# **Manav Rachna University**

(formerly Manav Rachna College of Engineering)

## **Faridabad**



## **MINUTES OF THE**

SECOND MEETING OF

**BOARD OF MANAGEMENT** 

Dated: September 30, 2015

Minutes of the Second Meeting of the Board of Management of Manav Rachna University held on Wednesday, Dated 30.09.2015 at 11 A.M in the Board Room, MRIU Campus, Faridabad.

A meeting of the Board of Management of Manav Rachna University was held on Wednesday, Dated 30.09.2015 at 11 A.M in the Board Room, MRIU Campus, Faridabad to consider various academic and financial matters. The following were present:

- 1. Prof. (Dr.) Sanjay Srivastava, Vice Chancellor;
- Dr. N.C. Wadhwa, Vice Chancellor, MRIU;
- 3. Shri M.K. Miglani, Former Principal Secretary to the Chief Minister;
- 4. Prof. (Dr.) Meenakshi S. Khurana, Dean, Academics;
- 5. Prof. (Dr.) B.M. Behal, Dean, Applied Sciences & Research;
- 6. Prof. (Dr.) M.R. Tyagi, Dean, Engineering;
- 7. Dr. Amit Seth, Dean, Management & Humanities;
- 8. Dr. Sangeeta Banga, Director/Dean, Students Welfare;
- 9. Dr. Kameshwar Singh, Registrar/Secretary.

Worthy Additional Chief Secretary (Higher Education) or his nominee, Dr. Amit Bhalla, Vice President, MREI, Shri Pramit Sanghavi, M.D. Varahi Group of Industries, Kirti Nagar, New Delhi and Shri Navdeeep Chawla, M.D. Psychotropic India Ltd.Faridabad could not attend the meeting due to their other professional engagements.

The following are the minutes of the meeting:

### 2.1 Opening remarks by the Chairman

The Chairperson welcomed the Members present in the meeting. He stated that engineering stream, which has been most preferred destination of the students during the last one decade, has lost its charm due to various factors i.e. opening of large number of engineering institutions, slowdown in IT Sector; poor pay package and increase in the number of unemployed engineering Graduates all over the country. The students are found to be more inclined towards non engineering streams i.e. Commerce, Law, B.Ed. programs. Hence, MRU should think of introducing new programs in Sciences, Humanities and Business Administration etc.



The University should also think of reviewing its admission criteria, Scholarship / Free-ship policy and Fee structure to make it more realistic considering the same applicable in other adjoining institutions. With these words, he concluded his remarks and requested the Registrar to take up Agenda items. Then, the agenda were taken up one by one for discussion:

### 2.2 Confirmation of the Minutes of the last meeting held on 10.03.2015

The Board was informed that Minutes of the last meeting held on 10.03.2015 were circulated to all the members vide letter no. MRU/BoM (A&M)/2015, dated 30.03.2015, no comments were received from any one of the members. The members were apprised that the fee structure for the Ph.D. Programs has been finalized by the Vice Chancellor and notified in the Admission Brochure. The Board took the fee structure for the Full Time Ph.D. Programs on record.

The Board was also informed that Course Curriculum and Scheme of Examination approved by it were suggested to be changed/modified during the meetings of the Boards of Studies of the Academic Departments, hence modified ones be approved by the Board. This was considered by the Board but not acceded to for the reasons that the Board had approved it in the absence of Academic Council. Since Academic Council has now been constituted, the modified Course Curriculum and Scheme of Examination should first be placed before the AC and then come to the Board for its consideration.

Decision: The Board confirmed the Minutes of the last meeting.

