



MANAV RACHNA
UNIVERSITY

**MANAV RACHNA
UNIVERSITY**

Declared as State Private University vide Haryana Act 26 of 2014

MANAV RACHNA UNIVERSITY

(Established vide Haryana Act 26 of 2014)

MINUTES OF THIRTEENTH MEETING OF THE BOARD OF MANAGEMENT

Dated: 15.01.2020

MINUTES OF THE THIRTEENTH MEETING OF THE BOARD OF MANAGEMENT OF MANAV RACHNA UNIVERSITY HELD ON WEDNESDAY, DATED 15.01.2020 AT 11.00 A.M IN THE BOARD ROOM, A BLOCK, MANAV RACHNA CAMPUS, FARIDABAD.

Thirteenth meeting of the Board of Management of Manav Rachna University was held on Wednesday, Dated 15.01.2020 at 11.00 A.M in the A Block, Board Room, Manav Rachna Campus, Faridabad to consider various administrative, financial and academic matters. The following were present:

1. Prof. I.K. Bhat, Vice Chancellor
2. Dr. M.M. Kathuria, Trustee, UET
3. Prof. Sanjay Srivastava, Vice Chancellor, MRIIRS (Special Invitee)
4. Dr. Shalini Tuli, Associate Professor (Nominee of Govt. of Haryana),
5. Dr. Joshe P. Verghese, Professor Emeritus, Dept. of law
6. Prof. Sangeeta Banga, Dean, Academic;
7. Prof. Pradeep K. Varshney, Dean, Research (Special Invitee)
8. Dr. Parul Jhaharia, Dean, Management
9. Dr. Babita Parashar, Dean, Education
10. Prof. Versha Vahini, HOD, Law
11. Ms. Hanu Bhardwaj, HoD, CST
12. Dr. Kameshwar Singh, Registrar/ Member Secretary

Dr. Amit Bhalla, VP, MREI, Sh. Navdeep Chawla, Chairman / MD, Psychotropic India Ltd, and Sh. Rajiv Kapoor, ED; Group HR, Head, Uno Minda could not attend the meeting due to their other professional engagements; they were granted leave of absence.

The following are the minutes of the meeting:

The meeting commenced with singing the National Anthem, followed by a brief by the Registrar on agenda to be deliberated in the meeting. The Chairman was requested by the Registrar to open the meeting with his brief remarks.

13.1 Opening remarks by the Chairman

Chairman, at the outset, greeted the members present in the meeting and apprised the Board of the following information.

- (i) Third Convocation of the University was organized on 06.12.2019. Mr. Manoj Kohli, Executive Chairman, Soft Bank Energy's was the Chief Guest on the Occasion. Dr. Narinder Dhruv Batra, President – Indian Olympic Association,



was the Guest of Honor and Sh. Narinder Dhruv Batra was awarded Honoris Causa, Doctorate of Philosophy for his contribution in the area of sports and health. 269 Graduands were conferred Degrees. Besides, Medals and Outstanding Achievers Award were also given to 13 students for their achievements in international / national events, academic proficiencies and contribution in the Professional and Technical Domain, Community Involvement and Research area.

- (ii) The University would be eligible for NAAC & NBA this year the process for which is in progress. Prof. Dharmender Kumar from GJU Hisar has been appointed by the AICTE as Margdarshak for MRU, B.Tech Programs under the Margdarshak scheme of AICTE. He is mentoring the departments for NBA accreditations as per the pre-qualifier Computer Science and Engineering programs would be eligible AICTE to apply for NBA in July 2020.
- (iii) During the period of last four and half months, 06 faculty members joined the University and 08 faculty members and staff from different academic departments resigned from the service of the University due to their personal reasons.
- (iv) Manav Rachna University which is among the 14 Institutions, has been given 4 star rating out of 143 institutions by IIC (Institution Innovation Council) AICTE North West region.
- (v) Department of Chemistry organized two days workshop on “Green & Sustainable Chemistry” which was sponsored by Science & Engineering Research Board (SERB) Department of Science and Technology India, Indian Oil R&D Center Faridabad and Royal Society of Chemistry, North Indian Section.
- (vi) Manav Rachna Centre of Excellence for Peace and Sustainability was inaugurated on October 4, 2019 and National Conference on Peace and alternative politics was organized in collaboration with IPRA. During last 4 months University has signed MoU with Quick Heal, True Chip, NCCBM and Sahay Lab for academic collaboration.
- (vii) Dr. Parneeta would be developing an Android Mobile Application “The Ultimetro” This would provide single platform for Delhi Metro Users, developing Website for Delish Homemades, Gurgaon, to exhibit their products and Panic Button for Sarvodaya Hospital as an alarm for Doctor’s use.



- (viii) 94 students of CST and 14 students of ECE have got placed. LIDO Learning provided the Highest Salary Package of 10.00 LPA. 15 students out of 28 from ME Department have got placement so far.
- (ix) Mr. Vinayak Kumar, student of CST, 2019 Batch got placed with Linkedin at the package of 23Lakh Per annum.

The Chairman further apprised the board about the achievements of faculty and student, some of which are as under:

- Dr. Jaya Tuteja, Assistant Professor, Chemistry has been selected for Young Early Career Researcher Award for Indo-UK Workshop under Newton Bhaba fund of British Council.
- Abhishek Sontakke, B. Tech. CSE (7th Semester) student was selected among the 20 teams across India to compete for 36 hour long Singapore India Hackathon 2019 from 28th to 30th September 2019. He along with his 5 team members, 2 from India and 3 from Singapore, worked on the problem related to detecting students suffering from stress and depression. His team gave a solution by understanding psychological and emotional state of the student by analyzing the social media behavior. They also developed an AI bot to aid the depressed students.
- Abhishek's team were among the top 10 teams and were rewarded with 2000\$, by MHRD Innovation Cell (MIC), All India Council for Technical Education (AICTE) and Nanyang Technological University, Singapore (NTU Singapore), the joint organizers of SIH 2019, in presence of Hon'ble Prime Minister of India, Shri Narendra Modi ji.
- Manisha Arya, Student of B.Sc. B.Ed. 5th semester received a Certificate of Appreciation from Department of Ayush, Haryana for her contribution on International Yoga Day and she has also successfully completed Certificate course in 'Yoga for Harmony and Peace' under Skill India movement by Govt. of India.
- Aditya Bhardwaj, Student of B.Sc. B.Ed. 5th semester has published an article titled "Suffering and Joy" on 1st October' 2019 in an international e-magazine 'Edge' published by a U K based publishers.
- Bhavishya Raheja, B.Tech CSE Final Year rated A+ for his performance in Cyber Security by Police Commissioner, Gurugram.
- During the annual BITS Open Sports Meet (BOSM) held from 13th September to 17th September, 2019. Team of Powerlifting brought laurels to the university by winning Gold & Bronze medals under the following categories:



- Abhishek Tanwar, BA LLB (H) (III SEM) won Gold Medal and Vikram Sharma, B.Tech. ME (VII SEM) won Bronze Medal in Free Weight Category 93 KG +.
- Yash Choudhary, B.Tech. ME (VII SEM) won Gold Medal under 74 KG Weight Category.
- Rohit Rawat, B.Tech. CSE (VII SEM) won Bronze Medal under 66 KG Weight Category.

With the above, he concluded his remarks and requested Registrar to take up the Agenda for deliberations. The Registrar took up the Agenda items one by one for deliberation.

13.2 Confirmation of the Minutes of the twelfth Meeting of the Board of Management held on 28.08.2019.

Minutes of the 12th Meeting of the Board of Management was placed before the Hon'ble Members with the request to confirm the same.

Decision: Board confirmed the Minutes of the 12th Meeting of Board of Management.

13.3 Action Taken Report on the Decisions taken in the twelfth Meeting of the Board of Management.

Action Taken Report on the decisions, taken in the twelfth Meeting of the Board was submitted for perusal of the Hon'ble members.

Decision: Board took the Action Taken Report on record.

13.4 Matter for information

Board was apprised on the following points for information and requested to take the information on record.

- (i) Matters considered by the Academic Council in its 12th Meeting held on 02.12.2019.
- (ii) Conduct of MRU Third Convocation, 2019
- (iii) Faculty joined / resigned

Minutes of the 13th Meeting of BoM held on 15.01.2020



- (iv) Reporting of admissions for the session 2019-20
- (v) Students / Faculty Achievements

Decision: Board took the above information on record.

13.5 Matter for Ratification

Board was apprised with the decision taken by the University after the last meeting and requested to ratify the same.

- (i) Appointment of Faculty and Staff
- (ii) Consideration of Fee Structure for UG / PG Programs to be offered from Academic Session 2020-21.
- (iii) Introduction of scheme Utkarsh & Uttam for the candidates admitted to UG/PG programs on the basis of rank / merit in MRNAT Examination 2020, JEE-2020, CLAT-2020, SAT-2020.

Decision: Board ratified the action taken by the University.

13.6 Consideration of Fee Structure for UG / PG Programs to be offered from Academic Session 2020-21.

The Board was informed that the fee structure for various UG/PG programs to be offered during the Academic Session 2020-21, was considered by the Finance Committee in its meeting held on 10.01.2020 and recommended for consideration by the Board. A list of UG / PG Programs with intake and proposed fee structure was placed before the members with request to approve the same for placing before the Governing Body.

Board considered the recommended Fee Structure for various UG/PG Programs for the Academic Session 2020-21 and recommended for approval of Governing Body.

Decision: Board concurred with the Fee Structure for various UG/PG Programs for the Academic Session 2020-21 for placing before the Governing Body.

13.7 Consideration of MRU (First Ordinance), 2020 and MRU (Academic Program), Regulation, 2020.



The Board was informed that "First ordinance" of the University which comprises the Academic Programs leading to award of degrees of Bachelor of Technology, Master of Technology, Master of Business Administration, Doctor Of Philosophy, Post Graduate Diploma and Certificate Programs was notified by the Directorate of Higher Education in Haryana Gazette Part-IV on Jan.08, 2019.

Further, Third Ordinance, which comprises the UG / PG Programs leading to award of Degree of Bachelor of Science, Master of Science, Bachelor of Education (Integrated), Bachelor of Education, Master of Arts in Education, Law (H) and Bachelor of Business Administration was also approved by the Academic Council and Board of Management. The same was submitted to Directorate, Higher Education, Govt. of Haryana for approval and notification. The proposed ordinance was considered by the Committee constituted by the DHE and recommended to the Govt with some modification.

On receipt of the recommendations of the Committee from the Department of Higher Education, it was realized that certain provisions of the ordinance may require change over a period of time, as per the requirement of Industry and regulatory bodies. To implement the required changes, it would need modification in the Ordinances which can be only with the approval of the Government. It was therefore; felt that all academic ordinances need to be made in the form of Ordinance and Regulations. The regulations can take care of modification / changes made from time to time as per the guidelines issued by the Regulatory bodies / need of the industry.

Therefore, a draft MRU (First) Ordinance, 2020 and MRU (Academic Program) Regulations 2020 covering UG / PG / PG-Diploma and Doctoral Programs leading to award of Degrees in such Programs offered till 2019-20 and a separate regulation relating to Conduct of Examinations prepared and placed before the Academic Council for consideration and approval. It was also informed to the Members that the proposed Ordinance and Regulations for the Academic Programs shall replace the MRU (First) Ordinance, 2015 (already notified in the Gazette of Haryana and in force at the moment) and the draft MRU (Third) Ordinances, 2016, which is yet to be notified by the State Government.

The Academic Council, after deliberation on the fresh Ordinance and Regulations suggested some modifications in some of the clauses so that these are in line



with the guidelines of the Regulatory Bodies and further authorized the Vice Chancellor to approve the same after incorporating the suggestions.

The draft MRU (First Ordinance), 2020, MRU (Academic Program) Regulations 2020 concurred by the Vice Chancellor was tabled in the meeting for consideration and approval of the Board. After detailed deliberation by the members of the Board, it was resolved that the approved Academic Regulations be send to the heads of the departments for final review and vice chancellor was authorized to approve the same before submission to the Government.

Decision: Board authorized Vice Chancellor to approve the MRU (First Ordinance), 2020, MRU (Academic Program) Regulations, 2020 for submission to the DHE, State of Haryana.

13.8 Consideration of MRU (Conduct of Examination & Evaluation) Regulation, 2020.

It was submitted for the information of the Board that the manner of Conduct of Examination & Evaluation was earlier incorporated in the Ordinances of the Academic Programs but now, it is being proposed as a separate regulation, namely, MRU (Conduct of Examination & Evaluation) Regulation, 2020 relating to Conduct of Examinations. This regulation was considered by the AC and okayed with minor changes in some of the provisions of the regulations.

Decision: Board approved the Regulation. A copy of Regulation is annexed as an Annexure-I

13.9 Consideration of MRU (Professional Ethics, Job Description & Teaching Practices for faculty) Regulation, 2020.

It was submitted for information of the Board that University prepared a regulation which comprises the provisions relating to conduct, general and specific job description, duties and responsibilities of HoDs, Dean of the Faculties, Provost and Dean Academics. A draft MRU (Professional Ethics, Job Description & Teaching Practices for faculty) Regulation, 2020 was placed before the Board with request to approve the same.



Decision: Board approved the MRU (Professional Ethics, Job Description & Teaching Practices for faculty) Regulation, 2020. A copy of Regulation is annexed as an Annexure-II

13.10 (A) Consideration of MRU (Service Conditions of Teaching Staff) Regulations, 2020.

It was submitted for information of the Board that the University has prepared a regulation concerning the terms and conditions of the services of teachers appointed in the University. The proposed regulation comprises of the provisions relating to manner of appointment of teaching staff and terms and conditions of services to be adhered by the teaching staff. A draft copy of the MRU (Service Conditions of Teaching Staff) Regulations, 2020 was placed before the Board for approval of the Hon'ble Members.

Decision: Board approved MRU (Service Conditions of Teaching Staff) Regulations, 2020. A copy of Regulation is annexed as an Annexure-III

(B) Consideration of MRU (Service Conditions of Non-Teaching Staff) Regulations, 2020.

It was submitted for information of the Board that University prepared a regulation concerning the terms and conditions of the services of non-teaching staff appointed in the University. The proposed regulation will comprise the provisions relating to manner of appointment of non teaching staff and terms and conditions of services to be adhered by the non teaching staff. A draft copy of the MRU (Service Conditions of Non Teaching Staff) Regulations, 2020 was placed before the Board for consideration approval.

Decision: Board approved MRU (Service Conditions of Non Teaching Staff) Regulations, 2020. A copy of Regulation is annexed as an Annexure-IV

13.11 Consideration and approval of MRU (Conduct) Regulations 2020

It was submitted that University prepared a regulation concerning the conduct of employees appointed in the University. The proposed regulation which comprises the provisions relating to general behavior and conduct to be observed by the employees (Teaching/Non Teaching) during and after the office hours was



placed before the Board for consideration. Board of Management deliberated at length and approved the same.

Decision : Board of management approved the MRU (Conduct) Regulation, 2020. A copy of approved regulation annexed as Annexure-V

13.12 Consideration of Annual Report of MRU for the Year 2018-19.

The Board was informed that, as per the provision under the section 42 of the Haryana Private Universities Act, 2006 and amended from time to time, Annual Report of the University shall be prepared by the Board of Management which will be further submitted to the Governing Body for their approval. The copies of the Annual Report shall be submitted to the sponsoring body and also presented to the Visitor and the Government.

In order to prepare the report, a committee headed by the Dean Academic with 07 other members was constituted. The draft Annual Report, recommended by the Committee and okayed by the Hon'ble Vice Chancellor was tabled in the meeting for perusal and recommendation of Board. Board considered the Annual Report (2018-19) of the University and recommended the same for placing before the Governing Body for its approval and further submission to the Visitor of the University and DHE, Panchkula.

Decision: Board approved the submission of Annual Report before the Governing Body.

13.13 Standardization of fee concession for the internal faculties joining Ph.D. Programs.

It was submitted for information that the Manav Rachna University has been offering waiver in semester fee of Rs.5000/-and Rs.10,000/- to the internal faculty of MREI on joining Ph.D program who have rendered a minimum of three and five years of continuous service in the organization respectively on joining Ph.D. program but our sister institution MRIIRS has been providing full waiver of semester fee and one time course fee subject to submission of a surety bond for successfully completing the course within prescribed duration and serving the institution for a period of minimum three years after completion of Ph.D program



from the University. The faculty member admitted to the Ph.D program is required to pay one time registration fee only.

Further, a provision is also included in the surety bond that in case the employee fails to serve the University in accordance with the terms of the bond including the terms mentioned in the appointment letter and/or resigns or dismissed or terminated from the service of the University for any reason whatsoever either prior to or after completion of Ph.D. he/she shall make payment to the institution towards the total amount of research fee calculated at Rs. 70,000/- per year on prorata basis with interest thereon at the rate of 18% from the date of breach of any of the condition of the surety bond till realization of the amount.

Further, in the event to complete the course within four year or withdrawal then he/she shall forthwith pay the University on demand the sum as applicable.

In the 11th Meeting of the Governing Body, it was resolved that both the Universities would discuss over the issue and standardize the concession admissible to the internal faculty members of MREI. Accordingly, the matter was deliberated in a meeting of the officers of both the University held on 16.10.2019 and it was resolved that MRU should adopt the policy of MRIIRS. it is, therefore, proposed that MRU shall also allow full fee waiver of semester fee to internal faculty members of MREI joining Ph.D program from the Academic Session 2019-20 onwards. Such faculty will be required to pay only one time registration fee at the time of admission. A copy of the format of the Surety Bond was placed Board for perusal which was accepted by the Board.

Decision: Board concurred with the proposed fee concession policy as applicable in MRIIRS for internal faculty of MREI joining Ph.D. program and recommended for placing before the Governing Body.

13.14 Consideration and approval of Annual Report of Examination for the year 2018-19

The Board was informed that Examination Cell has prepared the Annual Report of Examinations conducted during the academic year 2018-19. The report comprises of various activities carried out the examination branch which included examination calendar followed during semester, information about declaration of results, supplementary examinations, grievances of the complained received and addressed



and also about the reforms about the examination system. The Report was placed before the Board of Management for their consideration with the request to approve the same.

Decision: Board Considered and approved the Annual Report of Examination for the year 2018-19. Approved report is annexed as Annexure-VI

13.15. Approval of MRU Strategic plan for 10 Year from 2020-2030

Board was presented with the target analyses report of the 4 year strategic plan 2016-2020. Based on the achievement so far and the impact analysis, few new targets have been set for the University through this 10 year strategic plan January 2020 to December 2030 for consideration The strategic plan set out objective for achieving the goals to facilitate, enhance & promote innovation, Entrepreneurship, research publication, starts up, Centre of Excellence, Introduction of new UG/PG programs, Internship & collaboration etc. It was deliberated by the members and approved with the resolve that progress/status shall be reviewed every two years and presented before the Board for information and further guidance

Decision : Board of Management approved the strategic plan of the University for the period from 2020-2030 with advice that progress/status be review every two years and presented for information to the Board. A copy of the approved plan and the analysis report of Strategic Plan 2016-2020 is annexed as Annexure No-VII.

13.16 Any other matter with the permission of Chair.

1. Policy for Additional Internship / Industrial Training / Start-Up/ Innovation for Graduate Program.

It was submitted for information that University intends to encourage the 20 students to take up research and innovation and become into entrepreneurs and build a culture of becoming job givers than job seekers. In October 2019, MHRD through AICTE has directed engineering colleges and technical institutions to allow student entrepreneurs to sit for examination even if their attendance is less than the minimum permissible percentage, with due permission from the institute.

The colleges have also been asked to explore provisions of on-campus accommodation to student entrepreneurs and permitting semester or year break or even more depending upon the decision of review committee constituted by



the university to work on their startups and re-join academics to complete the course. Institute may also award academic credits to the students for their efforts while creating an enterprise based on the progress made.

Accordingly, a Policy for Additional Internship / Industrial Training / Start-Up/ Innovation for Graduate Programs have been prepared and tabled it in the meeting for kind perusal and approval of the members of the Board.

