



SANTOSH

Deemed to be University
(Established u/s 3 of the UGC Act, 1956)

**THE MINUTES OF THE 46th MEETING OF THE BOARD OF
MANAGEMENT HELD ON 05.11.2019 AT 03.00 PM IN THE
CONFERENCE HALL, SANTOSH DEEMED TO BE UNIVERSITY,
GHAZIABAD, NCR DELHI**

-:0:-

The Members of the Board of Management who were present in the Meeting the Attendance list is attached in this regard.

At the outset, the Vice Chancellor Dr. Tripta S Bhagat, welcomed all the Members of the Board of Management.

The following Agenda Items were taken up for discussion:

ITEM: 1

**CONFIRMATION OF THE MINUTES OF 45th MEETING OF THE
BOARD OF MANAGEMENT HELD ON 03.08.2019 AT 11.00 AM**

The Minutes of the 45th meeting of the Board of Management held on 03.08.2019 were circulated to all Members of the Board of Management for their information and comments, if any. No comments were received; hence, the Minutes **were confirmed**.

ITEM: 2

**ACTION TAKEN ON THE MINUTES OF 45th MEETING OF THE
BOARD OF MANAGEMENT HELD ON 03.08.2019 AT 11.00 AM.**

The Action Taken on the Minutes of 45th Meeting of the Board of Management held on 03.08.2019 at 11.00 AM were circulated to all Members of the Board of Management for their information and

comments, if any. No comments were received; hence, the Minutes **were confirmed.**

ITEM: 3

TO CONSIDER THE MINUTES OF THE 36TH ACADEMIC COUNCIL MEETING HELD ON 31.10.2019 AT 03:00 PM.

The Members of the Board of Management considered in detailed the **recommendations / minutes** along with **AGENDA** of the Academic Council held on 31.10.2019 at 3.00 PM and **approved** the same as under as indicated against each items:-

A. THE DIRECTIONS OF THE DCI VIDE THEIR LETTER NO.DE-I/MISC.III/2018/10496 DATED 25.03.2019 REGARDING ISSUANCE OF NOC FOR DOING ONE YEAR PAID ROTATING INTERNSHIP PROGRAMME IN OTHER DENTAL COLLEGE

The Members of the Board of Management noted the directions of Dental Council of India vide their letter No.DE-I/MISC.III/2018/10496 dated 25.03.2019 regarding issuance of NOC for doing one year paid rotating internship programme in other dental college to the BDS Students. After detailed discussion and considering the **recommendations of the Academic Council** decided as under:-

“The Santosh Dental College & Hospital, Ghaziabad, NCR Delhi will follow the directions of the DCI regarding NOC to BDS students for one year Internship programme i.e. as under:-

“In order to make the provisions of one year paid Rotatory Internship Programme more simple, transparent, effective, fair, and to enable the student to timely complete their Internship, **decided that henceforth the student need not to be required any NOC from DCI for undergoing the Internship programme from other dental college.** Accordingly, from 1st of April, 2019, no such request for issuing NOC to the BDS student

for undergoing his/her one year paid Rotatory Internship Programme from other dental college shall be entertained by DCI.”

B. TO FINAL REVIEW REPORT OF INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON 28.02.2019, 15.05.2019 & 16.09.2019.

The Members of the Board of Management noted that the minutes of meetings of IQAC held on 28.02.2019, 15.05.2019 & 16.09.2019. After detailed discussion and considering the **recommendations of the Academic Council decided as under:-**

“The suggestions as observed by the IQAC during their above three meetings, **may be implemented**. The suggestions of the IQAC were as under:-

IQAC meeting 28.02.2019

“It was also suggested that the policies regarding Grievances, Ant ragging, Sexual harassment be looked into and any amendment needed be changed according to guidelines and be prepared and forwarded for approval to the BOM

Faculty development programs to be planned and workshops to be held to help improve quality of teachers and enhance academic progress.

For this enhancing the ICT facilities for teaching learning process was also recommended

In this regard value added programs were suggested which needed to be planned and worked upon by the curriculum members.

Emphasis was also discussed to enhance student guidance activities and hold carrier counseling programs giving students opportunities to work on their future prospects”

IQAC meeting 15.05.2019

“The coordinator laid emphasis on the need to have documentation of regular mentor mentee meetings and to work on a common proforma for each student. A committee of the same is to be made which will look into it and after approval make sure it is implemented.

The Dean research was requested to make sure that a workshop be conducted on writing of research grant and paper writing for faculty to help enhance and expand the area of research and thereby expand the publications from the faculty.

It was suggested that the new admission policy be revised and implemented according to the new guidelines received.

More extension activities drive was suggested and to encourage students to participate in them during internship and community postings. Projects can be initiated and students encouraged to submit proposals for the same.

Carrier enhancement programs to be initiated for students to guide them for their future prospects and employability, This would help and support the students and look into their future."

IQAC meeting 16.09.2019

"Research was another area that needs to be given priority for initiation of extra mural funding. Projects to be planned for research funding for faculty at the earliest to build on the research of the University. For this workshops to be conducted that would help faculty to look for areas that is feasible.

Setting up of skills to be taken on priority and a team to be given the responsibility to look into the planning and preparing for the skills lab. This would enhance the area of value added programs which could be planned and implemented

NAAC sponsored workshop to be applied for at the earliest and conducted for the university which would help enhance the quality practices in the university.

A proposal for Audits, Accreditations, ICT facilities also to be initiated at the earliest."

It was brought to the notice that according to guidelines there is a need to look into the program outcome attainment of students. This would require a program to be formed and submitted for approval and implementation.

The examination process for moderation was recommended by the members and the examination controller was informed of the change in the pattern to be looked if possible for improvement in the preparation of the examination pattern."

C. TO RE-CONSIDER THE MARKING SYSTEM FOR PG MEDICAL, PG DIPLOMA AND DENTAL COURSES FOR THEORY & PRACTICAL TO THAT OF PASS [MINIMUM 50% MARKS] OR FAIL – ISSUANCE OF MARK SHEET AFTER UNIVERSITY EXAMINATION.

