



**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 FIFTEENTH MEETING OF THE BOARD OF MANAGEMENT

Dated: 30.09.2020

MINUTES OF THE FIFTEENTH MEETING OF THE BOARD OF MANAGEMENT OF MANAV RACHNA UNIVERSITY HELD ONLINE ON ZOOM PLATFORM ON WEDNESDAY, DATED 30.09.2020 AT 11.00 A. M.

15th meeting of the Board of Management of Manav Rachna University was held online through ZOOM Platform on Wednesday, Dated 30.09.2020 at 11.00 A.M to consider various administrative, financial and academic matters. The following were present:

1. Prof. I.K. Bhat, Vice Chancellor
2. Dr. Amit Bhalla, Vice President, MREI
3. Dr. M.M. Kathuria, Trustee, UET
4. Shri Rajiv Kapoor, ED; Group HR, Head, Uno Minda;
5. Sh. Ajay Thomas, Director, Law (Special Invitee);
6. Dr. Shalini Tuli, Associate Professor (Nominee of Govt. of Haryana);
7. Prof. Sangita Banga, Dean, Academics;
8. Prof. Pradeep K. Varshney, Dean, Research (Special Invitee);
9. Dr. Babita Parashar, Dean, Education;
10. Prof. Versha Vahini, HOD, Law;
11. Dr. Kameshwar Singh, Registrar/ Member Secretary

Dr. Parul Jhajharia, Dean, Management, Ms. Hanu Bhardwaj, HoD, CST and Sh. Navdeep Chawla, Chairman / MD, Psychotropic India Ltd 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:

Registrar welcomed the Hon'ble Members and briefed them about the agenda to be deliberated in the meeting. The Chairman was then requested to open the meeting with his remarks.

1. Opening Remarks by the Chairman

Chairman welcomed all the members especially external members for taking out time to attend the meeting and hoped that their presence would help in deliberating on some of the issues which the university finds important to report to the Board of Management and seek their advice on those issues. He further stated that a lot of activities have taken place during the past 5 months which relates to academics, students centric and CSR etc.



A. The Chairman informed the respected members about the same and some of the important ones are listed below:

- As per Times Engineering Survey, 2020, Manav Rachna University is declared among the Top 3 emerging Engineering Institutes of the country. It is also the topmost promising and emerging institute for Placement and Research Capability.
- MRU also received the QS I-Gauge E-Lead Certification for its readiness to deliver online education on 31st May 2020, in appreciation of the digital shift and readiness level of the University towards online education during the global pandemic. MRU started with its classes for senior semesters on 26th May in online mode which was concluded on 11th September, 2020. All internal assessments, T1 & T2 were conducted properly and video proctoring was carried out during the Formal assessments using Google meet and University LMS system. End Term Exams are starting from 21st September, 2020.
- All the practical sessions were conducted using Virtual Labs/Open Source Software /Simulation Software. For few Courses which have Lab component are to be conducted in physical manner in October by calling the students in batches and following the protocol as prescribed for COVID-19.
- Period from October to December will be utilized for; students internship trainings, projects and research work and the New Academic session will start from Jan 2021.
- Admissions for the Academic Session 2020-21 are currently going on and hope that after the declaration of results for JEE, NEET, etc. the same will pick up in coming weeks; and the university would be able to have more admissions in all the programs as expected.
- For the Students admitted till now, Orientation Programme has started from 01.09.2020 under the guidance of Dean Academics and Dean, Students Welfare, with interaction with all the central teams like CDC, CRC and innovation and incubation centers, Experts from outside, Dean Research etc. was held and currently, students were undergoing the department specific orientation. Regular classes will start from 1st Oct, 2020.



- A Memorandum of Understanding (MoU) was signed on January 14, between Manav Rachna University, Truechip Solutions Pvt. Ltd. and Future Tech Wizards LLP and Sahai labs. Earlier Truechip Solutions was providing support in terms of student's projects & trainings but with the signing of these MoUs, MRU will be able to offer specializations in VLSI & Health Care Technology to ECE students in collaboration with them.
- Manav Rachna University is one of the 7th Institutes in India that have been selected by Amazon AWS Educate to deliver cloud computing curricula from the Amazon Web Services (AWS) Educate global initiative into its mainstream college syllabus to help develop the next generation of cloud professionals. The cloud computing content from AWS Educate will be offered as part of Bachelor of Technology (B. Tech) in Computer Science and Engineering program starting in October 2020.
- Department of CST has signed MoU with Microsoft for Azure Skills University Engagement programme for its B.Tech. final year students for enhancing their employability skills.
- Manav Rachna University (MRU) and ICT Academy (an initiative of Government of India) signed MoU that shall encompass Faculty Development, Skill Development, joint Research and Publications, Entrepreneurship Development, Digital Empowerment and a strong Industry Academia Interface.
- Faculty of Law under its Centre of Excellence in Alternate Dispute Resolution conducted 21 Webinars in the area of Arbitration & Mediation during the lockdown period under the able leadership of Mr. Ajay Thomas, Director Law. More than 500 participants were benefitted.
- Faculty of Law is also in the process of setting up Centre of Excellence in the area of Legislative Studies & Research. Mr. P K Malhotra, former Union Law Secretary to the Government of India has been appointed as the Executive Chairman of the Centre.
- During this period, Under the Manav Rachna Center for Peace & Sustainability, seven webinars were organized. The resource person for the sessions were, Dr. Karan Singh, Dr. Rajender Shinde, B K Sister Shivani, Dr. Muzaffar Ahmed and recently by Rishi Vidhyadhar Ji from Art of Living.



- Department of ECE, Mechanical, Education, Physics organized FDPs for their faculty as well as for other institutions, on latest technologies.
- During this period, faculty and students completed more than **700** certification courses on Coursera, Edx, Altair University, NPTEL Swayam and other MOOCs platforms.
- Manav Rachna University is collaborating with Trans Neuron for B.Tech. Smart Manufacturing & Automation 2019-2023 batch students under which 2nd, 3rd, 4th year students will be offered modules in Automation as well as industrial projects by Trans Neuron at Hitachi.
- Centre of Excellence of Mechanical Engineering department are planning to start joint certification programme with NSDC and industry in the areas of (i) Air conditioning & Refrigeration and (ii) Product Designing with Simulation.

B. The Hon'ble Chairman further apprised the Members that Placement process for 2020 Batch is over. The department wise placement position is as follows:

- CSE - 110 students out of 131 eligible candidates placed with EXTRAMARKS with Highest Salary Package: 12 LPA. (Average Salary Package: 3.5 LPA)
- ECE - 15 students out of 22 eligible candidates placed with LIDO LEARNING. Highest Salary Package: 10 LPA, Average Salary Package: 3.9 LPA.
- ME – 19 students out of 38 eligible candidates placed with SONALIKA INTERNATIONAL TRACTORS. Highest Salary Package: 5.5 LPA, Average Salary Package: 3 LPA
- Chemistry, BBA & Education- 8 Students were also placed with Jubilant Chemisys and Wipro with average a salary Package of 3.5 LPA.
- Placement process for Engineering Batch 2021 also has initiated, some students have already been placed, 28 students are selected for Capgemini.

C. The Hon'ble Chairman, thereafter apprised the Hon'ble Members about Research and Innovation activities carried out during last 4 to 5 months under supervision of Dean Research and Innovation. He apprised that-



- 55 research papers have been published/presented by faculty members and students in peer reviewed National and International Journals listed in Scopus and WoS (25 Nos.), UGC and other databases (10) and presented in conferences (20).
- Faculty Members & Students registered and successfully completed over 700 online courses/certifications on various platforms including Coursera, Edx, Altair University, IBM Cognitive Class AI, Acloud Guru, NITTR, MHRD Innovation Cell, Xebia, iCarnegie, IPPO and Google Analytics during the last six months.
- Prof. D. K. Sharma, Professor Physics and Dr. Ananna Bardhan, Asst. Professor have contributed one book chapter entitled Role of Meteorological Parameters on Atmospheric Aerosols Concentration and its control through modern biomass application in the forthcoming book entitled "Bioenergy: Technologies and Future Sustainability" published by TERI, INDIA, (2019).
- Dr. Aditya Sharma, Asst. Professor has been appointed as Associate Editor of "Interface Assisted Phenomena for Advanced Applications" in Applied Nanoscience (SCI, Journal with I.F. 3.5) of Springer-Nature. ISSN- 2190-5517.
- Dr. Sharma also contributed one book chapter entitled Bottom-Up and Top-Down Approaches for MgO, sono-chemical Reactions,, IntechOpen, 2020, page1-32.
- 5 days lecture series from 10th-15th August 2020 was organized at Centres of Excellence -Daikin India Pvt. Ltd. by Mechanical Engineering Department on the topic HVAC for faculty and students and the same was coordinated by Mr. P Mahendru.
- Dr. Manmeet Bali Nag, Associate Professor Management is selected for the role of reviewer for the prestigious NAFSA Conference
- Ms. Himani Saraswat and Ms. Surekha Chaudhary Students of M.Sc. Physics published three research papers in International journals listed as (SCI/SCOPUS).
- MRU submitted application for DSIR certification under SIRO on 27.06.2020 for tax exemption of the procurement of laboratory equipment.



- Faculty members of Management and Commerce department namely - Dr. Subodh Saluja, Dr. Animesh Singh and Dr. Manmeet Bali Nag have applied for AICTE-UKEIRI Technical Leadership program.
- University has applied for Utkrishth Sansthan Vishwakarma Award 2020 on 10th July 2020.
- Workshops on NISP Implementation were organized for all department faculty members and students starting from 27.8.2020 to 10.09.2020.
- 10 Research proposals worth about Rs. 5.8 Cr. (approx.) submitted by faculty members of various departments in schemes of MATRICS, SERB, NOSTC, MEITY, AIU, STRIVE, Ministry of Mines, National Human Rights Commission, Niti Aayog etc.
- 01 developmental project submitted to Atal Community Innovation Centre (ACIC) Niti Aayog by Dr. Pradeep K. Varshney, Dean Research for strengthening MRU-IIC facilities (2.5 Crs)
- A motivational session on "Challenge the Challenges" was organized by department of Mathematics on 25th August 2020.

D. The Chairman also emphasized on participation of students in Innovation Competitions/ Challenges/ Hackathon and activities carried by MRU-Dean Student department.

- Two teams from MRU were shortlisted for the finals of SIH 2020, and Team Error=404 is the proud winner of SMART INDIA HACKATHON 2020 under Software Category during the Grand Finale of Fourth Software held on 1st to 3rd August 2020. Team Error=404 won the prize money of Rs. one lakh.
- One team is also shortlisted for the finals in Hardware Category and will participate when event is organised in physical mode.
- 02 teams of MRU were selected for finals of National Anveshan-2020.
- Ms. Niharika, student of Computer Science & Technology Department participated for Re-Think Tank session on "Women Entrepreneurship through



the lens of Higher Education” which was held on June 13, 2020 with the Smt. Smriti Zubin Irani, Honorable Minister for Women & Child Development,.

