for the year 2017-18. He highlighted that

- Each semester calendar is for 17 weeks.
- The first semester begins on 7th August and classes will finally disperse on 7th December.
- Provision of one week mid semester break from 1st Oct. to 7th Oct. and one week preparatory leave after dispersal of classes on 8th December has been made.
- The semester exams shall be conducted from 18th December to 24th December, 2017.
- The University proposes to conduct centralized evaluation so that results can be declared by 4th January 2018.
- The second semester begins on 8th January, 2018 and classes will finally disperse on 4th May, 2018.
- As in first semester, provision of one week mid semester break from 4th March to 11th March and one week preparatory leave after dispersal of classes on 4th May, 2018 has been made.
- The semester exams shall be conducted from 14th May to 26th May, 2018 and semester results shall be declared by 20th June.

BM 1.3.2 The item was taken up for discussion. The Board observed that the details provided were in order and well placed. However, summer breaks may be announced by an executive
order. The Board highlighted that the University must ensure student attendance in the classrooms and suggested that

- The University should formulate attendance rules in conformity with UGC guidelines to determine the eligibility of students for taking examinations.
- Every month, attendance records should be updated on the website of the University and for those students falling short of the required norms be communicated to the parents either via email or through post. Moreover, a consolidated record should be put up on the notice board of the University for information of all concerned.
- The importance of attendance should also be highlighted by teachers in their classes so as to ensure that students do not miss their classes.

With these observations, the Board approved the academic calendar of the University for the Year 2017-18.

**BM1.4 To consider and approve Leave Rules**

**BM1.4.1**
Dr Pandey informed the Board that the University has formulated leave rules for all categories of University staff. For the academic staff, provision has been made for academic leave, casual leave, earned leave, extra ordinary leave, study and sabbatical leave as well as consultancy leave. However, non teaching staff would not be entitled to academic, study, sabbatical and consultancy leave. All categories of staff shall be entitled to leave on grounds of health such as maternity, paternity medical and disability leave.

**BM1.4.2**
While approving leave rules as proposed, the Board observed that the University should gradually seek compatibility with GoI rules in respect of maternity leave rules.

**BM1.5 To consider and approve fee structure for various programmes to be offered**
BM1.5.1 Dr Pandey informed the Board that the University has formulated a fee structure for various programmes on offer. It has been drawn keeping in view the principles of inclusion, sustainability and cost-effectiveness, which are major drivers of our mission statement.

BM1.5.2 The item was taken up for consideration and approved as proposed since the members were of the view that the fee structure is rational.

BM1.6 To consider and approve the schedule of important meetings of the University

BM1.6.1 Dr Pandey informed the Board that to ensure timely planning and approval of major decisions in the University, it is proposed to implement an annual schedule of important meetings like the AC, BOM and other statutory bodies. The actual dates will be finalized about 6 weeks prior to the respective meeting in consultation with the members.

BM1.6.2 The matter was taken up for discussion and members appreciated the planning. While approving the item, members observed that instead of 6 weeks, a period of 3 weeks will be more convenient.

BM1.7 To consider and approve Code of Conduct for UMU employees

BM1.7.1 Dr Pandey informed the Board that the University intends to put a code of conduct and professional ethics in place for all the employees of the University. He highlighted that every employee of the University shall

- Take part in the activities of the University and perform such duties as may be required by, and in accordance with the Act, Statutes and Ordinances framed
therein and shall contribute towards the fulfillment of the objectives of the University. They shall maintain absolute integrity and devotion to duty.

- Can express as an individual on any University policy but refrain from group politics.
- Exhaust all channels/avenues available for redressal of any grievance within the University.
- Conduct with dignity and exhibit the highest moral and ethical values—honesty, strength of character, discipline, integrity, professionalism and transparency;
- Be learner-friendly and add value to their learning experiences;
- Refrain from non-professional and unethical practices for professional progression or showing favoritism to any individual or group;
- Not indulge in any misbehavior including physical violence, abusive language, castetist remarks, hate speech, etc. while dealing with other members of the staff, learners and members of the public;
- Refrain from any harassment and discrimination based on caste, creed, gender, language, region, race and religion;

1. Behave responsibly particularly towards SC/ST colleagues/students/members of public;
2. Behave responsibly with women colleagues and not indulge in any form of sexual harassment, as defined by the Supreme Court in Visakha judgment or by law made in this regard from time to time;
- Not stay away from work without due authorization for long periods and/or frequently.
- Refrain from consuming intoxicating drinks and/or drugs while on duty in work place.

Without prejudice to the generality of the foregoing provisions, the employees shall follow the code of conduct and professional ethics. While teachers shall be expected to perform duties as laid down in Clause (1) of Statute 37, non-teachers shall be governed by Clause (1) of Statute 38.

Thereafter, the item was taken up for discussion. While accepting the details, members pointed out that under dispute resolution, the word “Visitor” should be substituted by “Chancellor”
BM1.8 Any other matter with the permission of Chair

BM 1.8.1 Dr Pandey informed the Board that the University proposes to offer Merit Scholarship Scheme wherein graded Tuition fee based scholarships will be granted to students as per following details:

1. 30% for all students enrolled in any course and having more than 80% marks in their qualifying examination.
2. 20% for all students enrolled in any course and having marks in the range 70-80% in their qualifying examination.
3. 20% for girl students enrolled in any course and having marks more than 60% in their qualifying examination.
4. 10% for students having domicile of Jharkhand and enrolled in any programme.

BM 1.8.2 The members appreciated the initiative of the University as a goodwill gesture. However, the Board decided that fee waiver for girl students should be 30% for those enrolled in any course and having marks in the range 70-80% in their qualifying examination. Moreover, it suggested that the University should be open to additional fee waiver in case of very deserving candidates.

With these observations, the agenda item was approved.

With no other items for discussion, the meeting concluded with a vote of thanks to the Chair.

(Dr Viplaw K. Pandey)
Registrar and Member Secretary
Appendix 2

Appointment Letter for Teaching Staff

Ref:- UMU/RNC/……../2017-18

Dr………………………………..
………………………………………………
………………………………………………………..

Dear Ms…………………………………,

With reference to your application and subsequent interview with selection committee, we are pleased to appoint you as………………………………………………………….

……………… On the following terms and conditions:-

1) Your appointment is effective from…………………………………

2) You will be located at ……………………………

3) Your current CTC would be Rs………………………(……………………………………..
……………………………………..) per month {Pls. refer Annexure -1 for Salary Breakup}

4) You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.

5) In addition to regular conduct of classes, you will be required to contribute to educational innovation, design of new curricula and courses and technology, training, MDP and other responsibilities as assigned to you from time to time. You will also be required to actively engage in research with evidence of published work such as research papers, patent filed/obtained, books and/or technical reports.

6) An outcome based performance Appraisal shall be conducted every year of completed service, Actual date would vary depending upon the period of performance Appraisal Cycle. Your Performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
7) You will be paid no salary in case you leave the service of the University within one month of your joining on your own accord. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.

8) During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.

9) During the course of your service in the University, you will not engage yourself in any other trade, business or profession without the written permission of the Board of Management.

10) You will be responsible for the safekeeping and return in good condition and order all University properly entrusted to your care and charge.

11) You will inform the University expeditiously about any change in your contact details recorded in the University.

12) You will abide by the standing order and service rules and regulation of the University which may come into force from time to time.

13) Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation your service can be terminated by either side by giving, to the other party, one month’s notice or one month's salary in lieu thereof. However, in case of indiscipline, insubordination, non performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.

14) You are expected to give a month’s notice before leaving the University in between a semester, i.e between July to Dec. & Jan to June.

15) You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.

16) Confidential Information:-

    a) Definition:- During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes,
systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as “Confidential Information”)

b) Obligations:- The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.

c) Return of confidential information:- Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

17) If you indulge in any act or omissionamounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.

18) It is mandatory to submit the following documents at the time of reporting for duty, failing which your joining will be delayed:-

a) Photocopies of all educational/professional qualification certificates and marks sheets.

b) Relieving certificate from the previous employer.

c) Experience certificate from all previous employer

d) Four passport size photographs.

e) Medical fitness certificate from a registered medical practitioners

f) Address/Residential proof (Any one of the following:- Voter ID, Driving License or any other address proof issued by Govt. authority)

g) Copy of Pan Card
h) Proof of age.

19) In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.

Registrar

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

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ANNEXTURE -1

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I have understood the above distribution of salary component and the same is acceptable to me.

**Note:** Above mentioned salary structure (Salary component & benefits) is subject to change as per company norms/ Policies.
Minutes of the Third Meeting of the Academic Council of Usha Martin University held on 8.9 2017

The third meeting of the Academic Council of Usha Martin University was held on 8. 9. 2017 at 5.30pm in the conference room of hotel Le Lac, Ranchi. The following members were present:

1. Prof. S. C. Garg, Vice Chancellor, UMU – Chair
2. Prof. L. N. Bhagat, Former Vice Chancellor, Ranchi University, Member
3. Prof. Vandana Bhattacharjee, BIT Mesra, Ranchi, Member
4. Prof. Swarat Choudhury, St. Xavier College, Ranchi, Member
5. Prof. Madhulika Kaushik, PVC, UMU
6. Sh. Sant Sinha, UMU
7. Dr Puja Mishra, UMU
8. Dr Sharmista Roy, UMU
9. Dr Viplaw K. Pandey, Registrar, Member Secretary

AC.3.1 Chairman’s comments and welcome

At the outset, Prof. S. C. Garg, Vice Chancellor, extended a very warm and cordial welcome to all present on behalf of the University and on his own behalf. Thereafter, he introduced Sh.Sant Sinha, Dr Puja Mishra and Dr Sharmista Roy of UMU as new members nominated on the AC who joined the University in July and August, 2017, respectively.

