MANAGEMENT EDUCATION & RESEARCH INSTITUTE

(Affiliated to G.G.S. Indraprastha University, Recognised by N.C.T.E. & Approved by A.I.C.T.E., Ministry of HRD, Govt. of India)

52-55, INSTITUTIONAL AREA, JANAKPURI, NEW DELHI – 110058

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MERI Research Policy

MERI believes that an academic institution should actively engage in transfer of knowledge gained through research for the benefit of society. Research and innovating teaching methodology is the central mission of the college, research is one of the pioneer aspect of academic activities which help the college to achieve excellence in the field of education. MERI encourages its faculty and students to serve the society through their primary commitment in research that are in tandem with our core values as an institution of higher education. Research can flourish only in a climate of academic freedom which includes freedom of inquiry, freedom to challenge conventional thought and the right to disseminate the results. However, with academic freedom comes the responsibility to ensure that all research is conducted by the principles of honesty, integrity, trust, accountability and meets high scientific and ethical standards; is conducted with honest and thoughtful inquiry, rigorous analysis, and accountability for the use of professional standards; and seeks to increase knowledge in ways that do not harm but which benefit society.

Aims of the Research Policy

1.   The college expects all members of the college including faculty and students who are conducting research to observe the highest standards of ethics and integrity in the conduct of their research.   In   pursuance   of   such   high   standards   they   must:

   a. be honest in proposing, conducting and reporting research. They should strive to ensure the accuracy of research data and results and acknowledge the contributions of others
   b. comply with ethical and legal obligations as required by statutory and regulatory authorities, including seeking ethical review and approval for research as appropriate.
   c. they should ensure that any research undertaken complies the safety, dignity, wellbeing and rights of those associated with the research
   d. ensure that they have the necessary skills and training for their field of research
   e. recognise their accountability to the college and their peers for the conduct of their research
   f. having due regard to subject disciplinary norms, acknowledge that authorship of a research output should be attributed only to a researcher who has made a significant intellectual, scholarly or practical contribution to that output and is willing to take responsibility for the contribution

2. Failure to comply with this Code of Practice and Procedure may give rise to an allegation of Misconduct in Research. Misconduct in Research may be a ground for disciplinary action, and if serious, for dismissal or expulsion.

Scope of the Research Policy

This policy shall apply to all the researchers of the college and for the purpose of this policy 'researchers' are defined to include

1. All faculty, temporary and permanent, who are active in teaching, research, and provision of any form of support to the core functions of the college;
2. All students registered with the college;
3. All mentors, guides, external experts and sponsors associated with any of the research activities of the college
4. All academic departments of the college;

This policy shall apply to all the research and related activities of the college and for the purpose of this policy research and related activities will inter alia include

1. Research activities including basic, strategic and applied research undertaken either for fulfilling the requirements of academic degrees or for solving problems
2. Scholarly activities intended to expand knowledge boundaries by analysis, synthesis and interpretation of ideas and information by making use of rigorous methodologies
3. Knowledge compilation and communication initiatives for keeping abreast of academic developments in any knowledge domain such as writing of textbooks, chapters of textbooks, monographs; developing/updating curriculum, etc.
4. Creative activities involving the generation of new ideas, innovations, hypotheses, images, performances or artefacts, including design in any field of knowledge which leads to the development of new knowledge, understanding or expertise;
5. Research projects of students undertaken as part of the curriculum or for enriching it
6. Publication, presentation and communication of the research outcomes and related activities

Objectives of the Research Policy

- To strengthen the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities of the college
- To create and administer a research fund for supporting and facilitating research initiatives and projects of faculty members and students
- To develop rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities
- To develop rules, procedures and guidelines for granting study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities
- To provide a modality for proper coordination of all research activities of the college and aligning these to the vision and missions of the college and national development goals.
- To prepare and regularly update the research agenda of the college outlining the preferred focus areas and priorities of research activities to be supported
- To guide faculty members in the effective integration research projects with the regular curriculum implementation and curriculum enrichment activities
- To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organisations
- To promote interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects
- To define an enabling framework for researchers to obtain sponsorships for research projects and which makes the participating researchers responsible for the successful implementation of the project
- To identify and establish linkages including MOU s for long term relationships with national and international research organisations for widening the scope of research opportunities and funding options available to the teachers and students of the college.