- Ms. Niharika, student of Computer Science & Technology Department, submitted her entry for the Re Think Tank Session, organized by QS I Gauge and has been shortlisted based on her outstanding performance in the entry she submitted for ReThink Tank session on “Women Entrepreneurship through the lens of Higher Education”
- Ms. Kashish Kohli, B.Sc Chemistry VI semester student has participated in “Online Youth Festival” during 8-11 May 2020 in the competition of The Science Kaleidoscope. The Science Moving Competition and got First Position among 12 National and International Participants.
- Ms. Kashish Kohli, B.Sc Chemistry VI semester student has participated in “Online Youth Festival” on 8-11 May 2020 in the competition of All India InterInstitutional Poster Presentation Competition under the Bioscience and Biotechnology domain and also got cash prize of Rs. 1000/- and e-certificate of third position.
- Deepsi Batra, a student of BBA-OM, DMC, MRU, VI semester attained her internship in Pace innovations and she has also been felicitated as ‘COVID Yodha’ for her consequential contribution towards society.
- 6 students of Mechanical department have been selected for the 8 weeks of Virtual Internship Program (VIP) by Altair Engineering. 5 Students will work on industrial projects and learn the latest Analysis Software.
- B.Tech CSE Final Year student, Ms. Srushti Suresh, represented Manav Rachna University as a Panellist in Big Talks For Young Folks – Weekly Talk Show Series organized by QS I.GAUGE.

E. The student council under the guidance of Dean Department of Student Welfare organized many events online during lockdown, some of the major ones are:

- Quarantine Talent Hunt called ‘Teachers under a Spotlight’,
- Manav Rachna Happy Times series
- Astrology Quiz Competition on the theme “Knowledge of Space”



- Funniest Meme Challenge and International Yoga Day.
 - Virtual Fest for Students and many other extracurricular activities for the students in virtual manner
- Under the event One Nation Paryavaran Sanrakshan Gatividhi week organized by Govt of Haryana, eight different events were organized from 15th Aug 2020 to 22nd Aug 2020 in association with Clans pertaining to the environment awareness like: Webinars on composting, Poster making, Debate, Poetry, Selfie with plants etc.
 - E-Cell also conducted the Virtual events and students from PAN India participated in these virtual Events.
 - Under Unnat Bharat Abhiyan (UBA), University visited the adopted villages and created awareness on Covid. Also, many drives on donating food grains for Needy persons were organized

With these remarks, Vice Chancellor requested Registrar to take up the agenda for discussion. Registrar then took up the agenda items one by one for deliberations:

2. Confirmation of the Minutes of the 14th Meeting of the Board of Management

The Hon'ble Members were informed that Minutes of the 14th Meeting of the Board of Management held on 28.04.2020 were circulated to all the members vide email dated 05.05.2020. No comments were received from any of the members. Board was apprised of the items deliberated upon in the last meeting and requested to confirm the minutes.

Decision: Board Confirmed the Minutes of last meeting.

3. Action Taken Report on the Decisions taken in the 14th Meeting of the Board of Management.

While discussing the Action Taken Report on the decisions taken in the 14th Meeting of the Board, it was apprised in respect of item no 14.6 that, a Meeting of the officers of both the Universities was held on 29.09.2020, wherein, it was resolved that MRU should adopt the norms/ fee structure prescribed by MRIIRS in r/o internal faculties pursuing Ph.D programs as there is no issue involved in recovery of fee in case of default by the concerned faculty.



Accordingly Board acceded the recommendation of the Committee of the officers of both the Universities and recommended for placing the same before GB for its approval.

Decision: Board took the Action Taken Report on record with advice in r/o item no. 14.6 i.e. "Standardization of fee concession for the internal faculties joining Ph.D. Programs" that MRU should adopt the fee policy of MRIIRS and recommended that it be placed before the GB for its approval.

4. Matter for Information

Board was apprised of various activities that took place during the past 5 months the details of which were informed by the Vice Chancellor and are listed below. Registrar requested the members that the same be permitted to be taken on record.

- (i). Achievements of University, Faculty and Students
- (ii). MoUs signed between MRU and other Organizations
- (iii). Extension of Approval by the AICTE for ongoing engineering programs for the session 2020-21.
- (iv). Extension of Approval by the BCI for ongoing 5 year Law Honors programs for the session 2020-21.
- (v). Dept. of CST shall offer of B.Tech. CSE AI-ML program with intake 60.
- (vi). Blood Donation Camp on 16.09.2020.
- (vii). Faculty Members and staff joined/ resigned.
- (viii). Orientation & Commencement of classes (1st Semester) for the session 2020-21.
- (ix). Decisions Taken by the Academic Council in its last Online Meeting held on 20.09.2020.

Decision: Board of Management took the above information on record.

5. Matters for Ratification

(i) Eligibility criteria for B.Ed. Special Education (LD) for the academic session 2020-21.

Board was informed that the eligibility criterion for admission to B.Ed. Special Education (LD) program was earlier approved as 60% aggregate in Graduation/Post Graduation. In order to attract more candidates in the present



pandemic situation, university in consultation with the Dean of the Faculty has made it at par with the one prescribed by the RCI for the program. Accordingly, eligibility for admission to the above program is now made 50% in aggregate at Graduation/Post graduation level with the approval of the Competent Authority. Academic Council has consented for the same. Board was requested to ratify the action taken by the university

Decision: Board ratified the action taken by the University.

6. Consideration of Revised Budget for the Year 2020-21

It was submitted for information that, the revised budget for the year 2020-21 was approved by the GB on the recommendation of the Board of Management in its 12th meeting held on 24.01.2020. But, due to ongoing pandemic and closure of the university from 22.3.20, the University formed a view that certain services may not be required to the extent it was thought initially and hence expenditure on this account may not be required to be made during the year. Therefore, it was resolved to review the receipt and anticipated expenditure which may not take place during the year 2020-21.

Receipts of the University being primarily linked with the number of admissions and drop outs from the old batches, the same could be known only after all the admissions are closed for the current academic year. It was proposed that the expenditure may have to be reduced accordingly keeping in view the requirement during the first six months i.e. from April to September and likely expenditure that may be required to be incurred during the remaining six months of the financial year.

Accordingly, budget for the year as revised to the extent of expenditure was placed before the Finance Committee on 21.09.2020 for consideration. As per the revised budget, the proposed expenditure has come down from Rs. 4,595.17 Lacs to Rs. 4528.90 Lacs against income of Rs. 3461 lacs resulting short fall in income over expenditure of Rs. 1067.90 Lacs. The FC has consented the revision made in the budget and recommended for placing the same to the BoM for consideration.

Decision: Board of Management considered the revised budget (to the extent of Expenditure) as of now, for the year 2020-21 and recommended for approval of the Governing Body.



7. Consideration and approval of Balance Sheet & Statement of Account for the Year 2019-20.

It was submitted for information that the unaudited Balance Sheet & Statement of Account for the Year 2019-20 was prepared and placed by the Chief Finance & Accounts Officer in the meeting of the Finance Committee on 21.09.2020 for consideration. It was deliberated at length and concurred by the FC with the recommendation that it be placed before the GB through the BoM for consideration of the Hon'ble members. After detailed discussion Hon'ble Members consented the same with the advice that it be placed before GB for approval.

Decision: Board consented the same with the advice that it be placed before Governing Body for approval.

8. Consideration of IT Policy.

The Hon'ble Members of the Board were apprised that, to prevent IT threats and to build a strong IT infrastructure, a revised draft IT Policy has been prepared after discussion with the concerned IT team. The draft IT Policy concurred by the Academic Council was presented before the Board of Management for approval and its silent features briefed to the Hon'ble Members in the Meeting with the request that same be approved for adoption.

Decision Board approved the adoption of IT policy. The approved IT Policy is annexed as Annexure-I.

9. Consideration of Policies on IPR and Business Incubation.

It was submitted for information that the policies on IPR and Business Incubation were approved by the Academic Council in the fifth meeting but, keeping in view the national policy on the subject, a need was felt to review them and incorporate the provisions in line with the national Innovation and Start- up Policy issued by AICTE on September 11, 2019 and model IPR policy of CIPAM 2019.. Therefore, a Committee under the chairmanship of the Dean Research was constituted to review the existing policies on IPR and Start-ups / Business Incubation. The Committee has suggested some modifications in the existing policy and come out with the fresh policy documents. The new Policies if approved shall replace the existing policy approved earlier and new policy shall come in force from the date of the approval. Policies on IPR and Business Incubation duly consented



Decision: Board approved the same and the Approved Policies on IPR and Business Incubation is annexed as Annexure-II .

Board was informed that the above policy was approved by the Board of Management in its thirteenth meeting held on 15 .01.2020. The policy is revisited by a committee headed by the Dean Research which has now suggested some amendments in the form of additions / substitutions in the above policy. The Academic Council considered the proposed amendments in the above policy and recommended for placing the same before the Board of Management for approval. The Board was briefed about the proposed changes and requested for consideration and approval.

11. Consideration and approval of faculty positions for the academic year 2020-21

S. No.	Faculty / Academic Unit		No of Post (Cadre wise)			
			Professor	Associate Professor	Assistant Professor	Total
1	Faculty of Engineering	Department of Computer Science and Technology	2	9	24	35
2		Department of Electronic and Communications	1	1	9	11
3		Department of Mechanical Engineering	1	3	8	12

4	Faculty of Applied Sciences	Department of Mathematics	0	3	8	11
5		Department of Physics	2	2	4	8
6		Department of Chemistry	2	4	7	13
7	Faculty of Management and Commerce	Department of Management and Commerce	1	5	5	11
8	Faculty of Law		2	4	17	23
9	Faculty of Education	Department of Education	1	3	14	18
10		Department of Humanities	0	0	2	2
	Total Faculty Sanctioned Post		144			

The proposed requirement of department wise teaching posts as presented above was deliberated and approved by the BoM.

Decision: Board approved the faculty position required for the academic year 2020-21.

12. Consideration and approval of Annual Report of Examination for the year 2019-20

The Board was informed that Examination Cell has prepared the Annual Report of Examinations conducted during the academic year 2019-20. 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 2019-20. Approved report annexed as Annexure-IV

13. Any other matter with the permission of Chair

1. Revised Policy for Research and Innovation Promotion

Board was apprised that revised policy document on research and innovation promotion was placed before 13th Meeting of the Academic Council wherein Academic Council decided that first seek approval from the Finance Committee as it involves financial issues and brought it to AC.