The Members of the Board of Management **noted** the following:-

- ✓ The Academic Council and the Board of Management in its meeting held on 20.11.2012 and 02.02.2013 respectively decided as under after consideration MCI, DCI norms, Delhi University, AIIMS, New Delhi, Ch. Charan Singh University and PGI Chandigarh for conducting the University Examinations for MD/MS/MDS & PG Diploma there were following the system of Pass or Fail instead of marks system:-

“Each component i.e. PG Medical, Dental & PG Medical Diploma Courses of the examinations shall be evaluated by the Marking system and the **RESULT WILL BE RECORDED AND COMMUNICATED IN TERM OF PASS OR FAIL**. A student, in order to pass the examinations, must secure a minimum grade equivalent to not less than 50% marks in theory as well as in practical / clinical separately instead of marking system from April 2013 onwards”.

- ✓ The Delhi University & Ch. Charan Singh University have now started issuing the mark sheets system instead of only declaration of result as Pass or Fail. It is further stated that prior to February 2013, the Santosh Deemed to be University was also issuing the mark sheets to the postgraduate students for theory and practical examinations instead of pass or fail.
- ✓ It is further stated that the Dental Council of India vide their letter No.DE-87(3) M2-2019/4345 dated 02.09.2019 have also directed to issue the mark sheets for the first year university examination as well as final year for MDS university examinations.

The members of the Board of Management after detailed discussion and considering **the recommendations of the Academic Council approved** as under:-

“The mark sheets pattern of University Examinations of PG Medical, Dental & PG Medical Diploma Courses may also be started from April 2020 onwards i.e.

“Each component i.e. PG Medical, Dental & PG Medical Diploma Courses of the examinations shall be evaluated by the Marking system and the **RESULT WILL BE RECORDED AND COMMUNICATED BY ISSUANCE OF MARKS OBTAINED BY THE STUDENTS AS WELL AS IN TERM OF PASS OR FAIL.** A student, in order to pass the examinations, must secure a minimum grade equivalent to not less than 50% marks in theory as well as in practical / clinical separately from April 2020 onwards”.

D. COMPILATION OF MDS SYLLABUSES AND REGULATIONS IN ACCORDANCE WITH REVISED DCI MDS REGULATIONS VIDE THEIR LETTER NO.DE-87(3) M2-2019/4345 DATED 02.09.2019

The Members of the Board of Management **noted** earlier directions / amendments made by the DCI **2 times** and the decision of the Board of Studies, Academic Council & Board of Management May 2009 and July 2018 with regard to revision of MDS Syllabus and Regulations. After discussion and considering **the recommendations of the Academic Council approved** as under:-

1. “The revised and compiled MDS Syllabuses and Regulations [Enclosed] in accordance with the Revised/Superseded DCI MDS Regulations dated 02.09.2019 NO.DE-87(3) M2-2019/4345 dated 2.09.2019 viz. a viz. existing MDS Syllabuses and Regulations has been completed and the same may be printed and implemented from the Academic Year 2020-21 onwards.
2. To change the Examination Pattern **Part-I Paper – I** as proposed by the Dental College as under keeping in view of that when one External Examiner and one Internal Examiner are required to evaluate the answer scripts of 1st year MDS students then Viva Voce also may be conducted for 100 Marks so that students may be properly evaluated to qualify 1st year MDS Exam and the same may be implemented from the Academic Year 2020-21 onwards:-

Paper		Year of Study	Theory	Practical / Clinical	Viva Voce	Grand Total
Part- I	Paper – I	1 year	100	-	100	200

Note:-

Part I: There shall be one internal and one external examiner for three students appointed by the affiliating university for evaluating the answer scripts of the same speciality. However, the number of examiner/s may be increased with the corresponding increase in number of students.

3. Marks Qualifying For A Pass - Part – I

50% of marks in University Theory Examinations	50/100
50% of marks in University Viva-voce Examinations	50/100
50% of marks aggregate in Theory and Viva-voce Examinations [mandatory to a student to obtain 50% marks in theory 50% marks in practical / viva voce separately]"	100/200

E. TO CONSIDER THE EXAMINATION METHOD & POLICY OF SANTOSH DEEMED TO BE UNIVERSITY.

The Members of the Board of Management **noted** the earlier examination method & policy for UG, PG and Ph.D. Examinations. After **detailed discussion and considering the recommendation of the Academic Council**, it was decided that the consideration of this item **may be deferred**.

F. TO INSTITUTE MERIT SCHOLARSHIP FOR MBBS AND BDS STUDENTS OF 1ST YEAR TO FINAL YEAR WHO SECURED FIRST POSITION IN THE UNIVERSITY EXAMINATION

The Members of the Board of Management **noted** earlier decisions of the Board of Management dated 07.05.2016 regarding Guidelines for Institution of Medal & Prizes by the Santosh Deemed to be University. After detailed discussion and considering **the recommendations of the Academic Council approved** as under:-

"The Gold Medal and Certificate may be awarded to the best / topper of MBBS and BDS students in aggregate marks of all University Professional Examination by the Santosh University during the Annual Convocation. The criteria for the same will be as under:-

MBBS Students scholarship

1. Merit students scholarships may be awarded every year to the MBBS students of 1st Phase, 2nd Phase, 3rd Phase Part – I and 3rd Phase Part-II who secured first position [in Aggregate Marks] in the University examination for the duration of the above concerned Phase.
2. The amount of award may be Rs.500/- per month for the **duration of the concerned phase.**

BDS Students scholarship

1. Merit students scholarships may be awarded every year to the BDS students of 1st year, 2nd year, 3rd year and Final year who secured first position [in Aggregate Marks] in the University examination for the duration of the above concerned year.
2. The amount of award may be Rs.500/- per month for the duration of the concerned year.
3. In the case of **tie**, the Merit Scholarship will be awarded both students of concerned MBBS & BDS student for the concerned Phase / year.