He informed the Council that the 2017-18 academic session of the University began as per schedule on 8th August with the offer of MBA, BBA, MCA, BCA and Diploma Programmes in Mechanical, mining, CS, civil and Electrical approved by the Academic Council. The university intends to propose a few more programmes for the consideration and approval of the AC in this meeting. Thereafter, the Council took the agenda items for its consideration

AC.3.2 To confirm the minutes of the second meeting of the Academic Council and Action Taken Report

AC 3.2.1 The Registrar informed the Council that the minutes of the second meeting of the Academic Council held on 20.6.17 had been circulated to all members and no comments or
amendments had been received from the members within a fortnight. He proposed that the minutes may be approved as circulated and placed at Appendix 1.

AC 3.2.2 The Registrar further informed the members that action has been taken on various decisions of the previous meeting of AC:

1. The academic calendar approved by the AC was circulated to all students and faculty members during the orientation programme held on 8.8.17. It has also been put on the University Website. It is being followed in letter and spirit.
2. To offer PhD programme, an ordinance has been formulated for approval of the Council. The Council approved the Action taken Report.

AC 3.3 Matters arising out of the minutes

In its last meeting BOM decided that girl students enrolling in any course and having marks more than 60% in their qualifying examination shall be granted 30% scholarship. AC had endorsed the decision. However, one member pointed out that to be fair to all, the percentage of marks for girl students should be raised to 70%. Moreover, if possible, the University should conduct Merit Scholarship examination from next year. Subject to these suggestions, minutes of the second meeting were approved by the AC.

AC 3.4 To consider and approve policy for conduct of Examinations and grading system

AC 3.4.1 The Registrar informed the members that the University has to conduct examinations and grade its learners for assignments, mid-term test and term-end examinations. Therefore it is necessary to consider and approve the rules for the same.

AC 3.4.2 The Registrar then highlighted that the University proposes to use a judicious combination of continuous evaluation through assignments and mid-term tests and term-end examinations with following weightage:

- Assignments: Two, each with 10% weightage
- Mid-term Test: One, weightage 25%
- Attendance: 5% (depending on the % of attendance as per UGC guidelines)
AC 3.4.3 While considering the proposal, AC advised that weightage of the continuous assessment and term end examination should be 40:60. For all theory papers the weightage of assignment, mid-term test and class attendance should be 10%, and 25%, and 5%, respectively. The attendance marks may be assigned as per UGC guidelines. For papers with practical component, the term end theory component weightage be retained as 60% and the continuous assessment will comprise one assignment (10%) and class attendance (5%). However, for practicals, 15% marks may be assigned for assessment of everyday work done in the lab and 10% marks may be assigned for the term end practical exam.

AC 3.4.4 The Academic Council also decided that the proposed exam policy may be termed as Regulations for Conduct of Examinations. The AC further decided that the University should refrain from holding supplementary examinations except in the case of graduating students and that too for back-papers of the 5th and 6th semesters only. Students failing a paper will be promoted to the next semester and will take the re-sit exam the next time the paper is offered by the University. Promotion to the succeeding semester in the first year would be given to all appearing in the examination, irrespective of the number of credits earned. However, from second year onwards, promotion to successive semesters will be contingent upon the student successfully clearing 50% of the credits offered in a given semester.

There should be Moderation Board for each paper and it should be chaired by the HoD or the Senior most Teacher with at least two other members, one of whom may preferably be an outsider. With these observations, the AC approved the proposal. The approved document is placed at Annexure 2.

AC.3.5 to consider and approve Research Guidelines for offer of M.Phil / PhD Programmes

AC 3.5.1 The Registrar informed the members that in its previous meeting, Academic council had approved launch of PhD programme subject to strict adherence to UGC guidelines to cater to its second dimension of creating new knowledge. To this end, M. Phil / PhD guidelines have now been developed and the University proposes to announce offer of these programmes in Management, Computer Science, Mathematics, Economics, Commerce and Physics. He
further informed that last date of receipt of applications shall be 18th September, 2017 and entrance test will be conducted in Ranchi and Delhi NCR on 24th September, 2017.

AC 3.5.2 The Registrar also informed the members that as per UMU Act, a Research Council (RC) should oversee the research activities of the University. But due to inadvertent omission, we missed it thus far and now we are in the process of constituting the RC. However, since AC is the supreme academic authority of the University, it is competent to approve the proposal subject to ratification by the RC. The proposal is placed for its consideration and approval.

AC 3.5.3 While considering the proposal, the members advised that RC be constituted immediately to conform to the stipulations of the University Act and the points raised in the last meeting be adhered to while offering the programme. Thereafter, the Academic Council considered the proposal and approved it after detailed deliberations. The approved guidelines along with programme fee are placed at Annexure 3.

AC 3.6 To consider and approve offer of BEd (Special Education), MA (Education) and LLB programmes

AC 3.6.1 The Academic Council in its previous meeting had decided that to improve the profile of the University and impart quality education in the state, integrated programmes like BA-LLB and BBA-LLB may be put on offer to diversify offerings. Placing the item for the consideration of the Council, the Registrar informed the members that several inquiries have been received for programmes such as BEd (Special Education), MA(Education) and LLB.

AC 3.6.2 The Registrar also informed the Council that their suggestions in the last meeting in respect of new programme launches availability of qualified faculty, number of prospective students and approvals of relevant bodies would be ensured before finalizing the decision to launch the programmes. Thereafter, the Council deliberated on the proposal at length and approved it while reiterating the approvals of statutory national bodies must be obtained before launch of BEd (Special Education) and LLB to avoid inconvenience to the graduates of the University.

AC 3.7 Any other matter with the permission of Chair

AC 3.7.1 The registrar informed the council that looking at the requirements of students and faculty to be with their families during the local festival season, a minor readjustment in the academic
calendar is needed and can be managed by preponing the semester break from the 2\textsuperscript{nd} - 7\textsuperscript{th} October to 25\textsuperscript{th} September to 30\textsuperscript{th} September. The no. of academic days will remain unchanged. One member opined that such an internal adjustment could be done by the University administration. Thereafter, the proposal was approved by the AC.

Dr Viplaw Pandey
Registrar and Member Secretary
Appendix 4

Performance Appraisal Policy

It is said that rewarding good performance and removing barriers to effective performance should be the cornerstones of a sound human resource policy in an educational institution. As part of its ethos of valuing its human capital as the most important resource, UMU would like to provide a conducive environment for its faculty and staff to develop professionally to their fullest potential at the University. UMU, like all well meaning educational organizations, is committed to evolve and implement a merit based appraisal and reward system that encourages best practices and supports both innovation and research while keeping the central focus on excellence in teaching and learning with appropriate support.

Performance Appraisal for Teachers

All core faculty members at UMU shall, as far as possible, be assigned workloads in accordance with the UGC guidelines for HEIs. As an institution, we are committed to the ideal of regular learner feedback on teaching, class management and learner support, apart from regular assessment of the contributions to research and innovation for every faculty member. This will have to be evidenced by publications in referred journals, publishing houses or presentations at recognized events as well as contribution to the corporate life at the University.

The weightage proposed to be assigned to each of these components on a 100 point scale is as follows

1. **Teaching and class management, including learner support** - 70 points

   Teaching and class management would comprise assessment on

   - Feedback on good teaching practices
   - Comprehensive coverage of syllabus
   - Regularity and punctuality
   - Quality of the learning inputs shared as evidenced by the resources shared
   - Innovation in teaching and learner engagement
   - Interaction with and support to diverse learners
   - Currency and relevance of teaching materials used

2. **Contribution to Research and Innovation** - 20 points

   This component would comprise assessment on
- Research as evidenced by participation in minor or major projects
- Research as evidenced by publication in national and international refereed journals
- Presentations at national/international conferences
- Development of Open Education Resources
- Development of quality case studies
- Applications of innovative practices for teaching-learning effectiveness/cost efficiencies/effective institutional management

3. Contribution to corporate life at the university - 10 points

This component would comprise assessment on
- Handling of responsibilities in institutional management
- Organizing and managing events at the University
- Enabling good corporate relations and developing industry/community networks
- Contributing significantly to learner recruitment

All visiting faculty will be appraised only for component 1 and this assessment will be a basis of their reappointment at the university

Performance Appraisal Policy for Staff including marketing personnel

The appraisal of the staff will be based on the annual targets assigned to them by the Registrar in terms of their assigned responsibilities. The percentage achievement on targets will be converted into performance points on a 100 point scale.

The appraisal will be a self-appraisal based exercise followed by an assessment by the immediate supervisor, the outcome of which will be signed by both, the appraiser and the appraisee

In the 11th month of each academic year, on a date announced by the Registrar, all faculty and staff will submit their performance appraisal forms online to their immediate supervisor/named appraiser. The latter will then assign a time to each appraisee to discuss and finalize the appraisal, which will be signed by both parties and submitted to the Registrar's office for computation of Annual increment and record.
Minutes of the Third Meeting of BOM held on 22.6.2018

The Third Meeting of the Board of Management of Usha Martin University was held on 22.6.18 at the University Campus. The following members were present:

1. Prof. S.C. Garg, Vice Chancellor, Chair
2. Prof. L. N. Bhagat, Former Vice Chancellor, Ranchi University, Member
3. Prof. A. N. Jha, Director, BIT Extension Centre, Lalpur, Jharkhand, Member
4. Sh. R. D. Sahay, Former Joint Secretary, MHRD, New Delhi, Member
5. Prof. Madhulika Kaushik, PVC, UMU, Special Invitee
6. Dr. Viplaw K. Pandey, Registrar, UMU, Member Secretary

Prof. Gurdeep Singh, Department of environment IIT(ISM), Dhanbad expressed his inability due to pre-occupation. Since nomination of a member by MHRD, Jharkhand and UGC were not been received by the University, no Govt. nominee could be present.