Decision: Board approved the above policy. A copy of the same is annexed as Annexure-VIII

2. Consideration of Appraisal Pro-forma for Faculty

Board was informed that University has prepared revised Proforma comprising details to be submitted by the faculty for consideration of their appraisal and promotion. The Appraisal comprises five categories under which information needs to be submitted. The other guidelines are as under:

- (a) Self assessment form is to be filled by each faculty member once annually covering the period from 1st July to 30th June and should be submitted to HoD latest by middle of May of the assessment Year.
- (b) HoD will complete their part on the form and forward the same to Dean of schools/Director by 7th June.
- (c) Dean of Faculty/Director will put their observations on each Form and forward to Vice Chancellor/President by 2nd week of June.
- (d) Vice Chancellor will review each faculty's performance put his remarks and in case of undesirable or below par performance the faculty will be suitably and intimated the same in writing.
- (e) Faculty may maintain a record of all their academic and co-curricular activities throughout the year, so that the data and information is readily available while filling up the Self Assessment Form. This is also an opportunity for self introspection and corrective action for the benefit of one self and University.



A copy of the Appraisal Performa was tabled in the meeting for consideration of the Hon'ble members of the Board.

Decision: Board approved the Appraisal Pro-forma for Faculty. A copy of the same is annexed as Annexure No. IX.

Meeting ended with a vote of thanks to the Chair.



(Dr. K. Singh)
Registrar

F.NO. MRU / BoM (A&M) /Vol. IV / 2017

Dated: 15.01.2020

To,

1. PS to Chancellor for kind information of the Hon'ble Chancellor
2. PS to VC for kind information of the Hon'ble Vice Chancellor
3. Additional Chief Secretary to Government, Haryana Higher Edu. Department, Room No. 403, 4th Floor, Mini Secretariat, Sector-17, Chandigarh.
4. PS to VP for kind information of the Hon'ble Vice President, MREI
5. Dr. M.M. Kathuria, Trustee, NIT Faridabad
6. Prof. Sanjay Srivastava, Vice Chancellor, MRIIRS, Faridabad
7. Dr. N.C. Wadhwa, Director General, MREI, Faridabad
8. Ms. Shalini Tuli, Associate Professor, (Nominee of the Govt)., Govt. College, Sector 16, Faridabad.
9. Sh. Rajiv Kapoor, ED & Group HR, Head, Uno Minda
10. Sh. Navdeep Chawla, Chairman / Managing Director, Psychotropic India Ltd. 214-216, Sector-15, Faridabad
11. Prof. Sangeeta Banga, Dean (Academics)
12. Prof. Parul Jhalaria, Dean, Faculty of Management & Humanities
13. Dr. Babita Parashar, Dean, Faculty of Education
14. Prof. Joshe P. Verghese, Professor Emeritus, Faculty of law
15. Prof. (Dr) Pradeep Varshney, Dean Research, MRU
16. Prof. Versha Vahini, HoD, Dept. of Law
17. Ms. Hanu Bhardwaj, HoD, Dept. of CST

**MANAV RACHNA UNIVERSITY
FARIDABAD**

**MRU (CONDUCT OF EXAMINATION)
REGULATION, 2020**

APPROVED BY THE BOARD OF MANAGEMENT

15.01.2020



MRU (CONDUCT OF EXAMINATION) REGULATION, 2020

In pursuance of the provisions under Section 34 of the Haryana Private Universities Act, 2006, the Board of Management of the Manav Rachna University hereby makes the following Regulations relating conduct of examination of the University.

1. Short Title and Application

- (i) This Regulations may be called MRU (Conduct of Examination) Regulation, 2020
- (ii) This shall come in force from 15.01.2020.
- (iii) This shall apply to all the Programs offered in the University.

2. General Guidelines

- (i) Examinations of the University shall be open to all students' who have registered in those subjects and meet all other requirement for taking the examination. The Rules and Regulations with regard to examinations shall be applicable to all the students who are studying in the University in any mode.
- (ii) The student should have cleared all the fee and other dues before the admit card is issued.
- (iii) A student has fulfilled the attendance requirement and satisfy all the provisions of this regulations or/and any other regulations which govern the permission to appear in the examination;
- (iv) Any person who has been expelled or rusticated from the University or has been debarred from appearing in the University examination for any reason shall not be permitted for any examination during the period for which the sentence is in operation.
- (v) The permission given to a student to appear in examination may be withdrawn, if it is found that:
 - (a) the hall ticket was issued erroneously due to some mistake.
 - (b) the student was not eligible to appear in the examination.
 - (c) any of the particulars given or document submitted by the student at any stage be it enrolment, admission or registration are found to be false or incorrect.
- (vi) A student shall produce his/her Identity card whenever required by the Controller of Examination (COE) or any person authorized by him/her.
- (vii) A student shall have to abide by the rules and regulations for maintaining the discipline inside the Examination Hall. In the event of the student disobeying the instructions, or continues with his/her undisciplined conduct or insolent behavior, he/she may be



removed from the hall and disallowed the day's examination. If he/she persists in misbehavior; he/she may be debarred from the rest of the examinations.

- (viii) Every such case with full details shall be reported to the office of the Registrar and as deemed fit depending upon the gravity of the offence may send the case to the Disciplinary Committee for further necessary action.
- (ix) The Disciplinary committee may depending upon the gravity of the case may recommend cancellation of his/her examination and/or debar him/her from appearing at the examination such period as it finds appropriate after giving the student a reasonable opportunity of being heard.

If a student acts in a violent manner or uses force or makes a display of force, inside the Hall / Examination room or endanger the personal safety of or acts in a manner threatening the authorities in the discharge of their duties or brings any dangerous weapon within the precincts of the examination hall the student may be expelled from the hall and/or handed over to the police, if required.

- (x) In case of a student who is unable to appear in the examination due to sickness or other reasons, such cases may be treated as special cases after satisfying the genuineness of the case. The COE may take appropriate remedial measures including special examination for all such cases.
- (xi) An amanuensis shall be allowed in case of
 - (a) blind students or
 - (b) the students who are disabled due to an accident or disease or
 - (c) candidates having impairment of movement in arms and hands can read independently but have problem in writing or
 - (d) locomotors impaired and cerebral palsy students or
 - (e) sudden illness rendering the candidate unable to write or
 - (f) an accident involving injury rendering the candidate unable to write the examination with their own hands.

3. CONDUCT OF EXAMINATION

- (i) At the beginning of each Academic Session and normally not later than 30th of August of every calendar year, the University shall prepare and publish a semester wise or annual schedule of examinations for each program conducted by it as per the provisions under the section 37 of Haryana Private Universities Act, 2006.
- (ii) All arrangements for the conduct of examination to be held by the University shall be made by the Controller of Examination in accordance with such directions as may be issued from time to time.
- (iii) The Controller of Examination shall prepare and duly publish a Date sheet for examinations as per the Academic Calendar of the program.



- (iv) For theory as well as practical examinations and dissertation /project report / training report all examiners shall be appointed by the Controller of Examinations, on the recommendation Board of Studies concerned and with the approval by the Vice-Chancellor.
- (v) The Controller of Examination shall make all necessary arrangements for conduct of examination. It shall also notify the mode of examination including open book or any other type of examination as recommended by the Board of Studies of the concerned department / faculty.
- (vi) The Controller of Examination shall decide the rooms for the examinations and shall issue proper instructions and seating plan.
- (vii) Controller of Examination shall be personally responsible for the safe custody of question papers and the answer-books sent to him/her.
- (viii) The Controller of Examination shall supervise the work of Invigilators and shall conduct the examination strictly, according to the instructions as per regulations.
- (ix) The Controller of Examination shall wherever required, send a confidential report to the Vice Chancellor about the conduct of examination, mentioning therein the performance of the Invigilators and the general behavior of the examinees. The Controller of Examination shall also prepare a daily report on the number of examinees attending each of the Examinations, absentee numbers and such other information relating to the examinations being held at the different examination halls as may be considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the Vice-Chancellor.
- (x) Normally teachers of the University shall be appointed as Invigilators by the Controller of Examination unless otherwise required, provided that a teacher of the subject of the written examination at any session shall not generally be an Invigilator at such session of the examination but shall be available for any clarification.
- (xi) It shall be the duty of Invigilators to ensure the correct identity of the student. For this each student will carry the valid identity card and admit card issued by the University.
- (xii) The University may, from time to time, appoint flying squads to see that the conduct of the examination is strictly according to the rules and procedures laid down. In the event of the flying squads points out any serious breach of examination rules and procedures, the Vice-Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination.
- (xiii) The Controller of Examination may, with the approval of the Vice-Chancellor, cancel an examination at all hall/locations, if he/she is satisfied that there has been a leakage of question papers or any other irregularity, which warrants such a action.
- (xiv) The Controller of Examination shall issue such general instructions for the guidance of the Examiners, Tabulators, Collators, as he /she considers necessary for proper conduct of examination.



- (xv) Subject to the provisions of this Regulations, the Controller of Examination, in consultation with the University Examination Committee may suggest to the Academic Council for modification of rules and procedures as deemed necessary for effective conduct of examination.
- (xvi) Every student has to appear in T3 / PT-3 for getting a grade in a course. Failing which he / she has to appear in a supplementary examination and shall be governed by the rules of supplementary examination, as approved from time to time.
- (xvii) The student who have cleared his/her subject(s) in supplementary examination shall be awarded a maximum grade of B+ (equivalent to 55%). However, for special cases as mentioned under clause 2(x), the maximum grades that a student can obtained shall be A+ (75%).

4. NOTIFICATION OF SCHEDULE OF FEES

The University shall notify the fees payable by the students with timeline such as re-checking, re-evaluation, supplementary examination, duplicate grade card / transcript etc.

5. PREPARATION AND DECLARATION OF RESULT:

- (i) Course Coordinator, who is usually a faculty member teaching the course, shall coordinate the submission of marks of the evaluation to the office of Controller of Examination.
- (ii) Course Coordinator shall submit to the Head of the Department, the breakup of teacher's evaluation. The HoD shall submit all the records of test / examinations as prescribed under the course structure of the respective programs of that semester, to the Controller of Examination;
- (iii) Once the results are collated, at the end of semester, Controller of Examination shall call a meeting of Result Moderation Committee. The Result Moderation Committee shall comprise:
- Dean Academics: Chairperson
 - All Deans of the University: Members
 - Head of the Concerned Department: Member
 - Controller of Examinations: Member Secretary
- (iv) The final results of a semester shall be declared by the Controller of Examinations normally within 21 days of the last examination held.
- (v) The Grade Card containing the Semester Grade Point Average (SGPA), number of credits earned and Cumulative Grade Point Average (CGPA) obtained by a student till that semester shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result.
- (vi) For Masters Program, result preparation and declaration shall be done after submission of the thesis and its successful passing of the viva voce examination.

6. USE OF UNFAIR MEANS:



If a student is found guilty of using or attempting to use or having used unfair means at an examination, all such cases shall be placed before the duly constituted Committee for prevention of unfair means and the actions shall be taken as per procedure prescribed in the Regulation.

7. EXAMINATION GRIEVANCE COMMITTEE:

In case of any written representation / complaint received within seven days after completion of the examination regarding grievance pertaining to setting up of question paper or any other grievance relating to examination. A student within 7 days may also represent regarding the grievance/complaint regarding evaluation. All such grievances/complaints shall be placed before the Examination Grievance Committee constituted by the University, which shall comprise the following:

1. Dean Academics / Dean of Faculty
2. Concerned Head of the Department
3. Outside Subject expert nominated by the Vice Chancellor.
4. Registrar
5. Controller of Examination-Convener/Secretary

The Vice Chancellor shall take appropriate decision on the recommendations of the Examination Grievance Committee, before the declaration of result(s) of the said examination.

8. UNIVERSITY EXAMINATION COMMITTEE

The University Examination Committee shall be responsible to oversee the smooth conduct of examination in the University. The role of such committee shall include cancellation of the examination of a student and/or debars him/her from appearing in an examination of the University for specified term. The committee constituted by the Vice Chancellor shall consist of the following:

- (a) Nominee of the Vice Chancellor
- (b) One of the Dean's / Director nominated by the Vice Chancellor
- (c) Three Head of the Department by rotation.
- (d) Proctor of the University
- (e) Controller of Examination-Convener/Secretary

The tenure of the Examination Committee shall be two years. Two third members will form the quorum of the meeting. There will be at least one meeting of the Examination Committee in each semester. The decisions of the Examination Committee shall be placed before the Vice Chancellor.

Functions of the Examination Committee shall be:

To frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of students performance and conduct of examinations as well as for tabulators / programmers for preparing the results of the examinations.



To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.

To review from time to time the results of the University examinations and submission of reports thereon to the University.

To make recommendations to the Vice Chancellor for the improvement of the examination system.

To consider the complaints received against Officers and Staff engaged for conduct of examinations and recommend to the Vice Chancellor about the action to be taken against the concerned person(s).

To consider and recommend the rates of remuneration for the Examiners, Superintendents of Examination Centres and other staff engaged on examination duty, Tabulators and Collators etc associated with the examination duty.

To investigate the cases of understandable divergence in the results of any Course Unit.

For this purpose, the Examination Committee may itself scrutinize the answer books or may order their scrutiny by other person(s), and may also call an explanation from the examiner concerned for the divergence of marks. If after the investigation, the Committee is of the opinion that such divergence is due to leakage of paper, personal favouritism or animosity, it may recommend to the Vice Chancellor such action as it may deem fit such as debar the examiner/evaluator from examinership permanently or for a specified period, a revaluation of the answer books etc

9. MODERATION COMMITTEE FOR QUESTION PAPERS

(1) There shall be a Moderation Committee for question papers comprising of the following members for one or more courses:

(a) Head of Department- Chairperson

(b) Senior most faculty member having experience of teaching the course: Member

(c) Controller of Examinations: Member Secretary

Provided further that the Heads of Institutes may co-opt other experts not exceeding two, if required.

Functions of the Moderation Committee shall be:

(a) To ensure that question papers are strictly in accordance with the course contents;

(b) To remove ambiguity in the language of questions, if any;

(c) To moderate / reframe the questions for higher learning so as to give opportunities to students of varying abilities;

(d) To ensure proper coverage of course contents and indicate weightage / marks for each question or part / parts thereof, time prescribed and to correct errors, if any.

10. LOSS OF ANSWER BOOK(S)



(1) If any answer book of student(s) is lost at the Examination Centre after having been received by the Centre Superintendent of the examination or by any of the invigilators or during transmission to concerned person and if he passes in all other subjects of the examination, he may be required to re-appear in that particular paper in which the answer book was lost, on a date fixed by the controller of examination or the student be given in missing paper, the average of marks earned by him in other papers.

(2) In case of loss of Project Report/Summer Placement Report/ Dissertation of a student, the student will be required to submit duplicate copy thereof .

(3) In case of a dispute whether answer book(s) of students was/were duly received or not, the matter shall be handled by the University Examination Committee.

11. OFFICIAL TRANSCRIPTS TO STUDENTS

The University will issue Official Transcript to a student for seeking admission in foreign universities / institutions for pursuing higher courses. All such documents shall be issued after deposition of prescribed fee as per the guidelines prescribed from time to time.

12. OPEN HOUSE

The Examination Department shall facilitate review of the answer scripts by the interested students before finalization of results with aim to minimize the error in evaluation. The guidelines for open house shall be as under:

- (a) Evaluated answer scripts shall be shown to the students as per the schedule notified by the COE and ensure safety of the answer sheets.
- (b) The interested students shall be provided their answer scripts under the instruction and supervision of the Head of the Department. It will be the responsibility of the HoD to ensure that no answer scripts issued to the students is lost or misplaced in the process and they are returned back to examination branch in the same condition.
- (c) Students allowed for open house evaluation shall fill and submit duly signed form prescribed for the purpose by the Examination Department.
- (d) The Student shall be allowed to check only his / her own answer scripts and report any discrepancy relating to totaling of marks and unmarked question. No student shall be allowed to use mobile any digital device inside the hall specified for the purpose.
- (e) It shall be the responsibility of the student to be present in the open house at the specified time, date and place. If a student fails to report as per the schedule as notified by the COE, no other opportunity shall be provided to him.

NOTE:



If a student takes an academic break, he / she has the option of repeating any or all of the courses in the subsequent semester(s) and retain the credits already earned by him.

13. WAIVER

Provided that under exceptional cases the Vice Chancellor may relax any clause of these regulations, if difficulties arise in its implementation, if such notifications, amendment, insertion, deletion which in his/her opinion are necessary or expedient for smooth running of the program. However, all such changes have to be reported to the Academic Council in the next meeting.





MANAV RACHNA
UNIVERSITY
Declared as State Private University vide Haryana Act 26 of 2014

MANAV RACHNA UNIVERSITY

(Declared as State Private University vide Haryana Act no 26 of 2014)

MRU (Professional Ethics, Job Description & Teaching Practices for faculty) Regulation, 2019.

(Approved in 13th Board of Management Meeting Held on 15th January 2020)

Sector -43, Surajkund Badkhal Road, Aravali Hills, Faridabad- 121004

HARYANA



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/BoM(A&M)/Vol. IV /2017

Dated:12.02.2020

Notification

It is hereby notified that Board of Management has approved **MRU (Professional Ethics, Job Description & Teaching Practices for Faculty) REGULATION, 2019** in its 13th BOM meeting held on 15.01.2020, which has come in force from 12.02.2020. It is circulated for information compliance by all the concerned faculties of the University.


Registrar

Copy to:

1. PS to VC for kind information to Hon'ble Vice Chancellor
2. PVC for kind information
3. All the Deans/Directors/ Heads of the Department
4. Registrar, MREI
5. Deputy Registrar, (Admin)
6. DR (Academics)



MRU (PROFESSIONAL ETHICS, JOB DESCRIPTION & TEACHING PRACTICES FOR FACULTY, HODs, DEANS & PROVOST/DEAN ACADEMIC) REGULATION, 2019

In pursuance of the provisions under Section 33(1) of the Haryana Private Universities Act, 2006, the Board of Management of the Manav Rachna University, hereby makes the following Regulations relating to the Professional Ethics, Job Description & Teaching Practices of Faculty appointed by the University.

1. Short Title And Application

1. These Regulations may be called Manav Rachna University (Professional Ethics, Job Description & Teaching Practice) Regulation, 2019
2. These shall come in force from the date of notification by the University.
3. These shall apply to all to teachers which shall include Professors, Associate Professors, Assistant Professors, Librarian, Director (Physical Education) and such other post of the University as may be treated at par with teachers by the Board of Management.

2. Definitions

Words and expressions used in these Regulations shall have the meanings assigned to them in the Act, Statutes and Ordinances of Manav Rachna University, unless the context otherwise requires.

3. Faculty Members and their responsibilities.

Whoever adopts teaching as a profession, assumes the obligation to conduct himself in accordance with the ideal of the profession. A **Faculty Member** is constantly under the scrutiny by his students and the society at large. Therefore, every Faculty Member should see that there is no incompatibility between society precepts and his conduct. His conduct should be an ideal one and must motivate and inspire students. This profession further requires that the Faculty Members should be calm, patient and communicative by temperament and amiable in disposition.

4. Conduct & Behaviour expected from the Faculty

A Faculty Member should...

- (a) Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- (b) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication. Faculty Members should personally know the details of all students and keep a record of students' profile.
- (c) Participate in extension, co-curricular and extra-curricular activities including community services and social initiatives.
- (d) Co-operate and assist in carrying out functions relating to the educational responsibilities of the School / department and the University such as: assisting in admissions, counselling, Administration, Examination etc.
- (e) Manage their private affairs in a manner consistent with the dignity of the profession.
- (f) Express free and frank opinion by participation in the professional meetings, seminars, conferences etc. towards the contribution of knowledge.



- (g) Maintain active membership of professional organizations and strive to improve upon their own education and profession through them. Respect the right and dignity of the students in expressing their opinion.
- (h) Deal justly and impartially with students regardless of their religion, caste, and creed, political, economic, social and physical affiliation.
- (i) Recognize the difference in aptitude and capabilities of the students and strive to meet their individual needs.
- (j) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (k) Inculcate scientific outlook among students, the respect for physical labour, ideals of democracy, patriotism and peace.
- (l) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (m) Pay attention to only the attainment of the student in the assessment of merit.
- (n) Make themselves available to the student even beyond their class hours and help and guide students without any expectation of remuneration or reward.
- (o) Help students to develop an understanding of our national heritage and national goals.
- (p) Try to maintain a contact with the guardians /parents of the students, send performance reports to them whenever necessary and meet them in the meetings convened for the purpose.
- (q) Refrain from inciting students against other students, colleagues or administration.
- (r) Treat other members of the profession in the same manner as they themselves wish to be treated.
- (s) Speak respectfully of other Faculty Members and render assistance for professional growth.
- (t) Refrain from lodging / gossiping on unsubstantiated allegations against colleagues to higher authorities.
- (u) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- (v) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession and work for the University.
- (w) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities towards the University.
- (x) Co-operate in formulation of the policies of the University and accept responsibilities as assigned by the University.
- (y) Co-operate with the authorities for the betterment of the University keeping in view the interest and in conformity with dignity of the profession.
- (z) Give and expect due notice before a change of position is made.
- (aa) Refrain from availing themselves any leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- (bb) Seek to make a continuous professional growth through study and research.



