

### **16.2.2 Does your university as a body recognise an independent students' union?**

Manav Rachna University (MRU) has an Independent Student Union. The Students' Council of Department of Student Welfare (DSW) for Manav Rachna University is a committee/Non-profit Organization that works for the student's welfare and co-curricular development. The primary objective of this union is to establish a supportive atmosphere where students can freely express themselves, feel secure, have their rights and responsibilities acknowledged, and have their needs and complaints addressed. Through this committee, MRU aims to establish a framework for addressing the welfare requirements of students, both as individuals and as a group, by creating a peaceful and harmonious environment on campus where everyone can live, work, and study together.

MRU also has a policy with well-defined rules and regulations which intended to help and guidance to shape students into responsible and ethical citizens while also addressing any behavior or actions that may be inconsistent with university policies. The Student Council serves as the central student body, promoting a vibrant campus culture and fostering a strong sense of community. It acts as a bridge between students and administration, advocating for student interests and creating an inclusive environment. The Council organizes various academic, cultural, and social events, encouraging students to engage in extracurricular activities that enhance their personal growth and leadership skills.

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# **MANAV RACHNA UNIVERSITY**

**(Established vide Haryana Act no 26 of 2014)**



Policy No. MRU-IQAC-PL-SWPS/2016-17

MRU Students' Welfare Policy and Schemes  
(Effective from AY 2016-17)

Notified vide MRU/REGR/2017/125/5 dated: 19th April 2017

MANAV RACHNA UNIVERSITY  
Sector -46, Surajkund Badkhal Road, Aravali Hills, Faridabad- 121004

HARYANA

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For Curbing the Menace of Ragging at MRU

## **Students' Welfare Policy and Schemes**

In pursuance of the provisions of Section 26 of the Bye Laws of Manav Rachna University, the Board of Management of the Manav Rachna University hereby makes the following policy and schemes relating to students welfare.

### **1. SHORT TITLE AND APPLICATION**

This Policy and Guidelines may be called Manav Rachna University Policy No.MRU-IQAC-PL-SWPS/2016 and Titled as "Students" Welfare Policy and Schemes"

**APPLICABILITY:** This policy and procedures shall apply to entire students' community enrolled under any programme offered by the University.

The Students' Welfare Policy and Schemes framework shall govern the stakeholders' involvement in the various aspects of the students' welfare and shall relate to all the students of all programs offered at MRU.

### **2. DEFINITIONS**

i. 'Academic Programme/ Programme' means programme of study leading to a PhD, Bachelor's degree, Master's degree, Diploma, Certificate etc. It means cohesive arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to the awarding of a degree.

ii. 'Academic Year' means period of 12 months devoted for completion of requirements specified in the Study Scheme and shall normally commence in July each year.

iii. 'Academic Council' means Academic Council of the university with constitution as notified in byelaws of University

iv. 'CDC' means Career Development Centre of MRU that organizes all career development, soft skill, aptitude and personality development programs etc. for the students of MRU in consultation with Corporate Resource Centre (CRC)

v. 'Course' means a component of the academic programme carrying a distinctive code number and specific credits assigned to it. It is a unit of teaching, which encompasses various topics, that typically lasts one semester, is led by one or more faculty and has fixed registered students.

vi. 'CRC" means Corporate Resource Centre which is one of the facilitating Centre of MRU, which engages with the industry and constantly strives for expanding the industry-academia interface. Basically it is the Placement Unit of MRU.

vii. 'Curriculum' means the combination of all the courses, instructional practices, student learning experience that are designed to bring out and evaluate the set course outcomes, programme outcomes and long term educational objectives for the particular programme

viii. 'IQAC" means Internal Quality Assurance Cell of the University

ix. 'Semester' means a term of approximately 21 weeks covering normal teaching, preparatory holidays and examination.

x. 'Student' means a person admitted to the Institute/Centre of the University for any of the academic programs to which this Ordinance is applicable.

xi. 'Statutory bodies' hereby means statutory bodies of MRU like Board of Studies at the department level, Board of Faculties at Faculty level and Academic Council of the University.