BM 2.1 Chairman’s comments and welcome

At the outset, the Vice Chancellor extended a very warm and cordial welcome to all the members present on behalf of the University and on his own behalf. He said that he was highly grateful to all members for participating in the meeting and giving the benefit of their expertise. He then informed them that

1. Prof. Gurdeep Singh, Former Vice Chancellor Vinoba Bhave University and currently Professor Department of Environment, IIT(ISM) Dhanbad has been nominated on the BOM by the competent authority. However, he is not present today as he had to chair an international conference abroad.

2. A meeting of VC’s was convened by the Minister, Higher Education, Govt. of Jharkhand on 9.5.2018 and a report on the status of the University was presented. To the pointed query about land, it was informed that the University is in an advanced stage of negotiations. The Secretary then advised that the land papers should be deposited in the ministry within 3-6 months and thereafter the building should be constructed in the next six months so that the 2019 session could begin in the new campus in totality.
3. Our marketing team has been working enthusiastically under the guidance of Dr Pandey and we hope to enroll about 400 students in our programmes in 2018.

4. The University had to dispense with the services of Sh. Sant Sinha, who was initially given the responsibility of Campus Director (Diploma Programmes), in view of his long periods of absence to attend to prolonged illness of his wife and frequent health problems of his daughter.

5. As advised by the Academic Council, separate academic calendars have been drawn for new and old students. In fact, the academic session for 3rd semester students of all courses will begin from 16th July whereas for those of 1st semester students, the session will begin from 8th August and start with their orientation. The summer vacations for the Faculty have been adjusted accordingly.

6. To add to the academic profile of the University, new programmes such as BSc (AI&ML) as a modular programme with multiple entry and exit points, MA (Education), BCom, and MCom have been put on offer. These should promote skill development in the students. Though BEd (Special Education), LLB and BBALLB have also been announced, admissions shall be made only on receipt of approvals from respective National Statutory Bodies.

7. The MPhil/PhD admissions for 2018 shall follow the standard UGC guideline. (This will actually be the second cohort; we enrolled only eight students in the first one last year.) The entrance test is scheduled for 24.6.18 and the successful candidates will be invited for interview subsequently.

8. The GOI and Go Jharkhand have been emphasizing on creation of facilities for vocational education and training. There have been several queries about the offer of vocational courses by the University. To meet this need, it is proposed to create the Faculty of Vocational Studies. To begin with, we may like to develop programmes in the area of Hospitality, Tourism, Taxation, and Cyber Security, etc. and add gradually.

9. While approving the leave policy of the University, provision for Earned leaves was made for all. While non-teaching staff in lieu of vacations was made. However, it is being increasingly felt by the Management that no one should be entitled to encashment before serving the University continuously for at least three years.
The Chairman then requested Dr Viplaw K. Pandey, Member Secretary to present the agenda items for the consideration of the Board.

**BM 3.2 Confirmation of Minutes of the Second BOM meeting**

**BM 3.2.1** Dr Pandey informed the Board that minutes of the second meeting of the BOM held on 9th September, 2017 were circulated to all members and no comments were received within 15 days. A copy of these minutes is placed at Annexure 1. He then requested the Board to confirm the minutes.

**BM 3.2.2** The item for confirmation of the minutes was taken up by the Board and the minutes were confirmed as circulated.

**BM 3.3 Matters arising from the Minutes**

**BM 3.3.1** No matter was raised under this item.

**BM 3.4 Action Taken on the minutes of 2nd Meeting of Board of Management**

**BM 3.4.1** While approving the minutes in the previous meeting, the Board had advised that the Action Taken should be presented in tabular form. The Board noted with satisfaction that its direction has been followed and approved the compliance on the decisions taken in the last meeting.

**BM 3.5 To consider and approve the minutes of Selection Committees**

**BM 3.5.1** The Registrar informed the Board that the University advertised the positions of AP, Associate Professor and Professor in English, Computer Science, Management, Commerce, Economics, Engineering (Mechanical, Mining, Civil and Electrical) and Training cum Placement Officer on University website. The selection committees were held between 18.6.18 and 22.6.18 and every selection committee had at least one eminent external subject expert and with VC in the Chair. The selection Committees have recommended the following candidates for appointment on terms and conditions agreed to mutually:

1. 
2. 
BM 3.5.2 The Registrar further informed the Board that Dr Vinay Singh, Controller of Examinations (I/C) had requested the University he would like to be considered for academic position, though he would continue to undertake current responsibilities. While acceding to his request, the Vice Chancellor recorded that the level of placement should be decided by a subject Selection-cum-Expert Committee. Since the University was conducting interviews, it was deemed appropriate to invite Dr Singh also for interview. The Selection cum Expert Committee has recommended that Dr. Singh be offered the position of Associate Professor/Senior Assistant Professor in Computer Science. Thereafter, he proposed that recommendations of Selection Committees in respect of aforesaid appointments be approved.

BM 3.5. The Board appreciated the quality of teachers recruited by the University and timely action taken by the University in respect of various appointments. The Board approved the proposal as such.

BM 3.6 To share the minutes of the Fourth meeting of Academic Council

BM 2.6.1 The Registrar informed the members that meeting of the fourth meeting of the Academic Council was held on 27.3. 2018 at 2.30 pm in the University Campus. The minutes of the Academic Council are placed at Annexure 3. In particular, the Council considered and approved the following items:

a) Minutes of the Research Council.

b) Offer of new Programmes B. Ed (Special Education) and LLB with the stipulation that approval of national statutory bodies be obtained and offer Bachelor’s programme in Artificial Intelligence and Machine Learning with multiple entry and exit points.

c) Separate Academic Calendars be drawn for First and Third Semester Students

d) University to enroll private candidates provided the existing UGC regulations do not prohibit it.

e) University may like to appoint adjunct faculty, particularly to promote research

BM 3.6.1 The Board noted the minutes of the Academic Council.

BM 3.7 To note the minutes of the Finance Committee
BM 3.7.1 The Registrar informed the Committee that first meeting of the Finance Committee of Usha Martin University was held on 29.3.2018 at 11.00 am in the conference room of Usha Martin University, Ranchi. The detailed minutes of the FC are placed at Annexure 4. In particular, it

1. advised that steps be taken to realize the goal of self-sustainability in due course;
2. reviewed the estimates of revenue and expenses for FY 2018-19 and advised that to meet unforeseen exigencies in future, the registration fee be hiked by 1k with effect from the next cycle of admissions;
3. directed that the University should prepare detailed capital expenditure budget and the projected cash flow statement for the next five years and present the same in the next meeting of Finance committee;
4. the bus fee be increased by Rs 250 with effect from August 2018 to partially off-set the deficit;
5. agreed to increase the admission fee by 10% for the Academic year 2018-19; and
6. advised that the University must conform to the provisions of Provident Fund as applicable to its employees immediately.

BM 3.7.1 The Board noted the minutes of the Finance Committee.

BM 3.8 To approve creation of the Faculty of Vocational Studies

BM 3.8.1 The Registrar informed the Board that the GOI and GO Jharkhand have been emphasizing on creation of facilities for vocational education and training. There have been several queries about the offer of vocational courses by the University. To meet this need, it is proposed to create the Faculty of Vocational Studies. To begin with, we may like to develop programmes in the area of Hospitality, Tourism, Taxation, and Cyber Security, etc. He then requested the Board to approve the proposal.

BM 3.8.2 The item was considered in detail. The members appreciated the initiative of the University for developing accelerated employment opportunities for the local youth in diversified areas. While approving the proposal, the Board advised that the financial viability of the vocational streams must be assessed before venturing into a new area and that the quality of offerings should be at par with the best.
BM 3.9 Any other matter with the approval of the Chair

The meeting ended with vote of Thanks to the Chair.

Viplaw K. Pandey
Member Secretary
Minutes of the Fourth Meeting of BOM held on 21.12.2018

The Fourth Meeting of the Board of Management of Usha Martin University was held on 21.12.18 at the University Campus. The following members were present:

1. Prof. S.C. Garg, Vice Chancellor, Chair
2. Prof. L. N. Bhagat, Former Vice Chancellor, Ranchi University, Member
3. Prof. A. N. Jha, Director, BIT Extension Centre, Lalpur, Jharkhand, Member
4. Sh. R. D. Sahay, Former Joint Secretary, MHRD, New Delhi, Member
5. Prof. Madhulika Kaushik, PVC, UMU, Special Invitee
6. Dr. Viplaw K. Pandey, Registrar, UMU, Member Secretary

Prof. Gurdeep singh, Former VC, Vinoba Bhave University could not attend the meeting due to prior engagement. Since nomination of a member by UGC had not been received by the University, no nominee of UGC was present.

BM 4.1 Welcome and Information Sharing by the VC

At the outset, the Vice Chancellor extended a very warm and cordial welcome to all the members present on behalf of the University and on his own behalf. He expressed his gratefulness to all members for participating in the meeting and giving the benefit of their expertise. Thereafter, he shared various academic developments in the University since the last meeting.

