

**MINUTES OF THE NINTH MEETING OF THE BOARD OF MANAGEMENT OF THE UNIVERSITY HELD ON TUESDAY, DATED 16.10.2018 AT 11.00 A.M IN THE BOARD ROOM, A BLOCK, MR CAMPUS, FARIDABAD.**

Ninth meeting of the Board of Management of Manav Rachna University was held on Tuesday, Dated 16.10.2018 at 11.00 A.M in the Board Room, MR Campus, Faridabad to consider various administrative, academic and financial matters. The following were present:

1. Prof. (Dr.) Sanjay Srivastava, Vice Chancellor;
2. Dr. Amit Bhalla, Vice President, MREI,
3. Dr. N.C. Wadhwa, Vice Chancellor, MRIU
4. Dr. M.K. Kathuria, Special Invitee,
5. Dr. Narender Kumar, Professor, Govt College, Faridabad  
(Nominee of Addl. Chief Secretary to Govt., Haryana),
6. Shri M.K. Miglani, Former Vice Chancellor , KU & HAU (Haryana),
7. Prof. (Dr.) Meenakshi S. Khurana, PVC, MRU,
8. Prof. Sangeeta Banga, Director/Dean, Students Welfare;
9. Prof.(Dr.) Parul Jhajaria, Dean, Mgt. & Comm,
10. Prof. (Dr.) B.M. Bahal, Dean, Applied Sciences & Research (Special Invitee)
11. Prof (Dr) Babita Prashar, Dean, Education
12. Prof (Dr) Joshe P. Varhse, Professor Emeritus, Law (Special Invitee)
13. Dr. Kameshwar Singh, Registrar/ Member Secretary.

Shri S.K.Jain, MD, Indo Autotech Limited, Faridabad, Shri Navdeep Chawla, M.D. Psychotropic India Ltd., and Shri. Rajiv Malhotra, Chief Finance & Accounts Officer (Special Invitee) Faridabad could not attend the meeting due to their other professional engagements; they were granted leave of absence.

The following are the minutes of the meeting:

### **9.1 Opening remarks by the Chairman**

The Chairman welcomed the Members present in the meeting. He introduced the newly inducted members of the Board, namely, Prof.(Dr.) Parul Jhajaria, Profesoor & Deam Management, Dr. Babita Parashar, Dean, Education and Dr. Narender Kumar, Associate Professor, Govt. College, Faridabad( Nominee of Additional Chief Secretary to Govt., Haryana) and extended them a special welcome for attending the meeting for the first time and said with their addition, the Board had now representation from the Faculty of Management and Humanities and Faculty of Education, This would definteny strengthen the decision making on various issues related with academics and administration. The Chairman further mentioned that university has been focusing to have collaboration with the Industries which is being closely monitored by the PVC and Director, Industry Interaction. It is also in the process of developing its laboratories which could facilitate research scholars to make use of it for bringing out quality research papers and consultancy work.He expressed his concern over the excess shortfall over the income and hoped that this would surely be improved by

next academic year 2019-20. With these words, the Chairman concluded his remark and requested the Registrar to take up the Agenda of the Meeting. The Registrar took up the subsequent agenda for consideration of the Hon'ble members.

## **9.2 Confirmation of the Minutes of the last meeting held on 12.07.2018**

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

## **9.3 Action Taken Report on the Decisions taken in the Eighth Meeting of the Board of Management.**

It was submitted for information that, Agenda which were taken up in the Eighth Meeting, decisions thereon and the action taken by the University on them were submitted for information of the Hon'ble members.

**Decision: The Board took the Action taken Report on record with the suggestion that the date of Convocation be finalized as per the convenience of the Hon'ble Governor.**

## **9.4 Matter for information**

### **(i) Faculty/ Students Achievements**

### **(ii) Faculty joined / resigned from the Service**

The Board was informed that during the period of July to September, 15 Faculty Members & Staffs, (Professor- 01, Associate Professor -02, Assistant Professor – 09, Research Associate - 02, Library Assistant -01) have joined the University. 12 Faculty Members (Professor - 01, Associate Professor - 01, Assistant Professor - 07 and Staff - 03) from the different streams have resigned from their posts for their personal reasons and relieved from the University.

