

**MANAV RACHNA UNIVERSITY**  
Estd. vide Haryana Act no.26 Of 2014  
(Erstwhile Manav Rachna College of Engineering)  
Sector 43, Aravali Hills, Faridabad.

Ref. No: MRU/REGR/2024/51

Dated: 05.07.2024

**OFFICE ORDER**

In pursuance to the Communication shared by the Hon'ble Vice Chancellor through email on July 01, 2024 and in continuation to the Notification issued vide Ref. No. MRU/REGR/2024/143 dated July 02, 2024, it is hereby notified that the Competent Authority is pleased to redesignate the following existing positions as under with immediate effect:-

Sr. No	Existing Designation & Present Incumbent	Re-designation
1	Dean-Research & Development (R&D) Prof. (Dr.) Goldie Gabrani	Dean-Research & Consultancy
2	Director-International Affairs Prof. (Dr.) Meena Kapahi	Director-International Relations
3	Director-Internal Quality Assurance Cell Prof. (Dr.) Deepa Arora	Director-Quality Assurance & Accreditation

The new Roles and Responsibilities of the above mentioned redesignated positions shall be as mentioned in **Annexure 1**.

All official and demi-official communications/correspondence intended for the above persons shall be addressed as per re-designated Designations.

  
(R. K. Arora)  
Registrar

Copy to;

1. PVC
  2. MD, MREI
  3. All Deans/Directors/HoDs
  4. Registrar, MREI/MRIU
  5. ED & Dean Research, MRIU
  6. Director, Administration
  7. CFO/SM-CAD/Accounts
  8. COE/Dy. CoE/Dy. Registrar (Acad)/Dy. Librarian
  9. GM (IT/Purchase/Estate)
  10. AM, HR
  11. Persons Concerned
  12. PS to Chancellor
  13. PS to VP
  14. PS to VC
- } For Information of the  
Hon'ble Chancellor, VP, VC

**Roles and Responsibilities**

**DEAN – Research & Consultancy**

**Major Responsibilities**

- Improve the quality of research by Faculty by Creation of New knowledge and strategies for improving research culture
- Ensure adherence of University Regulations and formulate rules for Industry Sponsored research and consultancy
- Create and maintain database on faculty expertise through faculty competence mapping process for research and consultancy purposes
- Coordinate and facilitate submission of research project proposals to various funding agencies by Principal Investigators and be responsible for their internal monitoring including financial issues related to research projects, fellowships and scholarships
- Liaise with the Head of Departments, Deans of Schools and Coordinators of various Institutional Consultancy Programs and the Administrative Office of the University
- Recommend recurring and non-recurring expenditure provided under the sanctioned research projects
- Provide necessary guidance and encourage teachers/researchers to write research project proposals and suggest incentives/other initiatives. Liaise with relevant international, national/regional agencies/organizations/group/individuals for financial support and promotion of quality research in the University
- Encourage faculty members to carry out research on problems of immediate concern to the State of Haryana and the central government and contribute towards the sustainable development of the nation
- Scrutinize and recommend the research proposals received from various University Schools' / Departments / Centres and other related research programs
- Establish, supervise and promote the quality of research journals published by the University
- Recommend for allocation of planned and non-planned research grants received by the University to various departments/research centers based on their need and contribution
- Identify key areas of research in the University in consultation with Deans and HOD's and ensure their promotion to achieve national eminence in such areas
- Prepare an annual research report and identify the initiatives to be taken for promoting/maintaining quality of the research work
- Keep track of research /visiting schemes advertised by various funding agencies, both national and foreign, and sensitize the University faculty and other stakeholders including research scholars/students to the need for making use of these schemes which would promote his/her individual talent and professional career
- Communicate approval to the proposals of Heads of the Departments for deputing delegates from the University to conferences, seminars and workshops after these are recommended by concerned HODs, Dean and formally approved by the Vice-Chancellor
- Facilitate faculty in procuring scientific equipment necessary to conduct research or consultancy work in consultation with a duly constituted Purchase/Technical Committee, recruitment of project staff
- Coordinate co-curricular activities (workshops, competitions, technical festivals, quizzes etc.) for the students on research and development.



- Provide leadership and direction to establish a comprehensive consultancy and outreach program for University.
- Develop and implement a School wide outreach plan including academic and student success pipeline programs, recruitment and communication materials, outreach and presence at other academic institutions and community organizations.
- Prepare, administer and oversee all budgets related to consultancy and outreach, including preparations, recommendations and justifications regarding budget requests; authorize expenditures according to University policies and applicable regulations.
- Analyse regional/national data to identify trend, best practices and growth strategies.
- Efficiently implement operational initiatives such as Deans' meets, press briefings, open houses etc. with a view to maximise reach to target audience.
- Ensure an enhanced image of the University through organized outreach campaigns and information dissemination as well as represent the University at off-campus functions and events as appropriate.
- Work closely with Marketing & Branding Team of the University to design and develop the production of marketing collaterals.
- Develop and implement appropriate methods and procedures to optimize efficient and effective delivery of consultancy projects.

## Director – International Relations

### Major Responsibilities

- Establish and maintain relationships with international partners, universities, networks, international bodies, international organizations, foreign governments
  - Create, archive, execute MoUs with the above institutions.
  - Liaise with the academic entities of the University and the above-mentioned institutions for common framework related activities.
- Maintain an **International Student Cell** for exchange students both incoming/ outgoing
  - Execute Exchange Student Application procedures for both incoming/outgoing students.
  - Articulate and execute departure processes & documentation for outgoing students (including travel arrangements, visa, accommodation and other logistics).
  - Develop student welcome procedures & processes for incoming students (including visa, accommodation, pick up/drop off, academic issues, examination issues, follow up).
- Represent MRU at relevant international forums including international meetings, student fairs, international boards
  - Increase international exposure of MRU at national and international platforms.
  - Be active member of International Organizations and look out for opportunities.
- Establish and facilitate joint Research and Development activities between partner (foreign) Universities and MRU.

## Director – Quality Assurance & Accreditation

### Major Responsibilities

- Undertake quality assurance process of the University Programs to confirm that they meet a strict and recognized set of service and operational standards.



- Work on quality assurance system to increase confidence of stakeholders and credibility of the University while also improving work processes and efficiency.
- Develop systems and processes to continuously evaluate the process to improve learning programs imparted by the University.
- Contribute to the unity of the professions by bringing together practitioners, teachers and students in an activity directed at improving professional preparation and professional practice.
- Develop and implement an effective and efficient quality assurance and accreditation framework.
- Oversee the process of validating new programs.
- Coordinate annual and periodic program reviews and reporting systems.
- Monitor all professional and academic accreditation and external assessment activities.
- Arrange and report on all quality assurance and accreditation related status, meetings and activities.
- Coordinate an effective program of professional development for academic staff in areas such as (but not limited to):
  - Learning, teaching and assessment,
  - E-Learning and the development of a virtual learning environment,
  - Teaching through the medium of English as a second language,
  - Materials design, adaptation and implementation.
- Establish effective channels of communication to ensure the dissemination of good practice.
- Coordinate a centralized system of gathering student feedback on modules and programs.
- Undertake any other duties commensurate with the nature of the position.