- Three meetings of AC and a member of Board of Governors were held since the last meeting of the BOM. Moreover, the Hon’ble Governor of Jharkhand and Visitor of the University had nominated Prof. A. A. Khan, Former VC, Ranchi University and Prof. A. P. Padhi, Former VC, Sambalpur University as her nominees on BOG recently. Director, Higher and Technical Education, MHRD, Jharkhand would also be member of the BOG.
- The Chancellor visited the University on 3.12.18 and interacted with the faculty as well as the students. He was happy to learn that the strength of the University was its dynamic and highly qualified Faculty, who believed in quality and devoted themselves with full enthusiasm in academic as well as co-curricular activities.
- The outcomes of placement interviews conducted so far have been very encouraging; four of UMU’s MBA students had been selected as Branch managers in Spandan Sphoorty Financial Ltd (SSFL) for the Jharkhand zone with monthly salary of 30-40k.
Another four students would like to join their own businesses. One student has been selected by the Federal bank with monthly salary of 60k. A few more companies are likely to visit University campus for placements in the month of January, 2019. The University has constituted Placement Committee comprising Academic Faculty, Training and Placement Officer. The Committee will function under the guidance of the Registrar, who has been nominated Chair of the meeting. The Committee is working towards achieving 100% placements of 4th Semester MBA students and internship of 2nd semester MBA students. All students of MCA have got internship in an IT company in Ranchi.

- In the last meeting of VCs of private universities with the Secretary, MHRD, Govt. of Jharkhand held on 10th August, 2018, the VC had informed that the University management had signed an agreement for 31.6 acre land in Narayan Soso. The process of getting the land registered in the name of the University has now been completed and the mutation process is in progress. The groundbreaking ceremony for construction of buildings has as of now been scheduled for 18th January so that 2019 session could start in the new campus. The University would like all the members of BOM to grace the occasion and they were requested by the VC to keep this day free for UMU. The University would communicate exact details shall be communicated in due course.

- In the academic session 2018-19, 322 students joined the University. This was a growth rate of about 40% with respect to the 2017-18 admissions.

- As far as diversification of the academic profile of the University is concerned, it is proposed to add B. Tech (CS, Mining and Mechanical), PhD (Education) and a few Para-medical, Pharmaceutical and agriculture science programmes to the existing bouquet of 17 programmes at undergraduate, post-graduate and PhD level. Admissions in programmes where approval of national statutory bodies was mandatory would be announced only after obtaining the requisite approvals.

- The research scholars who joined in the first cohort appeared in the end of semester examinations on 15th September, whereas classes of the second cohort for course work began in August, 2018 and they are scheduled to appear in end semester examinations in Jan-Feb, 2019. The students of first cohort recently presented the progress of their work before a committee chaired by the VC/PVC. A research Scholar of Dr Vinay Singh has published his first research paper. On his own behalf and on behalf of the Board, the VC proposed to congratulate the Scholar as well as Dr Singh.

To ensure quality and monitor progress of work, the University has made submission of six monthly progress reports mandatory and the same has been duly impressed on all
scholars. The University would soon constitute doctoral research committees for each student. Since two faculty members resigned in the beginning of this semester, their students are being reassigned to new teachers.

- Some teachers of the University have been approached by other HEIs in Ranchi to take classes as visiting faculty. The VC had accorded in principle approval, subject to approval by the AC and BOM. It is proposed to draft guidelines to enable the faculty to avail such assignments. These would be placed before the BOM in a subsequent meeting.

- **Addition of Core faculty:** Due to increased number of programmes and specializations within some programmes and resignations of a few APs for personal reasons, the University recruited a few full time faculty members: Ms Neha Prakash in Commerce, Ms Nitesh Kumar in Economics as Faculty associates, Mr Mustafa Khalid and Dr Arvind Hans in Management as Assistant and Associate Professors respectively, and Dr Kumari Jyotsna as Assistant Professor in Mathematics.

As of now, we have 12 full time PhD faculty members at different levels (Professor 1, Associate Professors 3 and Assistant Professors 8). But for one, all other faculty members are enrolled in the PhD programmes of either BIT or Ranchi University. They have cleared their course work and the research work is at different stages of completion. It is hoped that by 2020, all of them would be conferred PhD degrees by their respective institutions.

- **Development of Learning Management System:** The University has developed its LMS system to promote ICT enabled education. A training programme for the faculty was conducted on 30th November and 1st December by an expert from New Delhi under the guidance of Prof. Madhulika Kaushik, PVC. The faculty would soon be able to upload their lectures on the MOODLE platform.

- **ODL Programmes:** The BOM and AC had authorized the VC to decide on ways to get SLMs developed for programmes to be offered through ODL mode. The University has signed an MOU with Lakshmi Publications Pvt. Ltd, 113 Golden House, Darya Ganj, New Delhi 110002 for print materials for all programmes. The University is also exploring the possibility of signing MOUs with Open Universities like OSOU, YCMOU, IGNOU, BRAOU, etc depending on the suitability of their print materials for the programmes in its context.
The Vice Chancellor then invited suggestions from the members to accelerate the development process.

**BM 4.1.1** The members appreciated the growth of the University and particular mention was made to enhanced enrollments, purchase of land and steps being taken to construct its own campus buildings, developing technology supported learner support system to increase its visibility based on sound principles of governance and the initiatives towards vertical as well as horizontal diversification in programme offerings through need based programmes in contemporary context. The Board, however, reiterated its caution that as a private university, UMU should take particular care in following full compliance for the offer of BBA LLB and BEd (Special Education), D. Pharma and B. Pharma and other such programmes where approval of national regulating bodies was mandatory.

The Chairman then requested Prof. Viplaw K. Pandey, Member Secretary to present the agenda items one by one for the consideration of the Board.

**BM 4.2 Confirmation of Minutes of the Second BOM meeting**

**BM 4.2.1** Prof. Pandey informed the Board that minutes of the third meeting of the BOM were circulated to all members and no comments had been received within the stipulated 15 day period. A copy of these minutes is placed at Annexure 1. In summary, in its last meeting, the Board had
1. Approved Action Taken on the Minutes of the 2nd meeting of BOM
2. Approved the appointment of teaching faculty and T& P.O
3. Noted the minutes of 4th meeting of Academic Council.
4. Noted the minutes of first meeting of Finance Committee
5. Approved creation of the Faculty of Vocational Studies
He then requested the Board to confirm the minutes.

**BM 4.2.2** The item for confirmation of the minutes was taken up by the Board and the minutes were confirmed as circulated.

**BM 4.3 Action Taken on the minutes of 3rd Meeting of Board of Management**

**BM 4.3.1** The Board noted the action taken on its decisions and approved the compliance. The action taken is placed at Annexure 2.
BM 4.4 To ratify the decisions taken by the Vice Chancellor

BM 4.4.1 The Registrar informed the Board that Dr Anandrup Roy, AP, CS resigned from the University w. e. f 14th July due to personal reasons; his stay in Kolkata was necessitated as his wife was unable to manage their new born child. Similarly, Ms Gaitri Kumari, TA, Management and Dr Pooja Mishra, AP, Management resigned wef 21.7.2018 and 1.8.2018, respectively due to personal reasons. Their resignations were accepted by the VC subject to ratification by the BOM. Following the acceptance of their resignation, these faculty were relieved as per the university rules.

BM 4.4.2 The Registrar further informed that new appointments in Management were to ensure that no class was left unattended. Accordingly, Dr Arvind Hans and Mr. Saifullah Khalid were offered appointments as Associate Professor, Management and Assistant Professor, Management, respectively. While Dr Arvind Hans had been working in BIT Muscat centre, Mr Khalid was with Zee University, Dehradun for quite some time. Similarly, Mr S.K. Prasad, Former General Manager, Coal India was appointed as Associate Professor, Mining. All the appointments were through duly constituted selection committees.

BM 4.4.3 The Registrar also informed that the University started BCom, M. Com and BA (English) Honours programmes on demand and to make sure that no class was left unattended, Mr Nitesh Kumar and Ms Neha Prakash were appointed as TA. Subsequently, the nomenclature TA was changed to Faculty Associate. He then proposed that the action taken by the VC be ratified.

BM 4.4.4 The BOM ratified the action taken by the Vice Chancellor.

BM 4.5 To note the minutes of the 5th and 6th Academic Council Meetings

BM 4.5.1 The Registrar informed the members that the meetings of the fifth and sixth Academic Councils were held on 11.10. 2018 and 18.12.2018, respectively in the University Campus. The minutes of the fifth meeting were circulated to the members and were placed at Annexure 3. The minutes of the sixth meeting were being tabled. He informed the Board that the following items were approved/noted by the Academic Council:
a) Minutes of the Research Council.
b) Decision of BOM for offer of programmes through ODL Mode
c) Recommendations of COO in respect of courses of CS
d) Syllabi for Course Work in Research Methodology and Computers in Research
e) Creation of Faculties of Health Science, Education, Agriculture and Law
f) Launch of B. Tech (CS, Mining, Mechanical), PhD (Education), Agriculture and Para-medical programmes
g) Strategy for offer of ODL programmes
h) Offer of short term vocational programmes with participation of industry
i) Conduct of Faculty Development Programme

BM 4.5.2. The Board noted the minutes of 5th and 6th Academic Councils.

