

Ref. No. MRIIRS/Acad/2025/027

Dated: 15.02.2025

**NOTIFICATION**

The Competent Authority has been pleased to accord approval to re-constitute the '**Board of Studies**' of Department of Applied Sciences under the School of Engineering & Technology as under:-

**Head of the Department :**

1. Dr. Shagufta Jabin Professor & Head Chairperson  
Deptt. of Applied Sciences, SET, MRIIRS

**All Professors of the Department;**

1. Dr. Pardeep Kumar Professor Dean-SET, MRIIRS Member  
(& Pro Vice Chancellor)

2. Dr. Jyoti Chawla Professor Member  
Deptt. of Applied Sciences, SET, MRIIRS  
(& Associate Dean-Academics)

3. Dr. Vijay Kumar Professor & Head Member  
Deptt. of Applied Sciences, SET, MRIIRS

4. Dr. Anupama Rajput Professor Member  
Deptt. of Applied Sciences, SET, MRIIRS

5. Dr. Deepak Kumar Professor Member  
Deptt. of Applied Sciences, SET, MRIIRS

**Two Associate Professors of the school or department by rotation:**

1. Dr. Sarvesh Kumar Associate Professor Member  
Deptt. of Applied Sciences, SET, MRIIRS

2. Dr. Arti Saxena Associate Professor Member  
Deptt. of Applied Sciences, SET, MRIIRS

**Two Assistant Professors of the school or department by rotation:**

1. Dr. Mansi Sharma Assistant Professor Member  
Deptt. of Applied Sciences, SET, MRIIRS

2. Dr. Sourabh Garg Assistant Professor Member  
Deptt. of Applied Sciences, SET, MRIIRS

**MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES**

(Deemed to be University under Section 3 of the UGC Act, 1956)

(NAAC Accredited 'A++' Grade)

Administrative Headquarters: 5E/1-A, Bungalow Plot, N.I.T. Faridabad-121001, Phone: +91-129-4198600 (30 lines)  
MRIIRS Aravali Campus: Plot 'A', Sector-43, Delhi Surajkund Road, Faridabad-121004, Phone: +91-129-4198100 (30 lines)  
E-mail: info@mriirs.edu.in URL: www.mriirs.edu.in

**Three person co-opted for their expert knowledge including those belonging to the concerned profession or industry.**

1. Dr. Vikas Bhardwaj	Senior Chemist Geological Survey of India Chandigarh	External Member
2. Dr. Mukesh Jewariya	Senior Scientist CSIR- National Physical Laboratory New Delhi	External Member
3. Dr. Ruchi Gupta	Assistant Professor Department of Mathematics Manav Rachna University, Faridabad	External Member

**Powers and Duties of 'Board of Studies' as per Ordinance No-7**

- (i) To coordinate the teaching and research work in the Programmes assigned to the Department(s);
- (ii) To appoint committees of courses for the Department(s), wherever required, to supervise the work of such committees.
- (iii) To recommend to the Board of School, the scheme courses and syllabi of Studies in the various programmes assigned to the Department(s).
- (iv) To recommend to the Board of School, name of paper setters, examiners and moderators, wherever required;
- (v) To consider schemes for the advancement of the standards of teaching and research, and to submit such proposals to the Board of School concerned.
- (vi) To consider schemes for interaction with industry and to submit such proposals to Board of School concerned.
- (vii) To prepare and formulate schemes for School Development and to submit such proposals to Board of Faculty concerned.
- (viii) To consider feedback reports on the placement and employability of the passed out students and to suggest remedial measures, wherever necessary, for consideration of the Board of School concerned.
- (ix) To consider proposals for revenue generation including professional consultancies, Resource sharing etc. and to submit such proposals to Board of School concerned.

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- (x) To perform all other functions which may be prescribed by the Ordinances / rules, and to consider all such matters as may be referred to it by the Board of School, the Academic Council or the Vice-Chancellor;
- (xi) To delegate to the Chairman, or to any other member of the Board or to a Committee, such or specific powers as may be decided upon by the Board from time to time.

### Terms of Membership

All members of the Board of Studies shall hold office for a term of two years. The term of members shall commence from 15.02.2025 to 14.02.2027. Any member can be considered for re-nomination.

### Meetings

- (i) Notice for a meeting of the Board, shall ordinarily be issued at least 10 days before the day fixed for the meeting. However, an emergent meeting can be called at a shorter notice, with the prior approval of the Vice- Chancellor.
- (ii) The quorum for the meeting of the Board shall be one third of its total members subject to minimum five members.
- (iii) The Chairman, Board of Studies, shall hold at least two meetings in a semester.

*Shinani Kashish*  
REGISTRAR 15.2.25

**Endst No : MRIIRS/Acad./2025/027**

**Dated: 15.02.2025**

Copy forwarded to the following for information and necessary action:

1. Dean-SET
2. Associate Dean-SET
3. HoD Applied Sciences, SET -Chairperson of BoS is requested to obtain/take ex-post-facto approval from the Competent Authority for regularisation of minutes of the meeting held during the period from 09.01.2025 to till date and forward a copy of the same to Office of the Registrar.
4. All the Members (through HoD Applied Sciences Office)
5. PS to VC ( For kind information of Vice-Chancellor)

*Shinani Kashish*  
REGISTRAR 15.2.25

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