

MANGALAYATAN UNIVERSITY
BESWAN, ALIGARH-202145



MINUTES OF 17th MEETING OF THE EXECUTIVE COUNCIL

VENUE	: THE V.C. CONFERENCE HALL
DATE	: 25 Feb 2016
TIME	: 11.30 A.M.

MANGALAYATAN UNIVERSITY, BESWAN ALIGARH

MINUTES OF THE EXECUTIVE COUNCIL-2016

The 17th meeting of the Executive Council was held on 25 Feb 2016 at 11.30 PM in V.C. Conference Hall.

The following members were present:

1. Brig. (Dr.) Surjit Singh Pabla	Chairman
2. Prof. S.C. Jain	Special Invitee
3. Shri Mukesh Jain	Member
4. Brig. (Dr.) P.S. Siwach	Member
5. Shri Atul Gupta	Special Invitee
6. CA Sonam Bansal	Member
7. Prof. KVSM Krishna	Special Invitee
8. Col. (Prof.) Nagaraj Mantha	Special Invitee
9. Prof. Jayanti Lal Jain	Member
10. Prof. G. S. Agrawal	Member
11. Prof. Qaiser Hayat	Member
12. Cdr. Manjeet Singh (Retd.)	Member-Secretary
13. Dr. Nitin Bindal	Assistant Registrar

The following members could not attend the meeting due their pre-occupation and prior commitment and were allowed as the requisite quorum was completed:

1. Shri Shantanu Prakash	Member
2. Shri Mohan Lakhamraju	Member
3. Mrs. Jyotsna Lakhamraju	Member
4. Shri Sunil Jain	Member
5. Shri Anil Jain	Member
6. Shri Karthik Gopalan	Member
7. Prof. Abhay Kumar	Member

At the outset, the Chairman welcomed the members to the 17th Meeting of the Executive Council. He specially welcomed the special invitees & new members of the Executive Council and emphasized that he looks forward to their co-operation and valuable contribution to the deliberations in the meetings of the Executive Council. After Checking the quorum, the Chairman then requested Cdr. Manjeet Singh (Retd.), Registrar to present the agenda.

The following agenda items were taken up and decisions were made:

Item No.	Particulars
MU/EC/2016 /1/01	To confirm the minutes of the 16th meeting of the Executive Council held on 04 Sep 2015. The Executive Council confirmed the Minutes of the 16 th meeting of the Executive Council held on 04 Sep 2015. (Annexure-1) Action: Registrar

MU/EC/2016 /1/02	<p>To receive a report on the action taken to implement the decisions taken by the Executive Council in its previous meeting.</p> <p>The Executive Council noted the Action Taken Report (ATR) on the decisions taken in the previous meetings of the Executive Council and its expressed its appreciation for the efforts and achievements of the University.</p> <p style="text-align: right;">(Annexure-2) Action: Registrar</p>
MU/EC/2016 /1/03	<p>To confirm the minutes of the 13th meeting of the Academic Council held on 23 Feb 2016.</p> <p>The Executive Council confirmed the minutes of the 13th meeting of the Academic Council held on 23 Feb 2016.</p> <p style="text-align: right;">(Annexure-3) Action: Registrar</p>
MU/EC/2016 /1/04	<p>To consider and approve the proposed annual budget of University for the financial year 2016-17.</p> <p>The Executive Council confirmed the annual budget of the University for the year 2016-17.</p> <p>Further, it was resolved that the Finance Committee would prepare the budget of the individual Institutes/Departments.</p> <p style="text-align: right;">(Annexure-4) Action: Finance Officer</p>
MU/EC/2016 /1/05	<p>To consider and approve the Programs with eligibility criterion, maximum intake and fee to be offered by all the Faculties/Institutes/ Departments of the University for session 2016-17.</p> <p>On the recommendation of admission committee vide vide MU/ADM/16/01/01 Dated 17 Feb 2016 and the Academic Council vide item no. MU/AC/2016/1/3 date 23 Feb 2016, the Executive Council considered and approved the regular Programs with eligibility criterion, maximum intake and fee to be offered by all the Faculties/Institutes/ Departments of the University for session 2016-17.</p> <p>Further, it was decided that the University would re-evaluate the intake after the commencement of Admission Process and would rationalized the intake of each Program.</p> <p style="text-align: right;">(Annexure-5) Action: Registrar/FO/Director-Admissions/All HoI</p>
MU/EC/2016 /1/06	<p>To consider and approve the Scholarship/Concession Policy for the session 2016-17.</p> <p>On the recommendation of admission committee vide vide MU/ADM/16/01/02 Dated 17 Feb 2016 and the Academic Council vide item no. MU/AC/2016/1/4 date 23 Feb 2016, the Executive Council considered and approved the Scholarship/ Concession Policy of the University for the session 2016-17.</p> <p>IT was decided that at the time of final admission, a handbook of the University rules/regulation would be provided to the student. The student will sign an undertaking that he has read all the rules and regulations.</p> <p style="text-align: right;">(Annexure-6) Action: Registrar/FO/Director-Admissions/All HoI</p>