xii. Student Grievance Redressal Committee means the committee which timely addresses the grievances received through students if any.

xiii. Student Charter outlines the reasonable expectations that students while studying, can have of the University and on the hand what the University expects of it.

xiv. Student Council means an administrative group of students selected to help share ideas, interests, and to address matters of concern with teachers and institute administrative authorities and organize student events and activities.

xv. Ragging means where the senior or a significant person tends to discourage and defame the juniors through the means of verbal or physical exploitation and harassment

xvi. Freeship means full or partial remission of tuition fee awarded to the needy student

xvii. BoM means Board of Management which is the executive body of the University and, as such, have all powers necessary to administer the University subject to the provisions of the Act and the Statutes made there under, and may make regulations for that purpose.

xviii. Co-curricular means activities performed by students to enhance their life skills.

xix. Extra-curricular refers to acts done outside of the curriculum that is beneficial to a students' education.

xx. Department Academic Committee means a committee constituted at the department level under the chairmanship of respective HoDs with few senior professors, other faculty members and selected class representative students to monitor the academic delivery and other academic processes at regular intervals and take necessary measures, wherever required.

xxi. Career Development Centre (CDC) which is one of the facilitating centers committed to provide training to the students under various schemes for their career growth.

xxii. 'University' means Manav Rachna University (MRU).

Students are an essential group of stakeholders in the higher education system, playing a unique role in upholding high standards and ensuring quality education at the University. As responsible individuals, students have the right to receive quality education, and it is the prime responsibility of the University to provide a conducive and high-quality learning environment. Students must also be aware of their rights and responsibilities, which can aid the University in imparting quality education to them more effectively.

MRU acknowledges the significance of students and their concerns, and is committed to providing a coherent, high-quality support system, welfare scheme, and policies that identify their concerns and establish suitable support mechanisms to aid them in achieving their objectives.

### **3. PURPOSE**

The primary objective of the "Students' Welfare Policy and Schemes" is to establish a supportive atmosphere where students can freely express themselves, feel secure, have their rights and responsibilities acknowledged, and have their needs and complaints addressed. Through this policy, MRU aims to establish a framework for addressing the welfare requirements of students, both as individuals and as a group, by creating a peaceful and harmonious environment on campus where everyone can live, work, and study together.

This document is intended to provide assistance and guidance to shape students into responsible and ethical citizens while also addressing any behavior or actions that may be inconsistent with university policies.

### **4. OBJECTIVES**

In order to enhance the well-being of students and meet their personal and social needs, the University provides a range of services and initiatives that are collectively known as Student Welfare. The goal of this initiative is to transform and develop each student into a responsible citizen within the context of society. The Students' Welfare Policy and Schemes document outlines the policies, structures, and activities that MRU plans to implement in order to promote student welfare.

The document focuses on addressing the needs and behavioral issues of students at the university by ensuring that they adhere to the standards set out in the Student Code of Conduct. Additionally, it promotes an equitable, high-quality learning environment that enables students to perform to the best of their abilities. Furthermore, the document aims to create an environment in which students are committed to treating staff and fellow students with courtesy, respect, and care.

It includes the following:

- I. Scholarships and Freeship Support to meritorious and needy students
- II. Redressal of Student Grievances
- III. Effective participation in Co-curricular, Extra-curricular and Sports activities



- IV. Participation of students through Student Council
- V. Career Counseling, Skill enhancement, Competitive Guidance Support
- VI. Anti-Ragging Measures
- VII. Facilities for Specially-abled students and
- VIII. Other welfare schemes for the students of MRU.

## **5. STUDENT CHARTER**

This enunciates responsibilities of the University towards students and students' responsibilities of learning with the aim to enhance and sustain quality education in the university. The main objective is to bring more transparency, openness, spirit of learning and knowledge generation in the university.