- To identify and establish linkages including MOU s for long term relationships with industry bodies and individual companies for creating opportunities for teachers and students of the college to involve themselves in real life research projects and obtaining sponsorships
- To identify and develop collaboration with national and international renowned researchers
- To encourage and facilitate the publication of the research work/projects in reputed academic journals
- To encourage and facilitate the presentation/communication of the research work/projects as well as their findings and recommendations through academic events such as workshops/seminars/guest lectures or the media
- To compile data on all the research work/projects undertaken by the teachers and students in to a database for easy monitoring and analysis of the progress being made by them from year to year
- To provide a mechanism for ensure that academic staff attain the desired mix of teaching, research and consultancy outputs so as to achieve the level stated in the College mission;
- To draw up and adopt a research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research
- To prepare and implement a research quality assurance mechanism for ensuring that all research activities of the college conform to standard quality specifications
- To develop, prescribe and administer rules and procedures to ensure the compliance of all researchers to the research quality assurance framework, the research code and all the applicable rules and regulations.

Research Policy Implementation Mechanism

The Research Cell of the college shall be responsible for implementing this research policy of the college by working closely with the college management. The specific roles and functions of the research cell will be as follows

1. Provide research facilities in terms of laboratory equipment, research journals and research incentives etc. required by the faculty.
2. Encourage and promote a research culture (eg. opportunities for attending conferences, research workshops etc.).
3. The cell will conduct meetings with the faculty members involved in research for weekly/ fortnightly for progress in research
4. Encourage the faculty to undertake research by collaborating with other research organisations/ industry.
5. Create suitable procedures for giving due recognition for guiding research.
6. Facilitate the establishment of specific research units/ centres by funding agencies / college.
7. Organise workshops/ training programmes/ sensitisation programmes are conducted by the institution to promote a research culture on campus.
8. Invite industry to use the research facilities of the college and sponsor research projects.
9. Approach National and international organisations such as UGC, ICSSR, AICTE,DST to fund major and minor research projects undertaken by the faculty / students
10. Make efforts to improve the availability of research infrastructure requirements to facilitate research.
11. Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
12. Facilitate Interdepartmental / interdisciplinary research projects.
13. Institute research awards.
14. Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
15. Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.

16. Create and maintain a database of research work and research projects undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, etc.
17. Publicise the research expertise and consultancy capabilities available in the college.
18. Facilitate the provision consultancy services to industries / Government / Non- Government organizations / community/ public.
19. Prepare Rules & Guidelines for Grant of Research related leave and other remissions
20. Prepare Guidelines for design and evaluation of curriculum oriented research projects

Copyright Policy

The college has a general policy that the copyright remains with creator of the work unless it is a case of institutional work i.e. it is created over years and number of faculty or students are part of the research work and college equipments and assets are used for the work, funded by the college or it is created at the direction of the college for a specific purpose, the college will retain its ownership.

Guidelines for Grant of Research related leave

Research leaves are an investment by the College in the faculty. Research leaves are granted for the purpose of facilitating scholarly research, study, or other creative activity.
For the purposes of this policy and procedure 'research leave', 'study leave' and 'sabbatical' are equivalent terms. Research leave is defined as leave to enable academic staff to pursue research free from teaching and administrative duties.

In considering applications for research leave the following principles will apply:

- Applications for research leave should outline a clear and achievable research plan with a timeline and clear specific outcomes in terms of internationally-excellent publications and/or externally funded research projects.
- Previous research leave outcomes will be taken into account.
- The extent to which applicants have contributed positively to the teaching and administrative demands of the department will be taken into account.
- Research leave should not be approved where the individual has failed to carry out reasonable teaching duties when requested, or to comply with annual monitoring of research.
- Research leave should not be approved if the applicant intends use the leave to teach at another institution.
- Research leave will be granted after due consideration of workloads including teaching responsibilities with the aim of minimising disruption to teaching programmes. Balancing research leave, teaching and other activities will be achieved through discussion and agreement with the relevant Head of Department.
- A maximum of 2 FDP/workshop for enhancement of research aptitude may be granted per faculty per year.
- Within 30 days after return from a leave, faculty members must submit a report to their dean/ Head of Department

Guidelines for design and evaluation of curriculum oriented research projects

Research projects undertaken by students during the various programs should be in line with the latest requirement of the industry.