BM 4.6 To Consider and Approve Code of Conduct and Job Description for Various Categories of Non-Academic Staff

BM 4.6.1 The Registrar informed the Board that it had approved Code of Conduct for teachers in its 2nd meeting and the same had been circulated to all concerned. Now it is proposed to draft Code of conduct and job description for non-teaching staff. The details are being worked out by him in consultation with other officials. It is hoped that strict application of the code of conduct should help in increasing efficiency of the staff and maintain better discipline among the students. The details shall be placed before the Board in a subsequent meeting.

BM 4.6.2 The Board opined that code of conduct for non-teaching staff should be developed asap. However, job description should have been given at the time of issuing appointment letters. In case it was not done earlier, it should be done now. With this suggestion, the Board approved the proposal.

BM 4.7 Any other matter with the permission of the Chair

No matter was discussed under this item

The meeting ended with vote of Thanks to the Chair.

Viplaw K. Pandey
Registrar, UMU and Member Secretary, BOM
Appendix 1

Minutes of the Third Meeting of BOM held on 22.6.2018

The Third Meeting of the Board of Management of Usha Martin University was held on 22.6.18 at the University Campus. The following members were present:

7. Prof. S.C. Garg, Vice Chancellor, Chair
8. Prof. L. N. Bhagat, Former Vice Chancellor, Ranchi University, Member
9. Prof. A. N. Jha, Director, BIT Extension Centre, Lalpur, Jharkhand, Member
10. Sh. R. D. Sahay, Former Joint Secretary, MHRD, New Delhi, Member
11. Prof. Madhulika Kaushik, PVC, UMU, Special Invitee
12. Dr. Viplaw K. Pandey, Registrar, UMU, Member Secretary

Prof. Gurdeep Singh, Department of environment IIT(ISM), Dhanbad expressed his inability due to pre-occupation. Since nomination of a member by MHRD, Jharkhand and UGC were not been received by the University, no Govt. nominee could be present.

BM 3.1 Chairman’s comments and welcome

At the outset, the Vice Chancellor extended a very warm and cordial welcome to all the members present on behalf of the University and on his own behalf. He said that he was highly grateful to all members for participating in the meeting and giving the benefit of their expertise. He then informed them that

1. Prof. Gurdeep Singh, Former Vice Chancellor Vinoba Bhave University and currently Professor Department of Environment, IIT(ISM) Dhanbad has been nominated on the BOM by the competent authority. However, he is not present today as he had to chair an international conference abroad.
2. A meeting of VC’s was convened by the Minister, Higher Education, Govt. of Jharkhand on 9.5.2018 and a report on the status of the University was presented. To the pointed query about land, it was informed that the University is in an advanced stage of negotiations. The Secretary then advised that the land papers should be deposited in the ministry within 3-6 months and thereafter the building should be constructed in the next six months so that the 2019 session could begin in the new campus in totality.

3. Our marketing team has been working enthusiastically under the guidance of Dr Pandey and we hope to enroll about 400 students in our programmes in 2018.

4. The University had to dispense with the services of Sh. Sant Sinha, who was initially given the responsibility of Campus Director (Diploma Programmes), in view of his long periods of absence to attend to prolonged illness of his wife and frequent health problems of his daughter.

5. As advised by the Academic Council, separate academic calendars have been drawn for new and old students. In fact, the academic session for 3rd semester students of all courses will begin from 16th July whereas for those of 1st semester students, the session will begin from 8th August and start with their orientation. The summer vacations for the Faculty have been adjusted accordingly.

6. To add to the academic profile of the University, new programmes such as BSc (AI&ML) as a modular programme with multiple entry and exit points, MA (Education), BCom, and MCom have been put on offer. These should promote skill development in the students. Though BEd (Special Education), LLB and BBALLB have also been announced, admissions shall be made only on receipt of approvals from respective National Statutory Bodies.

7. The M. Phil/PhD admissions for 2018 shall follow the standard UGC guideline. (This will actually be the second cohort; we enrolled only eight students in the first one last year.) The entrance test is scheduled for 24.6.18 and the successful candidates will be invited for interview subsequently.

8. The GOI and Go Jharkhand have been emphasizing on creation of facilities for vocational education and training. There have been several queries about the offer of vocational courses by the University. To meet this need, it is proposed to create the Faculty of Vocational Studies. To begin with, we may like to develop programmes in the area of Hospitality, Tourism, Taxation, and Cyber Security, etc. and add gradually.

9. While approving the leave policy of the University, provision for Earned leaves was made for all. While non-teaching staff in lieu of vacations was made. However, it is being
increasingly felt by the Management that no one should be entitled to encashment before
serving the University continuously for at least three years.

**BM 3.2**  The members appreciated the steps taken by the University to increase its visibility based
on sound principles of governance. They also highlighted the importance of the initiative
towards vocational education in the contemporary context but cautioned that as a private
university, UMU should take particular care in the offer of its research, BBA LLB and BEd
(Special Education) programmes.

The Chairman then requested Dr Viplaw K. Pandey, Member Secretary to present the
agenda items for the consideration of the Board.

**BM 3.2 Confirmation of Minutes of the Second BOM meeting**

**BM 3.2.1** Dr Pandey informed the Board that minutes of the second meeting of the BOM held on 9th
September, 2017 were circulated to all members and no comments were received within
15 days. A copy of these minutes is placed at Annexure 1. In summary, in its last
meeting, the Board

- Ratified the appointment of teaching faculty and approved the text of the letter to
  be issued to the staff.
- Advised that a similar letter be drafted for non-teaching staff and issued by the
  Registrar, with approval of the Vice Chancellor.
- Approved Performance Appraisal Policy for Teaching and Non-Teaching Staff.
- Noted the minutes of 3rd meeting of Academic Council.
- Advised that Action Taken be reported in Tabular form.

He then requested the Board to confirm the minutes.

**BM 3.2.2** The item for confirmation of the minutes was taken up by the Board and the minutes were
confirmed as circulated.

**BM 3.3 Matters arising from the Minutes**

**BM 3.3.1** No matter was raised under this item.

**BM 3.4 Action Taken on the minutes of 2nd Meeting of Board of Management**
BM 3.4.1 While approving the minutes of the second BOM meeting, the Board had advised that the Action Taken should be presented in tabular form. The Board noted with satisfaction that its direction has been followed and approved the compliance on the decisions taken in the last meeting. The action taken is placed at Annexure 2. On perusal of the Action Taken, the Board desired that extent of compliance should also be stated for posterity.

BM 3.5 To consider and approve the minutes of Selection Committees

BM 3.5.1 The Registrar informed the Board that the University advertised the positions of AP, Associate Professor and Professor in English, Computer Science, Management, Commerce, Economics, Engineering (Mechanical, Mining, Civil and Electrical) and Training cum Placement Officer on University website. The selection committees were held between 18.6.18 and 22.6.18 and every selection committee had at least one eminent external subject expert with VC in the Chair. Thereafter, he excused himself from the meeting for this item as he had also appeared in the interview for Professor, Commerce/Management. The Chair requested the PVC to place the recommendations of the Selection Committees for the consideration and approval of the board.

BM 3.5.2 PVC informed the Board that Selection Committees had recommended the following candidates for appointment on terms and conditions agreed to mutually:

1. Ms Amita Gupta Teaching Assistant (TA), English
2. Dr Prakash Chandra Panda Assistant Professor (AP), English
3. Ms Naghma Khatoon AP, Computer Science
4. Aya Bandyopadhyay AP, Computer Science
5. Dr Vinay Singh Associate Professor, Computer Science
6. Ms Gaitri Kumari TA, Management
7. Dr Viplaw Kishore Pandey Professor, Commerce/Management
8. Dr Nanda Shakti AP (Research)
9. Rajeev Kant TA, Mechanical Engineering
10. Manoj Kumar TA, Mining Engineering
11. Manish Kumar TA, Civil Engineering
12. Prasant Pranav TA, Computer Science
13. Ashutosh Kumar Workshop Incharge
14. Ms Priyanka Pallavi Training and Placement Officer
BM 3.5.3 The PVC also informed the Board that the Selection Committee for management also recommended the name of Dr Tarak Nath Saha as Associate Professor subject to his acceptance of salary offered to him. Dr Saha asked time but subsequently communicated his inability to join UMU.

BM 3.5.4 The PVC further informed the Board that Dr Vinay Singh, Controller of Examinations (I/C) had requested the University that he would like to be considered for an academic position in UMU, though he would continue to undertake current responsibilities. While acceding to his request, the Vice Chancellor recorded that the level of placement should be decided by a subject Selection-cum-Expert Committee. Since the University was conducting interviews, it was deemed appropriate to invite Dr Singh also for interview. The Selection cum Expert Committee has recommended that Dr. Singh be offered the position of Associate Professor in Computer Science. Similarly, Dr Viplaw Kishore also requested the VC that he be also considered for an equivalent academic position. Following the same argument, the VC referred his case before the selection committee and advised him accordingly. The Selection cum Expert Committee has recommended that Dr. Pandey be offered the position of Professor in the Faculty of Commerce and Management Science. Thereafter, the PVC proposed that recommendations of Selection Committees in respect of aforesaid appointments be approved.

BM 3.5.5 The Board appreciated the process used to recruit the faculty by the University and approved the appointments.

The Registrar joined the meeting after Item 3.5 had been transacted.