G. TO CONSIDER TO START A CERTIFICATE COURSE IN "BASIC LIFE SUPPORT [BLS]" IN THE DEPARTMENT OF ANESTHESIOLOGY, SANTOSH MEDICAL COLLEGE & HOSPITAL, GHAZIABAD, NCR DELHI

The Members of the Board of Management **noted** earlier decision of Academic Council and Board of Management dated 30.04.2014 & 12.05.2014 respectively i.e.

a) TO START OBSERVERSHIP UP TO MAXIMUM 3 MONTHS AT A TIME FOR UG,PG AND PH.D STUDENTS AT SANTOSH MEDICAL / DENTAL COLLEGES & HOSPITALS

AND

b) TO START CLINICAL OBSERVERSHIP UP TO MAXIMUM 3 MONTHS AT A TIME IN THE DEPARTMENT OF PEDIATRICS, MEDICINE, OBSTETRICS & GYNECOLOGY AND OTHER DEPARTMENTS AT SANTOSH MEDICAL / DENTAL COLLEGES & HOSPITALS.

After **detailed discussion and considering the recommendation of the Academic Council** to start **Basic Life Support [BLS] certificate** course

in the department of Anesthesiology, the consideration of this item was **deferred** as recommended by Academic Council.

H. TO CONSIDER TO INSTITUTE THE ENDOWMENT MEDAL AND CERTIFICATE "MISS MEERA SETHI TRIPTA S BHAGAT" AWARD TO THE BEST POST GRADUATE OF SURGERY DEPARTMENT.

The Members of the Board of Management **noted** the earlier decisions of the Board of Management dated 04.05.2016 & 07.05.2016 with regard to institution of Endowment Medal and Certificate.

The member of Board of Management also noted that a sum of Rs.1,00,000/- vide Cheque No. 110917 dated 15.10.2019 has been deposited by Dr. Tripta S Bhagat for institution of "**ENDOWMENT MEDAL AND CERTIFICATE MISS MEERA SETHI TRIPTA S BHAGAT**" award to the Post Graduate student of Surgery department.

The members of the Board of Management considered the proposal to institute of Endowment Medal and Certificate "**ENDOWMENT MEDAL AND CERTIFICATE MISS MEERA SETHI TRIPTA S BHAGAT**" award to the best Post Graduate of Surgery Department and **recommendations of the Academic Council approved** as under:-

1. To Institute Medal and Certificate in the name of "**ENDOWMENT MEDAL AND CERTIFICATE MISS MEERA SETHI TRIPTA S BHAGAT**" award to the Post Graduate student of Surgery department.
2. The **guidelines for such** Endowment Medal and Certificate awards as **approved** earlier are as under:-
 - a. For Institution of Endowment Medal and Certificate awards, a minimum donation amount donated by the concerned person should not be less than Rs. 1,00,000/- as a one-time Endowment.
 - b. Before the Award, Medal and Certificate is named in the name of the faculty member / any other person should related to the Santosh Deemed to be University either he/she should have served at Santosh

Deemed to be University for a minimum period of 5 years **or** should be an outstanding carrier in his/her concerned field.

- c. A Bank account should be opened separately in the name of "Endowment Medal and Certificate of the Santosh Deemed to be University". The donated amount should be deposited in that account and the interest accrued on the fixed deposit amount after one year, all expenses for Medal and Certificate should be incurred from that interest. There will be no financial obligations on the part of the Santosh Deemed to be University for the same.
- d. The decision for awarding the Endowment Medal and Certificates to the students concerned may be decided by the following members:-
- i. Vice Chancellor
Santosh Deemed to be
University, GZB, - Chairperson
 - ii. Dean, SMC&H, GZB. - Member
 - iii. Dean, SDC&H, GZB. - Member
 - iv. Dean – Research,
Santosh Deemed to be
University - Member
 - v. Controller of Examinations,
Santosh Deemed to be
University - Member
 - vi. A Senior most Professor,
SMC&H, GZB - Member
 - vii. Registrar
Santosh Deemed to be
University, GZB. - Member
Secretary
- e. The module of the Medal and Certificate should be the same as per Gold Medal Awarded by the Santosh Deemed to be University to the best / toper MBBS / BDS students in aggregate marks of all University Professional Examinations.

- f. The above guidelines will be made applicable mutatis and mutandis to other Endowment Medals and Certificates.”

I. TO CONSIDER THE REQUEST OF PH.D. STUDENTS OF 2013 BATCH FOR GRANT OF EXTENSION / MERCY CHANCE UPTO 31ST DECEMBER 2019.

The Members of the Board of Management **noted** the details of Ph.D. Students who have not submitted their thesis. After detailed discussion and considering **the recommendations of the Academic Council approved** as under:-

“The Extension / Mercy Chance may be granted for submission of Ph. D Final Thesis for the period as indicated against each candidate as under, as a special case, failing which they may be discontinued from the Ph. D Programme and subject to the condition that this may not be quoted as a precedent in future:-

S.No	Name of the Scholar	Extension granted by
1.	Mr. Chakradhar V September – 2013 Anatomy	31.12.2019
2.	Dr. Swarajya Singh September-2013 TB & Chest	31.12.2019
3.	Mr. Dhananjay Kumar Pandey September – 2013 Pharmacology	31.12.2019
4.	Mr. K.E. Sadanandan Unni September – 2013 Clinical Psychology [Psychiatry]	31.12.2019
5.	Mr. Manish Kumar Singh September – 2013 Microbiology	31.12.2019
6.	Mr. Munesh Kumar Sharma September – 2013 Microbiology	31.12.2019
7.	Ms. Monica September – 2013 Microbiology	31.12.2019
8.	Mr. Ajay Kumar September – 2013	31.12.2019

	Microbiology	
9.	Dr. S. Gokkulakrishnan September – 2013 Maxillofacial Surgery	31.12.2019
10.	Mr. Neerjesh September – 2013 Pharmacology	31.12.2019
11.	Mr. Abhishek Sharma September-2013 Physiology	29.02.2020
12.	Mr. Bipul Chandra Kalita January – 2013 Physiology	29.02.2020

J. TO CONSIDER THE RESEARCH POLICY – INTERNAL AND EXTERNAL GRANTS

The Members of the Board of Management **noted** that the existing Research Policy including intramural and extramural research grants. The members also noted the various suggestions submitted by the faculty members in this regard.