A project should conform to the following standards:

- Utility: It must be useful and serve the practical and strategic information needs of the intended users for decision-making purposes, these may range from assessing programme performance to allocating resources, etc.
- Feasibility: Be realistic and practical. Given the scarcity of resources, the project should make the best use of existing data collection systems. However, if new data collection systems are involved, resources (cost and technical capacity) must carefully be considered.
- Ethically sound: Abide by ethical principles with regard to those involved in and affected by the project outcomes.
- Accuracy: Provide technically accurate and useful information for decision-making and programme improvement.

MANAGEMENT EDUCATION AND RESEARCH INSTITUTE
52-55,INSTITUTIONAL AREA, (OPP D BLOCK) JANAK PURI, NEW DELHI

Ref: MERI/Governing Body Meeting-1   DATE: 15.03.2020

MINUTES OF THE MEETING OF THE GOVERNING BODY OF THE
MANAGEMENT EDUCATION & RESEARCH INSTITUTE(MERI) HELD ON
15-03-2020 AT 11AM IN THE INSTITUTE PREMISES

The meeting of the members of the Governing Body of the Management Education &
Research Institute (MERI) was held on 25-03-2020 at 11am in the institute premises.
The following members of the Governing Body attended the meeting:

1. Sh.I.P.Aggarwal,Chairman

2. Sh.O.P.Goel, Member

3. Ms. Ritu Aggarwal, MCA Coordinator, Member

4. Prof.(Dr.) Deepshikha Kalra, Dean (Management), Member

5. Sh Lalit Aggarwal, Director, Member-Secretary

AGENDA

Point No. 1- Minutes of the last meeting held were read and confirmed

Point No.2- Actions taken on the minutes of the meeting held on were discussed and
appreciated by the members.

Point No. 3- The report of the institute for the FY 2019-2020 was presented by the
director.

Point No. 4- The members unanimously approved that the institute should apply for more courses, preferable undergraduate courses. The members appreciated that the infrastructure of the institute is now in a position to accommodate additional students admitted through these courses.

Point No. 5- among other items the status of the progress in NAAC content evaluation was given to the board and members appreciated the same.

The meeting ended with Thanks to the Chair.

MANAGEMENT EDUCATION & RESEARCH INSTITUTE
53-54, Institutional Area, Opp D Block, Janak Puri, New Delhi-110058.

Ref : Meri/Governing Body Meeting-I

Dated – 01.04,2017

MINUTES OF THE MEETING OF THE GOVERNING BODY OF THE MANAGEMENT EDUCATION & RESEARCH INSTITUTE (MERI) HELD ON 27.03.2017 AT 11.00 AM IN THE INSTITUTE PREMISES

A meeting of the members of the Governing Body of the Management Education & Research Institute (MERI) was held on 27.03.2017 at 11.00 AM in the Institute premises. The following members of the Governing Body attended the meeting:

1. Sh I.P.Aggarwal, Chairman
2. Sh . K B Gupta , Secretary

3. Sh. SK . Aggarwal,Treasurer
4. Sh. R K Gupta, Member
5. Sh. O P Goel, Member
6. Sh. K L Sobti, Member
7. Sh. R G Kapur, Member
8. Sh Lalit Aggarwal, Director, Member-Secretary

AGENDA

Point No. 1 – Minutes of the last meeting were read and confirmed.

Point No. 2 – The Director informed the members about the placement efforts made for student of MBA, MCA & PGDM. It was noted that generally the final placement were quite satisfactory. Some members suggested that efforts should be made further improvement with a higher package.

Point No. 3 – The budget for 2016-17 was discussed and got approved . The Director presented the budget for 2016-17. The members had been satisfied that the increase in the forecast was necessary in the current economic climate .The board resolved to adopt the budget for the year.

Items	Budgeted amount for CFY
	6251707

Library	237785
Computer lab/Internet	347103
Purchase of legal software for upgradation	24444
Placement Activities	835038
Misc	52537043

Point No. 4. - Under any other items the Director informed the members about the progress of new infrastructure creation .

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

ALIT AGGARWAL
Member-Secretary

MANAGEMENT EDUCATION & RESEARCH INSTITUTE
53-54, INSTITUTIONAL AREA, (OPP D BLOCK) JANAK PURI, NEW DELHI

Ref : Registrar/Governing Body/Agenda   Dated : 16.02.2017

MEETING NOTICE

A meeting of the members of the Governing Body Committee of the Management Education & Research Institute (MERI) will be held on 25.03.2017 at 11.00 A.M. in the Institute premises to consider the following Agenda :

AGENDA

1. To confirm the minutes of the last meeting held on 27.08.2016.

2. To discuss the development of the Institute.

3. To consider and approve the budget proposal for the academic year 2017-18.

4. Any other item with the permission of the chair.

All the members of the Governing Body Committee are requested to make it convenient to attend the meeting on stipulated date & time.