MU/EC/2016 /1/07	<p>To consider and approve the Fee Refund Policy Rule-2016. On the recommendations of Admission Committee of the University vide MU/ADM/16/01/03 Dated 17 Feb 2016 and the Academic Council vide item no. MU/AC/2016/1/5 dated 23 Feb 2016, the Executive Council considered and approve the Fee Refund Policy Rule-2016. (Annexure-7) Action: Registrar/FO/All HOIs</p>
MU/EC/2016 /1/08	<p>To consider and approve the Merit Scholarship Rule for subsequent Years 2016-17. On the recommendations of Admission Committee of the University vide MU/ADM/16/01/04 Dated 17 Feb 2016 and the Academic Council vide item no. MU/AC/2016/1/6 dated 23 Feb 2016, the Executive Council considered and approve the Fee Refund Policy Rule-2016. (Annexure-8) Action: Registrar/Finance Officer/All HOIs</p>
MU/EC/2016 /1/09	<p>To report the awarded Scholarship/Freeship to the students in academic session 2015-16. The Executive Council noted the same. (Annexure-9) Action: Finance Officer</p>
MU/EC/2016 /1/10	<p>To consider and approve the Annual Increment and Stagnation Policy. The University has adopted a structured compensation policy for its teaching and non-teaching staff with effect from 01 Oct 2014. The pay scales have been approved by the executive council and implemented vide MU/RO/EC/15-16/102 (iii) dated 05 Sep 2015. Though the pay scales show the minimum and maximum of scale, there is some clarity needed on increments and stagnation increment in the scales implemented. The policy for annual increment and stagnation is placed at Annexure-10. The Executive Council considered and approved the same. Action: Registrar/Finance Officer/All HoIs</p>
MU/EC/2016 /1/11	<p>To consider and approve the Policy for Accepting Consultancy or similar Assignments by the faculty members. The Executive Council considered and approved the Policy for Accepting Consultancy or similar Assignments by the faculty members. (Annexure-11) Action: Registrar/Finance Officer</p>
MU/EC/2016 /1/12	<p>To consider and approve the Policy for Sharing of Money for directing Projects/Remuneration or Honorarium received for Patents/R&D Products and Technology Transfer etc. The Executive Council considered and approved the Policy for Sharing of Money for directing Projects/Remuneration or Honorarium received for Patents/R&D Products and Technology Transfer etc. (Annexure-12) Action: Registrar/Finance Officer</p>
MU/EC/2016 /1/13	<p>To report the list of Holiday for the year 2016. The Executive Council noted the same. (Annexure-13) Action: Registrar</p>