MRU is committed to remove the barriers to learning, keeping students safe and ensuring that all students can achieve their full potential through the provision of appropriate care, guidance and support. MRU shall therefore provide:

1. Value social justice, equality and ethical practices for producing globally responsible citizens and provide safe, clean and healthy atmosphere to all the stake holders.
2. Promote overall healthy practices in both academics and administration and their adoption by all the stakeholders of the University.
3. Make its students aware of mission, vision, goals, study programs, delivery means and assessment objectives at the time of admission, student induction and counseling for various programs.
4. Provide clear-cut and complete/ up-dated information to the students about admission procedures, fee structure, refund policies, scholarships, awards, financial aids, other support systems and also requirements for completion of various study programs.
5. Follow student focused/centric approach towards learning and provision of efficient and timely student services.
6. Develop and implement an effective, reliable, and valid mechanism for student assessment, grading, examination, and certification based on merit.
7. Design and implement a well-conceived plan for monitoring student progress in their study program and provide necessary feedback and arrange remedial courses wherever possible for better training and skill improvement of the students in interdisciplinary learning programs.
8. Provide opportunities to get impartial/unbiased/factual feedback for the overall growth, upliftment, and improvement of the University.
9. Identify and undertake a wide range of teaching, research, and extension activities and programs keeping in view the ideals of higher education and their role in national development and integration and network.
10. Provide appropriate opportunities to all the stakeholders to participate in such activities which can ensure reaching out to communities/masses for extension activities such as socio-economic and environmental sustainability and monitoring the outcomes.

11. Strive to motivate dynamic and innovative growth of the learners to achieve academic excellence.
12. Treat students with respect, tolerance and help them pursue their academic goals without fear or intimidation.
13. Provide all possible opportunities to engage with inclusive, accessible, and effective teaching and professional practices.
14. Ensure that University staff (both teaching and non-teaching) interacts with students with utmost honesty, integrity, politely and in a timely manner.

By supporting student welfare, MRU shall also promote a high standard of discipline and behavior of students by ensuring that they follow a code of conduct that fosters and maintains a positive image of the University. Therefore, it is expected that every student of MRU shall:

1. Understand, appreciate and follow the University's Vision, Mission, goals of various study programs, delivery means, and assessment objectives, and contribute to the realization of the same by sincerely and actively participating in the relevant institutional activities.
2. Strictly follow the University Calendar, time schedules, norms, ordinances/rules, acts, and regulations of the various services provided by the University and actively and positively participate in teaching, learning, professional, extra-curricular, and other research and developmental activities.
3. Have a clear and adequate knowledge of various study programs, admission policy, program completion requirements, assessment mechanisms, and other student services of the University.
4. Have faith and ability to carry on lifelong learning and support the University in all its academic pursuits as worthy alumni.
5. Abide by the decisions of the University as decided by the various statutory bodies of the University or the executive authorities of the University from time to time.
6. Undertake regular and intense study of the various learning materials concerning their study program.
7. Make optimum use of the learning resources available in the Department/Institute Center/School and the University.
8. Actively participate in curricular, co-curricular, and extra-curricular institutional activities.
9. Participate in the continuous internal assessment process and annual/semester examinations.
10. Provide solicited and unsolicited unbiased/honest feedback for the improvement of the system for the upliftment of the standards of the University.
11. Recognize the intellectual property rights of the work that others produce individually or collaboratively and not indulge in plagiarism.

12. Contribute to the organizational and cultural life of the University.
13. Participate in various extension activities from time to time, e.g. protection of the environment, cleanliness, literacy programs, and reaching out to communities for equity, access, inclusiveness, sustainability, and other relevant issues.
14. Respect the property and physical infrastructure of the University and shun all such acts that could damage them which may lead to damage to the property and breakdown of the basic services for the effective academic pursuits of the University.
15. Follow moral and constitutional values as enshrined in our multidimensional culture and Constitution of India.
16. Respect and celebrate the diversity of ideas, multiculturalism, and inclusiveness without any preconceived notions of caste, creed, and religion.
17. Abstain from any activity leading to violence, unhealthy atmosphere e.g. drugs, alcohol, intoxicants, ragging, and other unhealthy practices.

## **6. STUDENTS' WELFARE SCHEMES**

### **I. Scholarships and Freeship Support to Meritorious and Needy Students**

At Manav Rachna University, we are committed to ensuring that our students have fair and equitable access to financial assistance when it comes to paying their fees. We believe that education is not only important for personal development, but also for improving society as a whole. To help our students find their academic path, we offer guidance to help them identify, analyze, and understand their options. One way we fulfill this objective is through scholarships and freeships that motivate our students, faculty, and staff.