### **(iii) Appointment of Deans and HoDs**

It was informed to the Board about the appointments of Deans & HoDs in some of the Departments due to shifting/ Resignation/Joining of New faculty in the Departments. The board was also informed about the faculties who have been appointed as Deans, HoD & Associate Head under the Faculty of Education, Faculty of Management & Humanities and Faculty of Applied Sciences -

#### **Deans:**

(a) Dr. Babita Sharma, Associate Professor, Education has been appointed as **Dean, Faculty of Education** vide Order no. MRU/OM-OO/2016 dated 04.07.2018.

(b) Prof. (Dr.) Parul Jhajharia, Professor, Management has been appointed as **Dean, Faculty of Management & Humanities** vide Order no MRU/OM-OO/Vol.II/2017/ dated 24.09.2018.

#### **HoD/ Associate Head:**

(a) Dr. Parneeta Dhariwal, Associate Professor, CSE, has been appointed as Head of the Department and Dr. Hardeo Thakur, Associate Professor, CSE, as Associate Head, Dept. of Mathematics vide order no. MRU/OM-OO/Vol.II/2017/671 dated 18.09.2018.

**Decision: Board took the above information on record.**

## 9.5 Matter for Ratification:

The following actions taken by the University were placed before the Board for their ratification:

### (i) Appointment of Faculty and Staff

Board for informed that based on recommendations of the Selection Committees, the following 15 persons were issued the offer of appointment with the approval of the Vice Chancellor from the date indicated against their names. All have joined the posts in the University.

S. No.	DISCIPLINE	NAME	DESIGNATION	D.O.J
1	Management	Dr. Parul Jhajharia	Professor	05.09.2018
2	Management	Dr. Ruchika Sachdeva	Associate Professor	04.07.2018
3	Law	Dr. Somdutt Bhardwaj	Associate Professor	18.07.2018
4	Physics	Dr. Jyoti Sharma	Assistant Professor	20.07.2018
5	Law	Ms. Subhi	Assistant Professor	23.07.2018
6	Physics	Dr. Ananna Bardhan	Assistant Professor	24.07.2018
7	Education	Dr. Savita Sharma	Assistant Professor	10.08.2018
8	Law	Dr. Saratendu Kumar Bose	Assistant Professor	21.08.2018
9	Law	Puja Paul Srivastva	Assistant Professor	13.09.2018
10	Law	Ms. Seema Gupta	Assistant Professor	24.09.2018
11	Management	Dr. Harsha Sharma	Assistant Professor	13.08.2018
12	Education	Ms Shiny Bhardwaj	Assistant Professor	23.07.2018
13	Chemistry	Ms. Shilpa Sharma	Research Associate	18.07.2018
14	Law	Ms. Eesh Singh	Research Associate	16.07.2018
15	Library	Ms. Mamta Srivastava	Library Assistant	01.08.2018

### (ii) Rationalization of intake of UG Programs to be offered during the academic session 2019-20

Hon'ble Members of the Board were informed that the University has reviewed the Intake of existing UG/PG Programs under offer during the Academic Year 2018-19 as per suggestion of the Governing Body. Keeping in view the Admissions made in the respective UG/PG Programs intake of following programs has been rationalized on pragmatic consideration for the ensuing Academic Year 2019-20-

#### UG Programs:

Name of Program	Existing Intake	Rationalized Intake
B.Sc.(H) Chemistry	50	30
BBA (Finance & Accounts)	90	60
BBA (Entrepreneurship & Family Business)	30	60
BBA (Operation Management)	60	30

## PG Programs

Name of Program	Existing Intake	Rationalized Intake
M.Tech. in Computer Engineering (CE)	18	06
M.Tech.in Electronics & Communication Engineering with specialization in Embedded System & VLSI	18	06
M.Tech.in Mechanical Engineering (ME)	18	06

Board was requested to ratify the action taken by the university.

**Decision: Board ratified the actions taken by the University.**

### 9.6 Consideration of the recommendations of the Finance Committee.

It was submitted for information of the Board that, Finance Committee in its Tenth Meeting held on 27.09.2018, considered the following items in addition to two regular items i.e. Confirmation of Minutes & Action Taken Report.

1. Balance Sheet and Annual Accounts for the financial year 2017-18.
2. Fee Structure of the UG/PG Programs for the Academic Session 2019-20.
3. Revision of the rates of Honorarium/Remuneration payable to the Guest Faculties.