The proposal was accordingly placed in the meeting of FC held on 21.09.2020 wherein it was resolved that policy document be first deliberated between the Deans Academic and Registrars of both the universities and agreed document be placed in next meeting of FC. The Dean, Research, however presented the financial parameters of the policy in the meeting but after hearing some of the points, Board reiterated the advice given by the FC and deferred the matter for consideration later.

Decision: Board deferred the matter with advice to put up later

2. Reporting of the Action taken by the University on feedbacks received from the various stakeholders i.e. Faculties of the Departments, Alumni and Employers during the Academic Year 2019-20.

The Board was informed that University regularly collected feedback of different stakeholders viz. students, faculty members, alumni, employers and the departments which aimed to monitor, review and improve the overall quality of teaching learning process. The feedbacks conducted on curriculum design to strengthen and improve the academic system at University from various stakeholders were analyzed for taking an appropriate action on a regular basis for syllabus revisions, restructuring of the curriculum and quality improvement during the year 2019-20.

The feedback report was also hosted on the institutional website to maintain transparency. The Board was requested to take the Feedback Report and Action Taken thereon for records. It was widely applauded by the Members and accepted.

Decision: Board of Management accepted Report regarding Action Taken on Feedback. Accepted Action Taken Report with feedback for the academic Year 2019-20 is annexed as Annexure No-V

The meeting ended with a vote of thanks to the Chair.


(Dr. K. Singh)

Registrar /Member Secretary

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



Dated: 06.10.2020

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 Education 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. Ms. Shalini Tuli, Associate Professor, (Nominee of the Govt)., Govt. College, Sector 16, Faridabad.
7. Sh. Rajiv Kapoor, ED & Group HR, Head, Uno Minda
8. Sh. Navdeep Chawla, Chairman / Managing Director, Psychotropic India Ltd. 214- 216, Sector-15, Faridabad
9. Prof. Sangeeta Banga, Dean (Academics)
10. Prof. Parul Jhalaria, Dean, Faculty of Management & Humanities
11. Prof. (Dr) Pradeep Varshney, Dean Research
12. Dr. Babita Parashar, Dean, Faculty of Education
13. Prof. Versha Vahini, HoD, Dept. of Law
14. Ms. Hanu Bhardwaj, HoD, Dept. of CST



IT security and policies at Manav Rachna University

There are different categories of users are in Manav Rachna Universities and their requirements are different, their portfolios are different. Therefore different policies are being implied based on the category of the users.

The categories are

1. Faculty
2. Staff general
3. Staff management
4. Staff support and security
5. Students

All the category users uses computers and internet through local area network. Therefore the network, the devices, the databases, the files created by the users are vulnerable to then risk of losing the data, damage of the devices, stealing of important information etc.

The above threats do arrives from different sources viz. infected device and files bringing by the users, virus infection through unlicensed and untested applications, through emails, through browsing non- secured web sites, phishing internet web sites and finally hackers.

It is impossible to maintain different segregated IT infrastructure for different type of users. The only option to secure the data and devices through strong policy driven user accesses and segregating the infrastructure in virtual and logical way. The segregation also need to have provision of users communicating to each other, exchanging files, exchanging emails etc.



Threat management methodology

Therefore the threat management of the complete IT infrastructure is managed by logical partitioning, applications, devices and policies.

- A. For logical portioning complete Local area network is segregated in three virtual network. Except for required port for communication all the ports of the network is closed to stop the unwanted traffic and data movement.
this also stops the direct accessibility of the files between the logical network.
- B. Applications like Antivirus are deployed with in the network for scanning each data of the communication and traffic for presence of any virus, and malicious programs and files.
- C. Some of the applications are also used to sniff and monitor the harmful activities of the users by installing un-licensed software or downloading the applications harmful to network and the data.
- D. Devices like UTM (Unified Threat Management) has been deployed at the network gateway to internet having fire wall, threat management, malicious content filters and lockdown facilities in case of Denial of services.
- E. Finally policies have been formulated and strongly implemented to all users of computers, printers, server and local area network. The users are briefed through email or training every time a new threat is discovered.

Data Safety

Most of the university data generated through ERP are stored and maintained by the third party vendor at their cloud storages governed by Service Level Agreements.

The other data like accounts and daily usages are being stored at the users local machines. It is the responsibility of the users to take necessary timely backups. However the office data generated from accounts are being backed up every day with a cumulative weekly and

monthly backups. These back up files are being kept at physically two different places. To restore during any catastrophe.

Manav Rachna strongly believes in antipiracy, therefore all software and applications are sourced from legitimate and vendors nominated by OEM. The renewal of licenses done regularly.

Physical security of the devices

Physical security of the computers and computing devices including network devices are being watched through enough number of CCTV cameras. All CCTV generated data is being stored for 30 days for any techno-legal requirements.

Budgetary Provisions

Adequate provisions of funds are kept in the Budget of the University to meet the expenses on IT Infra which includes Computers and software, cost of bandwidth etc.





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Intellectual Property Rights (IPR) Policy

Approved in 15th Board of Management Meeting Held on 30th Sept. 2020

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

HARYANA



INTELLECTUAL PROPERTY RIGHTS (IPR) POLICY

MANAV RACHNA UNIVERSITY

PREAMBLE

Manav Rachna University encourages, facilitates, promotes and safeguards scientific investigations and research. The IPR policy of the University provides guidelines for making inventions and discoveries available to the general public in the interest of the nation at large.

The policy of the University aims to lay down the process for promotion and support to innovators at Manav Rachna University for translating their creative works into Intellectual Property (IP).

This policy also aims to set forth guidelines for ownership of IPR developed at Manav Rachna University by the University faculty, those directly or indirectly associated with the University, either in-house or outsourced, seconded or sponsored unless specially covered by a policy to the contrary.

The IPR Cell of the University shall address specific cases by using this IPR policy document as guidelines.

1. OBJECTIVES:

The objectives of this policy document are as given below:

- a) To foster, stimulate and encourage creative activities in the widest sense in all the areas in which academic, consultancy and research programs are offered by the University.
- b) To protect the legitimate interest of faculty / scholars / students of the University and to avoid as far as possible conflict of opposing interests.
- c) To lay down a transparent administration system for the ownership and control of intellectual properties and sharing of the revenues generated and owned by the University.

2. DEFINITIONS:

The meaning of terms applied in this policy is as below: (unless the context otherwise requires further clarification)



- a) **Creator or Inventor** means any individual directly and/or indirectly associated with Manav Rachna University, Faridabad and includes those who are regular faculty and staff members who are on probation, or on contract and those who are employed on temporary basis either in the University and/ or in projects and those who are researchers or students who are responsible for the creation or invention of an intellectual property using the facilities of the University.
- b) **The University** refers to the Manav Rachna University, Faridabad.
- c) **Third party/External party** refers to any person or entity not associated with the Manav Rachna.
- d) **Intellectual Property** denotes the specific legal rights which inventors and other IP holders may hold and exercise. Intellectual property includes Patents, Trademarks, Copyrights and Industrial Designs each differ in its scope, purpose and effects. IPR aims to exclude third parties from exploiting protected subject matter for a certain specified duration of time without explicit authorization from the right holder.

IPR owners can use or disclose their creations without fear of loss of control over their usage during the course of dissemination of their Creation/Invention.

IP confers a bundle of exclusive rights in relation to the particular form or manner in which ideas/information are expressed/manifested in the following and related items.

- i) New and useful scientific and technical advancements in the form of innovations, inventions, products and processes, computer hardware and software, materials, biological varieties etc. which are patentable.
 - ii) Industrial and architectural designs, models, drawings, creative, artistic and literary works, teaching resource materials, generated records of research including thesis and dissertations which are copyrightable.
 - iii) Trademarks, service marks, logos etc.
- e) **Copyright** means the exclusive right granted by law for a certain period of time to an author to reproduce, print, publish and sell copies of his or her creative work.
 - f) **Patent** means a patent granted under the provisions of the Indian Patents Act, 1970, and later as modified from time to time.



3. PATENTS

3.1 Ownership of IP:

Manav Rachna University, Faridabad shall be the owner, with the creators specially stated as inventors for all the intellectual property inventions, software designs and specimens created by the creators who include regular faculty members, research scholars, students and those who make use of the resources of the University.

- a) If the Creator leaves the University, all the rights in the IP shall automatically stand transferred to Manav Rachna University. The revenue sharing ratio shall continue to hold irrespective of the fact whether the creator continues to be the employee of the university or not.
- b) If any invention was created by University faculty, without using the University resources and created outside their assigned/normal duties/areas of research /teaching, but during the faculty's tenure with the University, then the IPR shall be owned by the creators. A certificate from the concerned faculty declaring that the product/ IPR is developed not using any institute facilities, outside office hours (for staff and faculty) or not as a part of curriculum by student shall be required and further verified by the IPR Panel constituted to resolve ownership disputes as provided in Clause.
- c) If an IP has emerged as a result of an Institutional/Industrial consultancy, sponsored to the University the concerned industries and the University shall own the IP. This however will not apply to those IP that are covered under specific MoU's where the action shall be carried out as per the provisions of the MoU's.
- d) If the IP is a result of funds sponsored by an outside agency, then the IP will be shared between the University and the sponsoring agency on case by case basis, as per MoU/Agreement/Undertaking between the University and the outside agency.



Any invention may be patented, copyrighted, trademarked depending upon the IP content. It may be distributed for research and teaching purposes by its creator after obtaining appropriate undertaking to the effect that it will not be used for commercial purpose nor will it be transferred to any other party without explicit permission of the University.

3.2 Internal evaluation of IP:

IPR Cell will coordinate the activities of evaluating, protecting, licensing and managing the IP generated by the University. Further it shall provide guidance to the University faculty, staff and students, and facilitate protection and deployment of intellectual property issues of ownership, confidentiality, suitable advice from experts, disclosure, patentability and transfer.

An invention will be patented only if it has commercial value and viability for production and marketing. A committee consisting of Dean Research, Head IPR Cell, and other expert member/s to the extent required shall decide the commercial value and related aspects on case by case basis. The committee shall also act to the best of its knowledge to avoid scientific misconduct in research and developmental activities of the University.

3.3 Publication Based on IP:

For patentable IP, it is essential that the patent protection is filed for before the publication or disclosure of it in any other form of public domain. The faculty members, research scholars and students can disseminate their creative work, subject to the provisions of Patent Act 1970, and after appropriate consultation with the IP cell.

Maintaining confidentiality is of utmost importance while securing IP rights of an invention. Not doing the same, may render your IP unprotected, and you may lose all your rights. For the inventions developed at the University and the inventors who wish to protect the invention, it is mandatory that the creator has to disclose the



creative work by using an Invention Disclosure Form (IDF). The inventors shall assign the rights of the disclosed invention to the University. All IP related information that is disclosed to the University is confidential. Confidentiality shall be maintained till the dates stipulated in the contract between the concerned parties. Once the IPR is ensured, the inventor/creator is encouraged to publish the work, but after consultation with the IP cell.