5. Job Description

5.1 General Job Description of Teaching Staff:

- (a) Preparation of the course plan with detailed break up of syllabus topic for the subject to be handled, as per the guidelines and decide on the prescribed text / reference books for further study.
- (b) Preparation of daily faculty report (work Diary) in the prescribed format.
- (c) Effective utilization of the teaching hours for the benefit of the students duly adapting to the teaching methodology as may be specified for the particular course, including holistic peace studies classes.
- (d) Ensure that any teaching hour lost due to leave or other exigency is compensated by filling in the leave hours of any of other faculty members of the same class.
- (e) Prepare and conduct the monthly comprehension tests as per pre-notified course schedule.
- (f) Prepare a question bank along with answers, progressively for the topics covered, jointly with other faculty members handling the same subject for the same class of other divisions/Schools/Departments.
- (g) Devise evaluation methods and evaluation tools (e.g. question papers, projects, assignments) along with fellow teachers teaching the same course.
- (h) Evaluate students on a continuous basis.
- (i) Complete evaluations within prescribed time in a fair and transparent manner and submit final grade sheets to examination section.
- (j) Update oneself of the current developments in the subject handled by regular reference to publications and Internet. Build relationship with industry & make recommendations to HOD for expert lectures etc.
- (k) As part of mentoring, the students in a class may be divided into “above average” and “average” category. The “above average” category students may be given challenging assignments and projects from fourth trimester onwards. Programmes could be evolved to other category student as well.
- (l) Participate in academic discussions initiated by the HOD/ Coordinator.
- (m) Suggest areas requiring modifications, improvements or changes in the curriculum.
- (n) Suggest relevant study materials/ Magazines/books/ equipment/ instruments/ software etc. required for teaching a subject in a class or laboratory.
- (o) The HOD / coordinator may specify any other responsibility and those additional responsibilities should also be performed with the same sincerity.
- (p) Continuously upgrade his / her educational qualification & knowledge through active research.
- (q) Help the School/Department in raising research funding through suitable collaboration activities.
- (r) Commensurate with his / her capabilities; indulge in Research & outreach activities to enhance the reputation of school & hence university.

6. Additional Job Description for Teaching Staff:

- (a) To be responsible for all the matters concerning the class(s) under the charge; more specifically:-
 - (i) Attendance, Attitude, dress code, conduct, behaviour, academic performance, extra and co-curricular activities of the students.
 - (ii) Identification of non / under performing students and ensuring their improvement by suitable measures including mentoring and remedial classes.



- (iii) Assist in choosing the class representatives and delegating role and responsibilities.
- (iv) Interact with the students and the class representative(s) discreetly, to know difficulties experienced by the students, for its rectification.
- (b) To interact with other faculty members of the class for the feedback on student performance and ensure appropriate corrective action.
- (c) Consolidate period wise attendance data for the class on a daily basis for necessary follow up on habitual latecomers and absentees.
- (d) Consolidate and review the marks & other details of the students of the class for internal assessments / mid-trimester examination etc. for initiating remedial steps for underperforming students.

7. Duties & Responsibilities of a Head of department:

- (a) Responsible for efficient functioning of the Department/Centre with reference to its goals and objectives in a professional manner.
- (b) Develop a schedule of the School / department activities for the academic year.
- (c) Ensure judicious class / job allocation to the faculty members.
- (d) Ensure that all faculty members complete their roles and responsibilities in a timely manner.
- (e) Ensure manpower management of teaching and non-teaching staff of the School / department, in such a way that no prescribed class hours are lost.
- (f) Ensure harmonious and cohesive work-environment, nurture a healthy academic community and assist in resolving differences among the faculty / staff members.
- (g) Review and approval of all relevant records of concerned faculty members.
- (h) Conduct periodic / independent review of faculty performance, individually, and suggest remedial tips.
- (i) Create / look for opportunities and avenues for developing faculty knowledge and capability.
- (j) Ensure that each faculty member, turn by turn, presents a recent article from a leading international journal to his fellow colleagues in the School / department /centre at least once in fortnight.
- (k) Encourage regular academic discussions on relevant subjects to give exposure to the relevant faculties in and outside the School / department/centre, to facilitate knowledge sharing and updating
- (l) Identify topics and arrange special lectures by academicians, Researchers on such different subjects in consultation with the concerned faculty.
- (m) Inspect concerned / selective classes regularly, at least once in week.
- (n) Maintain overall discipline among students in the School / department, as per Faculty policy and guidelines with due coordination with the class Teachers, with regard to attendance, uniform, attitude, conduct, assignment completion etc.
- (o) Resolve difficulties (academic and non-academic) faced by the students, in due consultation with the class teacher or admin staff and refer essential cases to the Counsellor, with a discrete note of reference.
- (p) Make efforts for enhancing employability of the students and make them placement ready.
- (q) Ensure that there is an interaction with the placement expert team and School/Faculty members and students at least once in a month for the pre-final year and final year students.
- (r) Convene regular faculty meetings to assess and review the progress on the planned activities.



- (s) Convene class committee meeting to get students' feedback on teaching / teachers.
- (t) Conduct pre examination and post examination reviews with the faculty members concerned with regard to quality of questions, answers, rectification measures etc. to improve the standard of examination and students' performance.
- (u) Comply with the reporting requirements and submissions as may be specified.
- (v) Finalise the work load allotment and timetable for the next trimester at least two months in advance.
- (w) Conduct BoS meetings for Curriculum development, teaching learning process, introduction of new subjects, introduction of new programme or any other area of significance.
- (x) Prepare and monitor the time and cost budgets for the School / department.
- (y) Prepare and submit feedback / appraisal reports of the staff members to Deans as per the University guidelines.
- (z) Ensure maintenance of appropriate quality of equipment in the laboratories for teaching and research.
- (aa) Convene and participate in meetings as per the regulations.
- (bb) Guide fellow faculty for building network with other stake holders in Industry, Research organizations and other academicians nationally & internationally. Support the Deans in forecasting on innovation activities.
- (cc) Support Dean in all his core duties.

8. Duties & Job Responsibilities of a Dean / Associate Dean (Faculty):

The Dean of Faculty is a multifaceted, multitasking academic leader who is broadly responsible for:

- (a) Administration of the faculty (staff and students).
- (b) Academic Rigor.
- (c) Academic Innovation.
- (d) Student Enrolment and Employability.
- (e) Outreach and Research.
- (f) Teaching and Learning

The details of each are as given below;

- (a) **Administration of the Faculty:** Administration of Faculty consists of compliances and alignment with the Statutory / Regulatory agency guidelines & University guidelines, establishing internal systems & sub policies aligned with overall university policies. Advise and Guide the Directors / HOD within the faculty, influence developmental activities for both; human resource as well as infrastructure and most importantly the students' interface to assist students in any form within the powers of the Dean.
 - (i) Dean shall be responsible for aligning the academic objectives of the Faculty with the vision and mission of MRU, set targets for achieving them and ensure that the set targets are achieved.
 - (ii) Support the Vice Chancellor to develop and continuously improve an appraisal system for the staff and ensure that the appraisal process is completed, to the point of submission to Registrar, in time. Prepare a plan of action post appraisal and implement it in consultation with the Vice Chancellor.
 - (iii) The Dean shall keep himself updated of changes in regulatory and accreditation environment and continuously keep the teams informed of the changes. Anticipate necessary changes and



- appropriately implement them to ensure quality. Deans are also responsible to ensure that all the regulatory and accreditation criteria are being met for their programs and seek out accreditation for new programs.
- (iv) Prepare Annual Quality Assurance Report, Annual Report of the Faculty which would become part of the Annual Report of the university, and any such reports as decided from time to time
 - (v) Responsible for bi-annual development of quality parameters and ranking of integral units of higher education based on the Annual Quality Assurance Report.
 - (vi) Recommend to the Management proposals for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and making Regulations for their award.
 - (vii) Recommend to the Management through the Academic Council, proposals for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centre, knowledge resource centre, Science and Technology Parks, entrepreneurship development and industry incubation centre, intellectual property rights centre, workshops, hobby centres, clubs, museums, etc.;
 - (viii) Conduct regular meetings with the faculties / teachers and non-teaching staff to understand their concerns and address them.
 - (ix) Develop and oversee academic policies and procedures for the faculty.
 - (x) Develop quality benchmarks or parameters for various academic and administrative activities of higher education.
 - (xi) Shall be responsible for academic planning, monitoring and academic audit of the programmes and implementation of academic policies approved by the Academic Council in respect of academic development, maintenance of quality of education including standards of teaching and research and training of faculty.
 - (xii) Responsible for ensuring academic development of the faculty under his purview and proper implementation of the decisions of the Board of Studies, Board of Faculty, Academic Council, Board of Management and the Governing Body and Evaluation in respect of his Faculty. Conduct the examinations with authenticity and sanctity in coordination with the Examination department.
 - (xiii) Prepare reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission and any such other body.
 - (xiv) Set proper evaluation of faculties and encourage them to raise their standards by higher education /research.
 - (xv) Help develop and continuously improve a suitable grievance-redressal system; both at University as well as school /department level and support its functioning.
 - (xvi) Prepare proposals for award of fellowship, scholarship and other distinctions in the faculty for submission to the Academic Council.
- (b) **Academic Rigor:** This pertains to quality & intensity of teaching learning process in the university which need to be continuously monitored to ensure certain pre-agreed standards and norms. The Dean shall provide guidance, leadership, systems and processes for planning, monitoring and quality assurance.
- (i) Facilitate the creation of a learner-centric environment conducive for quality education. Strive to stay up to date with technological and philosophical changes in the education industry and ensure the Heads of School also do the same.



- (ii) Arrange for feedback from the students, the Faculty Members, non-teaching staff and the other stakeholders on quality-related processes and forward the genuine ideas to the VC or Registrar for consideration and implementation across the University. Work on the learning outcome of the program and take corrective actions wherever required.
 - (iii) Set high standards of measurable teaching effectiveness, and ensure compliance and continuous improvement through effective monitoring and training/counselling.
 - (iv) Work towards building teams of high quality teachers in schools / departments under the Faculty and participate in the attracting and recruiting new faculty.
 - (v) Take lead in creating right kind of rubrics for evaluation and guide the schools to build a rich repository of resources. Be responsible for creation of a repository of questions with model answers which shall be continuously updated and expanded.
 - (vi) Ensure feedback from stakeholders is appropriately ploughed back into the system and implemented both in letter and spirit.
- (c) **Academic Innovation:** the Dean shall provide leadership to innovate programs offered by the Faculty as well as reach-out to fellow Deans for interfaculty programs. Similarly innovations in systems & processes as well as resource utilization across Faculty is within the purview of Dean's responsibilities.
- (i) Shall go through the existing curriculum, initiate development of new undergraduate, post graduate programs and doctoral studies in line with the University's overall academic and administrative objectives.
 - (ii) Support planning and organization of inter-institutional and intra-institutional workshops, seminars on quality related themes and help identify good workshops elsewhere and encourage teachers to participate. Establish a methodology for extracting the crux of such interactions and internalizing to university systems and process.
 - (iii) Co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of university database, through management information system for the purposes of maintaining or enhancing the University quality.
 - (iv) Shall maintain relations with other academic bodies, industry and other stake holders and help Heads to do the same and be updated with the current happenings in the education sector. Use these networks to establish current and futuristic trends and brainstorm to innovate and to equip university to tackle such changes.
- (d) **Student Enrolment and Employability:** The Dean shall offer leadership to help direct reporters to plan and coordinate faculty participation in student enrolment process. Guide Heads to plan & focus on employability and help coordinate with placement division in placement activity.
- (i) Personally Guide the students for admissions and selection of courses. Ensure that the teachers and HOD participate in these activities. Identify, help and train teachers in these activities through active coordination with the Admissions teams. Assist the management in completing admissions in time.
 - (ii) Represent MRU at various conferences, seminars, industries etc.
- (e) **Outreach and Research:** This is an area of establishing linkages with the industry, Government bodies, Research labs, thinkers & influences in society and use this network to enhance the research and other missions of the university.
- (i) In consultation with the coordinating Dean for Research, Consulting and Innovation; establish control and regulatory mechanism for research activities in the university under the guidance of the Vice Chancellor.



- (ii) Recommend to the Academic Council the norms of recognition of postgraduate Faculty Members and research guides in post-graduate departments.
- (iii) Responsible for ensuring standards of under-graduate and post-graduate research in the university.
- (iv) Build a culture of research, fund raising through funded research, publishing in high impact publications and wherever possible patent ideas, prototypes products or processes. Build a network with the help of Heads to use this expertise to create consultancy and training activities for the industry professionals through appropriate coordinating wing of the university.
- (v) Initiate enquiry into any unethical act / malpractices, committed in any academic programmes within the Faculty by any department.

Exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor from time to time.

(f) Teaching and Learning

- (a) Engage in teaching and set standards and demonstrate the same to his fellow teachers
- (b) Be responsible for designing new Courses and Experiments which make curriculum more relevant.

9. Duties & Responsibilities of Provost / Dean Academics

- (a) The provost oversees budget allocations to the faculties and works with them for planning, development, implementation, assessment, and improvement of all academic programs, policies, and supporting infrastructure including facilities and information technology. He has direct responsibility for the recruitment, retention, and renewal of the faculty, and contributes to maintaining the infrastructure that assists the faculty in teaching and research.
- (b) shall work under the guidance of Vice-Chancellor. Deans of faculties shall report to the provost.
- (c) He(she) shall be responsible for the education of undergraduate and postgraduate students on campus. He sets priorities with regard to admissions and financial aid and works to ensure student retention and timely graduation. He is also in charge of all cross-Faculty programs, including general education. With regard to curriculum and education, the provost works in close consultation with the Deans of various faculties in the spirit of shared governance. Broadly the functions of Provost / Dean Academic are:
 - (i) To lead, direct, develop, monitor the verticals assigned.
 - (ii) Shall be responsible for aligning the vertical objectives to the vision and mission of the University.
 - (iii) To provide leadership to strategic planning, research and setting up processes for the program vertical.
 - (iv) Approve the budget and monitor the expenses of the respective vertical.
 - (v) Shall support and guide the deans to achieve their Knowledge Research Indicators.
 - (vi) Shall possess a student centric approach.
 - (vii) Ensure that the research, academic programs and the faculty are of the highest quality.
 - (viii) Support research, grant-writing, publishing and other scholarly activities of the faculty.
 - (ix) Promote high quality research through collaboration, grants, publications and patents.
 - (x) To implement academic plans, research agendas and oversee the work.



- (xi) Work closely with the deans to facilitate program development. Introduce short courses / Executive diploma for the working category people.
- (xii) Contribute in designing MDP's and FDP's for faculties.
- (xiii) Involve the students in various research projects at national and international level.
- (xiv) Adopt best practices through international and national linkages.
- (xv) Collaborate with industries and government authorities for joint research collaborations.
- (xvi) Ensure systematic review of programs (majors) to ensure quality and current course content.
- (xvii) Formulate, maintain and implement a high-quality curriculum. Shall be responsible to approve the hiring, evaluation of faculty, staff, programs and services.
- (xviii) Provide leadership in matters of academic policy and administration. Regularly advise the Deans on these matters.
- (xix) Coordinate accreditation efforts and the preparation of reports to various accrediting agencies.
- (xx) Oversee the preparation of the class schedule of each trimester; approve the final class schedule.
- (xxi) Oversee the promotions of the programs and its admissions.
- (xxii) Ensure succession planning at each level.
- (xxiii) Ensure placement of students nationally and internationally.
- (xxiv) Responsible to shoulder responsibilities of the social initiatives carried out at the university.
- (xxv) Perform other duties as delegated by the Vice Chancellor and other higher management officials.

10. General guidelines on teaching practices

10.1 The general guidelines on teaching practices are as follows;

- (a) Course plan for the succeeding trimester must be prepared at least one month prior to the start of next trimester. Ensure that teaching staff do not engage students without a course plan. Course Plan must be developed (in the prescribed format) collectively by all the Faculty Members of the same subject / paper and it shall be endorsed by the Coordinator / HOD.
- (b) Due consideration must be given to the course objectives as well as the Programme objective while preparing the course plan. Further Faculty need to ensure proper documentation of such course plans.
- (c) Teaching must be done as per the course plan. At the end of every class, the topic to be dealt with in the next class must be announced and students must be asked to read the topic before they come for the next class. The Faculty Member must ask questions on the topic before commencing the explanation.
- (d) Last few minutes; at the end of every class; must be utilised to summarize what has been taught in that class.
- (e) Explanation must be in simple language with adequate illustrations.
- (f) Make adequate use of Information and Communication Technology tools, to improve the effectiveness of teaching –learning process.



- (g) Students must be prodded to interact on the subject by asking relevant / suitable questions.
- (h) Dictation of standardized notes for theory subjects must be **strictly discouraged**, instead, highlight important points and encourage the students to develop their own notes.
- (i) Formative assessment must be made by the Faculty Member about the learning of the students.
- (j) Assignments for internal assessment must be such that reference to books, library materials and Internet would be necessary for its completion. Assignments to be submitted by students must be handwritten. Mere copying from reference material must be wholly discouraged while evaluating internal assessments.
- (k) No class shall be let free for reasons of non- availability of the faculty.
- (l) Guest faculty / Visiting Faculty shall be engaged only in case of inadequacy of the internal resources.

11. Examination Duty

- (a) Attending to examination duty by faculty/ staff members is mandatory as per the work allotment assigned by the Controller of Examinations.
- (b) The invigilators should report 15 minutes before the scheduled start of the examination. Request for any adjustments in the allotted schedule should be done well in time.
- (c) As a matter of policy no leave shall be approved during examination days except under extremely unavoidable circumstances.
- (d) Any leave approval during the examination period, must be cleared by the Controller of Examinations. (For further details please refer Examination SOP)



MANAV RACHNA UNIVERSITY

(Declared as State Private University vide Haryana Act no 26 of 2014)

MRU (Service Conditions of Teaching Staff) Regulations, 2019

(Approved in 13th Board of Management Meeting Held on 15th January 2020)

Sector -43, Surajkund Badkhal Road, Aravali Hills, Faridabad- 121004

HARYANA



MANAV RACHNA UNIVERSITY (SERVICE CONDITIONS FOR TEACHING STAFF) REGULATIONS, 2019

In pursuance of the provisions under Section 33(1) of the Haryana Private Universities Act, 2006, the Board of Management of the Manav Rachna University hereby makes the following Regulations relating to the manner of appointment terms and conditions of services of teachers / academic staff appointed by the University.

1. SHORT TITLE AND APPLICATION

- 1.1 This Regulations may be called the Manav Rachna University (Service Conditions for Teaching Staff) Regulations, 2019
- 1.2 They shall come in force from the date of approval of the Board of Management.
- 1.3 They shall apply to teachers which shall include Professors, Associate Professors, Assistant Professors, Librarian and such other post of the University as may be treated at par with teachers by the Board of Management.
- 1.4 The term and condition and the services of teachers appointed by the University shall be those as embodied in the Agreement which every teacher of the University appointed on regular basis shall be required to enter into.

2. DEFINITIONS

Words and expressions used in these Regulations shall have the meanings assigned to them in the Act, Statutes and Ordinance of Manav Rachna University, unless the context otherwise requires.

3. RECRUITMENT

- 3.1 Subject to the fulfillment of the eligibility requirements as prescribed by the Regulatory bodies for the teaching posts (Professor, Associate Professor and Assistant Professor) and other academic staff shall be filled by direct recruitment through open advertisement and selection on the basis of merit by duly constituted selection committee set up under the Clause 22 (i) (c) of the Manav Rachna University (First) Statutes, 2016. The appointments shall be made by the Board of Management on the recommendations of the Selection Committee.
- 3.2 Appointments may also be made on the recommendation of a Selection Committee for a particular post by considering the candidature in absentia in any special case.

3.3 RESERVATIONS

There will be no reservation of any kind for recruitment of teachers.