To achieve this goal, we have established various scholarship and freeship schemes for meritorious and financially challenged students. These schemes will be announced in the admission brochure every academic year after approval from the Board of Management. The brochure will clearly outline the scholarships available, along with the criteria for eligibility and the conditions for receiving the scholarship.

The various scholarship and freeship schemes to be broadly classified under the following categories and notified in the admission brochure:

- i. Scholarships on the basis of Marks in Qualifying Exam
- ii. Freeships to the Alumni of Manav Rachna Educational Institutions
- iii. Freeships for Outstanding Achievers in Sports Category
- iv. Free Ships based on Societal Needs
- v. Freeships to PhD Scholars
- vi. Toppers Scholarship

**The processes to be followed for its deployment are annexed as Annexure A**

## **II. Redressal of Student Grievances**

Manav Rachna University (MRU) is dedicated to providing a safe and welcoming environment for its students. In order to create a student-friendly atmosphere and ensure the well-being of students, the university has established a Student Grievance Redressal Committee (SGRC). This committee will serve as an essential component of MRU's administrative framework.

Students who have any complaints or grievances can file their complaints either at the department level or escalate their concerns to the university level through faculty or student representatives. The SGRC will provide a fair and impartial platform for students to express their grievances and seek resolution to their concerns.

By establishing the SGRC, MRU is demonstrating its commitment to the safety and well-being of its students. The committee will ensure that all complaints and grievances are heard and addressed in a timely and effective manner. This will foster a positive learning environment where students can focus on their academic pursuits without any distractions.

The SGRC is an important aspect of MRU's overall approach to student welfare. It is a reflection of the university's dedication to providing a supportive and nurturing environment for all students. Through the SGRC, MRU is taking proactive steps to ensure that students feel valued and supported throughout their academic journey.

The role, objectives, scope, and procedure to be followed by SGRC for the redressal of student grievances are detailed as a separate document titled as Policy and Procedures for Student Grievance Redressal Committee attached as **Annexure B**

## **III. Effective Participation in Co-curricular, Extra-curricular, and Sports Activities:**

Co-curricular, extra-curricular, and sports activities hold significant importance in the vision and mission of Manav Rachna University (MRU). The university recognizes that these activities contribute to the overall personal development of students and assist in enhancing their self-image. The activities complement and supplement the in-university learning process and provide a chance for students from diverse regions to broaden their horizons.

In line with the belief that participation in sports helps channelize youth energy in a positive direction and instills ethical and moral values, MRU places great emphasis on sports activities. The university strives to produce individuals who exhibit good sportsmanship and competitiveness in every aspect of their lives. The ultimate goal is to prepare them for their future, as sports teach discipline, responsibility, self-confidence, sacrifice, and accountability. Activities and clubs shall be available to all students keeping in view the component of inclusiveness.

All necessary infrastructure and training & coaching support shall be provided by the university.

To have transparency, openness, spirit of learning and encouragement for more and more participation in Co-curricular, Extra-curricular and Sports activities two separate documents are available for the concerned stakeholders with following titles:

- Policy for Students' Extra Curricular Activities attached as Annexure C
- Sports Policy and Procedure attached as Annexure D

#### **IV. Participation of students through Student Council and in other bodies of the University**

The university recognizes the importance of involving students in decision making processes, especially when it comes to organizing student activities both on and off campus. Therefore, the university will establish a Student Council to provide a platform for students to express their thoughts and ideas in a democratic and sustainable manner. The primary goal of the Student Council is to enhance student participation in various university activities, and ensure that students are able to articulate their aspirations without any hindrance.

The selection process for the Student Council will be defined, and nominees will be selected based on their outstanding performance in sports, cultural activities, academics, and leadership qualities. The final selection of members will be made by the office of the Registrar after approval from the Vice Chancellor. Student Council members will also be part of various academic and administrative committees like IQAC, Department Academic Committee, and Student Grievance Redressal Committee.

