



JAMSHEDPUR WOMEN'S UNIVERSITY

SIDHGORA CAMPUS (BESIDE SURYA MANDIR), JAMSHEDPUR
JHARKHAND, PIN-831009, Ph. No.: 0657-2249105

Ref.No. : JWU/VC/2026/15(Corrigendum)

Date: 29/04/2026

Minutes of the Meeting

A Meeting consisting of the following faculty members, Deans, Hod's, and other university administration staff was convened on 29/04/2026 at 3:00 PM in conference room, VC secretariat, Sidhgora Campus, JWU. Following faculty members, Staff attended the meeting: -

1. Prof. Ela Kumar

Vice Chancellor

Sl. No.	Name and Designation with Department	Mobile No. and Email. ID	Signature
1	Dr. Salony Kujur Registrar (I/c)	773934604	<i>Salony Kujur</i> 29/4/26
2	Dr. Kishore Me	7546300768 hodgeo@gmail.com	<i>Kishore Me</i> 29/4/26
3	Dr. Deepa Sharan	8210928257	<i>Deepa Sharan</i> 29/4/26
4	Amrita Kumari	8002488574 hodphilosophy@jwu@gmail.com	<i>Amrita Kumari</i> 29/04/26
5	Dr. Nupur Anvita Ming	9470517960 hodhindi052025@gmail.com	<i>Nupur Anvita Ming</i> 29/04/26
6	Dr. KANNIYU KUMARI	9234763225	<i>KANNIYU KUMARI</i> 29/04/26
7	Rinku Sen	9431399199 hodpsychology@jwu@gmail.com	<i>Rinku Sen</i> 29/04/26
8	Anita Shukla	7461066619 hodzoology@jwu@gmail.com	<i>Anita Shukla</i> 29.4.26
9	Dr. Madhusri Rajadarsini	9973837056	<i>Madhusri Rajadarsini</i> 29/04/26
10	Dr. Sonali Singh	hodpolsci@jwu@gmail.com 9801977022	<i>Sonali Singh</i> 29.4.26
11	Dr. Kotna Richa	9835086333	<i>Kotna Richa</i> 29.04.26
12	Dr. Rupali Patra	9798587999 hodbotany052025@gmail.com	<i>Rupali Patra</i> 29.4.26
13	Dr. Ritwana Perween	9113180895 jwuheadunder@gmail.com	<i>Ritwana Perween</i> 29.4.26
14	Rajendra Kumar Jyoti	6206243519	<i>Rajendra Kumar Jyoti</i> 29/4/26
15	Dr. Rama Subramanian	9431350411 hsc_jwu@gmail.com	<i>Rama Subramanian</i> 29/04/2026
16	Dr. Sushila Kumar Sahu	9430718658	<i>Sushila Kumar Sahu</i> 29/4/2026
17	Dr. Anshu Jha	9470353068 hodchem@jwu2026@gmail.com	<i>Anshu Jha</i> 29.4.2026
18	Dr. Sanatan Deep	9661128999	<i>Sanatan Deep</i> 29/4/26
19	Dr. J. Ahmad	9798388550	<i>J. Ahmad</i> 29.4.26
20	Dr. Sanjay Bhuyan	7061751558	<i>Sanjay Bhuyan</i> 29.4.26

It was the first official meeting of VC, with the academic staff after resuming her charge in March 2026. Vice Chancellor welcomed all Deans, HoD's, and other dignitaries present in the meeting.

The following is discussed in the meeting: -

1. Academic preparedness of the next semester. VC took a review from all HoD's about the preparedness of next semester (July 2026) onwards, and asked HOD's to submit the academic load distribution file, proposed time table etc. latest by 15th May 2026. It was intimated that HOD's should ensure that all compliances mandatory to run that course are done. No course should admit students, if compliances are pending.
2. The detailed academic calendar for session 2026-2027, needs to be prepared for consideration and approval by DSW by 15th May 2026.
3. To identify and submit the requirement of number of guest faculty in each department along with UGC prescribed qualification and subject area.
4. HOD's should submit the requirement of consumables and non-consumable items for their department for complete academic session (2026-2027).
5. Dean and other staff having other administrative responsibilities must submit the requirement, for finalizing the planning for procurement by JWU.
6. It is informed to HOD's that, it should be ensured at department level, that, the all types of fees of students of all programs, undergraduate, postgraduate, diploma, certificate, or any other course (as applicable to individual department) is submitted to corresponding JWU university account since starting of the course.
7. The engagement of guest faculty should comply the law of natural justice and should be done in transparent manner, after proper advertisement (may be in newspaper or on JWU website), scrutiny, proper constitution of selection committee. The panel of guest faculty may be created as per selection committee recommendations. HOD's may create one e mail id and the applications for guest faculty may be invited on that e mail id for further process. The scrutiny committee, selection committee (advisably consisting of one external expert of similar area), needs to be approved by CA (Competent authority, i.e. VC). As the cadre or category of Topper engagement as faculty, violated the law of natural justice. It may be discontinued.
8. After discussion with CoE, it was resolved, that to save logistic efforts, the Question paper submission of PG courses of mid semester exam of next semester (odd semester) may be started to take through MS word file in online mode (on experimental basis). A confidential e mail id will be created by CoE and informed to all later.
9. A deliberate discussion on review of purchase process was done, and in line with the UGC guidelines and practices in other universities, it is proposed to gather requirement form departments and do centralizing purchases following applicable GFR. The proper purchase committee may be constituted, and GFR laid process may be followed. Registrar may specify a separate e mail id to all sections / departments, to send their annual requirements categorized in separate heads like consumable, non-consumable, long term requirement, IT requirements etc. This categorization is mandatory, as the GFR purchase rules for different categories are different.

10. As per university norms, the stock verification and condemnation of unused items is an annual process. Committees will be constituted and schedule will be specified for these separately.
11. All Hod's should submit detailed activity proposed to be organised in their department in session 2026-27. DSW will provide activities related to general events.
12. The issue of restructuring of the department for proper administrative handling was discussed. The decision after thorough discussion will be informed later.


29/04/2026
L/O to Registrar

Copy to:

1. PS to Hon'ble Vice Chancellor
2. PA to Registrar
3. All Deans and HOD's for compliance.
4. Guard File