

MANAV RACHNA UNIVERSITY
Estd. vide Haryana Act no.26 Of 2014
(Formerly Manav Rachna College of Engineering)
Sector 43, Aravali Hills, Faridabad

F.NO. MRU/ DRC-URC/2016/1245

Dated: 24.06.2021

ADVISORY FOR DRC & SRC

It has been brought to the notice that all the Members of the DRC, are not being invited in the meeting as well as minutes of the Meeting are also not being forwarded to all the members. In the matter, it is advised that as and when meeting of the DRC is convened, invitation and minutes of the meeting should go to all the members of DRC. Minutes be sent to all the members, irrespective of whether they are present or absent and their comments/observations be solicited on the decisions.

Such minutes of the Meeting circulated to all the members should be taken as an Agenda, namely, "Confirmation of the Minutes of the last Meeting" similar to minutes of the meeting of the Academic Council. The convening of the meeting of the DRC, preparing & circulating the Minutes to all the members and maintaining its record in a proper file is the responsibility of the Chairperson of the DRC, who are normally the Head of the Departments with exception in some Department.

If DRC is considering the cases of the Scholars, whose supervisor is DRC Chairperson himself/herself, in such cases, Senior Member of the Committee shall Chair the DRC, however, HoD may be there as Member of the Committee. In the situation, minutes of the meeting shall also be prepared separately, signed by the Members, and circulated.

As far as SRC, which is Scholar specific, it has come to the notice that one member which should be from the out of the Department is not included in the Composition of the SRC by some of the Department. Proper Meeting notices are not being issued to the members by the Supervisor and same is the case with the minutes of the Meeting of SRC. Hence, it is advised that similar action should also be taken by all the supervisors, who are chairperson of the SRC, while calling meeting of the SRC and records of the same be maintained by the Supervisor in a proper file.

A copy of such minutes of the meeting must be placed in the personal file of the Candidate along with progress report duly filled and signed by the Supervisor and Chairperson of the DRC as prescribed in the progress report.


Registrar

F.NO. MRU/ DRC-URC/2016/1245

Dated: 24.06.2021

Copy to:

- 1) PS to VC, for kind information to the Hon'ble Vice Chancellor
- 2) All the Deans of Faculty/ Academic/Student welfare
- 3) HoDs for necessary action and with the request that supervisors in their Departments be apprised for actions as advised.
- 4) Deputy Registrar (Admn./ Academics)
- 5) Co-coordinator Ph.D office.


Registrar