



Proceedings/Minutes of the 2nd Academic Staff Meeting -18th July 2025

YBN University Ranchi, Jharkhand

The 2nd Academic Staff Meeting of the YBN University, Ranchi was held on 18th July 2025 at 12:00 Noon in the meeting hall of the University with Prof. (Dr.) Satyadeo Poddar, Hon'ble Vice-Chancellor in the chair.

The following members are present in the meeting:

S. No.	Name of the Members present	Member Category
1.	Prof.(Dr.) Satyadeo Poddar, Hon'ble Vice- Chancellor YBNU	Chairperson
2.	Prof.(Dr.) S.P.Yadav, Pro-Vice- Chancellor, YBNU	Member
3.	Prof.(Dr.) Shree Raman Dubey, Registrar, YBNU, Ranchi	Member
4.	Dr. Arpana Sharma, Dean Academics YBNU	Convener
5.	Dr. Shrawan Kumar Singh, COE	Member
6.	Dr. Ashish Sarkar, DIR. IQAC, Dean School of Pharmacy	Member
7.	Dr. Kamal Kant Patra, Dean R&D/Asst. Registrar (Academics)	Member
8.	Dr. Arti Gupta, DSW (I/C) & HoD English, SoAH	Member
9.	Dr. Shammikesh Roy, Dean School of Legal Studies	Member
10.	Dr. Asha Mishra, Dean School of Science	Member
11.	Dr. Susmita Mohapatra, Dean School of Arts & Humanity	Member
12.	Dr. Gholam Mursaline Ansari, Dean School of Computer Science &IT	Member
13.	Dr. Kailash Nath Singh, Vice-Principal YBNCET	Member
14.	Er. Kaushal Kishor ,Dean (I/C) SET	Member
15.	Dr. Abha Nutan Kujur HoD, SoAS	Member

Contd.

S. No.	Name of the Members present	Member Category
16.	Dr. Sanjay Kumar HoD Hindi	Member
17.	Dr. Rashmi Raikumar	Member
18.	Dr. Mukta Prasad	Member
19.	Dr. Rachna Kumari	Member
20.	Dr. Amita Kumari	Member
21.	Dr. Rupa Sinha HoD	Member
22.	Dr. Pappu Kumar (PT)	Member
23.	Dr. Md. Shahid HoD Chemistry	Member
24.	Dr. Bipin kishor Lakra	Member
25.	Dr. Sanjoy Das	Member
26.	Dr. Ramji Singh	Member
27.	Dr. Madhumanti	Member
28.	Dr. Bijaya Birua	Member
29.	Dr. Dhruv Kumar Singh, HoD Maths	Member
30.	Dr. Subhasish Sinha	Member
31.	Ms. Afrin Alam School of Pharmacy	Member
32.	Mrs. Sapna Keshri, YBN School of Pharmacy	Member
33.	Ms. Manshi Mishra	Member
34.	Ms. Sunita Ekka, Coordinator MKI	Member
35.	Er. Kumari Vinita HoD , ECE, SET	Member
36.	Mr. Sashi Shankar	Member
37.	Ms. Asha Puran	Member



YBN UNIVERSITY

Established by the Act of Government of Jharkhand Act 15, 2017
Gazette Notification No. 505, Dated 17th July 2017
As per Section 2(f) of UGC Act. 1956

At the very outset, the Vice-Chancellor extended a warm welcome to all the Members of the Academic Staff meeting and highlighted the importance of their academic activities during the running odd semester for the Academic year 2025-26.

Thereafter, the Dean Academics, convener had presented the agenda items before the meeting for deliberation. After extensive discussions and deliberations, the following decisions were taken by the Academic fraternities:

AGENDA No. 01	Discussion on the review of the admissions, progress of academic programs of odd semesters (3 rd , 5 th & 7 th) started in various departments of the University from 7 th July 2025 and planning & monitoring of academic activities.
Discussion	<p>The overall discussion has divided into following points:</p> <ol style="list-style-type: none">1. Admissions Update:<ul style="list-style-type: none">Admissions for the academic year 2025–26 have been progressing smoothly.All departments were instructed to complete admission formalities for odd semesters as per the academic calendar of 2025-26 which had been already circulated to the respective schools/Colleges.Deans/HODs were asked to ensure proper documentation and verification.2. Academic Programs Commencement:<ul style="list-style-type: none">Classes for 3rd, 5th, and 7th semesters officially commenced from 7th July 2025.Most departments have begun academic activities as per the academic calendar.Departments were reminded to circulate class timetables and submit to the Dean Academics office.Faculties having additional administrative responsibilities will take their classes at first75% attendance within a semester is compulsory, students having attendance below 75% will be not allowed to appear in the end semester.Extra classes will be provided to students to bring their attendance up to 60% and with some amount of fee they will be allowed to appear at the end semester examinations.There will be two internal assessment examinations before the end semester. 40% of the syllabus will be covered before 1st Internal Assessment. It will be based on written test /viva/presentation/Assignments/MCQs etc.as per the need.