Lalit Aggarwal
Member-Secretary

Guidelines For Governing Council Meeting

1. Governing Council should have about 11 members with following break up:-

   i) **Chairperson** : Chairperson of the society running the college

   ii) **Vice Chairperson (Optional)** : Office bearer / member of Society who would chair the meeting in the absence of Chairman

   iii) **Internal Members (3/4 Nos):** From the Society

   iv) **Educationalists / Academician (2 Nos)** : External Experts , May be working / Retired Professor / Directors/ VC's etc

   v) **Member Industrialist (1 Nos)** : External Experts, may be working

   vi) **Corporate Member (1 Nos):** External Experts, may be working, Executive from Industry

   vii) **Person associated with Social Science / Environment** : May be head of Rotary / Lion/ Jaycess Club etc

   viii) **Member Secretary :** Director Principal

2. Governing Body normally must meet at least twice in each year. For every meeting there should be structured agenda, records of attendance, minutes of meeting duly approved by the chairman and circulated to all members.

3. Agenda Items of Governing Body meeting should be numbered as X . Y where X is no of meetings and Y is S.no of agenda item of that meeting.

4. Each Agenda must have the following items:

   X.1 To Consider the confirmation of the minutes of the (X – 1)th Meeting.

   X.2 To note the Action Taken Report on the minutes of the (X – 1)th Meeting.

Sunrise Technical Education Promotional Society ©

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Sunrise Technical Education Promotional Society ©

NOTICE

- This is to inform all concerned that the body of governance will convene its half yearly review meeting on 10th June 2015.

- Agenda items of this meeting are:

~ X.1 To consider the confirmation of the minutes of the meeting held on 2nd December 2014.

~ X.2 To take a note of the actions taken on the minutes of the meeting held on 2nd December 2014.

~ X.3 To consider and decide upon the budget for the financial year 2015-16.

~ X.4 To review the budget and expenditure up to (December 2014 to May 2015) for the financial year 2014-2015.

~ X.5 To take a review of the performance of the institution in terms of:

A) Curriculum status

B) Academic results

C) Appointments

D Financial powers of the respective HODs of each department

E) Infrastructural changes

F) Major policies formulated during the session

X.3 To Consider the Budget for the financial year_____ or To review the Budget and Expenditure up to (_____date_____) for the financial year_____.

X.4 To review the academic performance of the college

    a) Admissions
    b) Academic Results
    c) Placement
    d) R & D Activities
    e) Extra Curricular and Co- Curricular Activities
    f) Creation of Infrastructure after last meeting.
    g) Recruitment of Faculty – persons joined and left
    h) Faculty Development / Staff Development
    i) Performance Appraisal of Faculty and staff
    j) Industry Institute Interaction
    k) Any other

X.5 Assorted agenda items

5. Each major policy decision like additional courses, increase in intake in existing courses, adding major infrastructure, creation of posts, various Rules / Regulations / Bye laws. Etc should have the approval of Governing Body.

6. Chairman may be authorized by Governing Body through a resolution to take decisions on its behalf subject to the ralification by Governing Body at the time of next meeting.

7. Principal must take for approval of Chairpersons for all policy decisions which are beyond his/her competency.

) Feed backs from students

) Feed back from faculty

Feed back on activities conducted during session

Feedback of placements

) Co-circular activities conducted during the session

) Separations from the organization

I) Status and progress of the international collaborations

) Status of NBA accredation

.6 Assorted agenda items, for which prior approval from the board has been taken.

For seeking approval for major policy decisions such as additional courses to be taken, increase in intake for existing courses, major infrastructural modifications, creation of additional posts, amendment rules/regulations/Bye Laws etc.

Decision of the Chairperson shall be considered final on behalf of the governing body.

NUTES OF THE MEETING HELD ON 10TH JUNE 2015 AT 11:30 AM, IN STITUTE PREMISES

e meeting was presided over by the chair person_____

2. Sh . K B Gupta , Secretary

3. Sh. SK . Aggarwal, Treasurer
4. Sh. R K Gupta, Member
5. Sh. O P Goel, Member
6. Sh. K L Sobti, Member
7. Sh. R G Kapur, Member
8. Sh Lalit   Aggarwal, Director, Member-Secretary

THE FOLLOWING AGENDA WERE DISCUSSED DURING THE MEETING

- X.1 The minutes of the meeting held on 2nd December 2014 were read and confirmed.