The members of the Board of Management deferred this item as the comments / suggestions yet to be submitted by some faculty members.

ITEM: 4

TO CONSIDER THE MINUTES OF THE 21ST FINANCE COMMITTEE MEETING HELD ON 01.11.2019 AT 03:00 PM.

The Members of the Board of Management considered in detail the **recommendations / minutes** along with **AGENDA** of the Finance Committee held on 01.11.2019 at 3.00 PM and **approved** the same.

ITEM: 5

TO CONSIDER THE MINUTES OF THE 11TH PLANNING AND MONITORING BOARD MEETING HELD ON 02.11.2019 AT 12:00 NOON.

The Members of the Board of Management considered in detail the **recommendations / minutes** along with **AGENDA** of the Planning & Monitoring Board held on 02.11.2019 at 12.00 Noon and **noted** the same as under as indicated against each items:-

A. CONSTRUCTION / RENOVATION WORK AT SANTOSH HOSPITAL

The Members of the Board of Management **NOTED** the following:-

It is stated that the Medical Superintendent, Santosh Medical College & Hospital has informed that the construction / renovation work at **Santosh Hospital** is being done as follows: -

- 3rd Floor construction work under progress
- 4th Floor construction work under progress
- Basement floor construction work [Proposed]
- 7th Floor construction work [Proposed]
- First floor and second floor court yards roofing work [Proposed]
- Ramp work [Proposed]
- Staircase work [Proposed]
- STP,ETP plants construction work started
- All Floors fire fighting work under progress
- External Faced work under progress
- Out side painting work almost completed
-

B. CONSTRUCTION / RENOVATION WORK AT SANTOSH MEDICAL COLLEGE.

The Members of the Board of Management **NOTED** the following:-

It is stated that the Dean, Santosh Medical College & Hospital has informed that the construction / renovation work at **Santosh Medical College** is being done as follows: -

- To construct the IQAC room.
- To construct the central research lab
- To started the LT,HT,and Transformer building
- To provide the street lighting in medical college road and dental college road.
- To start the out side painting work in medical college university building.
- To be started the construction work in main building front side and rear side.
- To rearrange the GF and First floor buildings
- To form the road all around the compus
- To reconstruct the main entrance in college university building
- To be started the facade in main building
- LT Theater's work under progress
- Maharaja hall interior construction work started
- Library side 3rd ,4 th floor construction work [Proposed]
- Main entrance arch work [Proposed]
- To start the landscaping work in main building
- To start the construction work in indoor and outdoor games

C. CONSTRUCTION / RENOVATION WORK AT SANTOSH DENTAL COLLEGE.

The Members of the Board of Management **NOTED** the following:-

It is stated that the Dean, Santosh Dental College & Hospital has informed that the construction / renovation work at **Santosh Dental College** is being done as follows: -

- Ground floor Ortho. department renovations work started
- First floor Pedo. department construction work under progress

- Second floor to change the service pipelines work [Proposed]
- Exterior facade work started

Er. Ravichandran informed that Girls Hostel is also under renovation work started.

The members of the Board of Management appreciated for the construction & renovation which is being done at Santosh Hospital, Santosh Medical College & Santosh Dental College.

The recommendation of the Planning & Monitoring Board with regard to the following [under any other item of the Planning Monitoring Board] also **noted** the following:-

The following was again informed by Vice Chancellor to the newly appointed Deans of Medical and Dental Colleges & Hospitals as under:-

- a) That the Academic activities in the Santosh Medical College may be submitted by the Dean yearly.
- b) That the Academic activities in the Santosh Dental College may be submitted by the Dean yearly.
- c) That the progress in the outreach programme and other newer clinics activities in the Santosh Hospital by the Medical Superintendent yearly.

ITEM NO: 6

APPOINTMENT OF VICE CHANCELLOR, SANTOSH DEEMED TO BE UNIVERSITY – DR. TRIPTA S BHAGAT, PROFESSOR OF SURGERY.

The Member of the Board of Management **noted** that Dr. Tripta S Bhagat was appointed by the Chancellor of Santosh Deemed to be University as Acting / Officiating Vice Chancellor of Santosh Deemed to be University, Ghaziabad, NCR Delhi w.e.f. 08.07.2019 afternoon for a period of 6 months on the usual existing terms and conditions. It is further stated the Board of Management in its meeting held on 03.08.2019 granted ex-post-facto approval and **approved** as under:-

"The members of the Board of Management considered and **granted ex-post-facto approval** for appointment of Dr. Tripta S Bhagat as Acting / Officiating Vice Chancellor of Santosh Deemed to be University, Ghaziabad, NCR Delhi for a period of six months w.e.f 08.07.2019 afternoon on the usual existing terms and conditions and **further decided** that during this period efforts should be made to complete the process for appointment of regular Vice Chancellor of Santosh Deemed to be University, Ghaziabad, NCR Delhi."