3.4 Patent filing process:

Provisional patent application that may arise out of projects/Research activities of the University may be directly applied for by the inventors after obtaining formal permission from the University through the IPR Cell. If the university owns the IP, then the patent expenses incurred by the creator for provisional patent protection will be reimbursed to the creator by the Manav Rachna University. The IPR Cell has designed a process for filing of provisional and non-provisional applications. The University will strictly adhere to that process for any filing where the University holds the IP.

Soon after completing the complete specification protection, the University through IPR Cell shall decide on the protection of invention in foreign countries.

3.5 Patent fee/Maintenance fee:

The University will pay the patent fees for the first seven years in all cases when patent is taken by the University. If it is a joint patent with sponsoring agency, then the patenting cost will be equally shared. If the other agency does not show interest in such process, the University can either continue the patent by paying the fees for its full term or withdraw application for the patent protection, at its discretion.

After every seven years of the grant of the patent, a review committee will be set up to analyze the economic worth of the patent. The University may or may not decide to continue supporting the patent.

3.6 Transfer of IPR:



As per para 3.1 above, IPR is jointly owned by inventors and University. Therefore, there are two options for transfer of IPR:

- i. Inventors and University can together license the product / IPR to any commercial organization. License fees could be either / or a mix of
 - a) Upfront fees or one-time technology transfer fees
 - b) Royalty as a percentage of sale-price (between 1 to 4% of sale price, depending upon technology)
 - c) Shares in the company licensing the product (between 1% to 4% of the total share capital of the company depending upon type of technology transferred)

As University is not be allowed to hold the equity as per the current statute, so the equity in favour of University would be held by MRBI.

If there is a dispute in ownership, a minimum five membered committee consisting of two faculty members (having developed sufficient IPR and translated to commercialization), two of the University's alumni/ industry experts (having experience in technology commercialization) and one legal advisor with experience in IPR, will examine the issue after meeting the inventors and help them settle this, hopefully to everybody's satisfaction.

The University shall strive to identify potential licensee for the IPR to which it has ownership. Generally creators are expected to assist the transfer of IPR. The University may contract IPR to any of the technology management agency which manages the commercialization of IP. If exclusive rights of IP have not been assigned to the third party, creators may enter into a contract with any potential licenses on their initiative maintaining confidentiality and taking care through Non-Disclosure Agreement with the concurrence of the University.

The inventor/creator has the first right on the terms and conditions that are agreeable by the University.

3.7 Revenue sharing:

The revenue sharing arrangements are as below:

60 % (sixty percent) of the total revenue (lump sum payment, royalty or any other



form) accruing from the commercial exploitation of IPR owned by the University shall be credited to creators. 40% of the revenue shall be credited to the University. Out of the University's share, 20% shall be transferred to the Department concerned and 20% shall be transferred to IPR Cell for carrying out IPR related activities. Out of 20% transferred to the Department, 10% would spent on research promotion, 5% would be allocated to employees- faculty and staff, who contributed to research and 5% would be utilized for upgrading departmental library.

4. PROCEDURE FOR TECHNOLOGY TRANSFER:

4.1 Commercialization of IPR/Technologies

Procedures for Technology Transfer/ Commercialization

A central database of the IPR enabled technologies will be maintained at the IPR Cell. The status of IPR protection/ maintenance in the data will be updated from time to time.

4.2 Transfer of IPR Enabled Technologies

Notwithstanding the fact that only a small proportion of protected IP generally meets with commercial success world-wide, the University will make efforts for technology commercialization with the primary objective of technology transfer to end-users. Depending upon factors such as the nature of technology, public need or marketing prospects, scale of technology etc. a decision will be taken by a competent authority whether the technology will be placed in the public domain through open access, or it will be transferred to end-users through commercialization.

The IPR Cell and the University shall develop a system of registering industry/ enterprises/ cooperatives for technology transfer/commercialization of the university's technologies.

- a) Registration of area/discipline/zone-wise potential licensees from industry/ enterprises/Cooperatives will be undertaken by inviting applications through advertisement.
- b) The registered entities will be informed of the IPR enabled technologies available from time to time for transfer through commercialization.
- c) A nominal registration fee will be charged and the registration renewed annually.



4.3 Disclosure/Advertisement of IPR Enabled Technologies

Concerned inventors/personnel/department will disclose the salient features of technology ready for commercialization. The technology disclosure for commercialization will be made in a confidential agreement. The concerned personnel shall supply the catalogue/ information to the registered agencies on the technology developed giving its details/ specifications and potential benefits. They will also advertise the IPR enabled technologies available for commercialization by suitable means. The IPR enabled technologies ready for transfer/commercialization will also be given publicity through universities' web portal for wider reach to interested clients.

4.4 Commercializing IPR Enabled Technologies

The IPR enabled technologies will be transferred for commercial purposes with suitable understanding/agreement or contracts with the concerned parties. Specific terms of licensing can be negotiable.

Commercialization will be undertaken by the IPR cell with the help of legal entities that have the requisite expertise and experience or the concerned technology.

Cost and Pricing of Technology

Broadly, the worth of an IPR enabled technology will be derived from the likely benefits that may accrue to its end-users. The worth can be best determined on the judgment of technical experts, producers of technology and business managers, on case-to-case basis. There is no standard method or formula for assessing the worth of a technology.

The University will determine the licence fee and royalty and/or sale price of its IPR enabled technologies either on a fixed basis, through negotiations with the licensee, or through an open bidding process as appropriate. Expert opinion and judgment view point together with the following points will be considered in determining the price/licence fee.

1. Cost of IPR protection and maintenance.
2. Cost of production and handling.
3. Other institutional costs as appropriate.



The University may determine the licence fee and/or sale price of the technology at the institute level if it has the necessary in-house expertise and experience, it may seek assistance of external legal counsel in the matter to undertake commercialization.

As no standard formulae are available or can be provided for all technologies and situations, the IPR Cell/University at the institute level will determine the licence fee and/or royalty taking into account the considerations of "what the market can bear", cost factors and public interest issues, if any. The decision of the University or whosoever chose to represent the University based on holistic assessment and judgement will be final.

The life of an IPR enabled technology in the market will vary and so will its popularity and sales. The recurring royalties will be mainly based on these factors. Therefore, the modes of payment (licence fee and/or royalty) will be on mutually agreed terms with the licensee, and flexible/determined on a case-to-case basis rather than rigid. The terms of commercialization may also be revised over time.

4.5 Licensing of IPR

Licensing of IPR enabled ICAR technologies will encompass out-licensing. The framework for licensing will be developed/refined/evolved by the IPR cell of the University along with the guidance of legal expertise.

Licences will be case-specific non-exclusive or exclusive licences. Appropriate joint commercialization agreements would also be entered into.

When a technology is licensed through an open tendering/bidding process it will normally be given to one licensee. But depending upon the licensee's manufacturing capacity and size of business, other interested parties from outside the territory of his business/interest may also be considered if the technology has to be rapidly and widely disseminated.

Alternately, a sub-licensing clause will be incorporated, which may require the licensee to share a part of the licence fee and/or royalty from any sub-licences that he may enter into with that technology.

Exclusive licence will also be issued when (i) an IPR enabled ICAR technology is to be commercialized in countries abroad, and (ii) the technology is to be disseminated in difficult areas offering low incentives. As exclusive licences are preferential,



commensurate licence fee and/or royalty will be negotiated and settled on mutually agreed terms with the licensee.

The duration for which ICAR will issue licences will also be negotiated with the licensee and settled on mutually agreed terms.

Joint commercialization of IPR enabled technologies will be undertaken on mutually agreed terms with another commercial enterprise when a close scientific supervision of scaling up or product development is required or in any other appropriate situation.

Implementation of Licences

Transfer of IPR enabled technology and payments by the licensees will be in accordance with the terms and conditions, including the time limits recorded in the licensing contracts/ agreements. If required, the concerned scientists/innovators will demonstrate the technology on lab scale to the licensee under a confidentiality agreement.

5. Other IPs generated from research conducted by utilising resources of the Academic Institution

5.1 Copyrights

Ownership of the copyright:

Manav Rachna University shall be the owner of all copyright works including software and all connected teaching materials designed and developed by employees of the University.

Further, Manav Rachna University shall also be the owner of copyrights of works produced, including software and all teaching materials developed by persons not directly associated with Manav Rachna University, provided the University has made its contribution in the form of any of the resources.

A copy of M.Tech. /M Phil /PhD thesis works submitted to the University may be forwarded to IPR Cell, and the cell shall attempt to explore the patentable rights if any in such theses by constituting suitable committees consisting of experts.

The ownership of copyright by Manav Rachna University will in no way deprive the claims of the creator/author to publish his/her contribution in a scholarly and



intellectual way and they have authority to improve, publish and propagate their works.

Manav Rachna University or its scientists/staff will hold the copyright as per the following illustrations:

- a) Manav Rachna University will own copyright over its regular publications and registered copyright works.
- b) In cases of commissioned work, in the absence of any agreement to the contrary, the University and/or the sponsoring agency/organization will jointly own the copyright.
- c) Manav Rachna University scientists/innovators/other staff can claim their individual copyright, whether registered or not, over their creations/work published by them as per rules.

5.2 Trade Marks

- a) The ownership rights in all trademarks involving the academic institution shall ordinarily be vested with the academic institution. The academic institution may formulate necessary guidelines regarding the usage of the name of the academic institution through their trade mark.
- b) If the academic institution determines that the creator of the trade mark was created by an individual(s) on his/ her own time and unrelated to his/ her responsibilities [e.g. name of a company/ start-up venture by the student(s)], then the right to the same shall ordinarily be vested with the said individual(s).

5.3 Industrial Designs

- a) All industrial designs whether made by student/ researcher/ faculty (in furtherance of their responsibilities with the academic institution) developed by utilising the resources of the academic institution, or with the mix of funds, resources and/or facilities of the academic institution, shall ordinarily be vested with the academic institution.



- b) If the academic institution determines that the industrial design was created by an individual(s) on his/her own time and unrelated to his/her responsibilities towards the academic institution and was conceived or reduced to practice without the use of resources of the academic institution, then the industrial design shall vest with the individual(s).

5.4 Semiconductor Integrated Circuits and Plant Variety

- a) The ownership rights over integrated circuits and plant varieties, with the utilization of resources of the academic institution, shall vest with the academic institution.
- b) If the academic institution determines that the semiconductor integrated circuit layout design or plant variety was created by an individual(s) on his/her own time and unrelated to his/her responsibilities towards the academic institution and was conceived or reduced to practice without the use of resources of the academic institution, then the semiconductor integrated circuit layout design or plant variety shall vest with the individual(s).