- X.2 Actions taken on the minutes of the meeting held on 2nd December 2014 were discussed and appreciated by the members.

- X.3 The budget for 2015-16 was discussed and got approved . The Director presented the budget for 2015-16. The members were convinced that the current scenario demands special focus on certain key result areas and the board resolved to adopt the budget for the year 2015-16, as follows

Items	Budgeted amount for CFY
Office expense	6251707
Library	237785
Computer lab/Internet	347103
Purchase of legal software for upgradation	24444
Placement Activities	835038
Misc	52537043

- X.4 Review of the budget and expenditure up to (December 2014 to May 2015) for the financial year 2014-2015.

Items	Budgeted amount for Dec'14-May'15	Expenditure
Office expense		
Library		
Computer lab/Internet		
Purchase of legal software for upgradation		
Placement Activities		
Misc		

- X.5 A review of the performance of the institution in terms of the following aspects was done and proposal for the next academic session was done during the meeting:

A) It was observed that curriculum was being followed and completion deadline was adhered to, by the respective departments and faculties therein. The members proposed that the same should be continued.

B) Academic result of MCA & MBA for the last semester was quiet satisfactory, pass percentage in MCA was found to be 95% and in MBA it was 98%. Focus should be on further improvement of results for MCA

C) 4 new appointments: 2 as associate professor in management and 2 as assistant professor in management were appointed.

D Each HOD was given financial independence to take decisions on contingent and pertinent issues, requiring an expenditure amount of ? _____

E) The members were unanimous on the requirement of improvement in the infra structure, in the wake of future application for new courses.

F) Policies related to dealing with discrepant students, students failing stipulated attendance norms and students failing discipline rules of the college were proposed, discussed and confirmed by the members of the governing body.

G) Student feedback was discussed and appreciated by the members as it was found to be quiet high on satisfaction scale.

H) Faculty feedback was also discussed and appreciated by the members as it was found that job satisfaction level among faculties was high.

I) Academic and other extra-curricular activities conducted during the session, were discussed during the meeting and the members decided to increase the number of extra-curricular activities such as CSR club activities, e-cell activities, Literary club should be formed and associated activities should be conducted, sports activities should be increased. Academic activities : Seminars and the international conference conducted during the current session, were found to be up to the satisfaction of the members.

J) The members were highly satisfied with the placements. In MBA the placements were 100% and in MCA the placement was 95%.

K) The members appreciated the Co-circular activities such as Freshers Party, farewell party, teachers day celebration, during the session. They promoted the ncrease in number of such activities.

L) Two faculty members had go for a sabbatical due to maternity reasons and the management accepted this temporary separation. The members of the governing body appreciated this gesture of the management.

M) International collaborations are well in place, apart from the on-going student exchange program with french universities. The members appreciated it and advised for more such collaborations

N) It was decided by the members that application for NBA accredation should be iled by the institute.

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

LALIT AGGARWAL
Member-Secretary

MANAGEMENT EDUCATION & RESEARCH INSTITUTE

GENERAL AND LEAVE RULES

3rd January, 2022

COMMENCEMENT AND APPLICATION:

1. These rules shall come in force with immediate effect.

2. These rules shall apply to all full time employees (hereinafter referred to as employees) of the Management Education & Research Institute.

HOURS OF WORK

3. The Institute works from Monday to Saturday. The normal hours of work are as follows:-

   (a) Faculty Members   -   9:00 A.M. - 5:00 PM
   (b) Administrative Staff and Clerical Staff   -   9:00 A.M. - 5:30 P.M
   (c) Library & other supporting staff   -   9:00 AM. - 6:00 PM.

4. Any employee may be required to work outside working hours or on Sundays/holidays, if the exigencies of work so demand. If duty is performed on a Sunday/holiday, a compensatory holiday in lieu thereof can be availed of with permission of Vice President.

5. (a) Every employee should strictly observe the prescribed timings. He/She will be in his/her seat and start work by the opening hour, will not overstay lunch, and will not leave the Institute before the closing hours.