4. MEDICAL FITNESS

- 4.1 Every teacher, on his first appointment in the University through direct recruitment on regular basis shall be required to produce a medical certificate of fitness in the prescribed format from the Medical Officer nominated by the University. In case he is not declared fit by the medical officer, the candidate may prefer an appeal within a month against the findings of the medical officer examining him, to the Vice Chancellor, who, after considering the appeal of the candidate, may refer the candidate to a medical board of a Govt. of Haryana/NCT of Delhi/Govt. of India Hospital for undergoing fresh Medical Examination and the decision of the medical board shall be final.

Provided that in case where a teacher/academic staff has already been medically examined by a medical authority of a hospital for his previous appointment and if the required standard of medical fitness for the new post is the same, he shall not be required to undergo a fresh medical examination.



4.2 For efficient discharge of duties, the appointing authority may require a teacher to appear before a medical board of Govt. of Haryana/ Delhi hospital/Govt. of India hospital to test his physical or mental fitness necessary for the efficient discharge of the duties of his post, whenever it has reasons to believe that the teacher/Academic Staff is not fit to perform his duties satisfactorily. The teacher/Academic staff shall however, have the right to appeal to the appellate medical board against the decision of the first medical board.

5. VERIFICATION OF CHARACTER AND ANTECEDENT OF EMPLOYEES

The Character and antecedents of every employee on his/her first entry into service of the University may be got verified immediately from the District Magistrate concerned and his continuance in the University shall be conditional to his good character and antecedents.

6. JOINING TIME

The joining time for teaching and academic posts shall be according to the time period mentioned in the Offer of Appointment. However, in exceptional cases it can be extended up to maximum of 6 months by the Vice Chancellor.

7. DECLARATION OF AGE

A candidate shall make a declaration of his age to the University at the time of his entry into service, based on his matriculation or equivalent certificate. After the declaration of the age and acceptance of the same by the University, It shall be legally binding on him and no change shall be allowed to be made at a later date for any purpose whatsoever.

8. WHOLE TIME OF AN EMPLOYEE

8.1 Unless otherwise expressly provided for, the whole time of a teacher /Academic staff shall be at the disposal of the University and he shall serve the University in such capacity and in such a manner and at such places as he may, from time to time, be directed by the University. This Clause shall not be applicable to Visiting / Guest faculty appointed for short duration.

8.2 A teacher of the University may be called upon to perform any duty as may be assigned to him in the interest of and for the purpose of the University.

9. PAY AND ALLOWNCES

9.1 The teachers appointed by the University shall be in the cadres, i.e. Professor, Associate Professor, or Assistant Professor in so far as they take part in the teaching in the University and shall, except in case of re-employed teachers, be paid salaries on such pay scales or at such stage of such pay scales and allowances, as the Board of Management may adopt or decide from time to time.

9.2 INCENTIVES FOR HIGHER QUALIFICATIONS

Incentives for higher qualifications shall be admissible at the time of recruitment as Assistant Professor or subsequently on acquiring higher qualification during service in the Institution in consonance with guidelines issued by the UGC/ AICTE and approved by the Board of Management.

10. ANNUAL INCREMENTS

10.1 An annual increment shall be granted to each teacher/ Academic Staff as a matter of course from the 1st day of the month of the July every year, provided he has completed service of 12 months unless it is withheld. If a



teacher joins on such date that he does not complete 12 month on 1st day of the month of July falling immediately after his joining but has completed minimum of 10 month of service he shall be considered for grant of annual increment from the 1st day of the month of July. In case an employee joins the service in October onwards he shall be considered for grant of annual increment from 1st day of July in the subsequent year However, if an employee has entered in to the service of the university during January to March of the year, he shall be granted annual increment from the 1st day of January every year. The employee joining service in month of April shall be considered for grant of annual increment from 1st day of January in the subsequent year but shall also be paid arrears from the month in which he has completed 12 months from the date of joining.

10.2 An increment may be withheld if his conduct has not been good and his performance has not been satisfactory, in the opinion of the appointing authority. No increment shall, however, be withheld without assigning the specific reasons in writing and without following the procedure laid down in this regard. A teacher/Academic staff shall have the right to appeal to the Board of Management against the decision to withhold his annual grade increment.

10.3 The following services in the stages of fulltime scale shall count for increment:

- (i) Period of duty
- (ii) All kinds of leave other than extraordinary leave
- (iii) Service in another post, other than the post carrying less pay, whether in substantive or officiating capacity.

11. CAREER ADVANCEMENT SCHEME (CAS)

11.1 The Assistant Professors and Associate Professors shall be eligible for the benefit under Career Advancement Scheme on the basis of Performance Based Appraisal System (PBAS) and as per the norms / guidelines laid down by the AICTE / UGC, approved by the Board of Management of the University.

11.2 The Selection Committee for promotion to the post of Associate Professor / Professor shall be the same as that for direct recruitment. For promotion from Associate Professor to the post of Professor, the following methods of promotion shall be followed:

The candidates shall present himself before the selection committee with the following:

- (a) Self-appraisal reports.
- (b) Research contribution/books/articles published;
- (c) Research and Consultancy Project handled;
- (d) Any other academic contributions.;
(These sets of the best three written contributions of the teacher (as defined by him/her) shall be submitted by the candidate in advance along with the application;
- (e) Records of seminars/conferences attended;
- (f) Contribution to teaching or academic environment, institutional or corporate life;
- (g) Extension and field outreach activities.

12. COUNTING OF PAST SERVICES FOR CAS

12.1 Previous service, if any, without any break as an Assistant Professor or equivalent in a university, college, national laboratory or other scientific organizations, e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, as a UGC research scientist and also the services of any person from profession on the recommendation of Equivalence Committee, shall be counted for CAS provided that-



- 12.1.1 The post had an equivalent grade/scale of pay as that of an Assistant Professor in the University.
- 12.1.2 The qualifications for the post were not lower than the qualification prescribed by the University for the Post of Assistant Professor.
- 12.1.3 The concerned Assistant Professor possesses the minimum qualification prescribed by the University for appointment as Assistant Professor..
- 12.1.4 The post at which he is currently working in the University was filled in accordance with the prescribed selection procedure as laid down by the University.
- 12.1.5 The appointment was not ad-hoc, visiting or against a leave vacancy of less than one year's duration. Ad-hoc service of more than one year's duration can be counted provided that:
- (a) the incumbent was appointed on the recommendation of a duly constituted selection committee; and
 - (b) The incumbent was selected to the permanent post in continuation to the ad-hoc service without any break.

13. PERIOD OF PROBATION AND CONFIRMATION

- 13.1 Every teacher/Academic staff appointed against a regular post shall be on probation on such post for a period of twelve months.
- 13.2 In case of a teacher / Academic staff appointed on probation, the appointment may be terminated by one month's notice or by payment of a sum equivalent to one month's salary by either party choosing to terminate the appointment, without assigning any reason.
- 13.3 During the period of a probation, if a teacher is found unsuitable for holding that post or has not completed his period of probation satisfactorily, the appointing authority may in case of a teacher appointed by direct recruitment , terminate his services in the University by giving one month's notice or paying him one month's salary in lieu of one month notice or unexpired portion thereof, or
- 13.4 On satisfactory completion of the period of probation, a teacher / Academic staff shall be eligible for confirmation on that post subject to the condition laid down in these Regulations.
- 13.5 The services of a teacher may be terminated by the Board of Management on the recommendation of the Vice-Chancellor, without giving any notice period, after giving ample opportunity to explain his case, if he is found guilty of moral turpitude/gross misconduct amounting to insubordination/ criminal breach to trust/causing disrepute to the University or any act or conduct detrimental to the interest of University.
- 13.6 The services of a teacher can also be terminated in accordance with the terms and conditions laid down in his letter of appointment or any subsequent appraisal letter.

14. SENIORITY

The seniority of a teacher in a particular discipline shall be determined in accordance with the following principles:

- (i) The seniority of the direct recruited teacher/ Academic staff shall be determined by the order of merit in which they are selected for such appointments on the recommendation of the Selection Committee. Persons appointed as a result of an earlier selection being senior to those appointed as result of subsequent selection.
- (ii) Where two or more teachers are selected at the same time for appointment, seniority shall be determined based on their merit given by the selection committee provided that the date of joining in case of a teacher who has been ranked higher in merit is not later than 3 months from the date of issue of the appointment letter to him.
- (iii) Where no ranking has been indicated by the selection committee and two or more teachers join on one and the same date;
 - (a) In case where such teachers are appointed from a lower post their seniority shall be determined according to their *inter-se* seniority in the lower post, and



- (b) In other case, the seniority shall be determined according to age of the person; the person older in age shall be deemed senior.
- (iv) Save in the cases covered by sub-clauses (i) and (ii), seniority shall be determined according to the date of joining of the teacher concerned
- (v) *Inter se* seniority of direct recruits vis-a-vis Promoted under CAS:
All direct recruits/appointees (teacher/Academic Staff) shall be treated at par with those promoted under Career Advancement Scheme (CAS). However, the teachers promoted under CAS shall be placed in between the direct recruits as per their date of promotion on the post. In the situation a direct appointee teacher/academic staff and the one promoted under CAS joins on the same date, the direct appointee teacher/ academic staff shall be senior to the one promoted under CAS.

15. RESIGNATION

Subject to the acceptance of resignation by the competent authority, a teacher/ academic staff may, resign from the service of the University by giving in writing a notice of appropriate period as per the terms and conditions of his letter of appointment to the Board of Management/ Appointing Authority or by paying salary for the said period in lieu thereof: provided that such resignation shall take effect only from the date on which the resignation is accepted by the Board of Management/ the Appointing Authority.

16. SUPERANNUATION AND EXTENSION IN SERVICE / RE-EMPLOYMENT OF TEACHERS

16.1 Teachers in the permanent whole time service of the University shall retire on superannuation on completing the age of 65 years. While a teacher whose date of birth falls on any day other than the first day of the month, shall retire on superannuation on the last day of that month and those, whose date of birth is the first day of the month, shall retire on the last date of the previous month.

16.2 The Board of Management, on the recommendation of the Vice-Chancellor may grant extension in service or reemploy a distinguished superannuated Professor on contractual basis after he has attained the age of 65 years for a suitable period according to the guidelines framed by the UGC up to the age of 70 years, if the Board of Management is satisfied that the service of the such teacher are required in the interest of the University.

16.3 Subject to the provision of sub clauses (2), the term and conditions of services of a re-employed teacher including his salary and other benefits admissible to him (except leave) will be in accordance with the guidelines prescribed by the Board of Management. from time to time.

17. LEAVES RULES

Leaves rules, as laid down in the MRU (Leave) Regulations shall be followed for University teachers/Academic staffs.

18. LIEN AND DEPUTATION

The appointing authority may allow an employee of the university to be on deputation to an outside agency on such terms and conditions as mutually agreed upon between the University and the borrowing organization.

19. PERFORMANCE APPRAISAL

19.1 The performance appraisal including self assessment of Teachers as per UGC guidelines shall be in the Performa as approved by the Board of Management. Performance appraisal shall be a mandatory part of the career advancement scheme.



19.2 The performance appraisal report shall be submitted to the reviewing and accepting authorities through his reporting officer by the Teacher at the end of the academic year.

20. CODE OF PROFESSIONAL ETHICS

The code of professional ethics as laid down in the Regulations shall be applicable to all the teaching staff of the University.

21. VACATION

21.1 Vacation will be of such duration and dates as notified in the academic calendar of the University every year.

21.2 Teaching staff of the University and any other staff declared as "Vacation staff" shall be entitled to avail the vacations. However, the teaching/ Academic staff on probation shall not be entitled to vacations, till they are confirmed.

21.3 Vacation staff cannot automatically avail of the vacation. In case the exigencies so demand, any member of vacation staff can be called for duty during vacation. In such case leave at 1/2 of the period during which he is asked to work during the vacation, will be credited to his leave account as Earned leave.

22. COMPULSORY DEDUCTIONS

No deduction of any kind shall be made from the salary of a teacher except the deduction mutually agreed between the teacher and the Management.

23. SPECIAL PROVISION FOR EXISTING EMPLOYEES

23.1 Every teacher holding a regular post in the University at the time of notification of this Regulation, shall, be deemed to have been appointed under the provisions of this Regulation and will be required to sign the agreement as prescribed, in case he intends to continue.

24. RECORD OF SERVICE

There shall be a personal file of every teacher/ Academic staff in which all papers, records and other documents relating to his service in the University shall be placed. A leave account showing the complete record of all kinds of leave (except casual leave) earned and availed of by him and the balance of leave at his credit shall be maintained separately.

25. TRAVELLING AND DAILY ALLOWNCES ETC.

Teachers shall be entitled to traveling and daily allowance etc according to the provisions applicable to employees of the University as notified from time to time.

26. GRATUITY

The teachers/academic staff of the university shall be entitled to gratuity after rendering continuous services for not less than five years in the university, subject to other provisions /conditions under payment of Gratuity Act, 1972.

27. RESIDUARY CONDITIONS OF SERVICE & REMOVAL OF DOUBTS

Any matter relating to the conditions of service of teachers for which no specific provision is made in this Regulation, shall be determined by the Board of Management. Where a doubt arises as to the interpretation or application of any of the provision of this Regulation, the matter will be referred to the Board of Management for a decision, which shall be final.

28. In these Regulations, wherever, the word 'he' and 'his' are mentioned, the same shall be read as 'she', 'her' and herself in case of female candidate.





MANAV RACHNA
UNIVERSITY
Declared as State Private University vide Haryana Act 26 of 2014

MANAV RACHNA UNIVERSITY

(Declared as State Private University vide Haryana Act no 26 of 2014)

MRU (Service Conditions of Non-Teaching Staff) Regulations, 2019

(Approved in 13th Board of Management Meeting Held on 15th January 2020)

Sector -43, Surajkund Badkhal Road, Aravali Hills, Faridabad- 121004

HARYANA



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/BoM(A&M)/Vol. IV /2017

Dated:12.02.2020

Notification

It is hereby notified that Board of Management has approved **MRU (Service Conditions of Non-Teaching Staff) Regulations, 2019** in its 13th BOM meeting held on 15.01.2020, which has come in force from 12.02.2020. It is circulated for information compliance by all the concerned Non-Teaching staff of the University.


Registrar

Copy to:

1. PS to VC for kind information to Hon'ble Vice Chancellor
2. PVC for kind information
3. All the Deans/Directors/ Heads of the Department
4. Registrar, MREI
5. Deputy Registrar, (Admin)
6. DR (Academics)



MANAV RACHNA UNIVERSITY (SERVICE CONDITIONS OF NON-TEACHING STAFF) REGULATIONS, 2019

In pursuance of the provisions under Section 33(1) of the Haryana Private Universities Act, 2006, the Board of Management of the Manav Rachna University, hereby makes the following Regulations relating to the manner of appointment terms and conditions of service of non-teaching staff appointed by the University.

1. SHORT TITLE AND APPLICATION

1.1 These Regulations may be called Manav Rachna University (Service Conditions of Non-Teaching Staff) Regulation, 2019)

1.2 These shall come in force from the date of notification by the University.

1.3 These shall apply to all of the University (other than teachers) and shall include Administrative post like Registrar, Chief Finance & Accounts Officer, Controller of Examinations, Deputy Registrar, Deputy Controller of Examinations, Assistant Registrar, Assistant Controller of Examinations, Assistant General Managers, Managers, Sports officer, technical supporting staff, office staff and such other post of University as may be decided by the Board of Management.

The terms and conditions of service of the staff appointed by the University shall be those as embodied in the Agreement of service which every employee of the University appointed on regular basis shall be required to enter into.

2. DEFINITIONS

Words and expressions used in these Regulations shall have the meanings assigned to them in the Act, Statutes and Ordinances of Manav Rachna University, unless the context otherwise requires.

3. QUALIFICATIONS FOR APPOINTMENT

The qualifications and experience for appointment to the posts in the various categories or cadres of the University shall be such as may be prescribed by the UGC for the position of Registrar, Deputy Registrar, Asst. Registrar and similarly placed positions of Chief Accounts and Finance Officer and Controller of Examination as envisaged in the Act including the position of Librarian, Director (Physical Education), by the Govt. of Haryana. For positions below Assistant Registrar, as decided by the Board of Management from time to time.

4. APPOINTMENT / RECRUITMENT

Recruitment of posts shall be made by any one of the following modes:

- (a) By Direct Recruitment
- (b) By Transfer / Deputation
- (c) On Contract / As Consultant

4.1 BY DIRECT RECRUITMENT

Subject to the provision in the Recruitment Rules, direct recruitment will imply issue of an open advertisement through leading news papers followed by Interviews conducted by the Selection Committees. On the basis of recommendations of Selection Committee, all appointments will be made; provided that wherever necessary, appropriate screening may be conducted by the University on the basis of qualifications and experience or test.

4.2 BY TRANSFER / DEPUTATION

In case of appointment of employees borrowed from Government Departments and/or other Institutions / Organizations, the terms and conditions of the transfer / deputation would be based on the terms and conditions



as laid down by the University, provided that an employee on deputation could be permanently absorbed in the University on such conditions as prescribed.

4.3 ON CONTRACT BASIS

Appointment can also be made on contractual basis or as Consultants on such terms and conditions as laid down in the rules. The University may waive the conditions of Qualification and Experience and conditions of Advertisement in case of emergency for a short duration giving reasons for the same.

4.4 RESERVATIONS

There will be no reservation of any kind for recruitment of non teaching including technical staff.

5. MEDICAL FITNESS

5.1 Every person, on his first appointment in the University through direct recruitment on regular basis shall be required to produce a medical certificate of fitness in the prescribed form from the Medical Officer nominated by the University. In case, he is not declared fit by the medical officer, the candidate may prefer an appeal within a month against the findings of the medical officer examining him, to the Vice Chancellor, who, after considering the appeal of the candidate, may refer the candidate to a medical board of a Govt. of Haryana / NCT of Delhi / Govt. of India Hospital for undergoing fresh Medical Examination and the decision of the medical board shall be final.

Provided that in case where a person has already been medically examined by a medical authority of a Govt. Hospital for his previous appointment and if the required standard of medical fitness for the new post is the same, he shall not be required to undergo a fresh medical examination.

5.2 For efficient discharge of duties, the appointing authority may require an employee to appear before a medical board of Govt. of Haryana/ Delhi Hospital/Govt. of India Hospital to test his physical or mental fitness necessary for the efficient discharge of the duties of his post, whenever it has reasons to believe that the employee is not fit to perform his duties satisfactorily. The employee shall however, have the right to appeal to the appellate medical board against the decision of the first medical board.

6. VERIFICATION OF CHARACTER AND ANTECEDENTS OF EMPLOYEES

The Character and antecedents of every employee on his first entry into service of the University may be got verified immediately from the District Authority of the concerned and his/her continuance in the University shall be conditional to his good character and antecedents.

7. JOINING TIME

The joining time for employees shall be according to the time period mentioned in the Offer of Appointment. However, in exceptional cases it can be extended up to maximum of 6 months by the Competent Authority.

8. PAY AND ALLOWNCES

The pay and other allowances payable to all the categories of employees shall be decided by the Board of Management.

9. DECLARATION OF AGE

Every employee shall make a declaration of his age to the University at the time of his entry into service, based on his matriculation or equivalent certificate and in the case of non-matriculates, such other documentary proof as may be acceptable to the authority based on which the age will be accepted.



10. AGE OF ENTRY INTO SERVICE

A person whose age is less than 18 years shall not be appointed to any post in the University.

11. RECORD OF SERVICE

There shall be a personal file/ personal history sheet for every employee in which all papers, records and other documents relating to his services in the University shall be placed and maintained.

12. WHOLE TIME OF AN EMPLOYEE

12.1 Unless otherwise expressly provided for, the whole time of an employee shall be at the disposal of the University and he shall serve the University in such capacity and in such a manner and at such places as he may, from time to time, be directed by the University.

12.2 An employee of the University may be called upon to perform any work as may be assigned to him in the interest of and for the purpose of furtherance of objectives of the university.

13. ANNUAL INCREMENTS

13.1 An annual increment shall be granted to each employee as a matter of course from the 1st day of the month of the July every year, provided he has completed service of 12 months unless it is withheld. If a teacher joins on such date that he does not complete 12 month on 1st day of the month of July falling immediately after his joining but has completed minimum of 10 month of service he shall be considered for grant of annual increment from the 1st day of the month of July. In case an employee joins the service in September onwards he shall be considered for grant of annual increment from 1st day of July in the subsequent year. However, if an employee has entered in to the service of the university during January to March of the year, he shall be granted annual increment from the 1st day of January next year..