<p>MU/EC/2016 /1/14</p>	<p>To report the reorganization of Institutes of Mangalayatan University. The University has reorganized the structure of the Institute vide MU/RO/Reorg of Institute/14-15/468 dated 20 May 2015 and MU/RO/Reorg of Institutes/15-16/11(i) dated 14 Jul 2015. The Executive Council in its 16th meeting on 04 Sep 2015 vide agenda no. MU/EC/2015/1/12 considered and approved the reorganization of Institutes which was notified vide MU/RO/EC/15-16/102(ii) dated 07 Sep 2015.</p> <p>Further, Faculty of Engineering and Technology (FET) and Faculty of Humanities were created vide MU/RO/ Reorg. Of Institutes/15-16/175 dated 23 Oct 2015. Faculty of Management and Commerce was created vide MU/RO/Reorg of Institutes/15-16/433 dated 22 Feb 2016.</p> <p>In continuation of notification MU/RO/Reorg. of Institutes/15-16/175 dated 23 Oct 2015 and approval of Academic Council vide MU/AC/2016/1/17 dated 22 Feb 2016, it was notified that Faculty of Engineering & Technology (FET) has been further reorganized as Faculty of Engineering & Sciences (FES). The Executive Council noted the same.</p> <p style="text-align: right;">(Annexure-14) Action: Registrar</p>
<p>MU/EC/2016 /1/15</p>	<p>To report the appointments and joining dates of faculty /staff who left during the said period. The Executive Council noted the appointments and joining dates of faculty /staff who left during the said 01 Sep 2015 to 15 Feb 2016.</p> <p style="text-align: right;">(Annexure-15) Action: Registrar</p>
<p>MU/EC/2016 /1/16</p>	<p>To report the modified Scholarships Policy for Full Time Research Scholars. The University offered a limited numbers of fellowships for all the full time research scholars of 2015-16 session. The amount of scholarship is Rs. 20000/-per month of engineering and Rs. 15000/- per month for others. The Executive Council vide MU/EC/2014/1/21 dated 01 Nov 2014 approved the same.</p> <p>Further, the University allowed the scholarship of Rs. 20000/- for all full time research scholars irrespective of disciplines.</p> <p>The Executive Council noted the same.</p> <p style="text-align: right;">(Annexure-16) Action: Registrar/Finance Officer/All HOIs</p>
<p>MU/EC/2016 /1/17</p>	<p>To report the modified Fee Concession Policy for Internal Faculty Members enrolled in Ph.D. Program of the University. The University allowed the further additional 25 % fee relaxation to internal faculty members registered in Ph.D. program during July 2012 to June 2014. The University has also amended the overall fee relaxation as 50% for all internal faculty members from July 2014 and onwards batches. The details are placed (Annexure-17)</p> <p style="text-align: right;">Action: Registrar/Finance Officer/All HOIs</p>

<p>MU/EC/2016 /1/18</p>	<p>To report the allocation of Laptops for Faculty Members. The University has initiated the process to procure laptops for all faculty members with the following configuration:</p> <ul style="list-style-type: none"> • HP Notebook 245 with bag for Rs 20000/- • AMD /4GB/500GB HDD/DVD RW/14" LED/Window 8.1 and MS Office • 1 Year Onsite Warranty <p>The laptop will be issued to the faculty members who opt for University laptops for their use while they are serving in the University. Faculty members issued with the laptop will be required to make a security deposit of Rs. 5000/- each (it will be deducted from their salary). The security deposit will be refunded to them after three years. For those who leave the University before Dec 2019, the security will be refunded when they leave. Faculty will use these laptops as long as they serve with the University. Those leaving the University will be required to return the laptop to the University.</p> <p>The residual cost of the laptops will be decided every year. Those who wish to retain the laptop while leaving the University may do so by paying the residual cost of the laptop to the University.</p> <p>The Executive Council noted the same.</p> <p style="text-align: right;">(Annexure-18) Action: Registrar</p>
<p>MU/EC/2016 /1/19</p>	<p>To report the fee withdrawal cases during session 2015-16. The Executive Council noted the details of fee withdrawal cases during the session 2015-16.</p> <p style="text-align: right;">(Annexure-19) Action: Registrar/FO</p>
<p>MU/EC/2016 /1/19</p>	<p>To report the inclusion of Department of Library and Information Science in the University Structure.</p> <p>On the recommendation of the Librarian, the Vice Chancellors approved the inclusion of the Department of Library and Information Science in the University Structure as the University has adequate faculties to expand the academic activities and start the programs. It was further decided that the said department would be constituent of Faculty of Humanities.</p> <p>The Executive Council noted the same.</p> <p style="text-align: right;">(Annexure-19) Action: Registrar/FO/Dean-FH</p>
<p>MU/EC/2016 /1/20</p>	<p>To report the removal/suspension of long absentee/not reported/not registered students of IET from University rolls.</p> <p>On the recommendation of Director-IET, the University has initiated the removal/suspension of 391 long absentee/not reported/not registered students of IET from University rolls.</p> <p>The Executive Council noted the same.</p> <p style="text-align: right;">(Annexure-20) Action: Registrar/FO/Dean-FH</p>