# 2.3 Action Taken Report on the Decisions taken in the last Board's Meeting

The Board was informed of the action taken on the decisions of the last meeting as under:



SI no	Agenda No	Decisions	Action taken thereon
1.	1.1	- :	
2.	1.2 & 1.3	Took the information on record	No action was required
3.	1.4	Approved the Vision & Mission	Adopted in practice and
		of the University	performing accordingly
4.	1.5	Ratified the academic programs offered in 2015-16	Admissions were made for the approved programs
5.	1.6	Approved the Organizational Structure of the University	Being followed in practice.
6	1.7	Approved the creation of the Faculties and the Departments	Order issued on it and functioning accordingly.
7.	1.8	Approved the appointment of Deans/Director and authorized the Vice Chancellor to appoint HODs.	Office order on appointment of the Deans/Directors Issued. Appointment of HoDs also made by the VC and order issued.
8	1.9	First Ordinance approved with suggestion.	The suggestion made by the Board incorporated and submitted to the Government on 01.04.2015. The Govt. has constituted a Committee to examine the ordinance. The Committee has met once; its next meeting is yet to be scheduled.
9	1.10	Approved the Fee Structure for the B. Tech. /M. Tech. & MBA Programs	Fee structure implemented for all the Programs.
10	1.11	Approved the Course Curriculum and scheme of Examination for the UG/PG programs	The scheme is being followed by all the Departments of the University.
11	1.12	Approved the reservation policy and fee refund rules	Being followed in admissions, 2015-16.
12	1.13	VC was authorized to approve the Admission Brochure	The Admission Brochure was approved by the VC and published for distribution.
13	1.14	The meetings of the Board shall be held on fourth Friday in alternate months	The meeting could not be held due to admissions in progress.

Decision: The Board took the action taken Report on record.



#### 2.4 Matters for information

#### i) Constitution of the Academic Council.

It was submitted for information of the Board that the Academic Council of the University has been constituted by the Hon'ble Chancellor vide. Order No.MRU/Acad. Council/2015-16 dated 21.04.2015. The first meeting of the Council was held on 24.09.2015, Minutes of the meeting are taken as agenda no. 2.7 for consideration of the Board. One of the Hon'ble member desired to know whether AC has been constituted as per the composition in the Act. He was informed that it has been constituted as per the composition prescribed in the First Statutes which is almost approved by the committee constituted by the Government. Dr. Wadhwa mentioned that UGC has recently laid down composition of AC, that be also seen as UGC goes by its own norms, It was resolved that the composition of AC prescribed by the UGC shall be gone through and needful done with the approval of the Govt.

### ii) Status of approval of the First Statutes;

It was submitted for the information of the Board that First Statue of the University, prepared by the governing body as per the provisions prescribed in the Act was submitted to the government for its approval vide letter, dated 06.09.2014. The Department of Higher Education, Panchkula (Haryana) vide their letter, dated 13.03.2015 advised that some Statues have not been drafted properly as per provisions of the Haryana Private University Act. These should be elaborated in it. Accordingly, the First Statues was revised and re-submitted to the Department of Higher Education on April 1, 2015. The Department has now forwarded the observations given by the Committee constituted by the government to give final report on the draft vide their letter, dated 25.08.2015 which has



been acted upon &incorporated in the Statutes. The modified First Statutes was sent to the DHE vide letter no. MRU/G.B.(M&M)/2014, dated 22.09.2015 for further action at their end.

iii) Appointment of Dean of Examination / Controller of Examination, Dy. Controller of Examination & Asst. Controller of Examination.

The Board was informed that the following faculty members have been assigned with the above responsibilities vide Order no. MRU/OM-Ord./2015,dated 16.03.2015 & 23.04.2015 respectively as shown against their names.

SI. No	Name of faculty	Responsibility assigned
1	Prof. B.D. Pathak Professor, ME	Dean of Examination / Controller of Examination
2	Dr. D.K. Sharma Professor, Phys.	Jt. Controller of Exam.
3	Ms. Shefali Chopra Asst. Professor, ECE	Asst. Controller of Exam.

The matter was deliberated at length and it was resolved that the University shall induct a regular officer at the level of Dy. Controller of Examination / Assistant Controller of Examination. Further, it was resolved that the University should formalize the structure of the Examination Unit keeping in view that work and responsibility of the Branch would increase gradually in future, hence, it should be planned and put in place in phased manner.

Decision: The Board took the information on record with above advice.



