

MINUTES OF THE EIGHTH MEETING OF THE GOVERNING BODY OF THE MANAV RACHNA UNIVERSITY HELD ON TUESDAY DATED 30.10.2018 AT 11.00 A.M. IN THE BOARD ROOM, A BLOCK, MR CAMPUS, FARIDABAD

A meeting of the Governing Body of Manav Rachna University was held on Tuesday, Dated 30.10.2018 at 11.00 A.M in the Conference Room, A Block, MR Campus, Faridabad to consider various administrative and financial matters.

The following were present:

1. Dr. Prashant Bhalla, Hon'ble Chancellor/Chairman;
2. Dr. Amit Bhalla, Vice President, MREI;
3. Dr. M. M. Kathuria, Trustee, Uthan Education Trust;
4. Prof.(Dr.) Sanjay Srivastava, Vice chancellor
5. Dr. N. C. Wadhwa, Vice Chancellor, MRIIRS;
6. Prof. (Dr.) Meenakshi S. Khurana, PVC, special invitee
7. Dr. Shalini Tuli, Associate Professor, Govt. College, Faridabad, (Nominee of Add. Chief Secretary to the Higher Education, Govt. of Haryana)
8. Col. (Retd.) V.K. Gaur, Ex-Adviser MREI;
9. Sh. Rajeev Malhotra, C.F&A.O, special invitee.
10. Dr.Kameshwar Singh, Registrar/ Member Secretary.

Prof. Haribansh Chaturvedi, Director, BITM, Greater Noida, Shri H.K. Batra, President, FCCI and Shri Amit Kumar, FCA could not attend the meeting due to other professional engagements. They were granted leave of absence.

The following are the minutes of the meeting:

8.1 Opening Remarks by the Chairman

The Chairman welcomed the members present in the meeting, he extended special welcome to Dr. Shalini Tuli, Associate Professor, Govt. College, Faridabad, Nominee of the Additional Chief Secretary to Govt., Haryana for attending meeting of the Governing Body first time. He apprised about the activities undertaken by the University and as to how Manav Rachna University came into being in the year 2014 from the erstwhile Manav Rachna College of Engineering. He mentioned that newly created Departments viz Dept. of Education and Dept. of law are doing well in their areas. The Department of Education has proposed to offer B.Ed special education program in Learning Disability and the Department of Law has proposed to start LLM Program (One

Year/Two Year) from the session 2019-20. The University has already made request to the Govt. for issuing NOC for starting both the Programs, which is awaited. The University has been progressing well under dynamic leadership of the Vice Chancellor, Dr. Sanajy Srivastva and has achieved significantly from start of the first enrollment in the year 2015-16. With these words, he concluded his remarks and asked the Registrar to take up the further agenda. Te Registrar then took up the subsequent agenda for deliberations.

8.2 Confirmation of the Minutes of the last meeting of Governing Body held on 11.09.2018

Decision: Governing Body confirmed the Minutes of the last meeting.

8.3 Matter for information

(i) Decision taken by the Academic Council in its 8th meeting held on 28.09.2018

(ii) Decision taken by the Board of Management in its 9th meeting held on 16.10.2018.

Decision: Governing Body took the above information on record.

8.4 Action Taken Report on the decisions of the last meeting of GB

It was submitted for information of the Governing Body that in the Seventh Meeting had deliberated on the issues and taken decisions which were produced along with the Action Taken thereon for perusal of the Hon'ble Members.

Decision: Governing Body took the Action Taken Report on record.

8.5 Approval of the Revised Budget for the FY 2018-19

Decision: Governing Body approved the budget for the year 2018-19.

8.6 Approval of the Fee Structure for the year 2019-20

Decision: Governing Body approved the fee structure for 2019-20. Approved fee structure is annexed as Annexure No. I.

8.7 Revision of the Rate of Honorarium / Remuneration of the Guest Faculty engaged on hourly basis.

Decision: Governing Body deferred the proposal.

8.8 Approval of the Balance Sheet and Annual Accounts of the University for the year 2017-18

Decision: Governing Body approved the same.

8.9 Refund of Fee and Non Retention of original certificates by the Institution during the Academic Year 2019-20.

It is submitted that the University has been following two different policies for refund of fee on withdrawal of admissions, AICTE refund policy for Professional Programs and UGC Refund Policy in respect of other Programs i.e. Applied Sciences, Education, Law & Management.