   (b) It is also expected that all faculty will start the class punctually on time as mentioned in the time-table, and will not leave the class before time to avoid disturbing the other classes

6. If the employee is delayed or wants to leave early on any day, in case of exigency he/she would inform and/or obtain prior permission from VP/CFO/DEAN/HOD.

ATTENDANCE

7. Every employee will, on arrival, enter in ink clearly the time of his/her arrival and put his/her initials & punch the biometric, Similarly while leaving office, every employee will record the time of his/her departure along with his/her initials in

the space against his/her name in the relevant column of the attendance register. The attendance register will be maintained under the supervision of Dean.

8. The following abbreviations will be used in the attendance register to denote the reasons of non-attendance:-

    (a)   C.H. -   Compensatory holiday in lieu of attendance on a Sunday/holiday

    (b)   C.L. -   Casual Leave

    (c)   E.L. -   Earned Leave

    (d)   A -   Absent without permission (this entry may be substituted by the appropriate abbreviation when leave of any kind is sanctioned)

    (e)   R.H. -   Restricted Holiday

HOLIDAYS AND RESTRICTED HOLIDAYS

9. A list of holidays and restricted holidays during a calendar year will be circulated at the beginning of the year.

CASUAL LEAVE

10. Casual leave is a concession allowed to an employee to enable him/her to attend to urgent private matters. It cannot be claimed as of right and it may be refused in case of exigencies of work.

11. An employee will be allowed one day's casual leave for each completed month of service. If the employee joins sometime during a month, the admissibility of casual leave will be computed from the month following the month of joining.

12. An employee can be allowed casual leave only to the extent it has accrued to him/her. In exceptional circumstances, Vice President may allow casual leave beyond its accrual, provided on return from leave the employee puts in requisite months of service to wipe out the excess drawal of casual leave. In case the employee quits service or his/her services are terminated before he/she has been able to wipe the excess drawal of casual leave, the excess day(s) salary will be recovered from his/her pay.

13. Applications for the grant of casual leave should be submitted to VP/CFO/DEAN/HOD as far in advance as possible, except when a person is prevented from attending office due to sickness or other unavoidable circumstances. The HOD & PCs be informed additionally to enable him/her to coordinate the class lectures accordingly (in case of academic staff). In cases

where sanction of casual leave cannot be obtained in advance, HOD should be informed immediately and his/her permission obtained. Also, an application for the grant of casual leave should be submitted within two hours of joining duty on the day following the day of leave.

14. Sunday, restricted holiday or holiday can be prefixed or suffixed to casual leave. But such a day falling during the period of casual leave will not be treated as part of casual leave only up to 3 such cases in a year.

15. Unavailed portion of casual leave will be allowed to be accumulated till the end of the calendar year. All such portion of leave will be carry forward up to a maximum of 8 leave to the next Calendar year, only for the employees who are not allowed EL.

EARNED LEAVE

16. Earned leave cannot be claimed as of right, and it can be refused if the exigencies of work so require.

17. ' All faculty members are entitled to 30 days Earned leave per year after one year of completed service and approved by management. No such leave shall be allowed in probation period.

18. As per present rule, faculty members can take 15 days or more Earned leave during summer break & winter break. The balance, if any can be taken. In this case also, Earned Leave will be restricted maximum 5 days during a semester.

19. An employee will be allowed earned leave to the extent it has accrued to him/her, subject to a maximum of 15 days at a stretch. However, in exceptional circumstances, Vice President may allow leave beyond 15 days.

20. A Sunday, restricted holiday, or holiday preceding the day on which an employee's leave begins, or following the day on which his/her leave expires, will be allowed to be prefixed/suffixed to the leave. But such a day falling during the period of leave will be treated as part of the leave.

21. No earned leave will normally be permissible during the Academic Session when classes/examinations/admissions are being conducted. In special cases, it may be allowed subject to prior approval of the Management.

22. Application for the grant of earned leave should be submitted at least seven days in advance before the date of the commencement of leave. In case previous sanction cannot be obtained due to sudden illness or other unforeseen circumstances, management should be informed, permission obtained, and application for leave submitted immediately after joining duty on the day

following the day(s) of leave. Failure to do so, will result in treating the period of absence as without pay to twice the period of absence,

23. An employee who remains absent after the expiry of leave or otherwise will not be entitled to any salary for the period of absence beyond the sanctioned portion of leave. Prolonged unauthorized absence from duty may result in termination of the services of the employee.