An increment may be withheld if his conduct has not been good and/or his performance has not been satisfactory, in the opinion of the appointing authority. No increment shall, however, be withheld without assigning the specific reasons in writing and without following the procedure laid down in this regard. An employee shall have the right to appeal to the Board of Management against the decision to withhold his annual increment.

13.2 The following services in the stages of full time scale count for increment:

- (i) Period of duty
- (ii) All kinds of leave other than extraordinary leave
- (iii) Service in another post, other than the post carrying less pay, whether in substantive or officiating capacity.

14. COMPULSORY DEDUCTIONS

No deduction of any kind shall be made from the salary of an employee except the deduction mutually agreed between employee and the Management.

15. PROBATION AND CONFIRMATION

15.1 Every person appointed against a substantive post on direct recruitment shall be on probation on such post for a period of twelve months provided that the appointing authority may extend the period of probation for a further



period not exceeding 12 months and the reasons thereof to be recorded in writing and communicated to person concerned within reasonable period after expiry of the probation period.

- 15.2 In case the work of an employee on probation is not found to be satisfactory, periodical warning should be given to him.
- 15.3 The services of an employee appointed on probation, may be terminated by one month's notice or by the payment of a sum equivalent to one month's salary by either party choosing to terminate the appointment, without assigning any reason.
- 15.4 During the period of a probation, if an appointee is found unsuitable for holding that post or has not completed his period of probation satisfactorily, the appointing authority may terminate his services from the rolls of the University by giving one month's notice or paying him one month's salary in lieu thereof. However, if such person was on the roll of the University prior to his direct selection of the present post, Board of Management may consider his confirmation on the previous post.
- 15.5 Every person appointed against a post under the University by direct recruitment shall, on satisfactory completion of his/her period of probation, be eligible for confirmation in the post and subject to the conditions laid down in the Rules / Regulations, to be notified.

16. PROMOTION

- 16.1 An employee may be considered for promotion to the post in the next higher grade and pay by the Board of Management subject to completing prescribed years of regular service in pay scale and having consistently satisfactory performance appraisal report.

17. SENIORITY

17.1 Seniority of Direct Recruits

Relative seniority of all direct recruits will be according to the order of merit based on the select list drawn by Selection Committee. Persons appointed from an earlier select list shall rank senior en-bloc to those appointed from subsequent list.

- 17.2 Delay in joining duty – Seniority will not be affected, if person ranked higher in the select list joins the post not later than three months from the date of issue of appointment letter to him.

17.3 Seniority of employees appointed by Promotion or absorbed by transfer vis-a-vis with direct recruits:

- 17.3.1 The relative seniority of persons appointed by promotion/absorption to any post in the University from any other Department of the Central / State Government, Autonomous organization and statutory body, shall be determined in accordance with the order of their selection for such absorption.
- 17.3.2 In the case of person appointed by the promotion his seniority in the cadre to which he is promoted shall be counted from the date of promotion and shall be placed below the direct recruits in accordance with the percentage of recruitment prescribed for the cadre in that particular year.
- 17.3.3 In the case of a person who is initially taken on deputation and absorbed later, his seniority in the cadre in which he is absorbed will normally be counted from the date of absorption. If he has, however, been holding already, (on the date of absorption) the same or equivalent post on regular basis in his parent department, such regular service shall also be taken into account in fixing his seniority subject to the condition that he will be given seniority from the date, he has been holding the post on deputation, (or) the date from which he has been appointed on regular basis to the same or equivalent post in his parent department; whichever is later.

17.4 Seniority in case of suspension

Seniority of persons under suspension or against whom disciplinary proceedings are pending: Original seniority of such an employee will not be affected, if he is completely exonerated of the charges held to be wholly unjustified.



18. TEMPORARY AND PERMANENT SERVICE

- 18.1 An employee shall be in temporary service of the University, until he is confirmed on a substantive post of the University subject to the provisions as laid down in these regulations.
- 18.2 An employee confirmed in a substantive post in the University shall be in the permanent service of the University subject to the provisions in the Act, Statutes, Ordinances and Regulations.

19. RETIREMENT

The staff of the University (Other than Registrar, Chief Finance and Audit officer & Controller of Examinations who will retire on attaining the age of 65 years) shall retire on superannuation on attaining the age of 62 years. While an employee whose date of birth falls on any day other than the first day of the month, shall retire on superannuation on the first day of that month, and those, whose date of birth is first day of the month, shall retire on superannuation on the last date of the previous month.

20. EXTENSION/RE-EMPLOYMENT IN SERVICE

- 20.1 The Board of Management, on the recommendation of the Vice-Chancellor may grant extension in service or reemploy the Registrar or a distinguished superannuated Employees after he has attained the age of 62 years/ 65 years on contractual basis on year to year basis or as decided up to the age of 70 years , if the Board of Management is satisfied that services of an employee are required in the interest of the University.
- 20.2 Subject to the provision of sub clause (1), the terms and conditions of services of a re-employed employee including his salary and other benefits admissible to him (except leave) will be in accordance with the guidelines prescribed by the Board of Management from time to time.

21. RESIGNATION

Subject to the acceptance of resignation by the competent authority, a non teaching staff may, resign from the service of the University by giving in writing a notice of appropriate period as per terms and conditions of his letter of appointment to the Board of Management/ Appointing Authority or by paying salary for the said period in lieu thereof: provided that such resignation shall take effect only from the date on which the resignation is accepted by the Board of Management/ the Appointing Authority.

22. SPECIAL PROVISION FOR EXISTING EMPLOYEES

Every person holding a regular post in the University at the time of notification of these regulations, other than those employees who are on deputation, shall on such commencement be deemed to have been appointed under the provisions of these regulations and will be required to sign the agreement as prescribed, in case he intends to continue.

23. ANNUAL PERFORMANCE APPRAISAL REPORT (APAR):

- (a) Such authorities of the University as may be prescribed by the University, shall report confidentially each year in the form prescribed by the University on the performance including work and conduct of the employees who have served under a particular officer for a period not less than three months in the calendar year immediately preceding.
- (b) All APARs shall be submitted in the prescribed form to Reviewing / Accepting authority by the reporting officers as laid down in the regulations.



24. TRAVELLING & DAILY ALLOWANCES

An employee of the University shall be entitled to travelling and daily allowances according to the provisions notified by the University from time to time.

25. LEAVE RULES

The employees of the University shall be governed by the Leave Rules for non-teaching employees as laid down in the MRU (Leave) Regulations.

26. LIEN AND DEPUTATION

The appointing authority may allow an employee of the university to be on deputation to an outside agency on such terms and conditions as mutually agreed upon between the University and the borrowing organization.

27. Conduct, Discipline, Penalty & Appeal

The employee of the University shall be governed by the conduct, discipline, penalty and appeal rules as prescribed in the Statutes/ Regulations.

28. CAREER PROGRESSION SCHEME (CPS)

Career Progression Scheme (CPS) as approved by the Board of management shall be applicable to non teaching staff.

29. EMPLOYEES PROVIDENT FUND

The non-teaching employees of Manav Rachna University shall be covered by Employees Provident Fund, as applicable till further policies are framed in terms of Provident Fund,

30. GRATUITY

The non teaching staff of the university shall be entitled to gratuity after rendering continuous services for not less than five years in the university, subject to other provisions /conditions under payment of Gratuity Act, 1972.

31. RESIDUARY CONDITIONS OF SERVICE & REMOVAL OF DOUBTS

Any matter relating to the conditions of service of employees for which no specific provision is made in these Regulations, shall be determined by the Board of Management. Where a doubt arises as to the interpretation or application of any of the provision of these regulations, the matter will be referred to the Board of Management for a decision, which shall be final.

32. In these Regulations, wherever the word 'he' and his are mentioned, the same shall be read as 'she' / 'her' respectively in case of female employees.



MRU (Conduct) Regulation, 2020

In exercise of the power conferred by the clause 8 (iv) (e) of the First Statutes, read with section 34 of the Haryana Private Universities Act, 2006, and further amended as Haryana Private Universities (Second Short Title Amendment) Act 2014 (Haryana Act no. 26 of 2014), the Board of Management of the Manav Rachna University hereby makes the Regulation relating to Conduct of Employees.

(1) Short Title, Application and Commencement

- (a).**These Regulation shall be called the Manav Rachna University (Conduct of Employees) Regulation, 2020
- (b).**This shall apply to all the Teaching and Non-Teaching employees of Manav Rachna University
- (c).**This shall come in force w.e.f approval of the Board of Management.

2. Definitions;

- (a).**“Employees” means a person appointed by the University and includes teacher, officers and any other staff of the University.
- (b).**“Non-Teaching staff” means Registrar, Chief Finance & Account Officer, Controller of Examination, Finance Officer, Assistant Controller of Examination, Assistant Registrar, Assistant ministerial and technical staff below the Assistant Registrar Finance Officer/Assistant Controller of Examination
- (c).**“Teaching staff” means a Professor, Associate Professor, Assistant Professor or any other person required to impart education or guider research or render guidance in any other form to the students for pursuing a course or programme of study of the University.
- (d).**“Members of family” in relation to an employee includes;
 - i. The wife or husband, as the case may be of the employee whether residing with the employee or not, but does not include a wife or husband, as the case may be separated from the employee by a decree or order of a competent court;
 - ii. Son or Daughter or step-son or step-daughter of the employee wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the employee, or of whose custody the employee has been deprived by or under any law;



- iii. Any other person related, whether by blood or marriage to the employee or to the employee's wife or husband and wholly dependent on the employee.

(e) 'Prescribed authority' means the Vice -chancellor or the authority prescribed by the Board of Management for the purpose of these rules as a whole or for any individual rule.

Words and expression used herein not defined but defined in the Act shall have the same meanings as are assigned in the Regulation

3. General

(i) Every employee shall at all times:-

- (a) Maintain absolute integrity;
- (b) Show devotion, to duty; and
- (c) Do nothing which is unbecoming of an employee of the University.
- (d) Maintain high ethical standards and honesty
- (e) Maintain accountability and transparency
- (f) Maintain courtesy and good behaviour with the public
- (g) not place himself under any financial or other obligations to any individual or organisation which may influence him in the performance of his official duties;
- (h) not misuse his official position and not take decisions in order to derive financial or material benefits for himself, his family or his friends
- (i) act with fairness and impartiality and not discriminate against anyone,
- (j) refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices;
- (k) maintain discipline in the discharge of his duties and be liable to implement the lawful orders duly communicated to him;
- (l) maintain confidentiality in the performance of his official duties as required by any law for the time being in force, particularly with regard



to information, disclosure of which may prejudicially affect the interest of Institution.

(m) perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities.

(ii) a) Every employee, holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

b) No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior and shall, where he is acting under such direction, obtain the direction in writing, wherever practicable and, where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of direction as soon thereafter as possible.

c) Unless otherwise stated specifically in the terms of appointment, every whole-time employee may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays, Saturdays and Sundays.

d) An employee shall observe the scheduled hours of working during which he must be present at the place of his duty.

e) Except for valid reason and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. Where an employee absents himself from duty without prior permission for a continuous period of 90 days, he shall be treated as absconding from duty and his services are deemed as terminated.

Explanation I.- Any Employee who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected to him/her shall be deemed to be lacking in devotion to duty within the meaning the sub clause (b) of Clause 3 (i).

Explanation II. - Nothing in sub clause (b) of clause 3(ii) shall be construed as empowering an employee to evade his responsibilities by seeking instructions from or approval of, a superior officer or authority when such instructions are not necessary under the delegation of powers and responsibilities.

3A. Promptness and Courtesy

No employees of the organisation shall

(a) in the performance of his official duties, act in a discourteous manner;



(b) in his official dealings with the public or otherwise adopt dilatory tactics or wilfully cause delays in disposal of the work assigned to him.

3B. Observance of Institutional policies

Every employee of Institution shall, at all times-

(i) act in accordance with government policies regarding age of marriage, preservation of environment, protection of wildlife and cultural heritage;

(ii) observe the Government's policies adopted by the Institution regarding prevention of crime against women.

3C. Prohibition of sexual harassment of working women

(i) No employee shall indulge in any act of sexual harassment of any woman at any work place.

(ii) Every employee who is incharge of a work place shall take appropriate steps to prevent sexual harassment to any woman at the work place.

Explanation. - (I) For the purpose of this rule, -

(a) "sexual harassment" includes any one or more of the following acts or behaviour (whether directly or by implication) namely : -

(i) physical contact and advances; or

(ii) a demand or request for sexual favours; or

(iii) making sexually coloured remarks; or

(iv) showing pornography; or

(i) any other unwelcome physical, verbal, non-verbal conduct of a sexual nature.

(b) the following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment : -

(i) implied or explicit promise of preferential treatment in employment; or

(ii) implied or explicit threat of detrimental treatment in employment; or



(iii) implied or explicit threat about her present or future employment status; or

(iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or

(v) humiliating treatment likely to affect her health or safety.

(c) "workplace" includes,-

(i) any department, establishment, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the Sponsoring body

(ii) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;

(iii) any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey;

(iv) a dwelling place or a house.?

4. Joining of Associations by Employees:

No employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the University or public order, decency or morality.

Nothing in this Regulation shall be deemed to prohibit any employee to participate or to contest the elections for various bodies such as Parliament, State Legislative Assemblies and Municipal Corporation etc. on the same terms and conditions as are applicable to teachers and also subject to the condition that the employees will avail of their own leave for contesting the Elections. However, in the event of their getting elected or nominated to any body, they will be required to take leave of absence during the term as member as in the case of teach

5. Demonstration and strikes:

No employee shall engage himself or participate in any demonstration or strikes which is prejudicial to the interest of the University or public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence.



6. Connection with Press or Radio:

(i) No employee shall, except with the previous sanction of the University, own wholly or in part, or conduct, or participate in the editing or management of, any newspaper or periodical publication.

(ii) No employee shall, except with the previous sanction of the University, or the prescribed authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter or a book either in his own name or anonymously, pseudonymously or in the name of any newspaper or periodical

Provided that no such sanction shall be required if such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.

7. Representation:

Whenever an employee wishes to put forth any claim or seek redress of any grievance or any wrong done to him, he must forward his case through proper channel and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or that the disposal of the matter is delayed by more than three months.

No employee shall be signatory to any joint representation addressed to authorities for redressal of any grievance or for any other matter.

8. Evidence before a Committee or any other authority:

(i) Save as provided in clause 3 no employee shall, except with the previous sanction of the University, give evidence in connection with any enquiry conducted by any person, committee or authority.

(ii) Where any sanction, has been accorded under sub-clause 3(i) no such employee giving such evidence shall criticise the policy or any action of the University or the Government.

(iii) Nothing in this Regulation shall apply to:-

(a) The evidence given at an enquiry before an authority appointed by the Chancellor, Vice-Chancellor, Government and Parliament or any Stage Legislature; or

(b) The evidence given in any judicial enquiry; or

(c) The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice-Chancellor.



9. Unauthorized communication of information:

No employee shall except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or information to any other employee or any other person to whom he is not authorised to communicate such document or information.

10. Subscription

No employee shall except with the previous sanction of the University or of the prescribed authority ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever except for bonafide purpose e.g. Reception/farewell or for financial assistance to a member of the University staff or his family in distress.

11. Private Trade or Employment:

(i) No employee shall, except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment:

Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work for a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake and shall discontinue such work if so directed by the University.

Explanation: Canvassing by an employee in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

(ii) Every employee shall report to the University if any member of his family is engaged in a trade or business or owns or manages an insurance agency or business : commission agency.

(iii) No employee shall without the previous sanction of the University except in the discharge of the official duties take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act. 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes:



Provided that an employee may take part in the registration, promotion or management of a co-operative society substantially for the benefit of the employees registered under the Co-operative Society Act, 1912 (2 of 1912) or any other law for the time being in force or of a literary, scientific or charitable society registered under the societies Registration Act, 1861 (2 of 1960) or any corresponding law in force.

(iv) No employee may accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority.

12. Insolvency and habitual indebtedness:

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the University.

Note:- The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise or ordinary diligence, the employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

13. Vindication of acts and character of employees

(i) No employee shall except with the previous sanction of the University, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

(ii) Nothing in this Regulation shall be deemed to prohibit any employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private

(iii) Character or any act done by him in private capacity is taken, the employee shall submit a report to the prescribed authority regarding such action.

14. Canvassing of non-official or other influence:

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.



15. Consumption of intoxicating drinks and drugs

A employee shall;

(a) strictly abide by any law relating to intoxicating drinks or drugs inforce in any area in which he may happen to be for the time being;

(b) not be under influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug refrain from consuming any intoxicating drink or drug in a public place;

(c) not appear in a public place in a state of intoxication;

(d) not use any intoxicating drink or drug to excess.

Explanation: For the purposes of this rule, 'public place' means any place or premises (including a conveyance) to which the public have, or are permitted to have, access, whether on payment or otherwise

16. Interpretation:

If any question arises relating to the interpretation of these rules, it shall be referred to the Board of Management, which shall decide the same.

17. Delegation of Powers:

The Board of Management may by general or special order, direct that any power exercisable by it under these rules except the powers (under – Rule 16 of these Rules) shall, subject to such conditions, if any, as may be specified in the order be exercisable also by such officer or authority as may be specified in the order

For Manav Rachna University

(Dr. K. Singh
Registrar



MANAV RACHNA UNIVERSITY EXAMINATION CELL

ANNUAL REPORT 2018-19



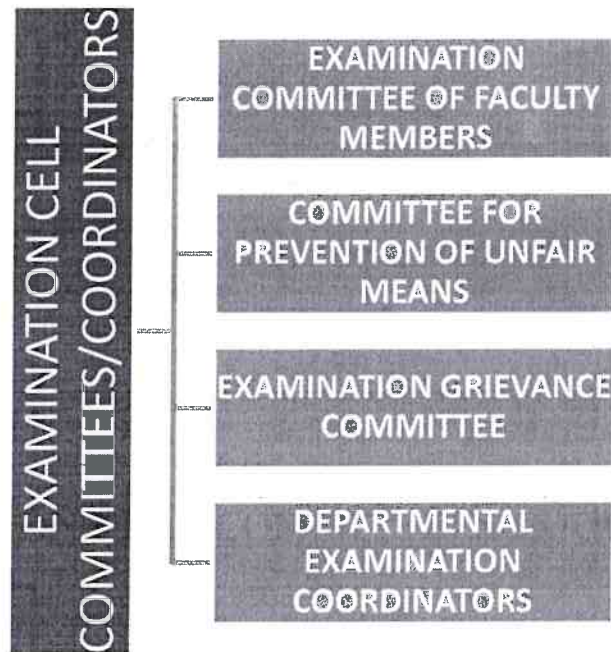
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EXAMINATION CELL TEAM



EXAMINATION CELL COMMITTEES/COORDINATORS



1. EXAMINATION COMMITTEE OF FACULTY MEMBERS:

Core team of the following Faculty members to help & coordinate in examination activities of Examination Cell:

- a. Ms. Bharti Jha (Asth. Professor-Department of CST)
- b. Dr. Seema Sharma (Asth. Professor-Department of Education)
- c. Ms.K.Deepa (Asth. Professor-Department of ECE)
- d. Ms.Rinki Yadav (Asth. Professor-Department of ME)

2. COMMITTEE FOR PREVENTION OF UNFAIR MEANS:

The Committee for prevention of Unfair Means comprising the following members:

- a. Dr.Meenakshi Khurana (Dean Academics- Chairperson)
- b. Dr.M.R.Tyagi (Dean Engineering- Member)
- c. Dr.Sangita Banga (Dean Students- Member)
- d. Dr.B.D.Pathak (Dean Examination- Member Secretary)

3. EXAMINATION GRIEVANCE COMMITTEE:

The Committee will deal with grievances received in writing from the students about any examination related matters

- a. Dr. Parul Jhajharia (HOD,Management- Chairperson)
- b. Dr. Shruti Vashist (HOD, ECE- Member)
- c. Dr.A.K.Gupta (Professor, Department of Chemistry- Member)
- d. Ms.Priyanka Maderna (Asth. Professor, Law- Member)
- e. Ms. Shefali Chopra (Dy. Registrar Examination- Member Secretary)

4. DEPARTMENTAL EXAMINATION COORDINATORS:

- a. Ms. Nitika (Asth. Professor, ECE)
- b. Ms. Deepanshi Gupta (Asth. Professor, CST)
- c. Mr. Manoj Kumar (Asth. Professor, CST)
- d. Mr. Sudhir Singh (Asth. Professor, ME)
- e. Dr. Tarundeep Kaur (Asth. Professor, Law)
- f. Dr. Seema Sharma (Asth. Professor, Education)
- g. Dr. Pooja Kapoor (Assoc. Professor, Management)
- h. Ms. Seema Aggarwal (Asth. Professor, Mathematics)
- i. Dr. Anshuman Sahai (Asth. Professor, Physics)
- j. Dr. Ekta Rawat (Asth. Professor, Chemistry)

EXAMINATION PROCESS:



University follows a policy of continuous evaluation with the objective of training a student to put in sustained, steadfast and disciplined effort over the entire period of study. The semester evaluation of a course consist of Part A and Part B. Part A comprises the formal evaluation for which student is evaluated through an examination (modes of which may vary such as written exam, open book examination, viva voce etc). Part B comprises the evaluation that is done by the individual instructor based on specific criteria. The weightage of Part A: Part B is 4:1. In case of Part A evaluation, the student is evaluated thrice in a semester and the weightage of this examination is 1:1:2. Thus, unlike the conventional examination system, here the weightage for end semesters examination is 50% whereas 50% of marks are awarded based on evaluation during the semester.