AICTE Refund Policy for students withdrawing admissions from the Professional Programs:

The candidates withdrawing admissions from the Engineering Programs are refunded fee in the following manner.

Situation of admission withdrawal	Refund amount
When the request is received before the date of start of the academic session.	Entire fee including full amount of security deposit, caution money, alumni fee shall be refunded. A deduction of Rs.1000/- towards processing charges will be made from the fee deposited by the students.
When the request is received on/after the beginning of academic session and the institute could fill the seat by another candidate before the cutoff date.	The processing charges on pro rata basis (Proportionate deduction of Monthly fee) will be deducted from the amount of total fee and hostel rent, where applicable.
When the request is received after the cutoff date of admission.	No Refund except refundable Security fee shall be made

UGC Fee Refund Policy for students withdrawing admissions from the Other Programs notified in December, 2016:

The candidates withdrawing admissions from the B. Sc (H), M. Sc., BBA, Education & Law Programs are refunded fee in the following manner.

Sr. No	% of Refund of Aggregate fee	Point of time when notice of withdrawal of admission is served.
(1)*	100%	15 days before the formally-notified last date of admission
(2)	80%	Not more than 15 days after the formally-notified last date of admission
(3)	50%	More than 15 days but less than 30 days after formally-notified last date of admission
(4)	00%	More than 30 days after formally notified last date of admission

***NOTE: 10% OF THE AGGREGATE FEES SHALL BE DEDUCTED AS PROCESSING CHARGES FROM THE REFUNDABLE AMOUNT.**

Now, as per the announcement made by the Hon'ble Minister of HRD on 10.10.2018, UGC will be issuing a Notification on the subject matter, which will facilitate the students seeking admission to Higher Education Institutions. The silent features of the Notification shall be as below:

- The Institutions can charge fees in advance only for the semester/ year in which a student wants to engage in academic activities. Collecting advance fees for the entire programme of study is strictly prohibited.
- The institute will be required to refund the fees, in case a student withdraws from the programme, in the following manner:
 - (i) **100%:** in case a student decides to withdraw **15 days or more** before the formally notified last date of admission. **Not more than 5%** of the fees paid by the student, subject to a **maximum of Rs. 5000**, will be deducted as processing charges.

- (ii) **90%:** in case a student decides to withdraw **within 15 days before** the formally notified last date of admission.
- (iii) **80%:** in case a student decides to withdraw **within 15 days after** the formally notified last date of admission.
- (iv) **50%:** in case a student decides to withdraw **between 16 days and 30 days after** the formally notified last date of admission.
- (v) **NIL:** in case a student decides to withdraw **after 30 days** of the formally notified last date of admission.
- (vi) The **entire caution money and security deposit**, which are not part of the fees chargeable, shall be **refunded in full**.
- (vii) Refund of fees shall be made by the Institutions **within 15 days** of receipt of a written application from a student.

No student will be required to submit any original academic and personal certificates like marksheets, school leaving certificates, etc., **at the time of submission of admission form**. In case required, the institution concerned will only ensure verification of the same with the original certificates and these certificates shall be **returned to the students immediately**. **No institution can take any original certificate into their custody.**

- **No Institutions** can make it **mandatory for applicants to purchase the institutional prospectus** at any time during the course of the time of study.
- **All Institutions** will be required to **disclose on their website and prospectus** the information regarding the status of the institutions, its affiliating, accreditation status, physical assets and amenities, course-wise sanctioned intake of students, various types of fees payable for different programmes, total fees payable for an entire programme, last date of admission, details of faculty, members of Governing Bodies and minutes of the meeting of bodies, sources of income, financial situation and any other information about its functioning, **necessary for an applicant to make a fully informed choice.**
- All Institutions will be mandatorily required to have a **Grievance Redressal Mechanism (GRM)**, according to the provisions of the UGC (Grievance Redressal) Regulations, 2012. This GRM shall be **available on HEI**

website and the HEIs will be required to ensure that all grievance received are addressed **within 30 days**.

The proposed UGC Notification containing the above, which is yet to be notified shall supersede the earlier notifications of the UGC on the subject matter issued in December, 2016. On the issue of incorporating the above provisions in the Admission Brochure 2019-20, the Hon'ble Members were of the view that Notification is a matter of time hence, it should be adopted and made applicable as per Notification.

Decision: Governing Body approved the new refund policy of UGC for adoption as per Notification.