24. Casual leave cannot be combined with Earned Leave.

25. No earned leave will accrue for the period treated as leave without pay.

26. Any outstation leave should be sanctioned in advance, failure to inform, shall result in the leave being treated as absent.

27. No short leave shall be allowed except in case of exigency. Any such period should be covered by the employee before the end of the month. Any unapproved short leave shall be treated as ½ day.

28. No leave of any kind shall be admissible during notice period even if there is a balance of leave remaining in the employee account, any leave taken during such period shall be deemed as absence.

AMENDMENTS TO RULES

29. These rules are subject to change from time to time by the Management.

Academic Responsibilities Of Faculties

S.No	Faculty Name	Academic Responsibilities
1	Prof. (Dr) Ritu Aggarwal	HOD Computer science Department & Head IT
2	Prof. (Dr) Tapash Dey	Head HR MERI Group Of Institutions
3	Prof. (Dr.) Nutan Bharti	HOD (JMC) & Head Digital Marketing (DM)Team, All Publications of MERI Group, Peace Education & Other Corporate
4	Prof. (Dr.) Manoj Kumar	Head Research Cell, Associate Editor MERI Journal of Mgt &IT, Coordinator IQAC & NAAC
6	Dr. Sumit Chauhan	Examination Head ,Head Sports Club , Website Maintainence & Incharge MQ admissions
7	Dr. Gurpreet Kaur Chhabra	Programme Coordinator MBA ,Head E-cell Tarkaash & Associate Editor MERI Journal Of Mgt & IT
8	Dr Rashmi Jha	Program Coordinator BCA (MDU) & Head Admissions
9	Ms. Swati Chawla	Programme Coordinator B.Com (H), Advisor DM team , Coordinator Fashion Club La Finora
10	Ms. Deepti Kapoor	Programme Coordinator BBA 3rd Year,Coordinator Literary Club & Incharge MBA Admissions
11	Dr. Shikha Gupta	Programme Coordinator BBA 1st Year,Coordinator Literary Club, Editor Marketing Insight & Incharge BBA Admissions, SPOC swayam
12	Ms. Monika Sharma	Class Coordinator MBA 2nd year & Coordinator Cultural Club
13	Mr Amit V Hans	Discipline Incharge, Coordinator CSR Club & floor manager 4th floor, Class Coordinator MBA 1st year
14	Ms. Sheela Narang Wadhwa	Class Coordinator BBA 1st - Sec A & 3rd - Sec A year , Member NAAC Team, DM Team, Floor Incharge of 1st Floor, Coordinator incubation Lecture Series, Editor HR Buzz
15	Dr. Neha Shivani	Class Coordinator BBA 1st Year Sec E & MBA MDU, Editor Economy Watch, Coordinator Theater Club Rangbhoomi & Responsible for Preparation and Collection Reports of all activities of Mgmt Dept
16	Ms Ankita Sharma	Class Coordinator BBA 1st - D, BBA 3rd - Sec B and , Coordinaator Music , Cultural Club , NAAC Team
17	Dr Meenakshi Kharb	Class Coordinator BBA 3rd - Sec C & D, ARIIA Portal, Member Theater club
18	Ms Lakshmi Kumari	Class Coordinator BCA 1st & 2nd , Coordinator Coding Club
19	Mr Ajay Jain	Program Coordinator B.Com(H), Member incubation and disciplinary committee, Coordinator Research Club, Finance Seminar
20	Dr Anil Grewal	Class Coordinator BBA 5th Year(MDU), Coordinator IIC & E-cell Tarkaash
21	Ms Jyoti Vashisht	Class Coordinator BBA 2nd Year Sec D & E, Coordinator Incubation PPT & other Material, Coordinator Invent kala
22	Ms. Preeti Verma	Class Coordinator BBA 2nd Year Sec D & Coordinator Music Club, Editor HR Buzz
23	Dr. Pooja Singh Negi	Class Coordinator BBA 1st - Sec BYear & 2nd Year Sec B and Coordinator Literary club, Research Club & Member of NAAC Team
24	Mr. Ishwar Singh	Class Coordinator BBA 3rd Year Sec A and Coordinator Examination, Finance Seminar
25	Ms. Shubhangini	Class Coordinator BBA 3rd Year Sec D and Coordinator Cultural Social Media Updates Club & Admission
26	Ms. Shweta Ahuja	Class Coordinator BBA 1st Sec C and BBA 2nd Year Sec C, Coordinator CSR club & examination
27	Ms Nivedita Sharma	Coordinator - Time Table, SPOC- Intern & Placements, Class Incharge BAJMC Sem 1 Sec B, Coordinator Cultural Club & Fashion
28	Mr Sachin Kumar	Production Team & DM Team, Support DM, Class Incharge BAJMC Sem 1 Sec A, Floor Incharge - 3rd Floor, Event Sound management Support
29	Ms Amanpreet Kaur	Programme Coordinator, Coordinator Studios, Admissions (BAJMC), Examinations,Publications, Class Incharge BAJMC Vth Sem Sec A, Club- Theatre, Floor Incharge - 3rd Floor
30	Mr Sorabh Kumar	Examinations, Admissions, Class Incharge BAJMC IIIrd Sem Sec A, Incharge Media Club, Floor Incharge Second Floor
31	Mr Rahul Kumar	Coordinator Publications, Support Admissions, Class Incharge BAJMC Sem V sec B, Club- Sports, SOP - CI
32	Mr Rakesh Kumar	Support- Intern & Placement, Publications, Class Incharge BAJMC Sem III Sec B, Club- Media,CSR, Floor Incharge Ground Floor & 1st Floor, SOP- Publications
33	Mr. K.K Sharma	Training & Placement Officer MBA & BBA
34	Mr. Mitesh Verma	Training & Placement Officer B.Tech & MCA & MCA (LE) & Admission Counsellor
35	Ms. Stuti Narula Markan	Coordinator PLI & fashion Club
36	Ms. Simmi Madaan	Coordinator B.Tech & Coding Club
38	Ms. Sarita Yadav	Coordinator BBA (MDU)& Theatre Club Rangbhoomi
39	Ms. Ruchika Lochab	Coordinator Precious Pixel Club
40	Mr. Pawan Kumar Jha	Class Coordinator BBA V Sem Sec E, Coordinator Precious Pixels Club
41	Dr. Aaqib Anwaar Butt	Coordinator Music Club, Member of NAAC Team