<p>MU/EC/2016 /1/21</p>	<p>To report the amendment in pay structure of the non-teaching staff of category B, C, D.</p> <p>The Executive Council vide agenda no. MU/EC/2015/1/9 and MU/EC/2015/1/10 dated 04 Sep 2015 considered and approved the promotion policy of the University faculty fitment scales of various designations of the University respectively. The same were notified vide MU/RO/EC/15-16/102(IV) dated 07 Sep 2015 and MU/RO/EC/15-16/102 (III) dated 07 Sep 2015 respectively.</p> <p>It was proposed that both teaching and non-teaching staff will get the same 3% increment, subject to clearance of their immediate Director (for teaching staff) and HOD (for non-teaching staff).</p> <p>While implementing the increment, it has been observed that the increment for teaching staff has been calculated properly and each of the increment is translating to 3% higher than last pay drawn.</p> <p>But for non-teaching, especially for B/C/D grades, due to fixed increment figure, the percentage hike in the last pay is below 2.65 % as the scale goes to the next band. To remove the disparity, the new pay structure of the non-teaching staff of category B, C and D has been implemented by the University. The same is placed at Annexure-21</p> <p>The Executive Council noted the same.</p> <p style="text-align: right;">Action: Registrar/FO</p>
<p>MU/EC/2016 /1/22</p>	<p>To report the sanctioned and filled posts of Faculty Members and Non-teaching Staff in Faculties/Institutes of the University.</p> <p>The University has formulated the sanctioned and filled posts of Faculty Members and Non-Teaching Staff in Faculties/Institutes of the University. The same is placed in Annexure-22.</p> <p>The Executive Council noted the same.</p> <p style="text-align: right;">Action: Registrar/All HOIs</p>
<p>MU/EC/2016 /1/23</p>	<p>To report the re-structuring of Scale and Designation in Department of Pharmacy in compliance to the Pharmacy Council of India.</p> <p>The University has formulated the policy of re-structuring of Scales and Designation in Department of Pharmacy in compliance to Pharmacy Council of India. The same is placed in Annexure-23.</p> <p style="text-align: right;">Action: Registrar/FO/Concerned HOI</p>

<p>MU/EC/2016 /1/24</p>	<p>To report the inclusion of new constituent unit namely School of Vocational Programs in the University Structure. On the recommendation of the Academic Council vide MU/AC/2016/1/26 dated 23 Feb 2016, the Executive Council considered and approved the establishment of School of Vocational Programs which will offer B.Voc. degree degree programs in various trades in the University. School of Vocational Programs will coordinate the Vocational Programs. Faculty will be drawn from other Institutes of the University. Additional faculty will generally not be employed. IF necessary, visiting/guest faculty may be used.</p> <p>The Executive Council considered and approved the same and further decided that the School would start the programs for limited specializations and would contact the companies of relevant trades for training and placements.</p> <p>Action: All HOI/FO/Registrar</p>
<p>MU/EC/2016 /1/25</p>	<p>To consider and approve the sanction post of faculty members for various Faculty/Institute/Departments for the academic session 2016-17 On the recommendation of Dean-Academic, the Executive Council considered and approved the same.</p> <p>Annexure-24 Action: Registrar/ Dean Academic/All HOI/FO</p>

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


Registrar

C.C:

1. P.A. to the Chancellor for kind information
2. P.A. to the Vice Chancellor for kind information
3. P.A. to the Pro Vice -Chancellor for kind information
4. The Executive Council for approval
5. All members of the Executive Council