8.10 Last date of closing of Admission of UG/PG Programs for the Academic Year 2019-20.

It was informed that last date of admissions for various UG/PG programs offered by the University is requires approval of the Competent Body of the University. As per the order of Haryana Society for Technical Education which is in pursuance of direction of the Hon'ble Supreme Court, it is proposed to keep the last date of admission for professional programs i.e. B.Tech and M.Tech programs during 2019-20 as **August 15, 2019**. As far as other programs viz. B.Sc.(H) & M.Sc. (Physics, Chemistry, Mathematics), BBA with Specializations, B. Ed & Integrated B. Ed, BA LLB, BBA LLB, B. Com LLB last date of admission may be fixed as **September 30, 2019** similar to preceding year.

Decision: Governing Body considered and approved the same.

8.11 Approval of the Calendar of the Statuaries Bodies Meeting

Decision: Governing Body approved the same with the above suggestion

8.12 Any other item with the permission of the Chair

(i) UGC (Minimum Standards and Procedure of Award of M.Phil / Ph.D. Degree) Regulations, 2016.

It was informed to the Hon'ble Members that UGC vide their Public Notice reference F.No. 2-1/2017(DEB-III) dated 14.09.2018 has referred the provisions Clause 11 of the **UGC (Minimum Standards and Procedure of Award of M. Phil. / Ph.D. Degree) Regulations, 2016** which prescribes the following:

11.1 Notwithstanding anything contained in these regulations or any other Rules or Regulations, for the time being in force, no University; Institution, Deemed to be University and College shall conduct M.Phil and Ph.D Programmes through distance education mode.

11.2 Part time Ph.D will be allowed provided all the conditions mentioned in the extant Ph.D Regulations are met.

And also clarified that: IGNOU and Other Open Universities funded by the Government are permitted to run M.Phil/Ph.D Programmes in regular mode only in accordance with the above stated UGC regulation and its amendments from time to time provided that the acts of these Universities include the provision for running academic/research programmes in regular mode.

Governing Body was also apprised of the another UGC Notification dated 16.10.2018 viz the **UGC (Minimum Standards and Procedure for Award of M.Phil / Ph.D. Degree) (2nd Amendment) Regulations, 2018** whereby a new provisions has been added to the Clause 5.4.2 of the Regulation 2016, as under:

Provided that for selection of the Candidates, a weightage of 70% to the entrance test and 30% to the performance in the interview / Viva Voce shall be given.

The Governing Body was requested to approve the adoption of both the above provisions in the University.

One of the Hon'ble Member, Col. V.K. Gaur stated that the number of person aspiring for Ph.D. are not aware of the provisions of doing Ph.D Part Time and the difference between the Regular Mode & Part Time Mode. This was responded by the Hon'ble Vice Chancellor, mentioning that in both the modes Candidates are required to complete course work which is mandatory. The Candidates under part time mode has liberty to complete the Ph.D. work even from outside the Institution. If a candidate has already completed the Course Work, he/she is given exemption from the same.

Decision: Governing Body approved the adoption of the both the provisions.

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

SD/-
(Dr. K. Singh)
Registrar/ Member Secretary

F. No. MRU/GB (A&M) Vol.-IV /2017

Dated: 26.11.2018

To,

- 1) PS to Chancellor for kind information to the Hon'ble Chancellor
- 2) Additional Chief Secretary to Govt., Haryana Higher Education Department, Haryana Civil Secretariat, Sector-1, Chandigarh, Haryana
- 3) PS to VC for kind information of the Hon'ble Vice Chancellor
- 4) PS to Vice President for kind information of the Hon'ble Vice President, MREI
- 5) Dr. M. M. Kathuria, Trustee, 5E/1A. BP, NIT, Faridabad
- 6) PS to VC for kind information of the Hon'ble Vice Chancellor, MRIIRS
- 7) Prof.(Dr.) Haribansh Chaturvedi, Birla Institute of Mgt. & Tech., Plot Number 5, Knowledge Park 2, G. NOIDA, U.P. 201306
- 8) Col. (Retd.) V.K. Gaur, House No. 2429, Sector – 9, Faridabad.
- 9) Shri H. K. Batra, House No.1127, Sector 15, Faridabad.
- 10) Prof. (Dr.) Meenakshi S. Khurana, Dean Academics, (Special Invitee)
- 11) Dr. Shalini Tuli, Associate Professor, Govt. College, Faridabad,
- 12) Shri. Amit Kumar, FCA, 1H-33, NIT, Faridabad
- 13) Shri Rajiv Malhotra, Chief Finance & Accounts Officer