After detailed deliberation all the above proposals were approved by the Finance Committee with recommendation that the same be placed before the Board of Management for their Consideration. Copies of the Minutes of Tenth Meeting alongwith Annexure were placed before the Board for their Consideration. The Board approved the same for further submission to the Governing Body.

**Decision: Board approved the recommendation of the FC for submission to Governing Body for their approval.**

### 9.7 Approval of decisions of the Academic Council taken in its Eighth Meeting held on 28.09.2018.

Board was informed that Eighth Meeting of the Academic Council was held on 28.09.2018 wherein Council considered 12 Items including 4 regular items i.e. Opening remarks by the Chairperson, Confirmation of the Minutes of last Meeting, Matter for Information and Action Taken Report, The Council held deliberations over all the items and approved the same.

- 1) Approval of Admissions made under UG/PG programs during the Academic Session 2018-19.
- 2) Admission policy for ongoing UG/PG Programs for the Academic Session 2019-20,
- 3) Introduction of B.Ed. Special Education Program in Learning Disability.
- 4) Introduction of Ph. D and LLM program from the Academic Session 2019-20,

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- 5) Introduction of new specialization Smart Manufacturing and Automation of B. Tech. Mechanical Engineering,
- 6) Submission of proposal to Bar Council of India for extension of approval for the Five year Law (Hons) programs from 2019-20 onwards.
- 7) Admissions made under Ph.D. program during 2017-18.
- 8) Institution of Ratan Lal Lahoti Gold Medal for Law Student of the Year
- 9) Establishment of Centre of Post Graduate Legal Studies
- 10) Discontinuation of the MA Education program from the Academic Session, 2019-20.

A copy of Minutes of the Academic Council was placed before the Hon'ble Members of the Board for their consideration and approval.

**Decision: Board approved the decisions of the Academic Council**

**9.8 Amendment in the provisions in the Note (iii) (a) below Section 14 of the Leave regulation, 2011 relating to encashment of Earned Leave on Superannuation.**

It was submitted for information of the Board that, as per the existing Leave Regulation which is operative from 01.01.2011, the provisions for encashment of earned leave as prescribed in Note (iii) (a) under Section 14 of the Leave Regulations, 2011 is applicable to Teaching Staff is as follows:

**Note (iii) (a) below Section 14 –**

*“Encashment of earned leave shall be allowed to the teaching staff at the time of their superannuation for a period not exceeding 120 days. However, earned leave encashment may be permissible to a teacher as an incentive for outstanding service after completion of Five Years of regular service (not exceeding 50% of accumulated earned leave). Provided that no such encashment shall be made in case teacher resigns from the service. Encashment of earned leave shall be made on the basis of last pay drawn including basic pay plus AGP+ DA only”.*

The above provision is not available for the Non Teaching Staff. In order to have parity in the system among both the cadres i.e. Teaching & Non Teaching Staff, it is proposed that the following provisions be substituted in Note (iii) (a) below Section 14 of the Leave Regulation.

- *“in the proviso, for the words “Teaching Staff” in the first line, the words “Teaching and Non Teaching Staff” shall be substituted;”*

**Decision: Board considered the proposal and approved the same.**

## 9.9 Amendment in the Provision of the Casual Leave to be availed by Faculty & Staff.

It was submitted for the information of the Hon'ble Members of the Board that the existing Provisions of the Leave Rules in respect of Casual Leave do not seem to be in order as it puts an embargo of 03 days duration while granting casual leave. The casual leave can be combined with holidays including Sunday but total period of absence at one time shall not exceed 03 days. It means, if an employee takes casual leave on Friday when Saturday and Sunday are off, he/she cannot take/apply casual leave for Monday because it will exceed the limit of total period of absence of 03 days.

It would not be out of place to mention here that as per provisions of CSR applicable to Haryana State Government employees, the maximum limit of casual leave in combination of Holidays and Sunday is 16 days. Even in State Government Universities, where there is 05 days week, an employee can take 05 days casual leave at a time from Monday to Friday and in that case the total duration of absence becomes 09 days.