6. Encouraging Entrepreneurship and Start-ups

To promote and encourage entrepreneurial activities by its staff, the academic institution, may reassign, under an agreement, its ownership of an intellectual property to the inventor(s) or creator(s) of the property, who opt to market, protect and license it on their own with minimal involvement of the academic institution. The fees to be paid to the academic institution by the assignee consist of all patenting and licensing expenses and appropriate amount of royalties, equity or other value received by the inventor(s) or creator(s).

The academic institution would endeavour to exploit the IP either by itself or by commissioning an agency to bring to fruition the IP produced by its personnel. The inventor(s)/creator(s) may seek the academic institution, to assign the rights to them after a certain holding period.

To promote a start-up/ venture set up by a researcher, it may be exempted from any upfront fee and/or royalty accrued to the academic institution for a certain period.

7. Intellectual Property Rights for Incubated Startups



- a) Manav Rachna University will assist the filing of any Intellectual Property Right (IPR) generated out of a startup during its incubation tenure in the institution.
- b) The incubatee shall bring to the notice of the Manav Rachna University IPR Cell the details of Intellectual Property generated and would request for processing of IPR applications.
- c) The startup will be the prime assignee of the IPR and will be able to use startup benefits provided by Department of Industrial Policy and Promotion (DIPP) under the startup India scheme.
- d) Manav Rachna University reserves the right to release information regarding the Incubatee /the Incubation / the product or service/ details of IPR to the media (in print media, online promotions, and or, obtaining certifications/ accreditations by various Government or private bodies) to promote Business Incubation/MR NewGen IEDC for non-commercial purposes.
- e) At the time of filing IPR application, the incubatee is required to provide a non dilutable equity (as described in Annexure A) as under:

Category	Percentage of promoter's equity to MRU-IIC
In case of faculty/ staff / RA Entrepreneurship	5-9.5%
In case of Manav Rachna student entrepreneurship	2-9.5%
In case of virtual incubation	0-5%

The percentage of equity to be shared with Manav Rachna should be based on brand usage, faculty contribution, support provided, space provided, infrastructure, mentorship support, seed funds, support for accounts, legal, patents support etc. In addition, the company has to provide:

- 1% of the promoter's equity to each mentor.
- 0.5 - 2% of royalty as a percentage of total sales in certain cases.



For startups promoted by staff and faculty, Manav Rachna's share would be 10-20% of shares that staff / faculty takes while drawing full salary from the institution. This share will be within the 9.5% cap of company shares, listed above.

- Faculty / staff can take share any any start up without any restriction, as long as they do not spend more than 20% of office time on the startup in advisory or consultative role and do not compromise with their existing academic and administrative work / duties. In case the faculty/ staff holds the executive or managerial position for more than three months in a startup, then they will go on sabbatical/ leave without pay/ earned leave.

f) At the time of commercialization of the IPR, the incubatee company shall be required to offer equity stake to MRU-IIC at the value as determined as per "Method of value for Equity Disposal" (as described in Annexure A). Manav Rachna University shall have a right of first refusal (ROFR) to an extent of 40% of total equity of the company.

If the IPR has been filed in the name of institution before joining business incubation program, then this clause shall not be applicable. In other cases, the IPR rules shall be applicable for faculty members, staff and students as per policy norms.

8. Licensing Agreements and Revenue Sharing

8.1 The academic institution is free to enter into revenue sharing agreement(s) with the researcher(s), in cases of commercialisation of innovation(s), creation(s), etc., as per the advice of the IP cell. The details of revenue sharing may be decided, based on the type of IP and the nature of commercialisation. The academic institution may adopt various models for royalty sharing amongst creator(s)/ inventor(s) and institution/ organization; a suggestive arrangement is given below:

- i. 60:40 ratio of revenue sharing: 60% of the royalty/ technology transfer amount with the researcher and 40% with academic institution.
- ii. Deciding the division of royalty/ technology transfer amount on fixed slabs:

Case	Net earnings	Inventor(s)	Institution's	Service
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			Share*	Account**
1.	For the first amount Q	65%	25%	10%
2.	For the next amount Q	45%	45%	10%
3.	For amounts more than 2Q	25%	65%	10%

*'Q' is fixed at Rs. 100 lakhs.

**Service Account – Money may be used for the promotion and upgradation of the invention. Unused funds from the service account will be used for promotion of commercialization, IP protection and any other related activities.

- 8.2 In case the IP filing costs were not borne by the academic institution, the researcher may be allowed to first deduct the costs incurred for filing of applications and maintenance of such IP, from any income accruing from the commercial exploitation of the IP. This is particularly relevant, as provisional patent applications may have to be filed by the innovators before any disclosure of the innovation. Only the income beyond such costs needs to be shared with the academic institution.
- 8.3 The researcher's share may continue to be paid, irrespective of whether or not the individual continues as a researcher at the academic institution.
- 8.4 If more than one researcher is involved in the generation of IP, all the researchers who qualify for benefit sharing in that IP may sign at the time of filing the application (for example, at the time of filing of patent application), an agreement outlining the proposed distribution of any IP-related earnings based on their contribution. The agreement should specify the proportional percentage of distribution of earnings from IP to each of the researchers. The researcher(s) may, at any time, by mutual consent, revise the distribution of IP earnings agreement, and the academic institution, may approve the revised agreement, subject to the advice of the IP cell.
- 8.5 With regard to the IP-related revenues earned by the academic institution, 50% of the revenue may be used for creating the academic institution IP management fund. This fund may be utilized for any activity relating to



commercialisation and maintenance of IPR or obtaining IPR in any other country, or for capacity building in the area of IP protection. Further, 10% of the share may be paid to the academic institution as administrative charges, and 40% may be made available to the concerned department for the purchase of equipment or materials, including Annual Maintenance Contracts (AMC), or for any other academic/research activity, including promotion of science and innovation.

- 8.6 In the case where the copyright vests with the author(s) [as mentioned under "IP generated from research conducted by utilising resources of the Academic Institution>II. Copyright"], the academic institution shall have a non-exclusive, royalty free, irrevocable, and worldwide license to use the IP for research, non-commercial and educational purposes. Additionally, in cases where the academic institution is the owner of copyright in lecture videos and/or MOOCs, the author(s) shall have a non-exclusive, royalty free, irrevocable, and worldwide license to use the IP for research, non-commercial and educational purposes.

9. Sharing of Costs with regard to IP protection

With regard to the costs involved in IP protection, the following is suggested:

- 9.1 The expenses involved in obtaining and maintaining IP protection may be shared between the parties, depending on who owns the IP. If the academic institution is the sole owner of IP, the costs of IP protection shall be borne by the academic institution.

In case the academic institution refuses to incur expenditure in protecting IP, inventor may be allowed to file IP applications in the name of the academic institution at their own costs. Under such circumstances, IP filing costs may be recouped as per the provisions relating to benefit sharing as described under the Licensing agreements and revenue sharing section.

- 9.2 If the IP ownership is shared with external partners, the costs for IP protection may be shared by both the parties, based on the terms and conditions provided in the agreement.
- 9.3 It is preferable that any costs involved in the transfer of rights/ ownership of the academic institution – owned IP may be borne exclusively by the



licensee, assignee or person acquiring such rights.

10. Use of Academic Institutions' IP Resources

The academic institution may allow the use of the following IP resources by third parties as per conditions given thereunder:

- i) Intellectual Property already in existence and owned by the academic institution;
- ii) Usage of the name, logo, or trademark of the academic institution in the creation and marketing of intellectual property.

Conditions:

1. They will be used only in public interest;
2. They will be used:
 - a) in a responsible manner to create a product/process conforming to environmental safety and good manufacturing practices promoted by the Government of India and its regulatory bodies;
 - b) in promoting truthful claims and information, i.e., not for misleading the society or users;
 - c) without any liability on the university in case of misuse of trademark(s) or accidental damage accruing due to use of trademark(s).

11. Disputes & Appeals

- a) MRU may appoint a committee of experts to address the concerns of the aggrieved person(s) and all disputes thereunder shall be dealt with by this committee.
- b) The decision taken by this committee should be within a prescribed time period of 90 working days from submission of said concern. Over and beyond the above, with respect to any legal dispute arising under these guidelines, the relevant provisions of law shall be applicable.
- c) In case of any disputes between the academic institution and the inventor(s) / creator(s)/ any other aggrieved person(s), regarding the implementation of these guidelines, scope, operation or effect of any contract/ agreement entered into, or the validity or breach thereof, the inventor(s) / creator(s)/ any other aggrieved person(s) may appeal to this committee appointed by the academic institution.



Constitution & Guidelines for Intellectual Property Rights (IPR) Cell at MRU

Aim

MRU IP Cell envisions promoting academic freedom and safeguarding the interests of inventor in creation and commercialization of intellectual property with legal support, wherever necessary. It also envisions creating an environment for acquiring new knowledge through innovation, developing an attitude of prudent IP management practices and promoting an IPR culture compatible with the educational mission of MRU.

IP Cell will function with the prime focus of enabling students, researchers and professors to identify, generate and protect their intellectual property through filing procedures for rights like patents, copyrights, trademarks, designs, etc. IP Cell will also cater to commercialization of intellectual property, which will further foster the creation of a fruitful dynamic system between universities, investors and industries. Along with this, IP Cell will ensure seamless and ceaseless knowledge transfer amongst students and faculties, alike.

Vision

To establish an evolving framework where creativity and innovation are stimulated by Intellectual Property for the benefit of all; where intellectual property promotes advancement in science and technology, arts and culture, media and entertainment; where knowledge is the main driver of development, and knowledge owned is transformed into knowledge shared; where an ambience is created wherein new ideas, research and scholarship flourish and from which the leaders, creators and innovators of tomorrow emerge.