Due to Pandemic Examinations were conducted in Online Mode.

EXAMINATION CALANDERS

ODD SEMESTER-2018-19

EXAMINATION CALANDAR 2018-19 (Odd Semester)		
ACTIVITY	DATES	DAYS
Test T1 (Theory Examination)	27th August -1st September, 2018	Monday- Saturday
Test T2 Examination	1st - 6th October, 2018	Monday- Saturday
Resessional Exams (T1 & T2) exceptional cases as approved by Dean of Faculty	12th- 17th November, 2018	Monday- Saturday
Test T3 Examination / PT3 (Practical Examination)	1st - 18th December, 2018	Saturday - Tuesday
Result Declaration	24th December, 2018	Monday

EVEN SEMESTER-2018-19

EXAMINATION CALANDAR 2018-19 (Even Semester)		
ACTIVITY	DATES	DAYS
Test T1 Examination	2nd -8th Feb, 2019	Saturday- Friday
Test T2 Examination	11th-16th March 2019	Monday-Saturday
Resessional Exams (T1 & T2) exceptional cases as approved by Dean of Faculty	20th to 26th April 2019	Saturday to Friday
Test T3/ PT3 Examination	15th May - 5th June, 2019	Wednesday - Wednesday
Result Declaration	15th June, 2019 to 17 th June, 2019	Saturday - Monday

DECLARATION OF RESULT

Average Number of days for declaration of result in 2018-19

Odd Semester: 6 Days

Even Semester: 10 to 12 Days

Overall Average for the Academic Year 2018-19: 9 Days

All the results of 2018-2019 for all programs were declared within nine days after the completion of exam.

The Summary of the results of both the Semesters is as follows:

S.NO.	PARTICULARS	NUMBERS	
		ODD SEM 2018-19	EVEN SEM 2018-19
1	TOTAL STRENGTH	1615	1615
2	STUDENTS APPEARED	1615	1615
3	PASS	1102	1105
4	PASS PERCENTAGE	68.23	68.42

Pass Percentage of the students for the Academic Year 2018-2019

S.NO.	BATCH	PROGRAM CODE	PROGRAM	TOTAL NO. OF STUDENTS	NO. OF STUDENTS ELIGIBLE FOR DEGREE	Pass Percentage
1	2K16	MCU01,02,03	BACHELOR IN BUSINESS ADMINISTRATION	57	47	82.46
2	2K16	PHU01	B.SC PHYSICS (H)	4	4	100.00
3	2K16	CHU01	B.SC CHEMISTRY (H)	15	14	93.33
4	2K16	MAU01	B.SC MATHS (H)	9	8	88.89
5	2K15	ECU01	B.TECH ELECTRONICS & COMMUNICATION ENGINEERING	10	9	90.00
6	2K15	MEU01	B.TECH MECHANICAL ENGINEERING	29	28	96.55
7	2K15	CSU01	B.TECH COMPUTER SCIENCE ENGINEERING	98	94	95.92
8	2K17	PHP01	M.SC IN PHYSICS	4	4	100.00
9	2K17	CHP01	M.SC IN CHEMISTRY	23	23	100.00
10	2K17	MAP01	M.SC IN MATHEMATICS	9	9	100.00
11	2K17	MEP01	M.TECH IN MECHANICAL ENGINEERING	1	1	100.00
12	2K17	EDU01	B.ED	38	29	76.32
Average Pass Percentage						94.64

SUPPLEMENTARY EXAMINATIONS

S.No.	Examination	No. of Students appeared	Dates of examination
1	January-2019	384	15.01.2019 - 25.01.2019
2	July-2019	479	06.07.2019 - 31.07.2019

DETAIL OF GRIEVANCES / COMPLAINTS

Grievances Redressal committee records the requests raised by the students and submits action taken report to the COE.



The Summary of the Grievances Raised during 2018-19 is given below in table:

Semester	Particulars Numbers	Particulars Numbers	Grievance Resolved
Odd Sem	Number of students appeared	1615	0.18%
	Number of applications received	3	
	%age Grievances Cases Resolved	100%	
Even Semester	Number of students appeared	1615	0.55%
	Number of applications received	9	
	%age Grievances Cases Resolved	100%	

EXAMINATION REFORMS

- Introduction of Grace Marks Policy**
As per the norms of MRU, 40% marks is the criteria for passing the examination. To facilitate students who fail to reach these passing criteria with few marks it was decided to introduce grace marks policy.
- Establishment of Examination Grievance Committee.**
Examination Grievance Committee was constituted for handling student's examination related grievances. The functions of the committee is to take care of the complaints lodged by the students regarding examination and results.
- Automation of Examination Division**
Examination management system was introduced on ERP to reduce the load of uploading and compilation of examination related data with accuracy like creation of question bank, preparation of datesheet, admit cards generation & uploading of marks.



AUTOMATION OF EXAMINATION ON ERP

ERP / EMS (Education Management System) is a comprehensive software, which provides integrated solution to enhance and digitize the examination processes. Examination Module was introduced in 2018-19 on ERP with following functional features:

- Preparation of Datesheet
- Question Bank with CO mapping for Question Papers
- Admit Cards without Detention
- Import of Marks from front end without mapping





MRU-STRATEGIC PLAN JAN 2020 TO 2030 (2004-2014-2020-2030)

ENGINEERING THE FUTURE OF YOUTH



**MANAV RACHNA
UNIVERSITY** 
FORMERLY MANAV RACHNA COLLEGE OF ENGINEERING
NAAC ACCREDITED 'A' GRADE INSTITUTION

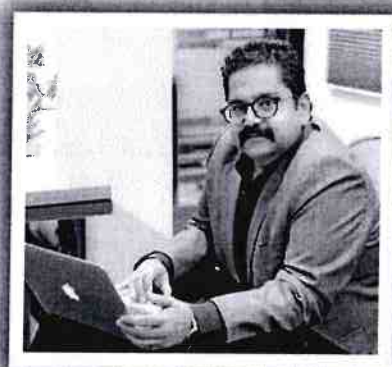
Declared as State Private University under section 2f of the UGC Act, 1956



Our Visionary Leaders



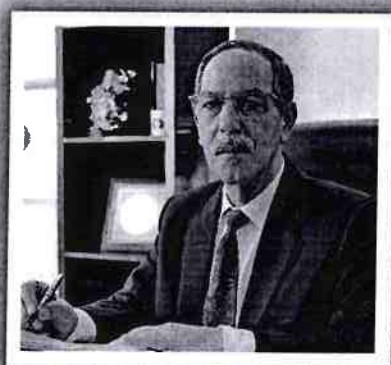
Dr. Prashant Bhalla
Chancellor Manav Rachna University



Dr. Amit Bhalla
Vice President Manav Rachna University



Prof. (Dr.) Sanjay Srivastava
Former Vice Chancellor (2015 to 2018)



Prof. (Dr.) I. K. Bhat
Vice Chancellor (2019 onwards)





A brief about the University

- MRU is a leading State Private University (established vide Haryana State Legislature Act No 26 of 2014 & under Section 2(f) of UGC Act 1956), and recognized by UGC, offering globally relevant education.
- The University has evolved from Manav Rachna College of Engineering (MRCE), which was established in the year 2004, a NAAC accredited 'A' Grade institution (2011-2016).
- The accreditations/rankings are testimonial to the trust of accrediting bodies in the quality of education being offered, a well-established teaching and learning process guided by the global best practices and a culture of academic excellence promoting research, innovation & entrepreneurship.
- University has 5 faculties & 9 departments which provide higher education in the area of Engineering, Management & Commerce, Law, Education & Humanities and Sciences.





Approvals by Regulatory Bodies

- All the engineering programs offered under the Faculty of Engineering, MRU are approved by the AICTE vide letter no. F. No. North-West/1-4262293227/2019/EOA dated 10.04.2019.
- All the integrated law programs offered by Faculty of Law are approved by the BCI vide letter No. BCI: D:799/2017 (LE/Std.27/28.05.2017) dated 23.06.2017.
- The integrated B. Ed. Programs (4 years) and B.Ed. Program (2 years) offered by Faculty of Education are approved by NCTE vide letter No. F.No. NRC/NRCAPP-10195/256th/Meeting/2016/156767 dated 29.08.2016 and letter No. F. No. NRC/NRCAPP-10196/257th/ Meeting/2016/159545 dated 04.10.2016.
- MRU is Member of the Association of Indian Universities (AIU).
- Times Engineering Survey-Manav Rachna University is among the Top 3 emerging Engineering Institutes of the country as per Times Engineering Institutes Survey 2019. It is also the second most promising and emerging institute for Placement and Research Capability.
- NBA Accreditation-The National Board of Accreditation (NBA) had accredited MRCE (now MRU) for its B.Tech.- Computer Science Engineering, Electronics & Communication Engineering and Mechanical Engineering in 2013 for 2 year.
- NAAC Accreditation-The National Assessment and Accreditation Council (NAAC) had accredited MRCE (now MRU) for a period of five years with a CGPA of 3.10 on a four point scale at A Grade, valid from 16.09.2011.
- Nodal Centre for Virtual Labs-Manav Rachna University is declared as Nodal Centre for Virtual Labs, in association with IIT, Delhi.
- MRU has collaborations with the leading Universities and Institutions both at National and International level for delivering the best education to its students. It has signed MOU with many industries for establishing Centre of Excellence and as Academic partner in the area of various programmes and courses for delivery which include Xebia, Altair, Design Tech, Diakin, Quick Heal, True Chip, NCCBM, IIT Delhi, Lahti University of Applied Sciences, Finland, Carlton University, Canada, Osh University, Kyrgystanare to name the few important academic and industry partners of MRU and the list is extensive.

Accreditations, Rankings and Collaborations

- AICTE-Ministry of Innovation Cell- MRU Institute Innovation Council was ranked 4 Stars consecutively in 2019 and 2020.
- QS I-Gauge Gold Rating-MRU has been bestowed with QS I-Gauge overall Gold rating. MRU has been awarded Diamond rating in facilities and student employability. Modeled after QS Stars International, QS I-Gauge provides a unique 360 degree perspective to Indian Institutions.



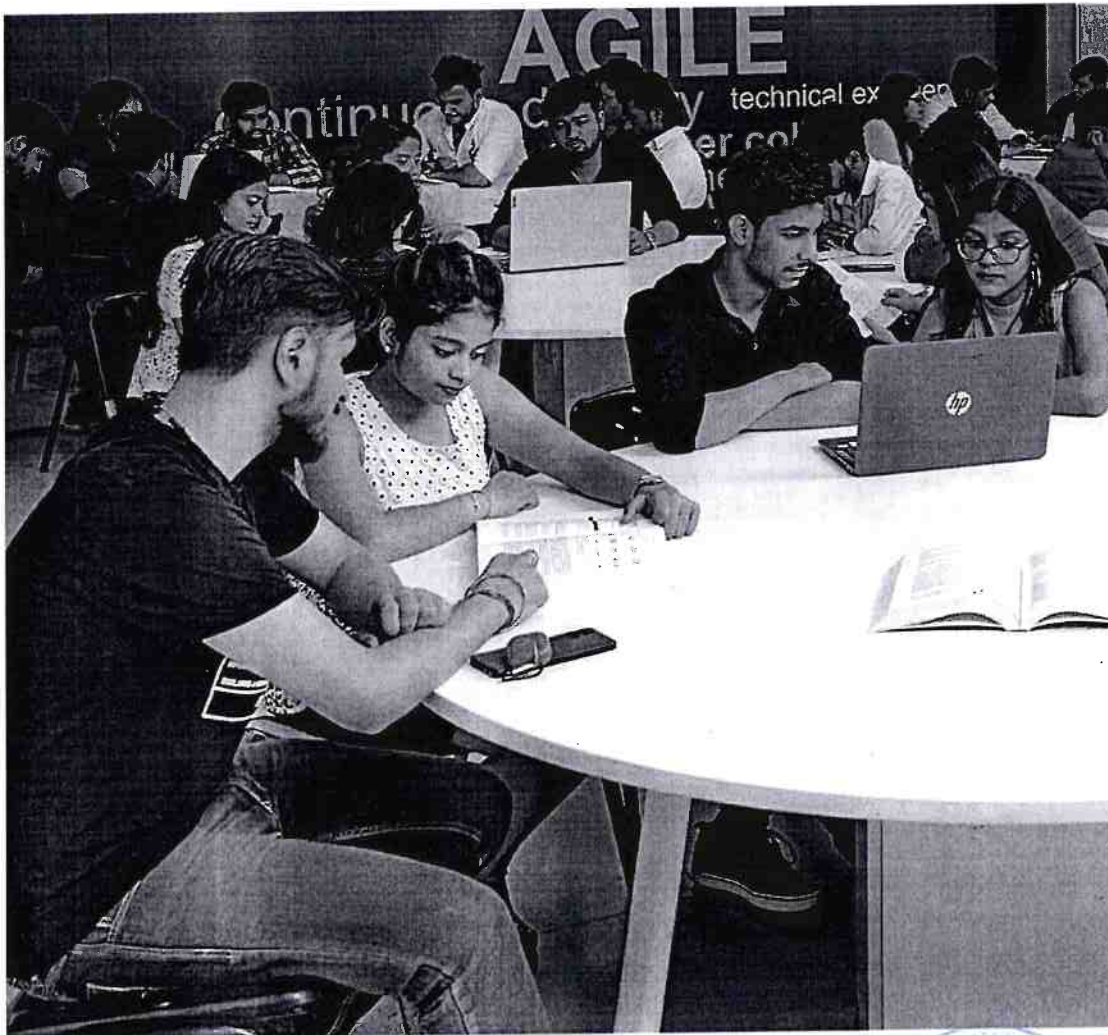
Institutional Profile

ACTIVITY	NO.
Established in	2004 as MRCE 2014 as MRU
Departments	9
Students (On Roll)	1666
UG	14
PG	7
Academic Departments	Department of Computer Science & Technology Department of Electronics Engineering Department of Mechanical Engineering Department of Physics Department of Chemistry Department of Mathematics Department of Education Department of Law Department of Management & Commerce
UG Programs	
Faculty of Engineering (FoE)	B. Tech. Computer Science & Engineering B. Tech. Electronics & Computer Engineering B. Tech. Mechanical Engineering
Faculty of Applied Sciences (FAS)	B.Sc. (Hons.) Chemistry B.Sc. (Hons.) Mathematics B.Sc. (Hons.) Physics
Faculty of Management & Commerce (FMC)	BBA with Specialisation in: <ul style="list-style-type: none"> • Health Care Management supported by leading hospitals of Delhi & NCR • Finance & Accounts • Entrepreneurship & Family Business • Operations Management with specialization in Supply Chain Management, Logistics & Projects Management
Faculty of Education (FoEdu)	B.Ed. B.Ed. Special Education (Learning Disability) B.A. B.Ed. Integrated B.Sc. B.Ed. Integrated
Faculty of Law (FoL)	B.A. LLB (Hons.) BBA LLB (Hons.) B.Com. LLB (Hons)
PG Programmes	
Faculty of Engineering (FoE)	M. Tech. Computer Engineering M. Tech. Electronics & Communication Engineering with specialization in Embedded System & VLSI M. Tech Mechanical Engineering
Faculty of Applied Sciences (FAS)	M.Sc. Chemistry M.Sc. Mathematics M.Sc. Physics
Faculty of Law (FoL)	LLM LLM (Part Time)



Institutional Major Achievements

Achievements	Nos.
Research Publications (Databases like Scopus/WOS)	1202 (293)
University h- Index	23
IPR Filed/Published/Granted to faculty (INDIA/USPTO)	25 + 5 + 8 = 38
Start-ups Graduated/Mentored by faculty member of other University students	2 + 2 = 4
Start-ups ongoing/Mentoring by faculty member for other University students	2 + 1 = 3
Start-ups got funding from New Gen IEDC-MR	7
Prizes Won/finalist (Microsoft Imagine Cup and Yahoo Accenture Innovation Jockey)	AY 2015/2019
AICTE-Smart India Hackathon-2019 and 2020 Prize won by our two teams under software category	2 (2019 & 2020)
Our team ranked in top 10 teams in Singapore-India Hackathon-2019	2019
Institute Innovation Council (IIC) established in support of Ministry of Innovation Cell (MIC) of MHRD-AICTE (Star rating for IIC 1.0 and IIC 2.0)	4 Stars amongst top 150 Universities



Elements of MRU Strategic Plan

- Preamble, Vision and Mission
- Core Values and Strategic Goals and Objectives for achieving the Vision
- Metrics for measuring effectiveness
- Updating and living by the plan
- Results of SWOT Analysis

Vision and Mission of University

Preamble

For more than 15 years, the institute has successfully fulfilled its primary mission: to provide an holistic education to students in the frontier areas by imbining research culture for producing socially responsible human resource.

Vision

To educate students in frontier areas of knowledge enabling them to take up challenges as ethical and responsible global citizens

Mission

To impart outcome based holistic education

To disseminate education in frontier areas

To produce globally competitive, ethical and socially responsible human Resource

To produce human resource sensitive to issues of Environment and Sustainable Development

To develop Environment and Sustainable development as a thrust area of research and development.





MAY 2018
K.A.S.
Registrar
FARIDABAD
CITY

Core Values and Strategic Objectives for Setting Goals

Core Values

The University is guided by a set of Core Values, which enable it to achieve its Vision and Mission. The Core Values of the University are:

Excellence, in teaching, learning, research and service.

Innovation, through new research directions, programs and partnerships.

Creativity, in exploring new ways to add to the body of knowledge through new findings.

Collaborative and Experiential Learning, by sharing knowledge across traditional boundaries.

Entrepreneurship, through emphasis on collaborative and interdisciplinary study.

Ethical Conduct, by instilling a value system in students.

Social Responsibility, dedicated to serving individuals, society and nation through outreach and community engagement;

Diversity and Inclusion, by respecting all individuals regardless of class, caste, religion, ability and gender.

Global Citizenship, by inculcating meaningful knowledge, skills and Global values leading to identification with the world community.

Strategic Objectives

A. To promote innovation in curriculum design and delivery and have Outcome-oriented Learning Culture.

B. To promote Research Environment and Management Practices.

C. To continuously enhance the quality of faculty and their contribution.

D. To provide Resources and Infrastructure for achieving Academic Excellence.

Strategic Goals

The objectives of the strategic goals are being achieved in a multi-pronged approach. The action plan to achieve are listed under each goal, and caters to more than one goal simultaneously.

Strategic goals to promote Innovation and Entrepreneurship activities will help in creating a startup ecosystem in the campus.





A. To facilitate, enhance & promote innovation and Entrepreneurship in curriculum design and delivery and have Outcome-oriented Learning Culture

Continue to enhance and promote innovation and Entrepreneurship in curriculum design and delivery and have outcome-oriented learning culture to improve knowledge and skills of students for better employability, socially productive and make them empowered citizens of tomorrow.

