

A meeting of all the Deans, Heads, and Directors as per the notice Memo no: VBU/RO/1009/2014/Vol-II/R/1743/22 dt: 28/6/2022 was held on 29/6/2022 in the V.C's Conference Hall, Samrat Ashok Bhawan from 12.00 Noon under the Chairmanship of Hon'ble Vice Chancellor VBU, Hazarebag.

Agenda: Deliberation on NAAC requirements utilization of One lac advance amount for NAAC (2nd Cycle) preparation, Academic audit, conduct of Regular meetings & records.

Following were present:

Prof. (Dr.) M.N. Deo - Vice Chancellor *M.N. Deo 29/06/22*
Dean (Humanities) - *B.R. Singh 29/06/22*
Dean (Science) - *Rajesh 29/06/22*
Dean (Social Science)
Dean (Commerce) *M.A.P. 29/06/22*
Head of Department, Anthropology
Head of Department, Botany *for Anil 29.6.22*
Head of Department, Chemistry *Shreyas 29/06/2022*
Head of department, Physics *Dr. 29/6*
Head of department, Commerce *M.A.P. 29/06/22*
Head of department, Economics *Chand 29/06/22*
Head of department, Hindi *Dr. 29/06/2022*
Head of department, English - *S. S. 29/6/22*
Head of department, Geography *Dr. 29/06/22*
Head of department, Geology - *Dr. 29.6.22*
Head of department, History - *Akshay 29/06/22*
Head of department, Home Science *M. S. 29/06/22*

Head of department Mathematics - P.K. Munkhi 29.06.22
 Head of department, Philosophy Sbu 29.6.22
 Head of department, Political Science Anum 29.06.22
 Head of department, Psychology + 29/6/22
 Head of department, Sanskrit Pathak 29.6.22
 Head of department, Urdu 29/6/22
 Head of department, Zoology - Ojha 29/6/22
 Director, CND
 Director, TRL - 29/6/22
 Director, M.Ed. Pant 29/06/22
 Director, MBA 29.6.22
 Director, Physiotherapy 29/06/22
 Director, DLIS Ojha 29/6/22
 Director, Bio-Technology 29/06/22
 Director M.C.A. Paul 29.6.22
 Director UCET Kaha 29.06.2022
 Director U.C. Meher 29/6/22
 Financial Advisor (SPP. Institute) 25/6/22
 Finance officer (") 29.6.22
 Registrar (") 29.6
 Director (IQAC, VBU) 29.6.2022
 NAAC Coordinator (") 29/6/22

Minutes of the Meeting of Deans, Heads and Directors Held on 29 June 2022

Venue: Vice Chancellor's Conference Hall

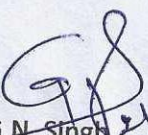
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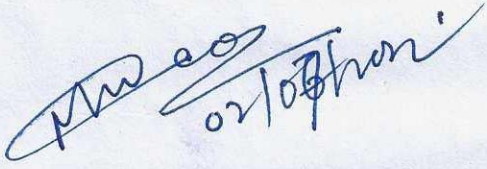
The meeting commenced with the welcome address by the Vice Chancellor cum chairman followed by the discussion of the agenda proposed for the meeting.

After the discussion and deliberation on agenda proposed for the meeting concerning NAAC (2nd Cycle), the officials with the consent of Vice Chancellor, unanimously resolved the following:

1. The officials unanimously confirmed the minutes of the meeting held on 12.05.2022.
2. A meeting of Heads, Directors & Deans should be regularly held once in a week/once in three days.
3. NAAC related proposals submitted from the departments should be student centric.
4. NAAC related purchase of a single item costing upto 10,000 could be done by the department with proper justification supported by 3 quotations.
5. For purchases costing more than rupees 10,000/- there should be a proposal with 3 quotations and status description with justification.
6. Soon after the expenditure of fund/amount drawn, settlement should be done within a month.
7. Expenditure of the advance of one lac should be done solely for the purpose of NAAC after the formal approval.
8. To increase the frequency of library visits of teachers and students, each department should allot library hours in the department time table.
9. Students should be directed to increase the number of downloads of relevant study materials to ensure the use of digital platforms.
10. Each department should fix an office notice board to display official notices/circulars to ensure the follow up of assigned tasks.
11. Each university department should display the code of conduct for students in the appropriate place
12. For each instrument/equipment/machine in the labs/offices, SOP(systematic operational procedure)) should essentially be displayed for proper handling.
13. Each department should improve the house keeping of labs/libraries by sticking a list of names of things kept in the cupboards/racks and labelling the cupboards/racks with a list of chemicals stored in them.
14. Computer operators would be posted in the ratio of 1 is to 2 or 3 divisions of the different blocks of the university buildings as per availability.

The meeting ended with the vote of thanks by Dr. Ganga Nand Singh, coordinator NAAC to all the officials for their cooperation and support.


Dr. G.N. Singh 27/7/2022
Coordinator NAAC
VBU, Hazaribag


Vice Chancellor cum Chairman (IQAC)
VBU, Hazarabag