#### 2.5 Matters for Ratification

### i) Approval of modified First Ordinance

It was submitted for information of the Board that the First Ordinance relating to Admission to the Courses of Study, Conduct and Evaluation of Examination for Under Graduate and Post-Graduate Programs leading to award of Bachelor of Technology, Master of Technology/ Post Graduate Diploma and Master in Business Management Degrees of the University, prepared by the Vice-Chancellor as per provision in the act was approved by the Board of Management in its First meeting held on 10<sup>th</sup> March, 2015. The approved ordinance was submitted to the government for their approval on 1<sup>st</sup> April, 2015. The Directorate of Higher Education, Haryana Government, Panchkula has constituted a Committee to examine the ordinances. A meeting of the Committee was held on 20.06.2015 which was attended by the Dean (Academic), Dean (Applied Sciences) and the Registrar. The Committee reviewed the First Ordinance and has suggested some modification in it. The First Ordinance is accordingly revised.

# ii) Faculty members Joined / Resigned from the Service since 01.04.2015 onwards.

The Board was informed that two Assistant Professors & Two Trainers (Spanish/ German Language) joined the university during the last six months whereas nineteen Faculty members from different disciplines resigned from the post to pursue either Ph. D program or to join other organizations for better career pursuits. The resignation of all the faculty members has been accepted by the Vice-Chancellor as Chairperson of the Board of Management. It may be mentioned that Board of Management is the appointing authority for all the Teaching and Nonteaching positions in the University. Therefore, action taken by the University needs to be ratified by the Board of Management.



The matter was deliberated and it was resolved to authorize the Vice Chancellor to accept the resignations of the Faculty & Staff on behalf of the Board of Management.

Decision: The Board ratified the action taken by the University and authorized Vice Chancellor to accept the resignation submitted by the Faculty & Staff on behalf of the Board.

# 2.6 Approval of the decisions taken by the Finance Committee in its meeting held on 05.03.2015 and 22.09.2015.

The Board was informed that two meetings of Finance Committee were held on 05.03.2015 and 22.09.2015 respectively wherein decisions on financial matters were taken. However, some of the decisions taken in the first meeting of the FC have been revised in the second meeting of the Committee. The agenda and the decisions thereon are as follows:

#### FIRST MEETING OF THE FINANCE COMMITTEE

Age nda No.	Agenda Item	Decision thereon	Modified in the Second meeting as below
1.1	Opening Remarks by the Chairman	-	<u>.</u>
1.2	Approval of Fee Structure of MRU for the Session 2015-16	Fee Structure for the session 2015-16.	12: 15
1.3	Budget of MRU for the year 2015- 16	Approved Budget of MRU for the year 2015-16	
1.4	t Advance to	Approved the Imprest as under: i) Office of the VC: Rs.10000/- ii) Office of the Deans: Rs. 5000/- iii) Office of the Registrar: Rs.5000/- iv) Office of the HoDs: Rs.2000/-	Enhanced the Imprest of the VC , Deans & HoDs as Under:  VC: From Rs.10000/- to Rs.20000/-



		ē °	Deans: From Rs.5000/- to Rs. 7500/-
# #		s.	HoDs: From Rs.2000/- to Rs. 5000/-
1.5	Delegation of Financial and Administrative powers to Officers of the University	1.To sanction expenditure not exceeding Rs.5 lacs per month on the all kinds of items other than Non Consumable stores, Capital Works, IT hard ware/ software and stationery within available budget.  2. Full power to sanction refund of fee, conveyance, DA (maximum Rs. 10,000/-in a month) to staff, Registration Fee & TA/DA (maximum Rs.15000/- in a month) to the faculty members for attending conferences /seminars in India,  3. Sanction of all kinds of leave other than study leave/extraordinary leave (beyond 30 days) to the Deans/ HoDs/Professors/Registrar and equivalent Officers.  4. Sanction of short term advances for departmental / Office work up to maximum of Rs 50000/- a month. Registrar  1. To sanction Expenditure not exceeding Rs. 2 lacs a month on stores /items required for routine uses other than Non Consumable stores, Capital Works, IT hard ware and stationery.  2. Sanction of Conveyance up to Rs.1000/- p.m. on each occasion to the officers / staff  3. Sanction of all kinds of leave to the staff deployed in the administration other than study leave, maternity leave / medical leave and extraordinary leave (beyond 15 days).	The Vice Chancellor is delegated power to accord expenditure sanction not exceeding Rs one lakh on each occasion in r/o the following expenditures subject to availability of Budget provision i.e. Convocation Exp., Orientation Program, Training &seminar, Pantry & Misc., CRC Exp., Postage Expenses, travelling & Conveyance,
8	# <sup>5</sup>	Deans : 1.Sanction of all kinds of leave to the Teaching Faculty( other than	Examination Expenses, R&D Exp. And Campus