The members of the Board of Management also **noted** the following:-

1. That the post of Vice Chancellor was notified / advertised on 02.08.2019. The last date for receipt of application was 30th August 2019. **According to the University Grants Commission [UGC] Regulations, 20th February 2019**, one nominee of each is required from the Board of Management, the Chancellor of Santosh Deemed to be University and University Grants Commission for Search-cum-Selection Committee for the appointment to the post of Vice Chancellor.
2. Accordingly, Dr. S.V. Singh was nominated as a member of the Search-cum-Selection Committee by the Board of Management in its meeting held on 03.08.2019.
3. That a reference was made to the University Grants Commission for a UGC Nominee for the Search-cum-Selection Committee to the selection of Vice Chancellor of Santosh Deemed to be University, Ghaziabad, NCR Delhi. Dr. Prof. (Ms.) Saroj Chooramani Gopal, Former VC, King George Medical University, Lucknow, Distinguish Professor, Institute of Medical Sciences, Banaras Hindu University has been nominated by the UGC as a member of the Search-cum-Selection Committee vide their letter No.F.2-4/2018(CM) dated 16.08.2019.
4. That the meeting of the Search-cum Selection Committee held on 21.09.2019 and scrutinized the resumes of four candidates. The Committee unanimously recommended three names in alphabetically order. As per UGC Regulations 2019, the Chancellor of Santosh Deemed to be University after consideration all three names as recommended by the Search-Cum-Selection Committee, selected Dr. Tripta S Bhagat as Vice Chancellor of the Santosh Deemed to be University, Ghaziabad, NCR Delhi.
5. Accordingly, Dr. Tripta S Bhagat was appointed to the post of Vice

Chancellor, Santosh Deemed to be University, Ghaziabad, NCR Delhi vide Appointment letter No.SU/N/2019/1393 dated 23.09.2019 by the **Chancellor** of Santosh Deemed to be University for a period of 3 years from the date of joining the post of Vice Chancellor or till she attains the age of 70 years, whichever is earlier, on the usual existing terms and conditions.

6. After consideration the above, the members of the Board of Management **granted their ex-post-facto approval to the appointment of Dr. Tripta S Bhagat as Vice Chancellor** of Santosh Deemed to be University, Ghaziabad, NCR Delhi for a period of 3 years from the date of joining the post of Vice Chancellor or till she attains the age of 70 years, whichever is earlier, on the usual existing terms and conditions.

ITEM NO: 7

RE-CONSTITUTION OF VARIOUS COMMITTEES BOS, ACADEMIC COUNCIL, FINANCE COMMITTEE, PLANNING & MONITORING BOARD, ANTI-RAGGING, SEXUAL HARASSMENT, IQAC, ETHICS COMMITTEE, SCREENING COMMITTEE ETC.

The Members of the Board of Management **noted** the re-constitution of the various following Committees from to time relating to the status of Santosh Deemed to be University:-

- 1) Board of Studies
- 2) Academic Council
- 3) Finance Committee
- 4) Planning & Monitoring Board
- 5) Anti-Ragging
- 6) Sexual Harassment
- 7) IQAC
- 8) Ethics Committee
- 9) Screening Committee
- 10) Research Advisory Committee

- 11) Medical Education Unit
- 12) Sub Committee for MBBS Curriculum / Syllabus for Phase I & II
- 13) Examination Committee [UG & PG- Medical & Dental]
- 14) Moderation Committee
- 15) Selection Committee [Ph.D.]
- 16) Weeding Old Records Committee

ITEM NO: 8

TO CONSIDER THE ANNUAL QUALITY ASSURANCE REPORT [AQAR] FOR THE YEAR 2018-19 FOR ONLINE SUBMISSION TO THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL [NAAC].

The members of the Board of Management **noted** that Annual Quality Assurance Report [AQAR] for the year 2018-19 is required to be submitted online to the National Assessment and Accreditation Council [NAAC].

After detailed consideration the requisite compiled information with regard to Annual Quality Assurance Report [AQAR] for the year 2018-19 submitted by the **IQAC Cell, the same was approved for submission of online to the National Assessment and Accreditation Council [NAAC].**

ITEM NO: 9

LEAVE POLICY - SANTOSH DEEMED TO BE UNIVERSITY

The members of the Board of Management **noted** the existing **leave policy** of Santosh Deemed to be University, Ghaziabad, NCR Delhi, the existing leave policy of the Uttar Pradesh Government and Central Government of India. After detailed consideration it was decided that this item may be deferred for some more clarifications.

ITEM NO: 10

TO FRAME THE GRIEVANCE REDRESSAL POLICY OF SANTOSH DEEMED TO BE UNIVERSITY, GHAZIABAD, NCR DELHI.

The members of the Board of Management considered in detail the proposal for framing the Grievance Redressal Policy of Santosh Deemed to be University, and Approved as under:

1. OBJECTIVES:

- To formulate the policy to investigate and review complaints or grievances of students and faculties.
- To create awareness of availability of members for students and faculties to report grievances.
- To investigate the cause of grievances.
- To ensure effectual solution depending upon the gravity of the grievances.

2. INSTITUTIONAL GRIEVANCE REDRESSAL COMMITTEE (IGRC)

- Any complaints, may it be from students / Faculty members / Non-teaching staff, shall be referred to Institutional Grievance Redressal Committee ("IGRC") constituted by the Vice-Chancellor of the University, and the composition of the IGRC will be as under:
 - Dean of respective Institution shall be the Chairperson from which Grievance has been received;
 - Dean, Students Welfare shall be a Member;
 - One senior academician, other than the Chairperson, who shall be a Member;
 - One clinical psychologist, who shall be a Member;
 - Two student representatives [One UG level and One PG level] nominated by the Vice Chancellor as Special Invitees for grievance cases relating to students.
- The quorum of meetings, including the Chairperson, but excluding the special invitee, shall be at least three.
- The IGRC shall follow the principles of natural justice while deciding the grievances.

- The IGRC shall send the report and recommendations to the Vice Chancellor within a period of 15 (fifteen) working days from the date of receipt of the grievance.
- The IGRC shall provide a copy of the report to the aggrieved person.