BM 3.6 To share the minutes of the Fourth meeting of Academic Council

BM 3.6.1 The Registrar informed the members that fourth meeting of the Academic Council was held on 27.3. 2018 at 2.30 pm in the University Campus. The Minutes of the Academic Council are placed at Annexure 3. In particular, the Council considered and approved the following items:

j) Minutes of the Research Council.

k) Offer of new Programmes B. Ed (Special Education) and LLB with the stipulation that approval of national statutory bodies be obtained and offer Bachelor’s programme in Artificial Intelligence and Machine Learning with multiple entry and exit points.
l) Separate Academic Calendars be drawn for First and Third Semester Students
m) University to enroll private candidates provided the existing UGC regulations do not prohibit it.
n) University may like to appoint adjunct faculty, particularly to promote research

**BM 3.6.2** The Board noted the minutes of the Academic Council.

**BM 3.7** To note the minutes of the Finance Committee

**BM 3.7.1** The Registrar informed the Committee that first meeting of the Finance Committee was held on 29.3.2018. The detailed minutes of the FC are placed at Annexure 4. In particular, it

- advised that steps be taken to realize the goal of self-sustainability in due course;
- reviewed the estimates of revenue and expenses for FY 2018-19 and advised that to meet unforeseen exigencies in future, the registration fee be hiked by 1k with effect from the next cycle of admissions;
- directed that the University should prepare detailed capital expenditure budget and the projected cash flow statement for the next five years and present the same in the next meeting of Finance committee;
- the bus fee be increased by Rs 250 with effect from August 2018 to partially off-set the deficit;
- agreed to increase the admission fee by 10% for the Academic year 2018-19; and
- advised that the University must conform to the provisions of Provident Fund as applicable to its employees immediately.

**BM 3.7.1** The Board noted the minutes of the Finance Committee.

**BM 3.8** To consider and approve creation of the Faculty of Vocational Studies

**BM 3.8.1** The Registrar informed the Board that the GOI and GO Jharkhand have been emphasizing on creation of facilities for vocational education and training so as to create entrepreneurs
and self-sustainability in the State. Moreover, there have been several queries about the offer of vocational courses by the University. To meet this need, it is proposed to create the Faculty of Vocational Studies. To begin with, we may like to develop programmes in the area of Hospitality, Tourism, Taxation, and Cyber Security, etc. He then requested the Board to approve the proposal.

**BM3.8.2** The item was considered in detail. The members appreciated the initiative of the University for developing accelerated employment opportunities for the local youth in diversified areas. While approving the proposal, the Board advised that the financial viability of the vocational streams must be assessed before venturing into a new area and that the quality of offerings should be at par with the best.

**BM 3.9 Any other matter with the approval of the Chair**

The meeting ended with vote of Thanks to the Chair.

Viplaw K. Pandey

Member Secretary
# Appendix 2

## Action Taken on the minutes of 3rd Meeting of Board of Management

<table>
<thead>
<tr>
<th>S. NO.</th>
<th>Item</th>
<th>Decision Taken</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Appointment of Teaching Faculty</td>
<td>Ratified the recommendations of selection committees</td>
<td>Letters issued to all concerned, including Placement and Training Officer</td>
</tr>
</tbody>
</table>
| 2A     | Minutes of 4<sup>th</sup> AC Meeting      | (i) Launch LLB and BEd (Special Education) after approval of statutory bodies  
       | To consider and approve new programmes for launch in 2018           | (i) Approval awaited                                                       |
|        |                                           | (ii) Specialisations in HR, Marketing and Finance be offered.      | (ii) Decision for offer specializations to MBA students Implemented as approved.  
<p>|        |                                           | (iii) Diploma in AI &amp; ML to be launched                            | (iii) No student sought admission in AI &amp; ML                                 |
|        | To consider academic Calendars for the two semesters of 2018-19 | Separate academic calendars be implemented for old and new students. | Academic calendar for 3&lt;sup&gt;rd&lt;/sup&gt; semester students implemented with effect from 16&lt;sup&gt;th&lt;/sup&gt; July whereas for 1&lt;sup&gt;st&lt;/sup&gt; semester students, calendar was implemented with effect from 8.8.18 |
|        | Any Other matter with permission of Chair | (i) Open enrollment for private students, provided the existing UGC regulations do not prohibit it. | (i) VC and PVC personally visited UGC Office in New Delhi and met Additional Secretary. They were informed that UGC does not allow any university |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>2B</td>
<td><strong>Minutes of 5th AC Meeting</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>To note the decision of BOM for offer of programmes through ODL Mode</td>
<td>Noted the decision of BOM</td>
</tr>
<tr>
<td></td>
<td>The decision has been communicated to the UGC for consideration and approval of offer of MBA, M. Com, BBA, BCom and English (H) through distance mode.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To consider academic Calendars for the two semesters of 2018-19</td>
<td>Separate academic calendars be implemented for old and new students.</td>
</tr>
<tr>
<td></td>
<td>Academic calendar for 3rd semester students implemented with effect from 16th July whereas for 1st semester students, calendar was implemented with effect from 8.8.18</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any Other matter with permission of Chair</td>
<td>(i) Open enrollment for private students, provided the existing UGC regulations do not prohibit it.</td>
</tr>
<tr>
<td></td>
<td>(i) VC and PVC personally visited UGC Office in New Delhi and met Additional Secretary. They were informed that UGC does not allow any university to enroll private candidate. So no action taken</td>
<td></td>
</tr>
<tr>
<td>(ii) appointment of adjunct faculty at senior level</td>
<td>(ii) Noted for action when considered appropriate</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 3

Minutes of the Fifth Meeting of the Academic Council of Usha Martin University held on 11.10 2018

The fifth meeting of the Academic Council of Usha Martin University was held on 11.10 2018 at 3 pm in the University Campus. The following members were present:

1. Prof. S. C. Garg, Vice Chancellor, UMU – Chair
2. Prof. Vandana Bhattacharjee, BIT Mesra, Ranchi, Member
3. Prof. Madhulika Kaushik, PVC, UMU
4. Dr Vinay Singh, Associate Prof., UMU
5. Dr. Arvind Hans, Associate Prof., UMU
6. Dr Anupma Verma, AP., UMU
7. Sh. Abhishek Pandey, AP, UMU
8. Prof. Viplaw K. Pandey, Registrar, Member Secretary

Prof. L. N. Bhagat, Prof. S. Chaudhari, Dr Sharmista Roy, A.P., UMU and Sh. Abhishek Pandey, AP, UMU could not attend the meeting due to prior engagements.

AC.5.1 Chairman’s comments and welcome

At the outset, Prof. S. C. Garg, Vice Chancellor, extended a very warm and cordial welcome to all present on behalf of the University and on his own behalf. He expressed his gratefulness to the members for sparing their time and giving us the benefit of their experience and expertise. He felt assured that with their continued support, we would succeed in our 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. Before I request the Registrar to present the Agenda Items, I would like to inform you that in the last academic session, AC met four times and RC met once each. The second meeting of RC was held on 27.7.18. I would like to share with you all the academic developments since the last meeting.

- Spandana Sphoorty Financial Limited visited the Campus on 5.10.18 and conducted placement interviews. Three of our MBA students have been successful in getting final placement as Branch managers for the Jharkhand zone. On behalf of the University and on my own behalf, I would like to congratulate them, the
Placement Officer and the Registrar, under whose guidance the entire exercise was undertaken.

- UMU has been conferred awards of the best upcoming university and the most innovative university of East India.

- **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. He was informed by the VC that the management has signed an agreement for 31.6 acre land in Narayan Soso. The process of getting the land registered in the name of the University should be completed by October-end. It is hoped that construction of buildings will begin by end of 2018 and we should start our 2019 session in our own buildings. The Secretary also inquired about the programmes offered by the University in general and PhD programme in particular. The VC informed the Secretary about exact details in that 22 research scholars had joined the PhD programme of UMU in 2018 (Management 12, Computer Science 4, Commerce 3, Physics, Mathematics and English one each.) and as required by 2016 regulations of UGC, every scholar has been assigned an internal Supervisor.

**Commencement of the 2nd Academic Session:** The 2nd Academic session at UMU for 3rd semester students commenced from 16th July, 2018, whereas Academic session for 1st semester commenced on 8th August, 2018. (All other private universities in the state have scheduled their academic session to commence in September. We have matched our 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 old students was done by Prof. Viplaw Kishore Pandey, the new students were addressed by the VC and respective discipline teachers. The queries of the parents of new students were responded to by the Registrar. I am happy to inform you that in 2018, 305 (283+22) students enrolled till 30.9.18 with an impressive growth rate of about 40%.

The Vice Chancellor emphasized the need to comply with the requirement of 70% attendance put by the UGC to be eligible for taking midterm and end-semester examinations. The anti-ragging measures taken by the University made sure that new
students were not harassed. As far as diversification of the academic profile of the University is concerned, we have taken several initiatives. Some of these include

- Our University has added BCom, MCO, BA (English) Hons and PhD programmes to the earlier bouquet of programmes.

- The research scholars who joined in the first cohort have submitted their research proposals, which are being examined by the Departmental Committees of overseers. Moreover, their term-end examination for Research Methodology paper was held on 15th September.

- The Research Council of the University had advised that every scholar should be asked to submit progress report every six month. The Controller of Examinations has been tasked with developing the format of the same.

- **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. One AP (Management) resigned in September to join Sarla Birla University. Their resignations were accepted by the Vice Chancellor subject to ratification by the BOM.

  With the addition of a new batch and introduction of specializations in MBA and Diploma programmes, it became 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. Appointment of One Professor, three Associate Professors, four Assistant Professors and four Faculty Associates was approved by the BOM in its last meeting. As of now, we have 10 full time PhD faculty members at different levels (Professor 1, Associate Professors 3 and Assistant Professors 6) and another AP is waiting for the award. All other faculty members are enrolled in PhD programme of BIT or Ranchi University. They have cleared their course work and the research work is at different stages of completion.