	<ul style="list-style-type: none"> Students who do not pass with 40% marks in the internal assessment will not be allowed to appear in the semester end examination. Total marks of the mid - term will be calculated by the average of 1st & 2nd Internal assessment and submitted to the examination section. Mentor - Mentee relationship with the students who get less marks will be followed regularly in order to improve their academic activities. IQAC will monitor and take the report to know whether the students are in continuous progress and the marks of the students have increased in the succeeding exams.
Resolution	The Vice Chancellor emphasized the importance of maintaining academic quality and timely curriculum delivery. All departments were directed to ensure that the academic programs are conducted as per UGC/University guidelines.
AGENDA No. 02	Planning and Smooth Initiation of the Ph.D. Program – Academic Year 2025–26
Discussion	<p>The overall discussion has divided into following points</p> <ol style="list-style-type: none"> Admissions Update: <ul style="list-style-type: none"> Admissions for the academic year 2025–26 have been progressing smoothly. All departments were instructed to complete admission formalities for odd semesters as per the academic calendar of 2025-26 which had been already circulated to the respective schools/Colleges. Some tentative dates are decided: <ul style="list-style-type: none"> Application for the admission: from 19th July 2025, Deadline for application/Fee deposition: 5th August 2025 Date of Entrance test: 12th August 2025 Information regarding seat vacancy subject wise and preference for NET/NTE and YBNU –RET will be available in the University website. After the result of YBN University Test, the candidate will apply for Ph.D. admission in the concerned department After completing coursework and its examination the students will contact to the concerned departments for registration. HODs were asked to ensure proper documentation and verification and have to declare the vacant seats of the departments for Professor, Associate Professor and Assistant Professor (8:6:4/as per the UGC guidelines) and it will be uploaded on the website also. Coursework and Research Guidelines: <ol style="list-style-type: none"> The mandatory Ph.D. coursework (as per UGC guidelines) will begin in September 2025. Emphasis was placed on timely completion of coursework, research methodology, and research ethics modules.

	<p>c. Each scholar must complete the coursework within the first two semesters.</p> <p>3. Supervision and Research Progress:</p> <p>a. Supervisors should not exceed the maximum number of scholars permitted by UGC norms.</p> <p>b. All departments must ensure regular submission of progress reports (4 reports each after 6 months) submitted with the minutes of meeting to the Dean R&D.</p> <p>c. Progress report will consist of Topic, Supervisor, Student's name, Registration, Work done in detailed manner, Laboratory & Library work, Seminars & Workshop attended.</p> <p>d. There will be a Departmental Research Committees (DRC) where all faculties are member. DRC in its meeting will finalize the candidate for Ph.D. and allotment of the supervisor.</p> <p>4. RAC Formation</p> <p>a) RAC will form including five members. One will be supervisor and another two from the respective department, one of allied subject and one of the external member will be expert from outside University.</p> <p>b) After final approval of synopsis in RAC the minutes will be prepared, the file will move towards the SRC, then to the Dean R&D, after that RC and for final approval it moves to the Academic Council.</p> <p>c) The date of ACM (Academic Council Meeting) will be the date of registration and as per the YBN University guidelines the Ph.D program will begin.</p> <p>2. Important Research Guidelines:</p> <p>a. After 4 reports, students will be allowed for pre- submission.</p> <p>b. Summary report must be plagiarism free and it should be with comprehensive findings.</p> <p>c. COE must follow the UGC norms before any acceptance for final viva.</p> <p>d. IQAC will have to look after the whole process starting from registration to submission of thesis and prepare feedback.</p> <p>e. DRC will move the documents of the students perusing Ph.D. to the SRC, Dean R&D and Dean Academics.</p>
Resolution	The Vice Chancellor emphasized the importance of maintaining research quality, adherence to timelines, and academic integrity in the Ph.D. program. All departments were instructed to actively coordinate for the smooth execution of the program.

The meeting ended with a Vote of Thanks to the Chair.

Date: 21/07/2025

Hon'ble Vice-Chancellor, YBNU Ranchi

Vice-Chancellor
YBN University-Ranchi

Ashwina
21/07/2025

Registrar
YBN University

Satyadip Boddar
22.7.2025