3. UNIVERSITY GRIEVANCE REDRESSAL COMMITTEE

- The Vice-Chancellor of the University shall constitute such number of University Grievance Redressal Committees ("UGRC"), as may be required, to consider grievances unresolved by IGRC, and each UGRC may take up grievances arising from various institutions under its ambit. The UGRC shall be constituted by the Vice-Chancellor of the University consisting of the following:
 - Vice-Chancellor, who shall be the Chairperson;
 - Two Deans of the constituent colleges, who shall be Members;
 - A senior Professor of the University, who shall be Member;
 - Dean, Student Welfare or equivalent, who shall be a Member;
 - Two student representatives [One UG level and One PG level] nominated by the Vice-Chancellor, who shall be Special Invitees for grievance cases relating to students.
- The Chairperson, members of the committee and the special invitee shall have a term of two years
- The quorum of meetings, including the Chairperson, but excluding the special invitee, shall be at least three.
- The UGRC shall follow principles of natural justice while deciding the grievances of students.
- The UGRC shall send the report and recommendations to the Vice-Chancellor within a period of 15 (fifteen) working days from the date of receipt of grievance, or appeal or recommendations. The UGRC shall provide a copy of the report to the aggrieved person.
- Any person aggrieved by the decisions of the UGRC or IGRC may within a period of fifteen days prefer an appeal to the Ombudsperson.

4. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON

- The University shall appoint an Ombudsperson for redressal of grievances of students in accordance with the University Grants Commission (Redress of Grievances of Students) Regulations 2019.
- The Ombudsperson shall be a person not related to the University and who is a retired Vice-Chancellor / Registrar / Faculty member who has at least ten years of experience as Professor.
- The Ombudsperson shall not be in any conflict of interest with the University, either before or after his / her appointment.
- The Ombudsperson, or any member of his immediate family shall not:-
 - Hold or have held at any point in the past, any post, or employment in any office of profit in the University.
 - Have any significant relationship, including personal, family, professional or financial, with the University.
 - Hold any position in University whenever name called, in the administration or governance structure of the University.
- The Ombudsperson shall be a part time officer appointed for a period of three years from the date he / she assumes the office and may be reappointed for another one term in the same University with the approval of competent authority.
- The Ombudsperson shall be paid sitting fee per day as per the norms of the Institution Deemed to be University for hearing the cases, in addition to the reimbursement of conveyance.
- The Ombudsperson shall be removed on charges of proven misconduct or misbehavior or as defined under these regulations, by the concerned appointing authority i.e. the executive council of the University.

5. FUNCTIONS OF THE OMBUDSPERSON

- The Ombudsperson shall hear any appeal of an applicant for admission as student or student of University against the University / Constituent unit as the case may be, after the student

has availed all remedies available in such Institution for redressal of grievance such as IGRC / UGRC.

- No application for revaluation or remarking shall be considered / entertained by the Ombudsperson. However, the issues of malpractices in examination and evaluation processes may be referred to the Ombudsperson.
- The Ombudsperson may seek the assistance of any person as amicus curiae, for hearing complaints from the alleged discrimination.
- The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the student(s).

6. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSON AND GRIEVANCE REDRESSAL COMMITTEE

- The University shall have an online grievance receiving mechanism for students to submit their application for grievance redressal.
- On receipt of any complaint, the University shall refer the complaint to the appropriate Grievance Redressal Committee, as the case may be, along with comments within 15 days of the receipt of complaint.
- The Grievance Redressal Committee shall fix a date for hearing the complaint which shall be communicated to the University and the aggrieved person.
- Aggrieved person may appear in person or be represented by such person as may be authorized to present his/her case.
- The grievances not resolved at the appropriate Grievance Redressal Committee(s) shall be referred to the Ombudsperson.
- The Institution shall co-operate with the Ombudsperson for redressal of the grievances of the aggrieved and shall mark a copy of the case with conclusion to the Vice-Chancellor of the University.
- On the conclusion of the proceedings, the Ombudsperson shall pass such order, as the case may be, in redressal of grievances and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.

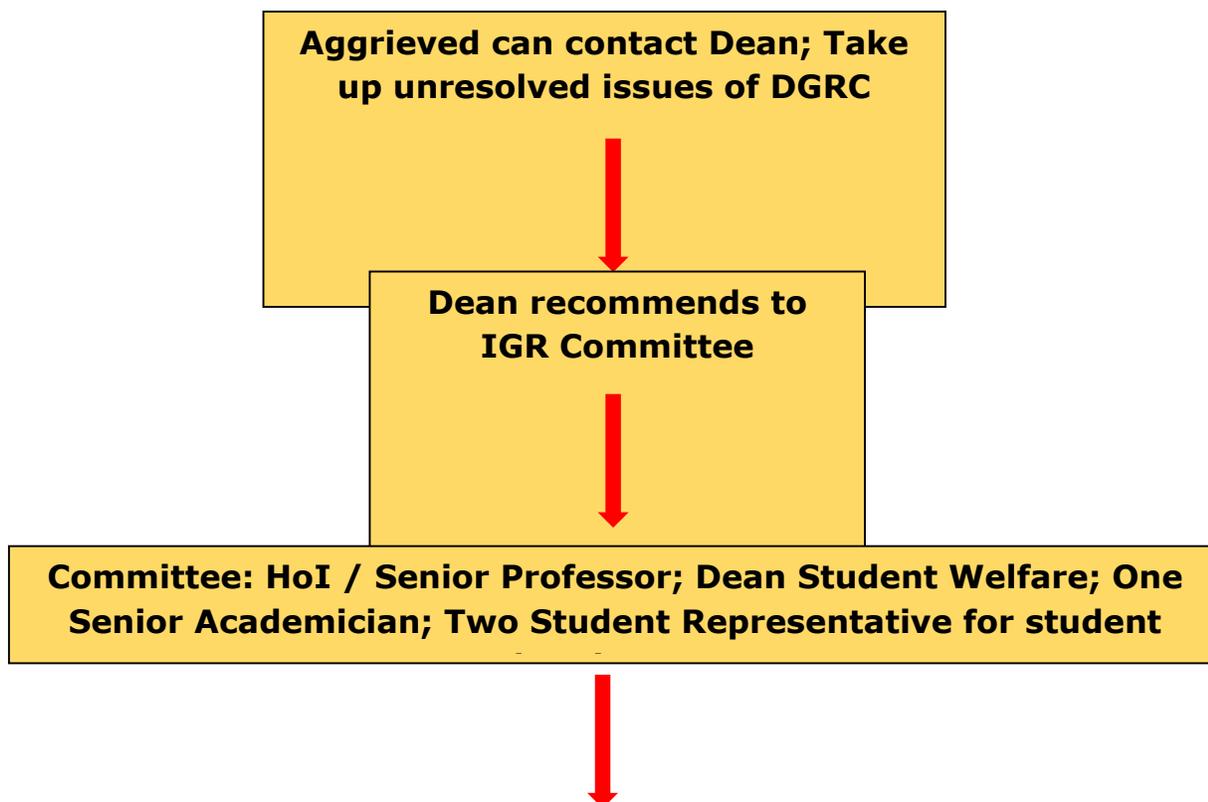
- Every order under the signature of the Ombudsperson shall be provided to the aggrieved person and the Institution and shall be placed on the website of the University.
- The University shall comply with the recommendations of the Ombudsperson. Any recommendations of Ombudsperson not complied with the Institution shall be reported by the Ombudsperson to the UGC.
- In case of false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.