The Student Council will encourage the development of leadership qualities among students and provide them with opportunities to organize and execute various activities, including extension activities that contribute to the university ethos and community welfare. The Council will help coordinate various activities and provide recommendations for further collaboration with other students in their respective departments. Activities will include celebrating different festivals, organizing workshops, sessions, games, competitions, sports activities, and establishing an alumni network.

The Student Council will also encourage active citizenship and the development of leadership abilities within the youth of today, as well as in the community, state, and nation. Overall, the Student Council will play an important role in promoting the well-being and involvement of students in the university's activities.

#### **Selection process of Core council**

##### **Phase 1: Application by students**

- a) A form will be floated among students. All students of Manav Rachna University are allowed to apply

- b) First scrutiny of forms will be done by a Council selection committee which comprises President, Vice President, Clan head and one of the clan chiefs

### **Phase 2: Interviews by Core Council**

- a) A panel which comprises of any 5 members of current core council will conduct interviews of applicants.
- b) The committee can select upto twice the number of candidates required for the council.
- c) Committee will submit the report and their remarks based on criteria

### **Phase 3: Interviews by DSW faculty team**

- a) The selected candidates will be interviewed by a panel of Dean DSW, Clan chief and vice chiefs.

### **Phase 4: Final selection committee**

- b) The report of finally selected candidates will be sent to the Core Selection Committee for approval and suggestions.
- c) The committee comprises of  
Vice Chancellor or his representative  
Pro Vice Chancellor  
Dean Academics  
Registrar  
Dean Engineering  
Dean management  
Dean Education  
President, Core council

\*\*\*Proportionate representation from each department has to be considered in Core Council

\*\*\*Minimum percentage of boys or girls should not be less than 40%.

## **V Career Counseling, Skill enhancement, Competitive Guidance Support**

Manav Rachna University is committed to develop the young minds of today into humanistic, efficient and bright leaders of tomorrow. MRU shall establish the Career Development Centre (CDC) for an effective, accountable and transparent framework for managing New Generations and nurturing humanistic and futuristic leaders with the objective to make all the students' job ready by enhancing the employability skills for students and providing continuous support to them to achieve their future goals.

With all the details including its objective, purpose, focused domains and all processes to be followed for providing support for Career Counseling, Skill enhancement, competitive Guidance for the students, a separate document is available titled as "Career Development Centre, its role and process" attached as **Annexure E**

## **VI Anti-Ragging Measures**

The University will establish an Anti-Ragging Committee, as well as squads responsible for maintaining discipline and floor management, to ensure that regulatory

directives regarding ragging are strictly implemented. The high-powered anti-ragging committee will be headed by the Vice-Chancellor and a quick reaction committee will also be set up to guarantee a 100% ragging-free campus. To ensure compliance, department-wise anti-ragging squads, discipline squads, and floor management squads will be established, along with student and parent representatives and a Nodal officer. If the Committee receives a complaint of ragging, they will investigate and take immediate action, including filing an FIR with the local police depending on the severity of the case. Any student who participates in or facilitates ragging will face severe punishment, including being barred from higher education institutions in the country.

The SOP for Anti-Ragging Measures attached as **Annexure F**

## **VII. Facilities for Specially-abled students**

The University is committed to creating a welcoming and inclusive environment that values diversity and ensures equal opportunities for all students, including those with disabilities, disadvantages, and special needs. The University firmly believes in the importance of removing any barriers that may prevent specially-abled students from accessing educational resources and participating in campus life.

To achieve this, the University will provide all the necessary facilities and accommodations to ensure that the campus is fully accessible and free from discrimination or harassment. These facilities may include physical accommodations such as wheelchair ramps, elevators, and accessible restrooms.

The University will also publish a Guide/Handbook specifically designed for specially-abled students to provide them with comprehensive information on available facilities, resources, and support services. This guide will contain detailed information on accessible facilities and technologies available on campus, as well as information on disability services and support programs.

The University believes that providing specially-abled students with all the necessary resources and support is critical to ensuring their academic success and personal growth while at the University. The University is committed to fostering a culture of equality, dignity, and respect for all students, irrespective of their abilities, disabilities, or special needs.