In view of the position explained above, it is felt that the limitation of total absence of 03 days in the case of casual leave provided in the Leave Rules of this University is not suitable and good enough. It is, therefore, proposed that the limitation of total period of absence in the case of casual leave including holidays and Sunday may be suitably extended and the exiting provisions be substituted with the proposed provisions as under :

<b>Existing Section 12(b) of the Leave Rules</b>	<b>Proposed Section 12(b) of the Leave Rules</b>
Casual leave shall not be combined with any other kind of leave (except special casual leave and academic leave). It may be combined with holidays including Sundays but the total period of absence at one time shall not exceed 3 days. Sundays and holidays falling within the period of casual leave are not counted towards the casual leave. But in reckoning the period of 3 days one Sunday either at the beginning or at the end of the leave may be excluded but other holidays included.	Casual leave shall not be combined with any other kind of leave (except compensatory leave, special casual leave and academic leave). It may be combined with holidays including Sundays but the total period of absence <b>at one time shall not exceed 10 days.</b> Sundays and holidays falling within the period of casual leave are not counted towards the casual leave. But in reckoning the period of 10 days one Sunday either at the beginning or at the end of the leave may be excluded but other holidays included.

**Decision: Board considered the proposal and approved the same.**

## 9.10 Any other matter with the permission of Chair.

### (i) Consideration of revised policy of Research, Innovation & Incubation for faculty members.

It was submitted that under the existing policy of research promotion of institute, faculty members were provided cash incentive for their professional growth for publishing research

papers in International and National Journals. With the introduction of NIRF ranking at National level, QS Star Rating at International level and considering the recommendations of NAAC accreditation, the emphasis was given to publish research papers in Scopus, Science Citation Indexed (SCI) / Science Citation Indexed Expanded (SCIE), Web of Science, PubMed, EBSCO etc. database. Keeping the Government initiative in mind, the existing policy is proposed to be revised in the interest of the institution which will not only improve the credentials of the Institute but the credentials of faculty members as well. This will help all faculty members to contribute towards research, innovation, incubation (startups/ spin offs) and other areas for the benefit of all stakeholders.

The Institution is committed to disseminating its research widely as possible to make maximum impact, and supports its faculty members in their research outputs available through open access. For promotion of research activities, Manav Rachna Research, Innovation and Incubation Centre (MRIIC) started quality research publication drive in year 2016 involving UG students by introducing Introduction to Research (ITR) and Technical Seminar (TS) courses in the curriculum.

It is the need of the hour to make it mandatory for all faculty members to contribute towards research and other activities at all levels so as to earn minimum performance points based on listed parameters. *This will help them to get annual increments / allowance / financial support / grants from the organization and if someone performs outstandingly beyond their fixed cadre limit, then he/she may be rewarded in the form of incentives @Rs.1000 per additional points earned subject to maximum of 20 points in one academic year. However, if someone is not able to earn target points as per their cadre limit, he/she will be given another year of improvement. Thereafter, such faculty members shall be treated as non-performer.*

The details of minimum performance points to be earned by faculty members in one academic year are given below:-

S. No.	Cadre	Minimum Performance Points to be earned in one Academic year
1	Professor	<b>20</b>
2	Associate Professor	<b>15</b>
3	Assistant Professor	<b>10</b>

The performance point will be calculated on the basis of following parameters in one academic year (July to June) and one can earn multiple points under each category considering to achieve minimum points every year. In an academic world, if there are two or more researchers/ inventors / authors/ consultants, the award will be available to each researchers/ inventors / authors/ consultants but restricted only to relevant field of research / academic work.