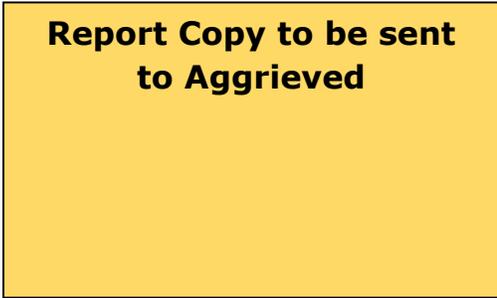
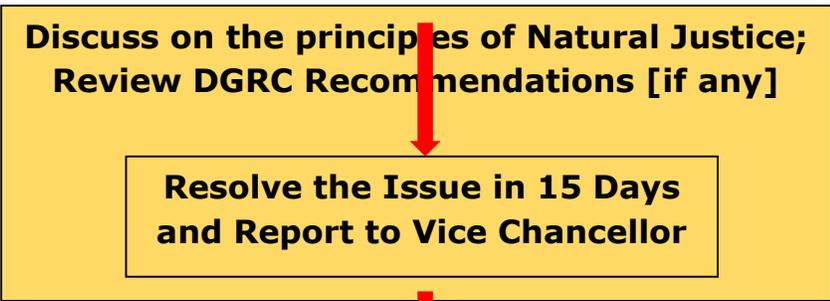
7. INFORMATION REGARDING OMBUDSPERSON GRIEVANCE REDRESSAL COMMITTEE

The University shall provide detailed information regarding provisions of Grievance Redressal Committee(s) and Ombudsperson on their website and in the prospectus.

8. STANDARD OPERATING PROCEDURE WILL BE AS UNDER:

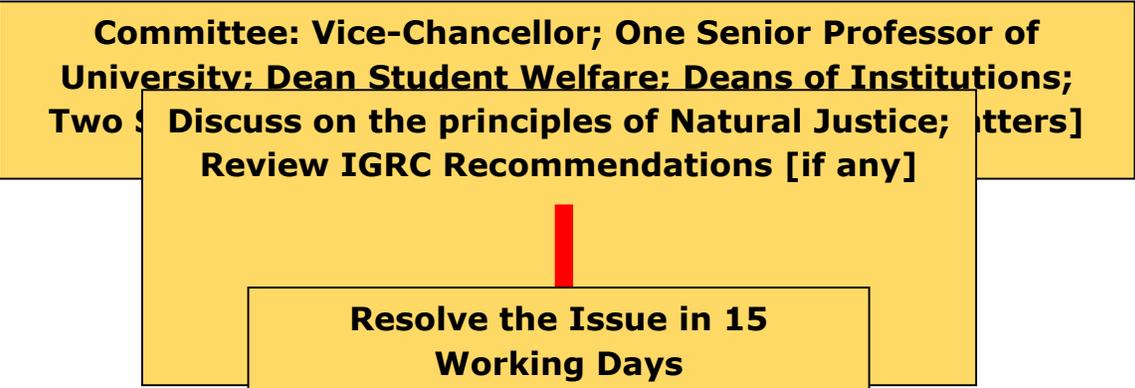
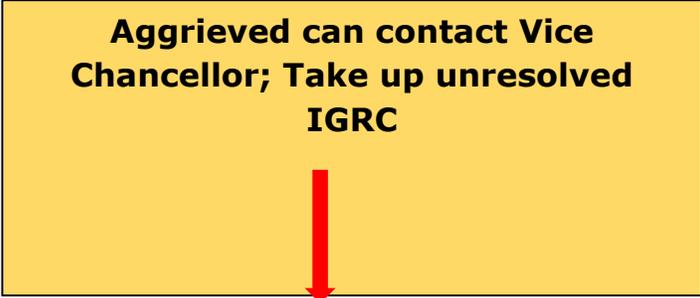
INSTITUTIONAL LEVEL GRIEVANCE REDRESSAL FLOWCHART





**UNIVERSITY
REDRESSAL**

**LEVEL GRIEVANCE
FLOWCHART**



**Report Copy to be sent
to Aggrieved**

APPEAL OF UGRC /
AGGRIEVED BY THE
UGRC / IGRC

IGRC
DECISIONS OF THE

**Aggrieved can contact Ombudsperson –
Appointed by the University [No COI]**

ITEM NO: 11

TO FRAME

**THE
GUIDELINES FOR THE INTERNAL COMPLAINTS COMMITTEE OF
SANTOSH DEEMED TO BE UNIVERSITY, GHAZIABAD, NCR DELHI.**

The members of Board of Management considered the proposal in detail for framing the Guidelines for Internal Complaints Committee of Santosh Deemed to be University, Ghaziabad, NCR Delhi, in accordance with the UGC Regulations dated 02.05.2016 and **Approved** as under:

1. RESPONSIBILITIES OF THE UNIVERSITY:

The University shall:

- 1.1 Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;
- 1.2 Publicly notify the provisions against sexual harassment and ensure their wide dissemination;
- 1.3 Organize training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures of Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the Commission, to

sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;