SL. NO.	CLUB	CLUB COORDINATORS
1	CSR CLUB	MS. SHEELA NARANG, MS SHWETA DR PRIYANKA MR. PAWAN KISHORE JHA Mr. Naresh Chandra
2	E-CELL & STARTUP HUB	DR. GURPREET KAUR DR. ANIL GREWAL DR. MEENAKSHI KHARB Ms. Shikha Garg
3	ZUMBA/MUSIC/BAND/DANCE	MS. PREETI VERMA MS. SIMMI MADAAN DR. RAJYASHREE Banerjee
4	SPORTS/FITNESS	DR. SUMIT CHAUHAN MR. ISHWAR SINGH MR. SANDEEP CHILLAR Mr. Subhash Kumar
5	LITERARY CLUB (SUKRITI) & MUN CLUB	MR. SALMAN DR. SHIKHA GUPTA DR. SIMRANJEET Ms Garima Nagpal
6	PRECIOUS PIXELS	MR. NARESH CHANDRA Ms.Surbhi Yadav & Dr Anand Nandwani
7	MEDIA CELL	MR SORABH AGGARWAL MS. SHIKHA GARG Shri Sadanand Pandey
8	FASHION VISTA	MS. SWATI CHAWLA MS. STUTI NARULA MS. CHAANDINI Ms. Shikha Garg
9	CULTURAL CLUB	MS. PREETI VERMA DR. SANGEETA MS. STUTI NARULA MR. AKHIL JAITELY DR. MONIKA SHARMA Dr. Banerjee, MS Mansi
10	THEATRE CLUB (RANGBHOOMI)	MS. AMANPREET KAUR DR. NEHA SHIVAN MS. SARITA YADAV Ms Amanpreet
11	RESEARCH CLUB	CMA AJAY JAIN DR. POOJA NEGI Dr. Sunil Das Mr Salman
12	CODING CLUB	MS. SIMMI MADAAN MR. ANUJ MR. SACHIN Mr. Manu Kowshal
13	NEOGEN CLUB(PLACEMENT	MR. MITESH VERMA MR. K K SHARMA MR. Deepak Gurung
14	INVENT KALA	DR. INDU SHARMA DR. LALITA Ms. Shalini Gope

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Chart Representing Decentralization of Governance

Director

HR

Dean

Head Of Departments(HODs)

Program Coordinators(Pcs)

Class Coordinators(CCs)

Class Representatives (CRs)