- Our full time faculty of 16 is supported by eight visiting scholars. (In 2017-18, we had eight full time and four visiting faculties.) In case UGC accords approval to our proposal for offering distance education programmes, we might have to go for another round of recruitment.
- **Training and Placement Officer:** We are aware that placement of our final year MBA and MCA students will 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 can impress in group discussions as well as one-to-one interactions with employer representatives. To accomplish this task, the University has appointed Training and Placement Officer, who has considerable experience and excellent network of employer groups.

- **Creation of additional infrastructure:** One workshop and four additional rooms have been created on the campus. All lectures rooms now have facilities for A/V presentation and the campus gives the feel of technology enabled institution. The University has hired one floor in a new building known as Knowledge Centre and would soon shift its city office. Moreover, we wish to use additional space for holding classes for Research Methodology and Computers in Research for PhD scholars, apart from B. Com, M. Com and BA(English) Hons.

- **Development of Learning Management System:** The University has developed LMS system to promote ICT enabled education. Students as well as faculty would be trained to share all learning resources and interact among themselves.

- **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 should be implemented as a mandatory requirement. The University management has approved payment of PF and the details are being worked out. As for increments, a raise ranging from 4.5 to 6k was awarded to the teaching staff.

Thereafter, the Vice Chancellor requested the Registrar to present the agenda items. The Council then took the agenda items for its consideration.

**AC.5.2 To confirm the minutes of the Fourth meeting of Academic Council and matters arising out of minutes**

**AC 5.2.1** Prof. Pandey, Registrar, informed the Council that the minutes of Fourth meeting of the Academic Council held on 27.3.2018 were circulated to all members soon after and are placed at Annexure 1. No comments were received from any member after circulation of the
minutes. In view of the decision taken in the last meeting, he requested the members that the minutes may be deemed to have been confirmed as circulated.

He then invited members to raise any matter arising out of the minutes for the betterment of the University and its stakeholders.

**AC 5.2.2** The Council approved the minutes as circulated. No issue was raised under matters arising out of minutes.

**AC.5.3** Action Taken Report

The AC perused the action taken (Annexure 2) and expressed satisfaction on compliance of its decisions.

**AC.5.4** To note the minutes of the Research Council

**AC.5.4.1** The Registrar informed the Academic Council that the University conducted its second entrance test for the PhD and M. Phil programmes on 24.6.18 for admission in management, computers, commerce, physics, English and mathematics. The candidates qualifying the admission test were invited for an interview discipline-wise. The interviews of candidates qualifying the admission test as per UGC guidelines adopted by the University were conducted with the support of eminent subject experts. The Research Council approved the list of twenty five candidates (Management 13, Commerce 4 and Computer Science 5, physics, 1, mathematics1, English 1) for admission to the research degree programmes. Of them, twenty two candidates have joined (Management 12, Commerce 3 and Computer Science 4, physics, 1, mathematics1, English 1) and orientation programme for them was held on 15.9.18. All research scholars were informed that every candidate has to submit six monthly progress report. The minutes of the Research Council are placed at Annexure 3.

**AC.5.4.2** The item was taken up for discussion. The Academic Council noted that the no. of scholars seeking admission in the PhD programme of the University has diversified horizontally as well as vertically and appreciated the University for the same.
AC.5.5 To note the decision of BOM for offer of programmes through ODL Mode

AC 5.5.1 The Registrar informed the Council that while considering the proposal for admitting private candidates in its last meeting, the AC had advised that UMU should do so only if UGC permitted it. While placing the action taken on the decisions of the last meeting, it has been reported that UGC prohibited such enrollments and the University did not proceed further. But recently, UGC has decided that private universities could seek its approval to offer through the ODL mode only those programmes which they offer in the F2F mode. This decision seems to be guided by the consideration of improving GER in higher education. Accordingly, the BOM resolved by circulation to take all possible steps for seeking approval of DEB, UGC for offer of MBA, BBA, M.Com, B.Com and B.A(Hons) English. The Academic Council further approved by circulation the PPRs and strategy for development of SLMs for these programmes so that the same could be used for the purpose of application for approval of Distance Education Bureau, UGC for offering these programmes through the ODL mode for the period 2018-19. The University submitted its application on 4.10.18 (The last date for submitting application was 5.10.18.)

AC.5.5.2 The Academic Council noted the decision of BOM while reaffirmed its own decision.

AC.5.6 To consider the recommendations of COO in respect of courses of CS

AC 5.6.1 The Registrar informed the Council that the University began to offer BCA and MCA programmes w. e. f the academic year 2017-18. In its first meeting held on 19.4.17, the AC had decided to adopt CBCS system for offer of various programmes. However, the UGC document provides window for up to 30% change either to customize a programme for local context or meet contemporary requirements. Since changes in computer education are taking place very rapidly, the faculty of the University considered it prudent to make these programmes more relevant in present day context. To incorporate changes, the VC constituted a Committee of Overseers, which has suggested changes in the syllabi of BCA as well as MCA programmes. These are highlighted in Annexure 3 and 4, respectively of Agenda papers.
AC 5.6.2 The item was discussed in detail and approved as such. It is placed at Annexure 4 and 5.

AC 5.7 To consider and approve the Syllabi for Course Work in Research Methodology and Computers in Research

AC 5.7.1 The Registrar informed the Council that the University began to offer M.Phil / PhD programmes in 2017 and eight research scholars were enrolled in the first cohort. The course work on Research methodology was transacted as per UGC guidelines and the contents are appended in Annexure 6 for perusal and approval of the AC. He further informed that in the second cohort admitted in August 2018, the course work on RM and Computers in Research is on offer and the syllabus for the latter is also placed at Annexure 6. He requested the Academic Council to approve the syllabi of the proposed courses.

AC 5.7.1 The Academic Council discussed the course contents in detail and approved these as proposed.

AC 5.8 Any other matter with the permission of Chair

No matter was taken up under this item.

The meeting ended with vote of thanks to the Chair.

Prof. Viplaw Kishore Pandey
Registrar and Member Secretary
USHA MARTIN UNIVERSITY

Minutes of the Sixth Meeting of the Academic Council of Usha Martin University held on 18.12. 2018

The sixth meeting of the Academic Council of Usha Martin University was held on 18.12. 2018 at 3 pm in the University Campus. The following members were present:

9. Prof. S. C. Garg, Vice Chancellor, UMU – Chair
10. Prof. L. N. Bhagat, Former VC, Ranchi University,
11. Prof. Vandana Bhattacharjee, BIT Mesra, Ranchi, Member
12. Prof. S. Chaudhari, St Xavier College, Ranchi
13. Prof. Madhulika Kaushik, PVC, UMU
14. Dr. Vinay Singh, Associate Prof., UMU
15. Dr. Arvind Hans, Associate Prof., UMU
16. Dr. Sharmista Roy, A.P., UMU
17. Dr. Anupma Verma, AP., UMU
18. Dr. Abhishek Pandey, AP, UMU
19. Prof. Viplaw K. Pandey, Registrar, Member Secretary

could not attend the meeting due to prior engagements.

AC.6.1 Welcome and Information Sharing by the Chairman

At the outset, Prof. S. C. Garg, Vice Chancellor, extended a very warm and cordial welcome to all present on behalf of the University and on his own behalf. He expressed his gratefulness to the external members for sparing their valuable time from their busy schedules and giving us the benefit of their experience and expertise. He felt assured that with their continued support, UMU would succeed in its mission of providing high quality inclusive education at affordable cost to all in the state of Jharkhand, help reverse the process of brain drain and supplement the efforts of MHRD, Jharkhand in increasing the GER in higher education. Before requesting the Registrar to present the Agenda Items, he informed members that this is third meeting of academic council in this academic session,
though RC could meet only once on 27.7.18 to consider and approve the recommendations of selection committees for admission in the PhD programme.

Thereafter, he shared various academic developments in the University since the last meeting.

- The Chancellor visited the University on 3.12.18 and interacted with the faculty as well as the students. He was happy to learn that the strength of the University was its dynamic and highly qualified Faculty, who believe in imparting high quality education and devote themselves with full enthusiasm in academic as well as co-curricular activities.

- The outcomes of placement interviews conducted so far have very encouraging; four of our MBA students have successfully been selected as Branch managers for the Jharkhand zone and another four would like to join their own businesses. The University has constituted Placement Committee comprising Academic Faculty, Training and Placement Officer under the Chairmanship of the Registrar. The Committee will discuss and evolve strategies for 100% placements of 4th Semester student and internship of 2nd semester students.

- In the last meeting of VCs of private universities with the Secretary, MHRD, Jharkhand: MHRD, Govt. of Jharkhand held on 10th August, 2018, the VC had informed that the University management had signed an agreement for 31.6 acre land in Narayan Soso. The process of getting the land registered in the name of the University has now been completed and the mutation process is in progress. It is hoped that groundbreaking ceremony for construction of buildings has as of now been scheduled for 18th January so that we start our 2019 session in our own new campus. We would like to all of you to grace the occasion and I request you to please keep this day free for UMU. The exact details shall be communicated in due course.

- As far as diversification of the academic profile of the University is concerned, we propose to add B. Tech (CS, Mining and Mechanical), PhD (Education) and a few health and agriculture science programmes to the existing bouquet of 17 programmes at undergraduate, post-graduate and PhD level strictly in compliance with the regulations of national statutory bodies.