Objectives

- i. IP Cell will be responsible for conducting the following:
 - IPR Awareness Programs – Conducting IPR awareness programs for students, faculty, researchers, officials, etc.
 - Self-Training Workshops/ Advanced level awareness programs – Conduct advanced and training of trainers (TOTs) level IPR awareness programs for students, faculty, researchers, officials, etc.
- ii. IP Cell shall provide an environment for academic and R&D excellence and conduct dedicated programs on IPR for the undergraduate and postgraduate students as



- well as organise regular IPR counselling programme for research scholars.
- iii. IP Cell shall expose students, faculty, researchers, officials, etc. to the prevalent IP law practices and provide them with an opportunity to learn and use legal skills under the supervision of IP practitioners and experts.
 - iv. IP Cell shall provide a platform to diagnose innovation and research on contemporary issues of national and international relevance leading to creation of IPR.
 - v. IP Cell shall facilitate, encourage, promote and establish collaborative frameworks for industry – academic institution partnerships at national and international scale to initiate research and development of commercial value.
 - vi. Another important task of IP Cell would be to create a Royalty's Distribution Arrangement on case to case basis.
 - vii. IP Cell may tie up with the existing innovation and creativity ecosystem in the academic institution, if already existing (such as Research Ethics Committees, Incubation Centres, Entrepreneurship Clubs, etc.). If not already established, it shall be responsible for setting up a new innovation ecosystem with hand-holding support and assistance from relevant authorities.
 - viii. IP Cell will facilitate the recording, monitoring and maintenance of the IP portfolio of the academic institution may choose an outside counsel/ IP firm for managing its IP portfolio.
 - ix. IP Cell will enhance the reputation of the academic institution as an academic research institution and a member of society as well as the reputation of the Researchers through bringing the research results to public use and benefit. It will ensure that a culture is built that enhances recognition and respect for IP amongst students, faculty, researchers, officials, etc.
 - x. IP Cell will set out the academic institution procedures on the identification, ownership, protection and commercialization of IP.
 - xi. IP Cell on regular basis will encourage researchers to identify solutions for problems faced by the industries and tailor research projects around the same.
 - xii. In case of IP Filings:
Students pursuing Post-Graduate and above courses (M. Tech and Ph.D. students) shall be encouraged to undertake patent search before publishing any research paper and subsequently file for a provisional patent for novel inventions.
 - xiii. For filing any IP, IP Cell may avail necessary help from the nearest PIC/ IPFC or TISC present across the country. IP Cell may seek assistance from these entities for legal certainty in research activities and technology-based relationships with third parties.
 - xiv. IP Cell shall share half yearly reports, which shall provide updates regarding the work done and targets/ milestones achieved, with CIPAM-DPIIT and concerned Department(s) in the State Government.



- xv. IP Cell may ensure, in case of disputes, efforts are made to address the concerns by developing and instituting as well as adopting an alternative dispute mechanism at the academic institution level.
- xvi. IP Cell shall be governed by appropriate laws of the State (where the academic institution is located) and India.

Apart from aforementioned mandates, the IP Cell in its individual capacity, is free to adopt and/or implement other strategies and steps as it deems fit.

Organization Structure

The following positions of responsibility are suggestive in nature. This structure may be followed to establish a creative, innovative and IP friendly ecosystem as well as devise monitoring mechanisms in academic institution.

Lead Coordinator: This position may be allotted to 1 senior faculty who shall be responsible for making sure that all the mandates are followed and the roles and responsibilities for effective functioning are judiciously followed. The Lead Coordinator shall also be responsible for using his or her network to reach out to industries for collaboration with the universities. **Compulsory:** Must have basic knowledge on IPRs.

Deputy/ Assistant Coordinator: This position may be offered to 2 junior faculties who shall be responsible for day-to-day operations of the IP Cell and will coordinate with the students. The responsibilities of Deputy Coordinator and Lead Coordinator will more or less be the same.

Student Coordinator(s): One or more students from each Department who have interest in the field of IPRs may be appointed as student coordinators. They will work under the guidance of Lead Coordinator/ Deputy Coordinator/ Assistant Coordinator towards achieving the goals of the IP Cell.

Campus Ambassador/ IP Ambassador: 3rd/ final year students of the academic institution with experience and zeal in the field of IPRs may be enrolled as Campus Ambassadors/ IP Ambassadors who will work with the Student, Deputy and Lead Coordinators in nurturing the ecosystem of innovation and creativity in the academic institution.

Verticals

- i) Awareness/ Public Outreach – This vertical will focus on conducting intra – academic institution – Workshops/ Seminars/ Conferences on IPR, in-house workshops, academic institution – Industry Linkages, Student Activity Forum.
- ii) Education – This vertical will focus on facilitating credit courses/ content material, research projects, advanced/ TOT programs.



- iii) Operations – This vertical will focus on creation of database for IP filings in the academic institution, technology transfer, IP management and related industrial interaction thereof.
- iv) Legal Assistance – This vertical will focus on general and day to day legal assistance required for industry-academia collaborations, confidentiality agreements, forms and fees regard IP filings, in-house intellectual property, publications, et al.
- v) Administration – This vertical will focus on all matters involving payments, expenditure, resource allocation and budgetary approvals related to the general functioning and administrative as well as statutory functions of the IP Cell.
- vi) Due Diligence – This vertical will focus on all matters pertaining to possibilities of plagiarism, counterfeiting, patent infringement and other related IP issues.



PRELIMINARY IDEA-DECLARATION FORM

IPR CELL, MRU

Name of Ideator(s):

Department (s):

1. Proposed title of the proposed invention:
2. Write a short note on what have you ideated?
3. How did you come up with the idea?
4. Why do you think it could be an invention?
5. Are you trying to solve an existing problem? Give details.
6. Mention relevant prior art references known to you.
7. Which databases did you refer to use?
8. Mention all key points; you think, which makes your idea; unique.
9. Stage of idea.
 - Initial
 - Working
 - Prototype
10. What type of support do you need (from the faculty members/cluster heads/MREI)?



**INVENTION DISCLOSURE FORM FOR THE ASSESSMENT OF PATENTABILITY OF
INVENTIONS
IPR CELL, MRU**

Name of Inventors:

Department (s):

1. Title of the project / invention:

2. Source of funding for the project: Industry funded / Govt. aided / consultancy -
with or without prior contractual agreement / any other:

3. Is the work bound by any agreement / contract / MOU?

4. Is the patent (to be filed) for a process or product?

5. General area of the investigation and subject matter of the patent:

6. Is the work

a. Completed and results validated?

b. At a basic conceptualization stage?

c. In progress?

7. Origin of the idea / invention: Who first thought of the idea; and when? Did the idea get generated in a discussion? If so, who were the participants in the discussion?

9. Any help received from others in conception of the idea?

10. Date of start of the project: (provide proof)

11. Other collaborators in the project



(If collaborations are outside Manav Rachna University, has an NDA been signed?
Provide copy)

a. Details of co-investigators/authors filing the patent:

b. Other applicants (collaborating partners)

12. Give background literature search details (Please give the references searched and the findings from the literature)

a. Journals and other publications searched

b. Any relevant information available with the researcher

c. Patent databases searched

13. Has the work been displayed anywhere? (If yes, mention date and details)

14. Has the work been reported / published / presented anywhere? (If yes, mention date and details)

15. Have any related patents been filed by the inventor earlier? (If yes, mention date and details)

16. Information available in the published literature (prior art) about the problem tackled

17. Unique features about the work done with respect to prior art (known knowledge)

a. Is the work a mere extension of common known knowledge? If so, please show the available knowledge and what is the extension proposed / implemented?

b. Has the work filled a major gap in prior art? If yes, please provide a brief description of the specific technical gap filled.



c. Has the work led to any major economic gains (or will the proposed work lead to any significant economic gains)

d. Are there any environmental issues?

18. Has the work been systematically and chronologically documented? If so please provide the documentation details or at least the reference to such documentation

20. Commercial aspects of the invention/ technology developed? (If yes, give details)

21. Has any costing of the product / process / invention been done?

22. Are any industries / companies interested in licensing or commercializing the work?

23. Country of filing patent and detail justification for the same focusing on target industrial sector, market etc.



TECHNICAL ASPECTS OF THE INVENTION

1. PROPOSED TITLE OF THE INVENTION (Max 20 words)

2. AREA OF STUDY:

3. PROPOSED ABSTRACT: (Max 200 words)

4. BACKGROUND OF INVENTION (specific mention to any old problem that is being solved)

a. The problem for which solution was / is being researched.

b. The proposed / investigated solution to the problem

5. DETAILED DESCRIPTION (include all data, experimental details, observations and results) *you are requested to be very specific with regard to the technical problem being researched and the proposed solutions*

The approaches taken / being taken by the researchers to solve the problem (answer with regard to point 4) specifically point out the part where you reduced the invention to practice.

12. WHAT EXACTLY ARE YOU TRYING TO CLAIM?

What aspect of the invention (or your findings/results) needs protection? **I /We certify and declare that all the information provided above is true and correct to the best my/our knowledge and belief.**

Date:

Place:

Name and Signatures of all inventors





MANAV RACHNA UNIVERSITY EXAMINATION CELL

ANNUAL REPORT 2019-20



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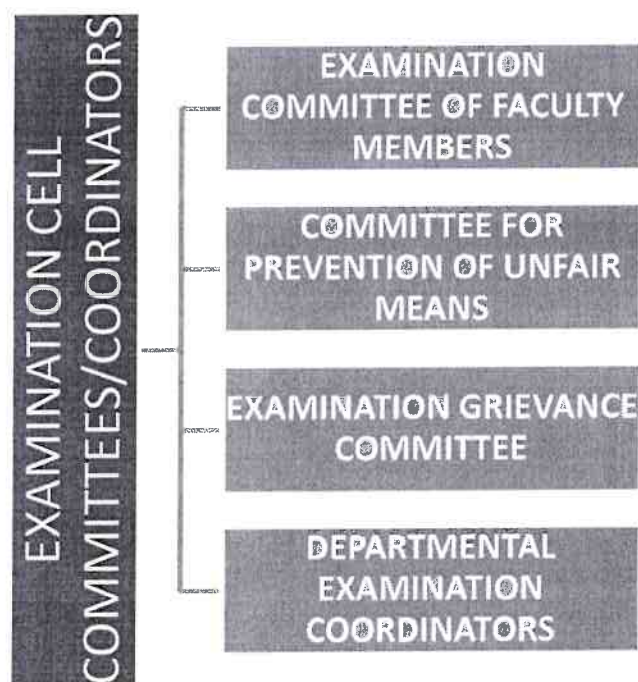
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EXAMINATION CELL TEAM



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. Nitika (Asth. Professor-Department of ECE)
- b. Ms. Deepanshi Gupta (Asth. Professor-Department of CST)
- c. Mr. Pradeep Maurya (Asth. Professor-Department of ME)
- d. Dr. Seema Sharma (Asth. Professor-Department of Education)
- e. Mr. Satender Sharma (RA-Department of Chemistry)

2. COMMITTEE FOR PREVENTION OF UNFAIR MEANS:

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

- a. Dr. Parul Jhajharia (HOD, Management- Chairperson)
- b. Dr. A.K. Gupta (Professor, Department of Chemistry- Member)
- c. Mr. Somdutt Bhardwaj (Assoc. Professor, Law- Member)
- d. Ms. Shefali Chopra (Dy. Registrar Examination- Member)

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. Meenakshi Gupta (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-2019-20

EXAMINATION CALANDAR 2019-20(Odd Semester)		
ACTIVITY	DATES	DAYS
Test T1 (Theory Examination)	26th-31st Aug.	Monday-Saturday
Test T2 Examination	30th Sept- 5th Oct.	Monday-Saturday
Resessional Exams (T1 & T2) exceptional cases as approved by Dean of Faculty	11th-16th Nov.	Monday-Saturday
Test T3 Examination / PT3 (Practical Examination)	28th Nov.-20th Dec., 2019	Thursday-Friday
Result Declaration	6th Jan, 2020	Monday