Expected outcomes of innovation and Entrepreneurship in curriculum design and delivery and have Outcome-oriented Learning Culture are



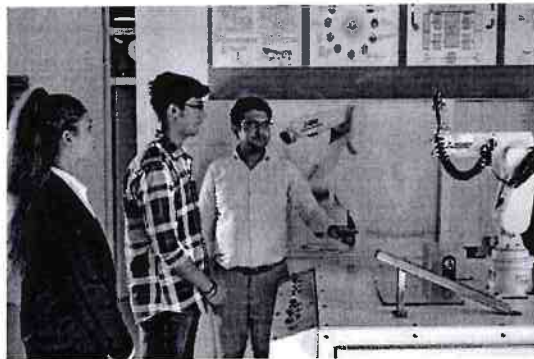
- To promote innovation and Entrepreneurship related courses in the existing programmes.
- To start new Programme and Courses in Creativity and Design.
- To implement policies of Credits mapping / transfer against Innovations and Start ups activities.
- To promote Prototype development based on Industry oriented problems.
- To create a platform to nurture the ideas of students as Tinkering and
- Fabrication Centre for the promotion of startup activities in the campus.

B. To implement Student-Centered Educational Experience

Provide a student-centered educational experience that attracts diverse, high-quality students, enables them to realize their potential, inspires them to pursue excellence at all levels and grooming them to become leaders in their profession.

Expected outcomes of implementing the Student-Centered Educational Experience are

- Gain recognition as an outstanding Top 100 institutes in the country.
- Increase student enrollment at the undergraduate, masters and doctoral levels.



- Increase the undergraduate student retention and graduation rate.
- Increase the number of graduates having an undergraduate research experience.
- Increase the diversity of the engineering student body.
- Produce graduates that are aggressively recruited by industry, academia, and professional programs.

C. To promote Research, Innovation Environment and Management Practices

- The University aims to grow beyond domain-specific research and knowledge generation.
- To create a interdisciplinary research and innovation environment
- To have a positive impact on Academic Reputation, Employer Reputation and Attractiveness for Faculty and Students and
- To have relevance to Government, Industry and Society.



This will enable, enhance and recognize scholarship, while stimulating innovation, entrepreneurship and economic development within our state, nation and world.

Expected Outcomes of Implementing an Enabling Research and Innovation Environment are



- To increase h-index of the university and
- Gain recognition as an outstanding top 50 universities/engineering educational institution for Research and Innovations.
- Increase number of Research & Innovation Cluster/Advanced labs
- To establish Centers of Excellence in the thrust areas of research in consonance with government's IMPRINT Scheme and collaborate with Industry partners and Support Technology Transfer
- To increase the number of our PhD students.
- To increase the number of undergraduate students engaged in research.
- To increase the number of peer-reviewed publications.
- To increase the number of proposals submitted to Funding agencies
- To increase the annual research support funding from nationally and international competitive research sponsors.
- To increase the number of undergraduates entering our graduate program, MS/M.Tech. students pursuing PhD studies, and PhD graduates entering academia, research institutions and industry.



D. To enhance the quality of Faculty and their contribution.

Implementing the Vision as it Relates to Faculty

- Recruit Mentor and Retain high-quality faculty members who value and promote world-class holistic education, work in the frontier areas and are committed to new knowledge generation for producing socially responsible human resource.
- MRU shall continue to encourage faculty and students to publish in referred and reputed journals.

Expected outcomes of implementing the Vision as it Relates to Faculty are

- Continue to offer enhanced faculty startup packages competitive with top research institutions.
- Improve faculty salaries in all ranks, and make them competitive with peer institutions.
- Develop a mentoring system for new faculty that will facilitate their development in research and teaching, and reward mentors for their contribution.
- Continue the use of endowed professorships and chairs to reward excellence in research, teaching, and service.

E. To enhance collaborative research through National and International tie-ups

- Continue to enhance collaborative efforts at both individual and University level in partnership with Government and Private organization of national and international repute.

Expected Outcomes of collaborative research through National and International tie-ups are

- To increase collaborations for enhancing outcome in terms of publications and patents.
- To increase outreach through faculty and students exchange.
- To promote internships for enhancing employability of students.
- To increase the annual research support funding by submitting joint proposals from nationally and international competitive research sponsors.





F. To provide Resources and Infrastructure for Academic Excellence

Continue to provide resources as per technology demand and professional development for faculty to leverage technology to enhance student learning environments.

Expected Outcomes of implementation of providing Resources and Infrastructure for Academic Excellence are

- Creation of Centre of Excellence, Clusters and Advanced labs in the emerging areas
- Develop new programs that support Faculty and Students at all levels.
- Provide internships through experiential learning
- Strengthen resources and support structures for faculty research, creative and innovative activity
- To have modern equipment and technology in all Academic and Research programmes.



G. To promote integration of technologies in various teaching pedagogies

- Continue to promote integration of technologies in various teaching pedagogies

Expected outcomes to promote integration of technologies in various teaching pedagogies are

To continue in promoting online delivery of specialized courses by integrating technologies which will increase

- Visual impact and audience focus
- Provide annotations and highlights
- Analyzing and synthesizing complexities
- Enriching curriculum with interdisciplinary approach
- Increasing spontaneity and interactivity
- To promote flipped classroom learning.
- To use hybrid classroom learning during pandemic situations
- To promote faculty trainings in future ready technologies using digital transformations.

H. To implement the Service and Economic Development Outreach Plan Outcomes

- Enhance the impact of the Institute both within and outside the university through service and outreach

Expected outcomes of Implementation of Outreach, Economic Development, and Service Plan are

- Further enhance the diversity of faculty, staff and student populations (try to be global in character).
- Development of national research centers and enhances our current infrastructure to support socially and nationally multi-disciplinary collaborative research.
- Develop an effective training program to bring more internationally renowned scholars to the campus.
- Create a flexible technology transfer program that encourages faculty risk taking.





- I. Encourage faculty to participate in faculty governance and service to the University.
- Communication with the larger technology community through an annual Technology and Innovation Conference
 - Develop Memoranda of Agreement between key industries to leverage resources and opportunities for enhancing prosperity for students.
 - Service-based lifelong learning
 - Encourage and reward faculty for Research and Innovation, patents and start-ups etc.
 - Encourage collaboration between faculty and industry to solve complex problems and provide innovation-based solutions.
 - Encourage faculty and staff to seek positions of leadership in their professional societies to broaden the influence of the University.

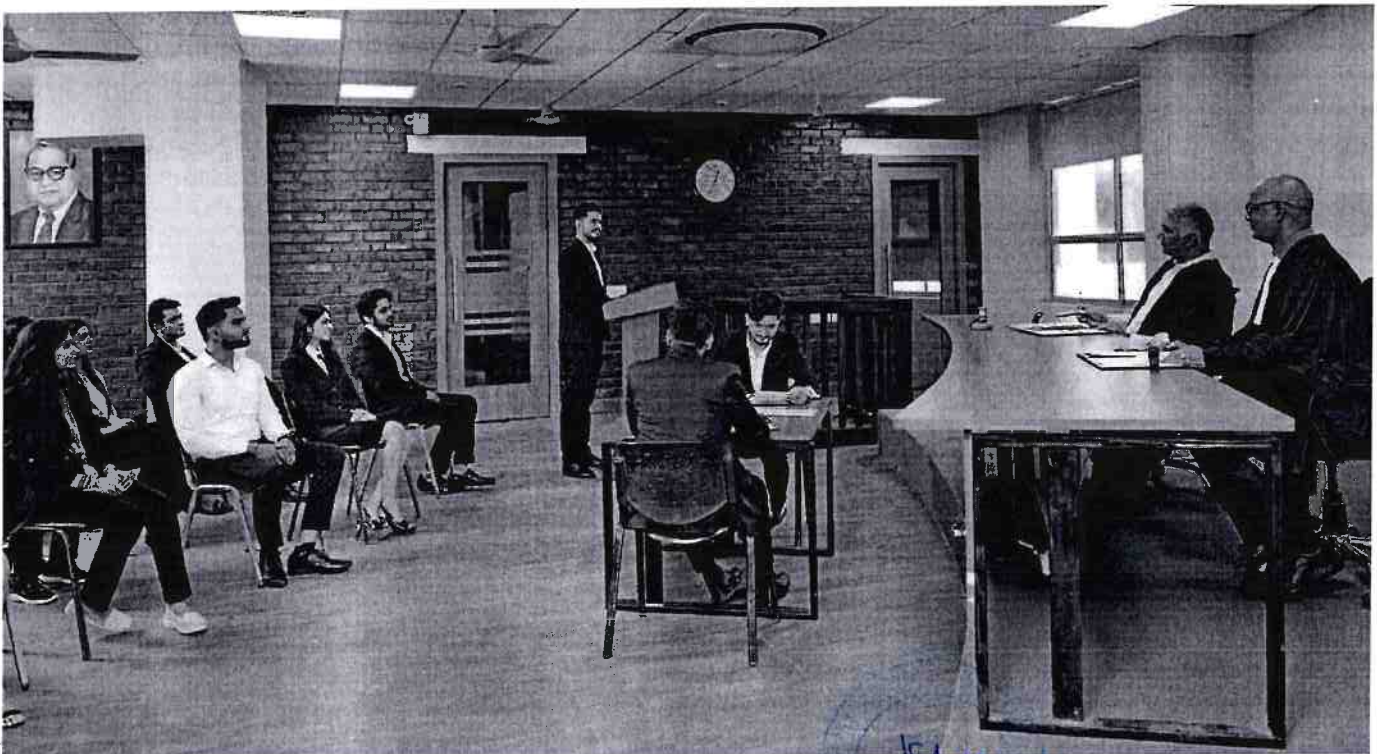
Expected Outcomes of engagement with Stakeholders are:

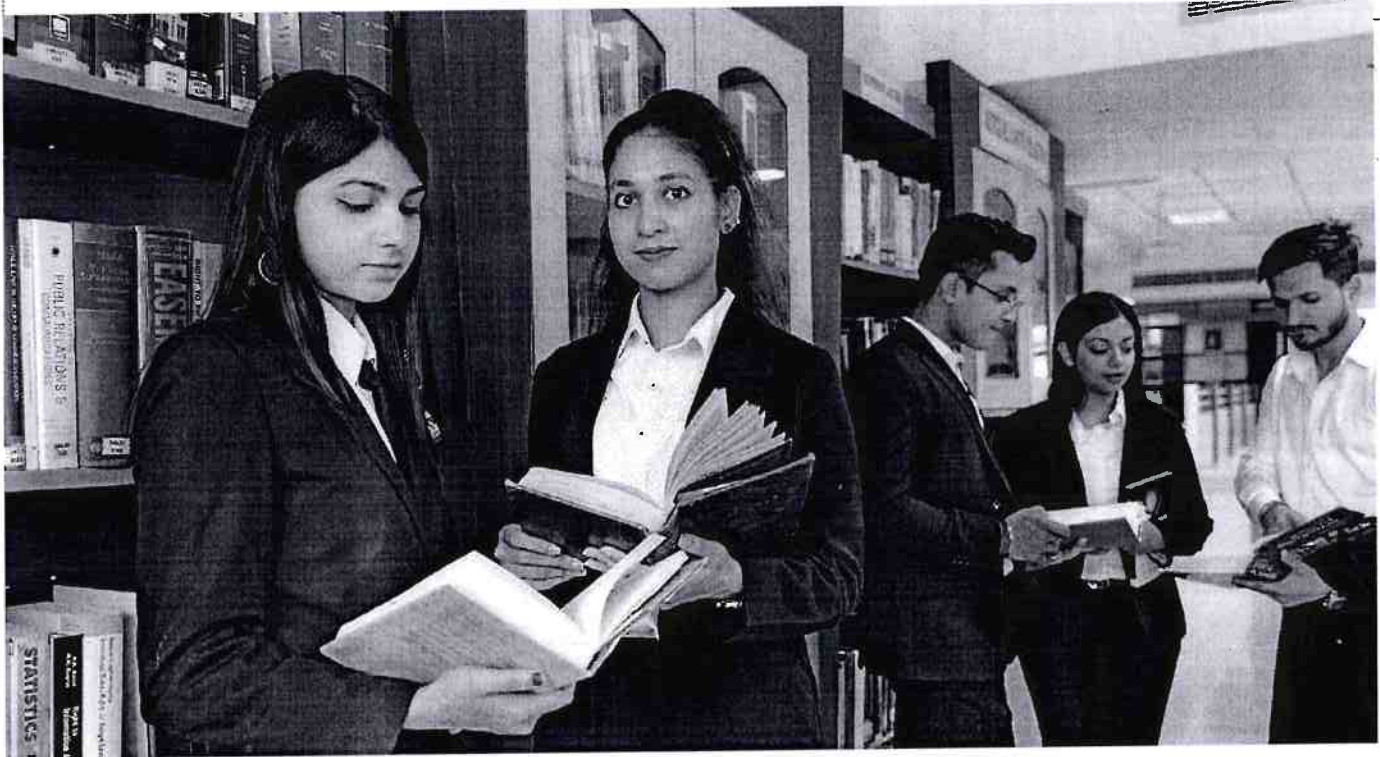
- Encourage faculty to participate in faculty governance and service to the University.
- Strengthening the engagements with industry, Government and society through multiple-way for exchange of knowledge and ideas.
- To deepen its engagement with stakeholders in multiple ways like
 - Engagement with Industry
 - Expansion of Start-Up Opportunities
 - Development of Centres of Excellences
 - Industry Research Sponsorship
 - Engagement with the Government initiatives
 - Engagement with Society,
 - Engagement with Alumni etc.

J. Implementation to build Long-term Self Sustainability Systems

- Outcomes of above goals will build a long term self sustaining system.
- Strengthening more academic flexibility besides developing programmes that lead to achieving long-term sustainability.
- University shall work for getting more grants from outside funding agencies.
- Encourage alumni, corporate houses, individuals and social organizations to build endowments for financial sustainability.
- Encourage to facilitate the students learning by providing scholarships, besides government and multinational corporations to support meritorious/needy students.

The University assesses its weaknesses and challenges through SWOT analysis and Academic Audit





Strengths

Attributes of the institute that are helpful to achieving the objective

- University follows total academic and administrative transparency leading to excellent teaching-learning environment.
- Well qualified, dedicated and experienced faculty.
- More than 50% faculty members are with Ph. D. from premier institutions and are good researchers in their field of specialization. Some of them have postdoctoral experience.
- Good work culture and congenial environment in the University.
- Some of the R& D projects have been successfully executed and similarly many R&D and development projects submitted to AICTE/ DST/ MSME/ NitiAayog etc. Alumni of the University are lead researchers, Directors, CEOs in reputed National & International MNCs.
- NBA Accreditation of all eligible UG and PG programmes being submitted shortly. As MRCE, our UG programmes were accredited for 5 years by the National Board of Accreditation.
- Good Infrastructural Facilities available at each Departmental Level.
- Classrooms are well equipped with ICT tools like LCD, Video-conferencing etc.
- Curriculum is recent, relevant and choice based
- MOU with several Universities and Industries.
- Funds are available for research and development work. Quite good number of National & International Conferences, Short Term programs have been organized.
- University is involved in many Social initiatives.
- Graduates of MRU are highly ranked by employers across the country.
- Campus placement is more than 60% .
- Centres of Excellence are established in the area of in the area of Product Design and Development (Altair & Design Tech), Air Conditioning (Daikin India Pvt. Ltd.), Energy, Peace & Sustainability (Institute of Peace Research & Action), Alternative Dispute Resolution.
- Research & Innovation Clusters in the area of Computing and Materials for Environmental Sustainability. Students encouraged to take part in innovations and supported to have their own idea based startups.
- Fund generated through consultancy work. Good Networking with industries for consultancy works.
- The Industry-Institution interaction gap is now bridging up through continuous effort to call people from industry/academia on regular basis for keynote addresses in seminars/workshops and other presentations.



Weakness

Attributes of the institute that are harmful to achieving the objective

- Senior faculty needs to be recruited from academia and industry in many areas to strengthen research and innovation activities.
- Student interaction with other institutions and industry is insufficient and has a scope of improvement.
- Faculty-industry interaction needs some impetus. Industrial/field experiences for both faculty and students to be improved so that no. of joint quality projects could be increased.
- Govt. Supported Research Projects are not running as of now but definitely improve the outcome of research with funding support.
- Center for Instrumentation needs to be established.
- Quality of students need to be improved.
- University does not have residential facility for faculty and research scholars
- Alumni potential has not been effectively utilized.



Opportunities

External conditions that are helpful for achieving the objective

- Given diverse areas of expertise and experience of faculty, there are many opportunities to develop new courses and research and innovation clusters. This can help attract new faculty and students at PG/PhD level.
- There is huge opportunity to utilize the expertise and position of our alumni to start collaborative research and consultancy projects with industry and hence can prove vital for institute-industry linkage.
- There is an opportunity to expand beyond traditional boundaries of teaching-learning by starting on-line education programmes.
- Develop as a Faculty Training Centre for at least North West India. With present resources including expert faculty, hardware (servers, workstations, video conferencing equipment; latest audio visual aids), software and skilled supporting staff, there is great opportunity to take consultancy projects especially from within Haryana State.
- Though students are getting placement still students can be better placed in more reputed MNCs.
- Given diverse areas of expertise and experience of faculty, there are many opportunities to develop new courses and research & innovation clusters.
- Implementation of Student exchange programmes with other national and international Institutes/Universities.
- Enhancement of Institute-Industry interactions to run quality research and academic programmes.
- Increasing the quantity and quality of National & International publications.
- Development of more inter-disciplinary research facilities.
- More National & International collaborations for summer-trainings and placements.
- Establish collaborations with industry for application based R & D work. More stress on Patent filing.
- Designing of new course curriculum of PG Programmes based upon industrial need/relevance and starting of new industry based and sponsored PG programmes.
- Many organizations at national /international level are looking for linkages and hence MRU can develop more such ties for mutual benefit.



Threats

External conditions which could do damage to the objective

- Decline in trend of admissions in engineering disciplines is a great threat and will be affecting the resources available with the University.
- Lack of availability of quality faculty may restrict the expansion of the institute and affect the quality of teaching learning process and R&D work.
- Rapidly changing technological needs of the industry requires faculty and staff to remain abreast with these advancements.
- Obsolesce of syllabi due to rapid changes in the technology.
- Updation of labs is challenge due to highly disruptive technologies.
- Global economic crisis is putting lot of pressure on the resources of the University.



Proposed Targets

Achievements	Nos. @2020	Nos. @2022	Nos. @2024	Nos. @2026	Nos. @2028	Nos. @2030
Research Publications (Databases like Scopus/WOS)	1222 (322)	1350 (425)	1500 (550)	1700 (700)	1900 (900)	2200 (1200)
University h-index	23	28	33	38	43	50
IPR Filed/ Published/ Granted to faculty (INDIA/ USPTO)	25 + 5 + 08 = 38	33 + 7 + 09 = 49	40 + 9 + 10 = 59	50 + 15 + 15 = 80	60 + 20 + 18 = 98	70 + 25 + 22 = 117
Startup Graduated/In progress	1 + 7 = 8	4 + 10 = 14	7 + 15 = 22	10 + 20 = 30	15 + 25 = 40	20 + 30 = 50
UG Programmes	14	16	18	20	22	24
PG Programmes	9	10	11	12	13	15
Centres of Excellence (COEs)	5	7	8	10	12	15
Research & Innovation Clusters/ Advanced Labs	2	3	4	5	6	7
Pre-Incubation/ Business Incubator	Pre-Incubation	Pre-Incubation	Business Incubator	Business Incubator	Business Incubator	Business Incubator
Sanctioned Intake	1166	1216	1266	1316	1366	1416
Professors	12	14	16	18	20	22
Internships in collaborations	<50	150	325	450	550	700





FOR ENQUIRIES CONTACT
0129-4259000

MANAV RACHNA UNIVERSITY

MRU Campus: Sector- 43, Aravalli Hills, Delhi- Surajkund Road, Faridabad.
Phone: 0129-4268500, 4198100, E-mail: mradmissions@manavrachna.edu.in, URL: www.manavrachna.edu.in





**MANAV RACHNA
UNIVERSITY**
Declared as State Private University vide Haryana Act 26 of 2014

MANAV RACHNA UNIVERSITY

(Declared as State Private University vide Haryana Act no 26 of 2014)

MRU (Internship Projects Exchange Policy)

Sector -43, Surajkund Badkhal Road, Aravali Hills, Faridabad- 121004

HARYANA



Policy for Additional Internship/Start-Up/ Innovation/Exchange programme to other organizations for Graduate Programme

To encourage more students to take up research and innovation to turn into entrepreneurs and build a culture of becoming job givers than job seekers, HRD Ministry's through AICTE in October 2019, has directed engineering colleges and technical institutions "to allow student entrepreneurs to sit for examination even if their attendance is less than the minimum permissible percentage, with due permission from the institute". The colleges have also been asked to explore provisions of on-campus accommodation to student entrepreneurs and permitting semester or year break or even more depending upon the decision of review committee constituted by the institute to work on their startups and re-join academics to complete the course. Institute may also award academic credits to the students for their efforts while creating an enterprise based on the progress made.