The performance points against various parameters are as follows:-

<b>Research Parameters</b>	<b>Performance Points to be calculated on the basis of documentary proofs</b>
<b>1. Research Papers Published in reputed databases</b>	
Paper published in <b>WoS/SCI / SCIE / EBSCO Host / ABDC Journals / APA PsyNET</b>	<b>10</b>
Paper published in <b>Scopus/ PubMed / JSTOR</b>	<b>6</b>
<b>2. Patents (IPR)</b>	
International Patent Granted with Commercial Value	<b>20</b>
International Patent Granted <b>Or</b> National Patent Granted with Commercial Value	<b>15</b>
International Patent Filed <b>Or</b> National Patent Granted	<b>10</b>
National Patent with Complete Filing <b>Or</b> Design Patent <b>Or</b> Copyrights <b>Or</b> Trademarks and other forms of IPR	<b>5</b>
<b>3. Projects in Competitions</b>	
Mentor of award winning International Project <b>Or</b> Mentor of award winning Project (award money $\geq$ Rs. 1 lac )	<b>10</b>
Mentor of Project selected nationally for representing country at International Forum <b>Or</b> Mentor of national award winning project <b>Or</b> Mentor of award winning Project (50k < award money <1lac )	<b>7</b>
Mentor of Project shortlisted nationally	<b>5</b>
<b>4. Startups</b>	
Successful Startup with Commercial Investment of more than 1/ 5 /10 lacs	<b>5/7/10</b>
Prototype Development / Mentoring startup	<b>5</b>
<b>5. Funded Research Projects and Consultancy</b>	
Funded Research / Developmental Projects	<b>1 Point per Rs. 1.0 Lac of grant received in the year of award in the name of Institute / University</b>
Consultancy	<b>1 Point per Rs. 10,000/- of consultancy assignment for Institute /University</b>



<b>6. Books / e-Books/ e-Content</b>	
Book published by International publishers	<b>10</b>
Book Published by National publishers of repute	<b>8</b>
Chapter in Edited Book	<b>5</b>
Editor of Book by International Publisher	<b>8</b>
Editor of Book by National Publisher of repute	<b>5</b>
MOOC developed and offered by SWAYAM / Coursera / edx	<b>10 / 15 / 15</b>
<b>7. Research Guidance</b>	
Ph.D. Degree awarded	<b>10</b>
M. Phil. / PG dissertation –awarded	<b>2</b>
Industrial Training / Project Reports (Training / Project duration 3 months or more)- Successfully cleared after evaluation)	<b>1</b>
<b>8. Invited lectures / Resource Person /paper presentation</b>	
Presented/delivered internationally	<b>7</b>
Presented/delivered nationally at IITs, IIMs, NITs, Central Universities, National Law Schools and other such institutions of eminence	<b>5</b>
National	<b>3</b>
Others	<b>1</b>

**Note:** Due credit / Affiliation of parent Manav Rachna Institutions shall be prerequisite for earning awards. All documentary proof shall be provided by the candidate for the points claimed.

Board had detailed deliberation over the revised policy of Research, Innovation & Incubation for faculty members and approved the same unanimously.

**Decision: Board approved the revised policy of Research, Innovation & Incubation for faculty members**

**(ii) Publishing of Law journal by the Faculty of Law**

**Decision: Faculty of Law and Faculty of Education would publish journals biannually in January & July of year**

Meeting ended with a vote of thanks to the Chair.

**(Dr. K. Singh)**  
**Registrar**

To,

1. PS to Chancellor for kind information of the Hon'ble Chancellor
2. PS to VC for kind information of the Hon'ble Vice Chancellor
3. Additional Chief Secretary to Government, Haryana Higher Edu. Department, Room No. 58, VIII Floor, Haryana Civil Secretariat, Sec.-1, Chandigarh
4. PS to VP for kind information of the Hon'ble Vice President, MREI
5. Dr. N.C. Wadhwa, Vice Chancellor, MRIIRS
6. Dr. M.K. Kathuria, Trustee. (Special Invitee), NIT Faridabad
7. Sh. M.K. Miglani, Former VC, KU & HAU, H.N. 1161, Sector-15, Fbd.
8. Sh. S.K. Jain, MD, Indo Autotech Limited, Faridabad
9. Sh. Navdeep Chawla, Chairman / Managing Director, Psychotropic India Ltd. 214-216, Sector-15, Faridabad
10. Prof. (Dr.) Meenakshi S. Khurana, Pro Vice Chancellor
11. Prof. (Dr.) Sangeeta Banga, Director, Students Welfare & Dean (Acad.)
12. Prof. (Dr) Parul Jhalaria, Dean, Dept. Management & Humanities
13. Prf. (Dr) Babita Parashar, Dean, Dept. of Education
14. Prof. (Dr.) Joshe P. Verghese, Professor Emeritus, Dept. of law
15. Prof. B.M. Bahal, Dean Applied Sciences (Special Invitee)
16. Sh. Rajeev Malhotra, CF&A Officer, Special Invitee