EVEN SEMESTER-2019-20

EXAMINATION CALANDAR 2019-20 (Even Semester)		
ACTIVITY	DATES	DAYS
Test T1 Examination	1st February-7th February 2020	Saturday-Friday
Test T2 Examination	16th-21st March 2020	Monday-Saturday
Resessional Exams (T1 & T2) exceptional cases as approved by Dean of Faculty	18th to 24th April 2020	Saturday to Friday
Test T3/ PT3 Examination	1st May - 12th May, 2020	Friday - Tuesday
Result Declaration	13 th May to 14 th May 2020	Wednesday-Thursday

DECLARATION OF RESULT

Average Number of days for declaration of result in 2019-20

Odd Semester: 17 Days

Even Semester: 1 Day

Overall Average for the Academic Year 2019-20 : 9 Days

All the results of 2020-2021 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 2019-20	EVEN SEM 2019-20
1	TOTAL STRENGTH	1891	1891
2	STUDENTS APPEARED	1891	1891
3	PASS	1219	1769
4	PASS PERCENTAGE	64.46	93.54

Pass Percentage of the students for the Academic Year 2019-2020

S.NO.	BATCH	PROGRAM CODE	PROGRAM	TOTAL NO. OF STUDENTS	NO. OF STUDENTS ELIGIBLE FOR DEGREE	Pass Percentage
1	2K17	MCU01,02,03	BACHELOR IN BUSINESS ADMINISTRATION	86	54	62.79
4	2K17	PHU01	B.SC PHYSICS (H)	8	8	100.00
5	2K17	CHU01	B.SC CHEMISTRY (H)	25	25	100.00
6	2K17	MAU01	B.SC MATHS (H)	19	18	94.74
7	2K16	ECU01	B.TECH ELECTRONICS & COMMUNICATION ENGINEERING	22	22	100.00
8	2K16	MEU01	B.TECH MECHANICAL ENGINEERING	47	39	82.98
9	2K16	CSU01	B.TECH COMPUTER SCIENCE ENGINEERING	193	182	94.30
10	2K18	PHP01	M.SC IN PHYSICS	6	6	100.00
11	2K18	CHP01	M.SC IN CHEMISTRY	20	20	100.00
12	2K18	MAP01	M.SC IN MATHEMATICS	6	5	83.33
13	2K18	MEP01	M.TECH IN MECHANICAL ENGINEERING	4	4	100.00
14	2K18	EDU01	B.ED	67	65	97.01
15	2K19	LWP01	LLM	10	8	80.00
Average Pass Percentage						91.94

SUPPLEMENTARY EXAMINATIONS

S.No.	Examination	No. of Students appeared	Dates of examination
1	January 2020	222	14.01.2020 - 24.01.2020
2	May-2020	347	13.05.2020 - 21.05.2020

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 2019-20 is given below in table:

Semester	Particulars Numbers	Particulars Numbers	Grievance Resolved
Odd Sem	Number of students appeared	1891	0.052%
	Number of applications received	1	
	%age Grievances Cases Resolved	100%	
Even Semester	Number of students appeared	1891	0.52%
	Number of applications received	10	
	%age Grievances Cases Resolved	100%	

EXAMINATION REFORMS

1. Introduction of Student Promotion Policy

- **Promotion to Higher Semesters:** Student shall be allowed only for 2 supplementary chances to convert the F (Fail) Grade into a P (Pass) Grade. The two chances must be availed by the student within 1 year of declaration of F Grade- 1 st chance immediately after the Main exam and the 2nd chance after a semester.
- **Methodology for registration of the courses:** It shall be responsibility of the student to plan and register for the backlog courses as and when offered. The time table shall be

announced well in advance before the registration dates so that students are able to make conscious choices after taking advice from the faculty mentors.

- **Grade Improvement:** Student shall be allowed to choose maximum two courses for improvement of his/her CGPA during the entire duration of the programme. Such a course should be indicated as 'Grade Improvement' course during the Course Registration.
2. **Change of Mode of Examination:** The examination system during 2019-20 was different from previous years as maximum time of the year was captured by lock down, due to pandemic.
- University switched over from Physical to Online mode of Examination Google Meet Proctored platform. (Approval from AC)
 - Reforms related to Continuous internal assessment:
 - Faculty members were given the flexibility to assess the performance of students on the basis of continuous assessments.
 - Course assessment plans highlighting all the parameters used for continuous assessment were introduced
 - Various Evaluation Parameters for the continuous assessment such as Assignments, Surprise tests, Case studies, Oral Viva etc. were implemented
 - CO-PO mapping and Bloom's Taxonomy in question papers was introduced

As per the Govt., guidelines & AC approval Examination were conducted online.

3. **Digi locker National Academic Depository (NAD)** was introduced for digitization of the academic awards for online verification
4. **Updation in Consolidated Transcripts:** Co-Curricular and Extra curricular points was introduced in the transcripts of Masters programs in the form of Manav Rachna Life Skill Program.

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. Few new modules were added in the Academic year 2020-21 as given below:

- Freezing and Unfreezing of Marks

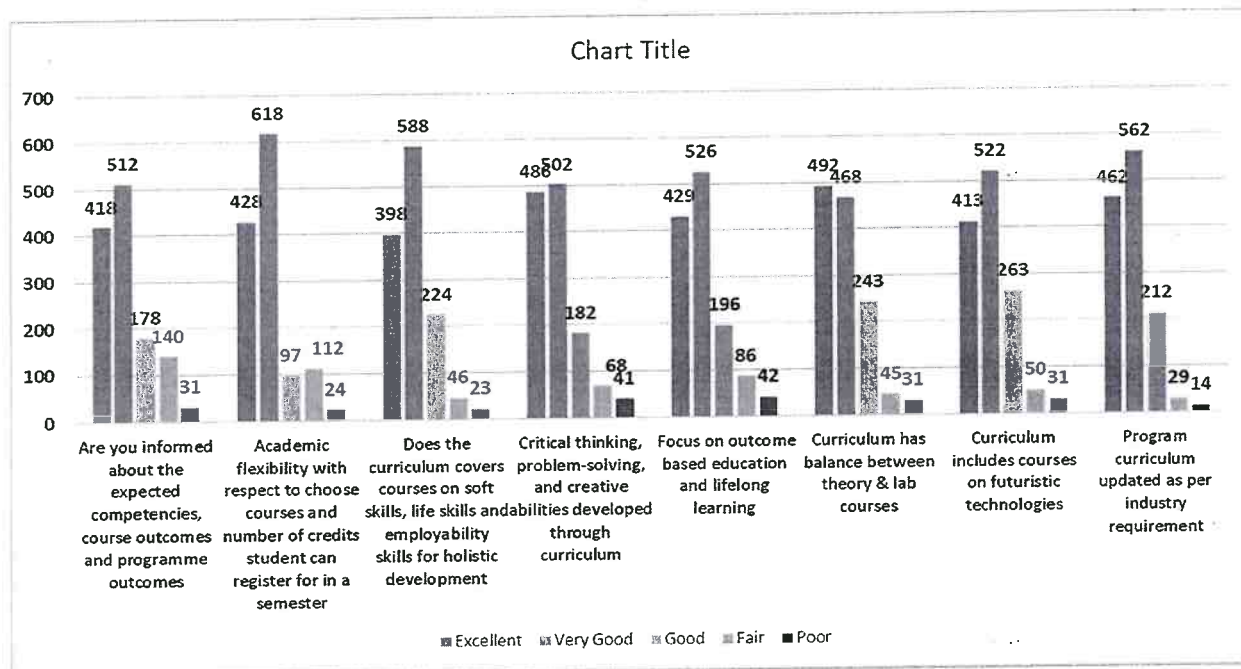
Feedback Analysis of Stakeholders and Action Taken Report

The purpose of the feedback is to track, evaluate, and enhance the overall effectiveness of the MRU teaching and learning process. The academic system of Manav Rachna University is strengthened and improved through the feedback of various stakeholders, such as students, faculty members, alumni, and employers on curriculum creation and development. Once received, the feedback from the various stakeholders is compiled and examined to determine the best course of action for syllabus modifications, curriculum restructuring, and quality improvement. To maintain transparency, the entire feedback report is hosted on the institution's website. A dedicated Comments Committee oversees the entire process of receiving feedback.

A. Student

In order to learn effectively and improve the student's learning experiences, feedback from the class is crucial. Students' participation in the teaching and learning process is made easier by the student feedback. The AY 2019–20 took into account student feedback on a number of curriculum-related issues, including updating or adapting the program's curriculum to meet industry needs, striking a balance between theory and lab components, providing academic flexibility in terms of course selection, and emphasizing skill-based and multidisciplinary courses for the students' overall development. Out of the 1279 responses, 92% of students highly agreed and agreed about the curriculum they are learning. Below are thorough statistics graphs showing the responses:

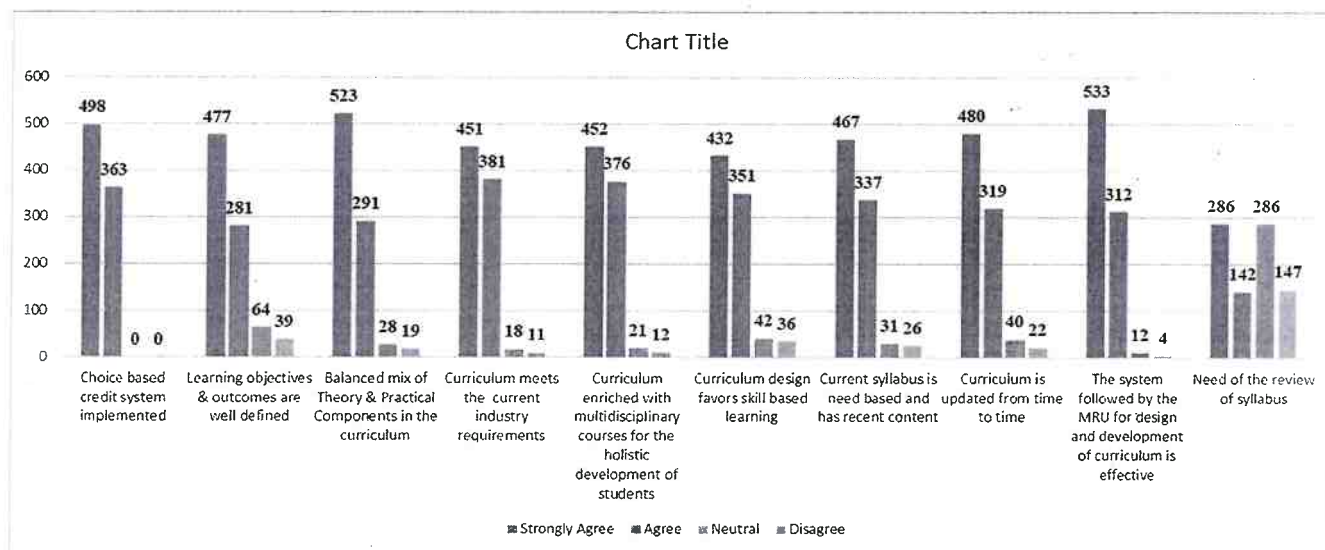




B. Faculty

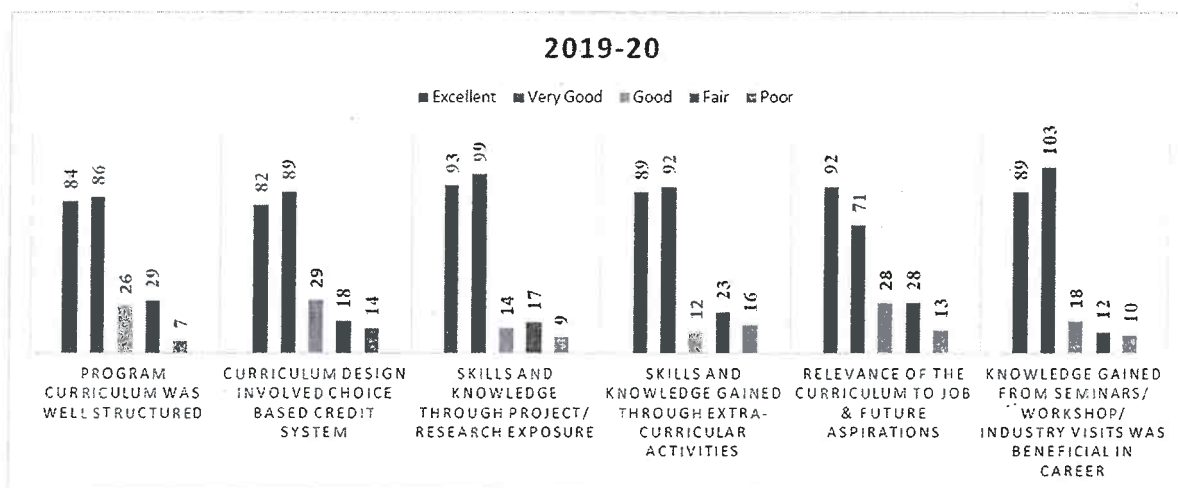
With the goal of updating the curriculum to better meet the demands of students' employability, higher education, or entrepreneurship, faculty feedback on the curriculum is undertaken. Faculty feedback was received for 861 courses in the AY 2019–20 on a variety of curriculum-related topics, including the effective implementation of CBCS, the balance between theoretical and practical curriculum components, the suitability of the curriculum to meet industry demands, the inclusion of skill-based and multidisciplinary courses, and the necessity of ongoing revision. A total of 90% of responders supported the university's curriculum creation process highly or somewhat. Faculty members disagreed in less than 5% of occasions and made a neutral statement in 5% of circumstances. The following statistical graphs depict the results in great detail:





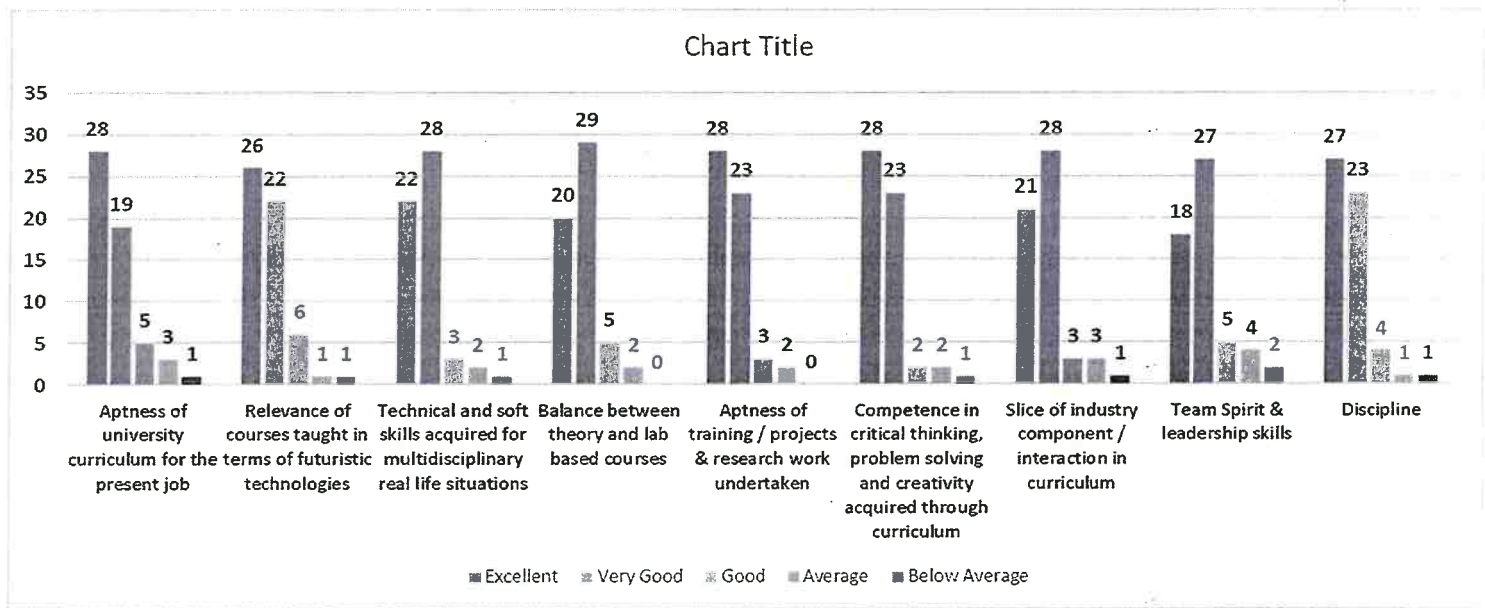
C. Alumni

The academic culture of higher education can be improved in large part thanks to comments from alumni. The opinions of alumni aid in determining how useful the curriculum is in light of current business trends and requirements. It measures the opinions and satisfaction of alumni with regard to the educational setting. Feedback on various aspects of the curriculum for the Academic Year 2019–20 was received. These included the relevance of the curriculum to industry requirements and future aspirations, the balance between theoretical and practical components, effective use of ICT, the design of the curriculum to support OBE and lifelong learning, and opportunities for extracurricular and co-curricular activities. Alumni made up 232 respondents, and 86% of them gave the academic curriculum's effectiveness a strong agree or agree rating. The replies were properly taken into account and included into the academic programme.



D. Employer

Employer feedback assesses the relevance of the ideas, resources, exercises, and case studies included in the curriculum for graduates' employability abilities. Employer feedback on factors like the university curriculum's suitability for the job market, the relevance of courses in terms of futuristic technologies, the balance between theory and practice, competence in critical thinking, problem solving, and creativity, as well as life skills like teamwork and discipline, was taken in the Academic Year 2019–2020 (AY 2019–2020). 56 employers replied with responses.



Action Taken Report

A. Student

S. No.	Feedback	Suggestions/Action Taken Report
1.	For the purpose of learning new technology, more workshops and seminars ought to be held.	Workshops on Heat Load calculation, Block chain Technology, Programming, Entrepreneurial activities organized.
2.	Contact Hours of theory class may be reduced.	Instead of reducing contact hours of theory class, self-learning teaching methods are implemented.
3.	Put an emphasis on practical based assignments and hands-on training	Lab and field based assignments are already in use.
4.	More value-added courses to support inter-disciplinary knowledge.	Department were instructed to offer inter-disciplinary value added courses.
5.	Explaining of concept with real based issues.	Case Studies, Product design & development training through Software conducted for the students.
6.	Introduction of more technical courses in 1st year	Courses like Agile development, Data Structures & Algorithms, Digital Product Engineering & Design Thinking incorporated for first year B.Tech CST along with Basic sciences courses.
7.	Self-learning should be encouraged	More lab and self-study based assignments to be given. Flipped Classroom/Recorded lectures/videos to be encouraged.



B. Faculty

S. No.	Feedback	Recommendation/Action Taken Report
1.	New Courses should be introduced to meet the Industry standards.	Courses on Specialization in Cyber security & Threat Intelligence introduced to B.Tech CSE students from the upcoming session. Specialization in Smart Manufacturing & Automation is offered to Mechanical Engineering students from the upcoming session.
2.	Students need to be trained in using industry-oriented software.	Motivated the students to do Certification Courses which were being offered by the Industry partners.
3.	Course content of Introduction to Machine Learning, Discrete Mathematics for B.Tech CST should be revised	The revisions were implemented as per the suggestions received from the Faculty members.
4.	Shifting courses from one semester to another to ensure that they are properly synchronized with the program's structure.	Elective courses offered by the Management & Humanities to Mechanical Engineering program shifted from 3 rd semester to 7 th semester because all core courses should be introduced to the students before the final year.
5.	Revisions in Syllabus & Scheme offered by Law department required.	Syllabus and scheme of CHILD AND LAW (LWH404) and MERGERS AND ACQUISITIONS (LWH405) for the Honors courses was revised.



6.	Restructuring in M.Sc. Mathematics Program structure.	Credits of Project in M.Sc. mathematics changed from 8 to 10 credits. Computational Fluid Dynamics subject shifted from Core to elective basket.
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C. Alumni

S. No.	Feedback	Suggestions/Action Taken Report
1.	MOOC enrollment should be encouraged among students in order to improve their employability and skill development	MOOC has been incorporated in the course structure of all the programs,
2.	Career counselling and guidance for competitive examinations.	Alumni Lectures & Classes for competitive exams conducted for pre final year & final year.
3.	More focus on innovations in learning	Pedagogical tools are being used to create interest in learning among the students.
4.	More Industrial training and Industrial visits.	Students can opt for Industrial training from second year onwards. Industrial visit to DAIKIN, Victora Tools organized.
5.	Arrange more technical events to enhance technology oriented research work and workshops should be organized	Clan activities introduced to give exposure to all the students.
6.	Syllabus should be updated to give more practical exposure.	Experiments contents revised to give student practical experience.

D. Employer

S. No.	Feedback	Suggestions/Action Taken Report
1	Specialization/Certification courses must be offered to enhance the employability..	Specialization course CSTI (Cyber Security and threat intelligence) in association with Quick heal is introduced to bridge the gap between industry and academia.
2	Practical application of the concept should be put in, bookish knowledge is not enough. Students should be pushed towards innovation and problem-solving attitude of real word gaps in software industry. Logical and reasoning part should be pitched in to make students	More emphasis is put on lab experiments. The industry-academia gap is minimized by introducing Project based learning pedagogy in various subjects.



	apply their mind towards problem solving approach.	
3	Create more incubation centers, similar to mechanical ones	Research cluster of computing (RCC), Innovation and Incubation Centre are established.