6		Professors) and staff deployed in the Departments under their control other than study leave, maternity leave, sabbatical leave, medical leave and extraordinary leave (beyond 15 days).  2. Sanction of expenses incurred on procurement of consumable stores not exceeding Rs.10000/-a month  3. Sanction of petty expenses of their offices as well for the offices of HoDs for the sum they have been authorized to draw Imprest.	Buzz.  (No power to Dean/Registrar)
		The powers beyond the above shall rest with the FC/BoM or with the person so authorized, in full or part, as decided by the Governing Body	is to the state of
1.6	Opening of Accounts in the name of MRU as per the provision of the Act, Closing of redundant accounts and transfer of balance in the new account	Approved the opening of the following Accounts:  1. MRU Receipt A/c (General Fund)  2. MRU Payment A/c  3. MRU Scholarship A/c  4. MRU sponsored Projects A/c  5. Professional Societies A/cs in the name of each society  6. MRU consultancy A/c  7. MRU operational A/c operated jointly by the Registrar and AGM, CAD	
1.7	Assignment of the duties and responsibilities of the Chief Finance and Accounts Officer	The Finance Committee approved that Shri Rajiv Malhotra shall act as Chief Finance and Accounts Officer of MRU and shall also be Member Secretary of the Finance Committee. Henceforth, he would be responsible for convening the meeting of FC and issue of meeting notice, agenda notes, preparation of the minutes and issuance of the same to members of the Committee.	<b>-</b>
1.8	Maintenance of Accounts relating to support Services viz. Transport/Hostel/ Housekeeping/Se curity etc.	The MRU shall decide about the timing of the university and also whether it intends to have its own fleet of Buses or willing to continue the existing system.	Existing system shall continue



## SECOND MEETING OF THE FINANCE COMMITTEE

	Agenda Item	Decision thereon
٨٥٥	Agenda item	Decision mereon
Age		
nda No.		*
2.1	To confirm the Minutes of the	Patified the Fee Structure fourth - DL D
2.1		Ratified the Fee Structure for the Ph. D. program for the
	1 <sup>st</sup> Meeting of Finance	Session 2015-16 as follows:
	Committee held on 5 <sup>th</sup> March,	Full Time Registration Fee (one time) Rs. 25,000/-
	Committee field off 5 Warch,	Course Mark Foo (one time) B- 25 000/
	2015.	Course Work Fee (one time) Rs. 25,000/-
		Research Fee (per semester) Rs 25000/-
		(Rs. 50,000/-p.a)
		Thesis Evaluation Fee (one time to be paid at the time of
		submission of Thesis)- Rs. 25,000/-
		The research scholar shall be required to pay research
		fee @ Rs. 50,000/- per annum for the minimum
		duration of two years of the program in two equal
		installments per year. If a Research Scholar submits his
		Thesis within 15 days from the completion of 2 years
		from the date of registration, he/she shall be required
		to pay the fee for 2 years duration as above. However, if
		the Research Scholar submits his/ her Thesis after 15
	4	days from the completion of two year, he/she shall
		deposit the Research Fee @ 25,000/- per semester with
		the same analogy.
)/E		
		The faculty / Teachers and Non-Teaching / Academic
		Staff of MREI shall be eligible for exemption in semester
		fee depending upon the length of their service in the
		organization and shall pay the Research fee as under:
		a) with 5 year or more service: Rs. 15,000/- per
* 1		semester; b) with 3 years or more service : Rs. 20,000/-
		per semester.
		No exemption shall be admissible if the service rendered
		in MREI is less than 3 years.
		The Fee is subject to revision from time to time as
		decided by the University.
		, , , , , , , , , , , , , , , , , , ,
9		Approved the Fee Structure for the B. Sc. (H) Programs
		in Physics, Chemistry and Mathematics for the Session
		2015-16 as follows:



		Particulars Tuition fee ' Development Fee E Facility & Library Fee Student Fund University Fee Soft skill Development Charges Examination charges Life time Alumini Membership Fee Registration Fee Smart Card Total	Total 58,000/- 10,000/- 6,000/- 5,000/- 6,000/- 5,000/- 3,000/- 1,000/- 1,000/- 98,000/-
-		First Installment : 69,0 2 <sup>nd</sup> Installment : 29,0	-
٠			cioned against the agenda of e above, FC confirmed the held on 05.03.2015
2.2	Action Taken Report on the decisions taken in the 1 <sup>st</sup> meeting of Finance Committee.	The FC took the action taker	report on record.
2.3	To consider for approval the Balance Sheet and Annual Accounts for the Financial Year 2014-15	The FC approved the same	
2.4	To consider the detail of Actual Expenses and Revenue for the first five months of current financial year 2015-16 i. e. from 1 <sup>st</sup> April, 2015 to 31 <sup>st</sup> August, 2015.	resolved to review the Budget in January, 2016	
2.5	Any other item with the permission of Chair.	No other item taken for disc	ussion

Decision: The Board approved the decisions of the Finance Committee.



# 2.7 Approval of the decisions taken by the Academic Council in its meeting held on 24.09.2015

The Board was informed that first meeting of the Academic Council was held on 24.09.2015. The agenda and the decisions taken thereon are as follows;

nda No.		Decision thereon
1.1	Opening remarks by the Chairman:	
1.2	About the University and Academic Programs started from the Session, 2015-16.	-
	Matters for Information:	2 8 4
	<ul> <li>i) Vision and Mission of the University;</li> <li>ii) Creation of Faculties and Departments</li> <li>iii) Appointment of Deans, HODs and Directors</li> <li>iv) Constitution of Board of Studies of the Academic Departments</li> </ul>	
	<ul> <li>v) Submission of First Statues and First Ordinance leading to award of B. Tech, M. Tech, MBA, Ph. D Degrees etc. to the government for its approval and status thereof.</li> <li>vi) Ranking of the MRU (erstwhile MRCE) among private</li> </ul>	*
*	Engineering institutions/other Engineering Institutions of repute. vii) UG/PG Programs offered during2015-16 Commencement of Academic Session.	=
	viii) Constitution of Anti Ragging Committee, Anti Ragging Squads & Women Cell of the University	
	ix) Scholarship / Free-ship Policy x) Relaxation of Marks in Minimum eligibility criteria for admissions to B.Tech., M. Tech., MBA and newly introduced B.Sc.(H) programs during the Academic Session 2015-16.	
9	xi) Fee Structure applicable to B. Tech. / M. Tech. /MBA /B.Sc.(H) & Ph. D Programs	
	xii) Inclusion of the name of the University in the list of Universities maintained by the UGC.	



1.4	Approval of admissions made in B. Tech, M. Tech, MBA & B.Sc. (H) Programs for the session 2015-16  Introduction of New Programs from the Acad. Session,	Academic Council approved the admissions made in all the UG & PG programs during 2015-16.  Academic Council
	UG PROGRAMS  i) B.A.(H) in Political Science (60);	approved the introduction of all the proposed UG/PG Programs with the stipulation that matter would be placed before the board for the consideration as there is already slum in the Real Estate and by doing so we are narrowing the field of employment of the students.
i.	i) MBA with specialization in Real Estate (20) ii) MBA with specialization in Entrepreneurship (20) iii) MBA with specialization in International Business (20)	
1.6	Enrollment of Students under Ph.D. Program and its commencement from 14 <sup>th</sup> January, 2016.	Academic Council approved the proposal.
1.7	Any Other item with the permission of Chair	No other item was discussed

The Board deliberated on the suggestion made by the Academic Council with regard to specialization in Real Estate and decided to do away with it. The Board approved the introduction of the following UG/ PG programs with intake as under:



#### **UG PROGRAMS**

<u>i)</u>	B.A.(H) in Political Science (40);	(Duration -3yrs)
ii)	B.A.(H) in Economics(40);	(Duration -3yrs)
iii)	B.A.(H) in Sociology (40)	(Duration-3yrs)
iv)	BBA .(Corporate Collaboration) (60);	(Duration-3yrs)
V)	B.Ed (100)	(Duration-2yrs)
vi)	B.A.B.Ed. (100)	(Duration-4yrs)
vii)	B.Sc.B.Ed. (100)	(Duration-4yrs)

### PG PROGRAMS

(Duration- 2 years)

M.Sc. (H) in Physics, Chemistry and Mathematics with intake 20 in each program.