ACADEMIC NOTE

As per the Industrial scenario, there is a demand to have industry ready engineers. UGC, AICTE, NAAC and NBA also focus on the project-based learning for students, so that students can translate the theoretical concepts into practical work of designing projects & processes. Feedback from Alumni working in India and abroad also indicates that students having hands on experience and who have worked on live projects and research papers show better results than others. Keeping this in mind, the following steps are being taken to have the industry ready human resource.

A. Policy is for internship in India or abroad excluding their routine summer internship which is mandatory by AICTE as per their policy.

Students can also opt for internship during the semesters when no Core Courses are being offered by the department. Student must be back in University before the end of semester for final evaluation. This facility is available for National level or International level industries, Universities, R&D organizations, NGO etc. in India and abroad.

Students can avail this facility in two ways

- Full Semester industry training
- Two Semester industry training



Students can avail this option only if the following requirements are fulfilled

- i. Students who want to go for Industry internship during a particular semester must have cleared all his credits for the core courses as per programme structure of the department, scoring at least 7 CGPA and shall not be having any backlogs.
- ii. A permission to pursue such an internship would be granted to a student only if he/she is able to produce an offer / permission letter of a full-time internship from any recognized organization.
- iii. Departmental Review Committee shall submit the recommendation after reviewing the candidates past performances and the details of the industry where the candidate is applying for and the proposed work during the internship for which credits mapping is to be permitted.
- iv. A bi-monthly report / certificate of attendance should be submitted to the department by e-mail, by the organization where internship is carried out.
- v. A monthly report of performance and a write up / video (if permitted to do so) certified by the mentor should be submitted during the internship.
- vi. At the end of Internship, student shall submit the detailed report of the training duly certified by the industry mentor and department review committee shall assess the performance for awarding grades against the credit to be earned.
- vii. Assessment criteria's and format in which student has to submit his/her internship report shall be shared in the beginning of the internship by the department in consultation with industry mentor.

Credit Transfer/Mapping

- Credits for the semester are going to be partially mapped against the training (Normally not more than 75% of the credits offered by the department during that semester) on the recommendation of committee. Final grades shall be awarded for the credits approved by the review committee during the initial review of the proposal.
- Student must register for rest of the credits through online courses offered through NPTEL/MOOCs or any other platforms which are approved by their respective department in advance and earn the balance credit requirement.
- In case student wants to extend his/her internship for one more semester for which



there has to be request from the organization where he/she was previously working, he/she will be allowed to do so provided he/she fulfills the eligibility criteria as mentioned above and there is recommendation from Department review committee based on his/her performance during the last semester of internship.

- Again, his/her credits for the semester are going to be partially mapped and shall earn rest of the credits through online courses as stated above.

B. Start Up /Innovation Project Leading to National or International Competition/Patent/Prototype Development

Any Student working on Innovative Idea or Start Up may request for the following relaxations from the University: (Relaxation in Attendance Criteria)

Process to be followed:

- Interested Student shall submit the request/proposal with the department stating the kind of relaxation he/she wants to avail and the desired outcome of his project work by the end of the semester.
- The Project/Prototype development may be done individually or in group.
- The group comprising of students from different semesters will be encouraged.
- Department shall forward the request to the Head of Innovation & Incubation cell.
- IIC shall constitute the committee (with respective Head of the department as one of the members of this committee) to review the proposal and frame the timelines for review of the Start Up/Innovation/Prototype during the semester.
- Any mentoring required shall also be provided by the IIC
- Mentor appointed shall monitor the progress and students shall submit a report / demonstrate progress (video) of the work done every month, failing which the relaxation requested will not be applicable.
- IIC shall maintain the attendance log book, for verifying the attendance records of all such candidates working on startups, innovations and prototype development
- For awarding any relaxation in attendance criteria against the project/prototype developed, review committee shall evaluate his/her level of achievements in various competitions candidate has participated for the kind of innovation he/she has done.



- For representing the university at International level competitions: Candidate shall be allowed to appear in end term examination at 50% attendance in all the subjects
- For representing the university at National level competitions: Candidate shall be allowed to appear in end term examination at 55% attendance in all the subjects
- For Participation in general competitions at university / institute level: Candidate shall be allowed to appear in end term examination at 60% attendance in all the subjects
- Student is required to meet the desired outcome as per the finally approved proposal submitted to IIC in order to avail the requested benefit of relaxation in attendance criteria at the end of the semester.

C. Policy for Exchange Programme to Universities in India or Abroad

Students can avail this option only if the following requirements are fulfilled

- (i) Students who want to go for exchange programme from the duration of one month to a complete semester, shall be permitted only after the semester he/she has cleared all his credits for the core courses as per programme structure, scoring at least 7 CGPA and shall not be having any backlogs.
- (ii) A permission to pursue such exchange programme would be granted to a student only if he/she is able to produce an offer / permission letter of any recognized organization/ university or MRU has already signed a MoU with that organization/university.
- (iii) Departmental Review Committee shall submit the recommendation after reviewing the candidates past performances and the details of exchange programme candidate is applying for.
- (iv) A feedback report from the programme coordinator of the university (student has visited during the exchange programme) shall be submitted at the end of the programme.
- (v) Student shall submit the detailed report of the exchange programme and department review committee shall assess the performance for awarding grades against the credit to be earned.
- (vi) Assessment criteria's and format in which student shall be submitting his/her internship report shall be shared in the beginning of the programme.



Credit Transfer/ Mapping

- Credits to be transferred against the exchange programme will depend upon the duration of the programme and the courses student is going to study at foreign university. Department may also map it partially against the equivalent course being offered by the department. All such decisions shall be taken before the commencement of the programme and must be conveyed to the candidate in writing.
- Student may also register for some of the credits through online courses offered through NPTEL/MOOCs or any other platform which are approved prior to by Dean Academics on recommendation of the respective department and earn the balance credit requirement against elective courses.

Constitution of the Department Review Committee:

1. Dean Research (Chairperson)
2. Dean of the Faculty
3. Head of the Department
4. Faculty Mentor
5. IIC Head/Coordinator
6. External Member (for final evaluation)



**AMENDMENT IN POLICY RELATING TO ADDITIONAL INTERNSHIP/
START-UP /INNOVATION /EXCHANGE PROGRAMME TO OTHER
ORGANIZATION FOR GRADUATE PROGRAMME**

SI no.	Existing provisions	Proposed provisions
1	<p>A. Policy for Internship in India / Abroad (Credit Transfer/Mapping)</p> <p>Student must register for rest of the credits through online courses</p>	<p>A student must register for remaining credits either through online courses</p>
2	<p>B. Start Up/ Innovation</p> <p>Any Student working on Innovative Idea or Start Up may request for the following relaxations from the University: (Relaxation in Attendance Criteria)</p> <p>B. Start Up/ Innovation Project (Process to be followed)</p> <p>IIC shall maintain the attendance log book, for verifying the attendance records of all such candidates working on startups, innovations and prototype development</p>	<p>To encourage students to work on innovative projects or incubate new ideas, any student working on Innovative Idea or Start Up may request for the following relaxations from the University: (Relaxation in Attendance Criteria / Earn extra Credits for UG degree award based on the university policy as given below</p> <p>IIC shall maintain the attendance log book, for verifying the attendance records of all such candidates working on startups, innovations and prototype development through concerned faculty mentor.</p>
	<p>For awarding any relaxation in attendance criteria against the project/prototype developed, review committee shall evaluate his/her level of achievements in various competitions candidate has participated for the kind of innovation he/she has done.</p> <ul style="list-style-type: none"> - For representing the university at International level competitions: Candidate shall be allowed to appear in end term examination at 50% attendance in all the subjects - For representing the university at National level competitions: Candidate shall be allowed to appear in end term examination at 55% attendance in all the subjects. 	<p>For awarding any relaxation in attendance criteria/ earn extra credits/ credit transfer against electives/ project/ prototype developed, review committee shall evaluate his/her level of achievements in various competitions candidate has participated for the kind of innovation he/she has done as per National Innovation and Startup Policy 2019 for Students and Faculty</p> <ul style="list-style-type: none"> - The review committee shall be responsible for award of the grade at the end of the semester for each Innovation Project and may recommend any other benefit to the student(s). <p>The relaxation criteria:</p>



<ul style="list-style-type: none"> • For Participation in general competitions at university / institute level: Candidate shall be allowed to appear in end term examination at 60% attendance in all the subjects • Student is required to meet the desired outcome as per the finally approved proposal submitted to IIC in order to avail the requested benefit of relaxation in attendance criteria at the end of the semester. 	<p>a. Works for a Startup /Incubates a Start Up/Development of Prototype</p> <p>Student inventors may also be allowed to opt for startup in place of their mini project/ major project, seminars, summer trainings. The area in which student wants to initiate a startup may be interdisciplinary or multi-disciplinary. However, the student must describe how they will separate and clearly distinguish their ongoing research activities as a student from the work being conducted at the startup. The student may be given a complete relaxation for attendance as per the National Start-Up policy 2019 and can earn 15 extra credits as part of award of UG degree on the recommendation of the Institute Review Committee.</p> <p>b. Represented the university at International level competitions:</p> <p>Given a relaxation upto 50% for attendance in all the subjects registered, provided he/she is involved in Innovation. And/Or Can earn 8 extra credits on production of proof of participation.</p> <p>c. Represented the university at National level competitions:</p> <p>Must have 55% attendance in all the subjects registered, provided he/she is involved in Innovation. And/Or Can earn 6 extra credits on production of proof of participation</p> <p>d. Participated in general competitions at Zonal / State level:</p>
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	<p>Must have 60% attendance in all the subjects registered, provided he/she is involved in Innovation and Startups Or Can earn 4 extra credits being awarded to student in case of Zonal/state participation.</p> <p>e. Participated in general competitions at Inter University / Institute level:</p> <p>Must have 65% attendance in all the subjects registered and provided he/she is involved in Innovation and Startups Or Can earn 2 extra credits.</p> <p>These credits can be earned by students against electives as well OR can be earned as extra credits subjected to the recommendation of the Institute Review committee for UG degree and in case the student earns extra credits of 20 or more, he/she shall be eligible for award of degree with Honour's as per the guidelines of AICTE/University.</p> <p>As per new guidelines by MHRD-AICTE (National Innovation and Startup Policy 2019 for Students and Faculty) following relaxations shall be given to students on case to case basis.</p> <p>1. HEIs should allow their students to take a semester/year break (or even more depending upon the decision of review committee constituted by the institute) to work on their start-ups and re-join academics to complete the course.</p> <p>The institute should explore provision of accommodation to the entrepreneurs within the campus for some period of time.</p> <p>For reference:</p>
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		<p>https://vikaspedia.in/social-welfare/entrepreneurship/startup-india-1/national-innovation-and-startup-policy-2019-for-students-and-faculty</p> <p>Student is required to meet the desired outcome as per the finally approved proposal submitted to Institute Review Committee in order to avail the requested benefit of relaxation in attendance criteria And or credit transfer at the end of the semester.</p>
3	<p>C. Policy for exchange program (Credit Transfer/Mapping)</p> <p>Credits to be transferred against the exchange programme will depend upon the duration of the programme and the courses student is going to study at foreign university. Department may also map it partially against the equivalent course being offered by the department. All such decisions shall be taken before the commencement of the programme and must be conveyed to the candidate in writing.</p>	<p>Credits to be transferred against the exchange programme will depend upon the duration of the programme and the courses student is going to study at foreign university. Committee may also map it partially against the equivalent course being offered by the department. All such decisions shall be taken before the commencement of the programme and must be conveyed to the candidate in writing from the office of Controller of Examination.</p>



MANAV RACHNA UNIVERSITY
Appraisal Proforma for Faculty (2020-21)

1. Name _____ 2. Present Designation _____

3. Faculty/Department _____ 4. Joining Date _____

5. Additional Qualification Acquired during the year, if any (Give full details)

CATEGORY I: TEACHING AND ITS COMPLIANCES

Sr. No.	Nature of Activity	Maximum API Score	Self-Appraisal API Score	API score Verified by the Hos and Dean
1	Percentage of Lectures, Practical, Tutorials, Projects/Seminars etc. conducted (contact hours) [(Number of lectures conducted/400)X100] (To be verified from ERP)	100		
2	Academic Empowerment Compliances: Course Planning, [5/Semester/course]; Continuous Assessment/Final Grade submitted after showing answer books within 07 days [5/Semester/course];	50		
3	Student feedback [(Actual course average feedback for the year on a scale of 5)X10]	50		
Total (Max)		200		

CATEGORY II: ACADEMIC, INNOVATION AND RESEARCH

1.	Research Papers Published in reputed databases			
	Paper published in Peer reviewed or UGC listed Scopus-indexed/WoS/SCI / SCIE / EBSCO Host / ABDC Journals / APA PsyNET	10 per paper		

Signature of the Faculty Member



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2.	Publications (other than Research papers)			
	(a) Books authored which are published by ;			
	International publishers	15		
	National Publishers	8		
	Chapter in Edited Book	05		
	Editor of Book by International Publisher .	10		
	Editor of Book by National Publisher (Reviewer)	08		
	Others (Specify)	04		
	(b) Translation works in Indian and Foreign Languages by qualified faculties			
	Chapter or Research paper	04		
	Book	08		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			
	a. Development of Innovative pedagogy/ ICT mediated Teaching Learning	10		
	b. Innovative Teaching Learning Methodologies Implemented Successfully such as Active learning Techniques: Case Studies	10		
	c. Design of new curricula and courses	02 per course		
	d. MOOCs /Use of Online platforms			
	Development of complete MOOCs (all 4 components) *4 Components: i. Design and Development of material/ ii. Development of Animation Video iii. Design of Assessment Rubrics and iv. Grading	25		
	MOOCs implementation	05		
	Development of e-Content	05		
	Total			
4	(a) Research guidance			
	Ph.D. (No marks shall be assigned to submitted thesis)	10 /degree awarded		

Signature of the Faculty Member



	M.Phil./P.G dissertation	03/degree awarded		
	(b) Research Projects Completed			
	More than 50 lakhs	25		
	More than 10 lakhs	10		
	Less than 10 lakhs (1 point per Rs 1.0 Lakh of grant)			
	(c) Research Projects Ongoing :	03		
	(d) Consultancy (based on total consultancy for the Year)			
	More than 10 lakhs	15		
	Between 3 to 10 lakhs [rounded off to nearest lakh]	3-10		
	Less than 3 lakhs	3		
5	Contributions towards Entrepreneurship Development			
	Product Development	10		
	Business Plan Development	10		
	Successful Company Incubated	20		
	Total			
6	(a) Patents			
	International Patent granted with commercial value	20		
	International Patent Granted	15		
	National Patent Granted with commercial Value	15		
	International Paper Filed	10		
	National patent granted	10		
	National patent with complete filing or Design Patent or Copyright or Trademark and other forms of IPR	5		
7.	Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund or Central Government or State Government) By invitation			
	International	10		
	National	07		
	State	04		
8	Awards/Fellowship			
	International	20		

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	National	05		
	Total			
9	Invited lectures / Resource Person/ Oral paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)			
	International (Abroad)	10		
	International (within country)	07		
	National	05		
	State/University	03		
	Total			
10	Innovative Experiment Designed/ New Laboratory Established / Centre of Excellence Established		5/10/20	
	Total of Category II			
Total (maximum) 350				

CATEGORY III: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Sr. No.	Nature of Activity	Maximum API Score	Self-Appraisal API Score	API score Verified by Head & Dean
1	Worked for students related co-curricular activities (Such as NCC, NSS, Student Welfare, Sports, Annual Social Gathering, Other Cultural and/or Technical Events and Counseling/Mentoring to students) [5/semester/activity]	25		
2	Contribution in development of the School / Faculty / University through active participation in Academic Committee UPC/PPC, Administrative Committee, IQAC [5/committee] and different other committees [2/committee] Involved in Examination duties as per allotment (Exam Co-ordinator [10/Semester], Senior Supervisor[7/Semester], Invigilator [5/semester] etc)	50		
3	Active role in organizing different activities such as Seminar, Conference, Workshop, Faculty Development Program etc. [5/activity] Supporting documents necessary	25		
4	Rural Immersion[3/immersion], expert lectures[2/lecture], study tours[5/national or international], yoga [5/semester] and internships [10/AY]	25		

Signature of the Faculty Member



5.	The Administrative responsibilities handled such as HoS/Associate Dean/Dean/Any special assignment given by University held during the assessment period. (Attach a separate sheet of what you have achieved)	50		
Total (Maxm.)		100		

**CATEGORY IV: CONTRIBUTION TO INSTITUTIONAL COMMITMENTS TO SOCIETY/
PROFESSION/CULTURE AND ASPIRATIONS**

Sl No.	Nature of activity	Specific Contribution	API points/activity	Max API	Self Appraisal	Verified API
1.	Contribution in IACC 1. Placement 2. Indus. Inst. Interaction. 3. Alumni affairs		[10] {10} [10]			
2.	Engagement with communities: rural / Tribal / Slum	Number days spend with the community	[10 for minimum 10 days]			
3.	Any other (Specify)		[10]			
Total (Maximum) = 60 (Limited to 50)						

Note:

1. For publications & Paper Presentations involving multiple Authors, API calculations would be given as: from 1 to 3 Authors: 100% credit for each author. 4-6 Authors: 60% credit for each author, 7 & above Authors: 40% credit for each Author (No specific weightage for the order of authors in the publications/patents)

2. For Thesis Guidance, Projects and Consultancy involving multiple persons in investigator role, API calculations would be as: Principal Investigator or Guide gets 70% of the points, Co- Investigator or co-guides share the remaining 30% of the points.

Elaborate on the following points for future plans: Use separate sheet if necessary

Area of Concern	Current status	Future Plan for next one year
Academics		
Research and Development		
Centers of Excellence		
Collaborations		
Student Exchange		

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Industry Network		
Community Service		

Recommendation of HoS/Dean based on following points: Indicate satisfaction or improvements expected.

	Area	Remarks
1.	Over-Arching Areas: <ul style="list-style-type: none"> • Governance, • Autonomy, • Quality of Education, • Library, 	
2.	Teaching Learning process: <ul style="list-style-type: none"> • Curriculum Development, • New UG/PG programmes, • Design of new Courses, • New Experiments, • New teaching Methodologies 	
3.	Extension Services: <ul style="list-style-type: none"> • Research Development, • Training Programmes Organised and attended • Refresher courses organized and attended, • Consultancy, • Industry institute Collaboration • Any other thing 	
4.	Infrastructure Development: <ul style="list-style-type: none"> • Equipment, • Building, • Centre of Excellence, 	
5.	Faculty Development: <ul style="list-style-type: none"> • Training programmes attended and organized (in India and Abroad) • Acquiring higher qualifications and skills, • Publications in Journals, • Books and Learning resources • Conferences/seminars attended and organized 	
6.	Staff Development: Training programmes	

Signature of the Faculty Member



7.	Any Social Issues initiated or involved in.	
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Verified by Head School of _____

Signature

Accepted by Dean Faculty of _____

Signature

Summary

Category	Maximum Capped Score	Score Obtained	%age Performance	Remark
I	200			
II	350			
III	100			
IV	50			
Total	700			

Decision of Sr. Management:

Performance	Decision
If %age performance is less than 40%	No Increment or Incentive
If %age performance is between 40-65%)	One increment
If %age performance is more than 65%)	two increment and/or incentive

Provost

Vice Chancellor

(To be kept in the office of Dean of Faculty Affairs)

Signature of the Faculty Member



GUIDELINES FOR FILLING UP SELF ASSESSMENT FORM - FACULTY

1. Self assessment form is to be filled by each faculty member once annually covering the period from **1st July to 30th June** and should be submitted to HoD latest by **22nd May of the assessment Year.**
2. HoD will complete their part on the form and forward the same to Dean of schools/Director by **7th June.**
3. Dean of Faculty/Director will put their observations on each Form and forward to Vice Chancellor/President by **14th June.**
4. Vice Chancellor will review each faculty's performance put his remarks and in case of undesirable or below par performance the faculty will be suitably and intimated the same in writing.

Note: Faculty may maintain a record of all their academic and co-curricular activities throughout the year, so that the data and information is readily available while filling up the Self Assessment Form. This is also an opportunity for self introspection and corrective action for the benefit of one self and University.

Signature of the Faculty Member