## **IX Other Welfare Support and Schemes:**

Besides above, the university shall have following students' welfare support and schemes:

- Excellent Infrastructure Facilities in terms of Class Rooms, Labs and Library, Cafeteria and canteens etc. Tuck / Stationery shops with photocopy facility and Departmental Store.
- Necessary transport facility with fleet of buses.
- Round-the-clock security services
- Dispensary with basic and emergency day care facilities with qualified Doctor and Nurse. Ambulance for Emergency.

- Tie-up with local reputed hospitals to provide Health Services to students and staff.
- Accidental insurance cover for students and a comprehensive insurance cover for hostlers
- Financial Assistance for development of Projects, Participation in Projects / Technical Fest/Co-curricular, Extra Curricular and Sports Competitions at National / International level on the recommendations of the respective HoD.
- Establishment of Student Branches and Chapter of Professional Bodies like: IEEE —Computer Society, Institution of Engineers (India), Indian Society of Technical Education(ISTE), Society of Automotive Engineers (SAE), Indian Society for Heating, Refrigeration and Air Conditioning Engineers (ISHRAE), Association of Computing Machinery (ACM), Indian Green Building Council (IGBC) and others as per areas of the departments.
- Highly supportive system for training/internship/in-campus placement through Corporate Resource Centre-Placement Cell and the respective departments.
- Extensive training and guidance for entrepreneurship and start-ups through MRIIC. Facility for learning foreign languages with certification.

## **7. EXIGENCY, IF ANY**

Notwithstanding anything stated in this Students' Welfare Policy and Schemes, for any unforeseen issues arising, and not covered by this Policy and Procedures, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Committee constituted for this purpose. The decision of the Vice-Chancellor shall be final.



## **Selection process for council**

### **Step 1: Application by students**

- a) A form will be floated among students. All students of ManavRachna University are allowed to apply
- b) First scrutiny of forms will be done by a Council selection committee which comprises President, Vice President, Clan head and one of the clan chiefs

### **Step 2: Interviews by student council**

- a) A panel which comprises of any 5 members of current core council will conduct interviews of applicants.
- b) The committee can select upto twice the number of candidates required for the council.
- c) Committee will submit the report and their remarks based on criteria

### **Step 3: Interviews by Clan chief and Vice chiefs**

- a) The selected candidates will be interviewed by a panel of Dean DSW, Clan chief and vice chiefs.
- b) The report of finally selected candidates will be sent to Vice Chancellor and Pro Vice Chancellor for approval.

**Manav Rachna University**  
Estd. vide Haryana Act No. 26 of 2014  
(Formerly Manav Rachna College of Engineering)  
Sector-43, Aravali Hills, Faridabad

**Ref. No: MRU/Student Council/2022-23**


**Dated: 22.02.2022**

**OFFICE ORDER**

Based on the nominations received from Academic Departments, and recommendation made by Committee chaired by the Dean (SW) approved by the competent authority, Students' Council of the University is hereby constituted for the Academic Year 2022-22 as below:

S.No.	Student Representative	Roll no	Designation
1	<b>Durga Sharda</b>	2K19LWUN01015	President
2	Pranav Thakur	2K19CSUN01101	Vice President-1
3	Shruti Kumari	2k20LWUN01032	Vice President-2
4	Harsh Sharma	2K20CSUN04023	General Secretary
5	Bhriugu Baja'	2K19CSUNO1074	Treasurer

Student Council will be responsible for organizing different activities throughout the Academic Year under over all supervision of Dean (SW) and perform the functions as prescribed.

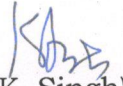
  
(Dr. K. Singh)  
Registrar

**Ref. No: MRU/Student Council/2022-23**

**Dated: 22.02.2022**

Copy to:

1. PS to VC for the information of Hon'ble Vice Chancellor
2. PVC for information
3. All the Deans/Assoc. Deans/Directors/HoDs
4. D.R. (Academics)
5. Sports Officer cum Manager Operations
6. Members of the Student Council

  
(Dr. K. Singh)  
Registrar