Besides, it also decided to rationalize the intake of the existing B.Tech.Programs and after detailed discussion approved the following intake for the session 2016-17.

.i)	Computer Sci. & Engg.	(180)
ii)	Mechanical Engg.	(120)
iii)	Information Technology	(60)
iv)	Elec.& Commn. Engg.	(60)

### Decision:

 Board approved the decisions of the Academic Council with above modifications in r/o Agenda 1.5 i.e. Introduction of new UG/PG Programs and also rationalize the intake of the existing B.Tech. Programs as above for the session 2016-17.



2. Vice Chancellor was authorized to fix the Fee Structure for all the existing as well as new UG/PG Programs approved to be introduced from the Academic Session 2016-17

# 2.8 Inclusion of the name of the University in the list of Universities maintained by the UGC.

The Board was informed that the name of Manav Rachna University has been included in the list of universities maintained by the UGC on its website: www.ugc.ac.in. This has been conveyed by the Under Secretary, UGC vide letter No. F.8-17/2015(CPP-i/PU) dated 09.09.2015. It has been emphasized in the communication that the inclusion of the name of the University in the list of Universities maintained by the UGC does not by itself allow the University to make admissions in the programs. This may be done only after creation of required academic and physical infrastructure facilities, including library, laboratories and appointment of teaching and supporting staff as per the norms and standards laid down by the UGC and Statutory Council(s) concerned.

The UGC has asked for submitting detailed information in the prescribed format along with supporting document, attested by the Registrar of the University within period of three months from the receipt of the letter. Thereafter, an Expert Committee would be constituted by the UGC to ascertain whether the University fulfills the criteria in terms of Programs, faculty, infrastructural facilities, financial viability etc. as laid down from time to time by the UGC and other concerned statutory bodies. The Expert Committee would visit the University within 3 months of the receipt of information in the format for on spot assessment of infrastructure and other facilities available with the University.

The report prepared by the Committee would be sent to the University for submitting the response within two weeks. The Commission shall then take a final view in the matter and issue an approval letter to the effect that the University fulfills the in terms of programs, faculty, infrastructural facilities



financial viability etc. as laid down from time to time by the UGC and other concerned statutory bodies.

Hon'ble members took a note of the requirement and authorized Vice Chancellor to review the same and take action to put the same in place as per the requirement.

Decision: The Board took a note of the infrastructural requirement and authorized VC to review the same and take action to put it in place.

## 2.9 Any other matter with the permission of the Chair

No other item discussed.

Dr. K. Singh) Registrar

Dated: 10.10.2015

### F.No. MRU/BoM(A&M)/2015

To,

- 1. PS to Chancellor for kind information of the Hon'ble Chancellor;
- 2. Dr. Amit Bhalla, Vice President, MREI,
- 3. Prof. (Dr.) Sanjay Srivastava, Vice Chancellor;
- 4. Dr. N.C. Wadhwa, Vice Chancellor, MRIU;
- 5. Additional Chief Secretary(Higher Education),
- 6. Sh. Pramit Sanghavi, M.D. Varahi Group of Ind., Kirti Nagar, New Delhi.
- 7. Shri M.K. Miglani, Former Principal Secretary to the Chief Minister;
- 8. Shri Navdeeep Chawla, M.D. Psychotropic India Ltd.Faridabad
- 9. Prof. (Dr.) Meenakshi S. Khurana, Dean, Academics;
- 10. Prof. (Dr.) B.M. Behal, Dean, Applied Sciences & Research;
- 14. Prof. (Dr.) M.R. Tyagi, Dean, Engineering;
- 12. Dr. Amit Seth, Dean, Management & Humanities;
- 13. Dr. Sangeeta Banga, Director/Dean, Students Welfare.