- The research scholars who joined in the first cohort appeared in the end of semester examinations on 15th September, whereas classes of the second cohort for course work began in August, 2018 and they are scheduled to appear in end semester examinations in December, 2018. The students of first cohort have recently presented the progress of their work and made presentations with the VC/PVC in the Chair. A research Scholar of
Dr Vinay Singh has published his first research paper. On my own behalf and on behalf of the AC, I propose to congratulate the Scholar as well as Dr Singh. To ensure quality and monitor progress of work, the University has made submission of six monthly progress reports mandatory and the same has been duly impressed on all scholars. We would soon constitute doctoral research committees for each student. Since two faculty members resigned in the beginning of this semester, their students are being reassigned to other teachers.

- Some teachers of the University have been approached by other sister organisations in Ranchi to take classes as visiting faculty. The VC had accorded in principle approval, subject to approval by the AC and BOM. It is proposed to draft guidelines for undertaking such assignments.

- **Addition of Core faculty:** Due to increased no. of programmes and specialisations within some programmes, we had recruit a few full time teaching faculty members: Ms Neha Prakash in Commerce, Ms Nitesh Kumar in Economics, Mr Mustafa Khalid in management and Dr Kumari Jyotsna in Mathematics.

As of now, we have 11 full time PhD faculty members at different levels (Professor 1, Associate Professors 3 and Assistant Professors 7). In fact, one AP has been recently awarded PhD in Physics; five in all in this academic year. All other faculty members are enrolled in PhD programme of BIT or Ranchi University. They have cleared their course work and the research work is at different stages of completion.

- **Development of Learning Management System:** The University is developing LMS system to promote ICT enabled education and training programme for the faculty was conducted on 30th November and 1st December by an expert from New Delhi under the guidance of Prof. Madhulika Kaushik, PVC.

- **Annual Raise:** The Finance Committee had in its meeting highlighted the importance of attaining self-sustainability without compromising quality of education and welfare of all teaching and non-teaching employees. The median of annual raise this year was in the range 4.5k to 6k. However, those charges with dual responsibilities were compensated with higher raise.

Thereafter, the Vice Chancellor invited suggestions from the members and then requested the Registrar to present the agenda items. The Council then took the agenda items one by one for its consideration.
AC.6.2  To confirm the minutes of the Fifth meeting of Academic Council and matters arising out of minutes

AC 6.2.1  Prof. V. K. Pandey, Registrar, informed the Council that the minutes of Fifth meeting of the Academic Council held on 11.10.18 were circulated to all members soon after and are placed at Annexure 1. One of the members from CS faculty, UMU informed the Chair that the suggestions of the AC about their courses are not reflected in the minutes. The Chair communicated the points which were inadvertently left out and suggested that the faculty should discuss these and report the Action taken for the consideration of the members. With the inclusion of these comments, the minutes may be confirmed.

He then invited members to raise any matter arising out of the minutes for the betterment of the University and its stakeholders.

AC 6.2.2  The Council approved the minutes after deliberating on the suggested changes.

AC 6.2.3  No issue was raised under matters arising out of minutes.

AC 6.3  Action Taken Report

The AC perused the action taken (Annexure 2) and expressed satisfaction on compliance of its decisions.

AC 6.4  To consider and Approve Creation of Faculties of Health Science, Education, Agriculture and Law

AC 6.4.1  The Registrar informed that while approving the offer of professional programmes such as LLB and B. Ed (Special Education) in its fourth meeting held in March 2018, the Academic Council had advised strict adherence to provisions of national statutory bodies. Accordingly, the University administration applied for approval of these programmes. While the process is still on, it is considered prudent to create Faculty of Law, Faculty of Education and Faculty of Health Sciences so that such programmes could be suitably located as and when approved and appointments made accordingly. He proposed that Faculty of Law, Faculty of Education and Faculty of Health Sciences be created in the University.
AC 6.4.2 The Council appreciated that the University Administration was conducting itself as per the rule book, even when the question of expansion and addition of new programmes arises. It approved creation of the Faculty of Law, Faculty of Education and Faculty of Health Sciences in the University.

AC 6.5 To consider and approve the proposal for launch of B. Tech (CS, Mining, Mechanical), PhD (Education), Agriculture and Para-medical programmes

AC 6.5.1 The Registrar informed the Council that under the guidance of its Statutory bodies, the University has been expanding in terms of enrollments and programme offerings. For instance, the University enrolled about 300 students in its programmes such as MBA, M.Com, MCA, BBA, BCA, BCom, English (H), Diploma (CS, Mining, Mechanical, Civil and Electrical) and PhD programmes in Management, Computer Science, Mathematics, Commerce, Physics and English. Now that the University has acquired 28 acre land in Angada and construction of new campus is about to begin, it is proposed to upgrade offerings in Engineering to B. Tech in CS, Mining and Mechanical Engineering, once requisite infrastructure has been put in place. Moreover, in the last cycle of PhD admissions made in July 2018, there was huge demand for PhD in Education. To cater to such people, it would be desirable to offer these programmes for a pro-active institution such as UMU. Similarly, in a new state inhabited predominantly by SC/ST population, it is extremely important to start Para-medical education programmes in health services. Also, being a predominantly agrarian society, it is important to create opportunities for agriculture education. The details shall be worked out by the expert committees and the recommendations shall be placed before the Council for further guidance.

AC 6.5.2 The Council deliberated the issue in detail and approved the proposal for launch of PhD programme as well as Para-medical and agriculture programmes after due diligence.

AC 6.6 To consider and approve the strategy for offer of ODL programmes

AC 6.6.1 The Registrar informed the Council that In its last meeting, the Academic Council noted the decision of the BOM that all possible legal steps be taken for seeking approval of DEB (UGC) for offer of MBA, BBA, M.Com, B.Com and B.A(Hons) English programmes through the distance mode. This would help diversify visibility of the University, apart from empowering and enlightening the educationally marginalized and deprived people of the state of
Jharkhand. The Academic Council had also approved by circulation the Project Proposal Reports. The application was filed on 4.10.18 and some clarifications were sought on 10.11.18. The same have been provided and the approval is awaited.

AC 6.6.2 Prof. Pandey further informed that experience tells that DEB should invite the University for F2F defense of the proposal with enquiries about the availability of SLMs. As such, development of SLMs for these programmes would be quite time consuming, it is proposed that initially, the University should enter into MOU with some agency/publisher/institution(s) for acquiring good quality materials. In the meantime, the process for developing these materials on the basis of OERs and MOOCs would be initiated because development of self-instructional print materials would be very time consuming. With this in mind, the University is training its faculty in Learning Management System and uploading materials on the Moodle platform, so that entire learning support could be technology supported.

AC 6.6.3 The Academic Council deliberated the issue in detail and advised that MOU should be entered into with UGC recognised agency/publisher/institution(s) and that too for the period till the University develops its own materials. As a strategy, this would facilitate the University to be self-sustainable.

AC 6.7 To consider and approve offer of short term vocational programmes with participation of industry

AC 6.7.1 The Registrar informed the Board that In the highly dynamic times that we live in, there is need for both academics and professionals to continuously upgrade their knowledge in order to increase productivity and remain relevant to their respective work arenas. He highlighted the fast emerging fields like AI and Machine learning and their resultant impact on the world of work as well as the world of learning, developments like 3D printing and IOT, which are bringing about irreversible changes to not only the manufacturing sector but also the entire SCM industry.

AC 6.7.2 The Registrar further emphasized that a dynamic and proactive learning organisation such as UMU should be able to plug the identified knowledge and skill gaps in the academic provisions and impart competencies required by its academic staff for the world of work in the 21st century. The University considers it prudent to develop some focused short term courses aimed at identified gap areas like AI and ML, Learning Analytics, critical thinking and problem solving, working in teams, leadership skills and more applied areas like personal finance,
digital marketing, solar energy as alternative energy source, time management, managing work-life balance and stress management, etc.

AC 6.7.3 The Registrar proposed to offer two short courses in each semester, based on the emerging interest and available expertise. Such short courses of one to two week duration shall be offered in the evening on part time basis in face to face mode by involving highly experienced faculty/professionals from the related fields as resource persons. Their delivery mode would be supported by scaffolding of technology enabled learner support.

AC 6.7.4 The Board approved the proposal.

AC 6.8 To Consider and Approve Conduct of Faculty Development Programmes

AC 6.8.1 The Registrar highlighted that every higher education institution has to do something definitive about re-equipping its academic faculty with the much required competencies needed by the changing realities in the world of teaching-learning, learner assessment, outcome based learning and so on. With this understanding, UMU would like to offer for its own faculty as well as academic faculties of other HEIs in the region, at least one faculty development programme in each semester on the following felt gaps

1. Technology supported new pedagogies
2. Using Open education resources in teaching-learning
3. Managing learner engagement and learner support
4. Outcome based learner assessment- Design and use
5. Academic writing/ Case writing
6. Using cases in teaching and learning

AC 6.8.2 The Registrar informed the Board that UMU would like to bring together eminent experts as resource persons and hold these programmes in the workshop mode. By so doing, the University would ensure both sharing of expertise and practical hands on work through individual and group work.

AC 6.8.3 The Board liked the idea and appreciated the lead taken by the University.
AC.6.9 Any other matter with the permission of Chair

No matter was discussed under this item

The meeting ended with vote of thanks to the Chair.

Prof. Viplaw Kishore Pandey
Registrar, UMU and Member Secretary