- 1.4 Act decisively against all gender based violence perpetrated against employees and students of all sexes recognizing the primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- 1.5 Publicly commit itself to a zero tolerance policy towards sexual harassment;
- 1.6 Reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- 1.7 Create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- 1.8 Include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the Institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment should be reconstituted as the ICC; Provided that in the latter case the University shall ensure that the constitution of such a body is required for ICC under these regulations. Provided further that such a body shall be bound by the provisions of these regulations;
- 1.9 Inform employees and students for the recourse available to them if they are victims of sexual harassment;
- 1.10 Organize regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc. with sensitivity;

- 1.11 Proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within HEIs or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the HEI;
- 1.12 Be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;
- 1.13 Treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;
- 1.14 Treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;
- 1.15 Ensure compliance with the provisions of these regulations, including appointment of ICC, within a period of sixty days from the date of publication of these regulations;
- 1.16 Monitor the timely submission of reports by the ICC;
- 1.17 Prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.

2. SUPPORTIVE MEASURES:

- 2.1. The rules, regulations or any such other instrument by which ICC shall function have to be updated and revised from time-to-time, as court judgements and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.
- 2.2. The Executive Authority of the University must mandatorily extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC, including office and building infrastructure (Computers, photocopiers, audio-video, equipment etc.), staff (typists, counseling and legal services) as, well as a sufficient allocation of financial resources.

- 2.3. Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially compounded by region, class, caste, sexual orientation, minority identity and by being differently abled. Enabling committees must be sensitive to such vulnerabilities and special needs.
- 2.4. Since research students and doctoral candidates are particularly vulnerable the HEIs must ensure that the guidelines for ethics for Research Supervision are put in place.
- 2.5. The University must conduct a regular and half yearly review of the efficacy and implementation of their anti-sexual harassment policy.
- 2.6. Orientation courses for administrators conducted in the university must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of the HEIs community.
- 2.7. Counselling services must be institutionalized in the HEIs and must have well trained full-time counselors.
- 2.8. Adequate lightning is a necessary aspect of infrastructure and maintenance
- 2.9. Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as part of conditions of appointment.
- 2.10. The University must ensure reliable public transport, especially within large campuses between different sections of the HET, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Lack of safety as well as harassment is exacerbated when employees and students cannot depend on safe public transport. Reliable transport may be considered by HEIs to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.
- 2.11. Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should

not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.

2.12. Adequate health facilities are equally mandatory for all HEIs. In the case of women this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.

2.13. Hostel wardens, Provosts, Principals, Vice-Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.

3. CONSTITUTION OF THE INTERNAL COMPLAINTS COMMITTEE (ICC)

The constitution of Internal Complaints Committee will be as under in accordance with the UGC Regulations:

- Chairperson – Senior Women Faculty member
- Two Faculty members with some experience in Social Work
- Two Non-teaching employee with some experience in Social Work
- Three students each at UG, PG & Ph.D. level if matter involved students
- One NGO member familiar with issues relating to sexual harassment nominated by the Executive Authority
- **The terms and conditions of the ICC will be as under:**
 - At least one half of the total members of the committee shall be women.
 - Persons in senior administrative positions of the University, like Vice-Chancellor, Registrar, Deans, Head of the Departments etc., **shall not be the members of ICCs** in order to ensure autonomy of their functioning.
 - The term of the office of the members of ICC shall be for a period of **Three years**. The University may employ a system whereby one third of members of the ICC may change every year.

Where the Chairperson or any members of the ICC:

- Contravenes the provision of section 2.3.13 of the Act [i.e. Hostel wardens, Provosts, Principals, Vice-Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary]; or
- He / she has been indulging in criminal act / convicted for an offence or an inquiry into an offence under any law for the time being in force, pending against him / her; or
- He / she has been found guilty in any disciplinary proceedings or disciplinary proceedings pending against him / her; or
- Has so abused in his position as to render his continuance in office prejudicial to the public interest.

Such officer, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provision of this section.

4. RESPONSIBILITIES OF INTERNAL COMPLAINTS COMMITTEE (ICC)

The ICC shall:

- 4.1 Provide mechanism of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need of purely punitive approaches lead to further resentment, alienation or violation;
- 4.2 Protect the safety of complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for transfer of the offender;
- 4.3 Ensure that the victims or witnesses are not victimized are discriminated against while dealing with complaints of sexual harassment; and
- 4.4 Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity;

- 4.5 Provide assistance if an employee or a student chooses to file a complaint with the police.

5. THE PROCESS OF MAKING COMPLAINT AND CONDUCTING INQUIRY:

The ICC shall comply with the procedure prescribed in these regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner. The Institution shall provide all necessary facilities to the ICC to conduct the Inquiry expeditiously and with required privacy.

6. PROCESS OF MAKING COMPLAINT OF SEXUAL HARASSMENT:

- 6.1 An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.
- 6.2 Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the ICC shall render all reasonable assistance to the person for making the complaint in writing;
- 6.3 Provided further that ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period."
- 6.4 Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

7. PROCESS OF CONDUCTING INQUIRY:

- 7.1 The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
- 7.2 Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of

documents, and names and addresses of witnesses within a period of ten days.

- 7.3 The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The Inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the University. Copy of the findings, or recommendations shall also be served on both parties to the complaint.
- 7.4 The Executive Authority of the Higher Education Institutions shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within the time by either party.
- 7.5 An appeal against the findings or recommendations of the ICC may be filed by either party before the Executive Authority of the University within a period of thirty days from the date of the recommendations.
- 7.6 If the Executive Authority of the University decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the University shall proceed only after considering the reply or hearing the aggrieved person.
- 7.7 The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made on the basis of conciliation. The University shall facilitate a conciliation process through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.
- 7.8 The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the Inquiry.

8. INTERIM REDRESSAL:

The University may:

- 8.1 Transfer the complainant or the respondent to another section or department to minimize the risks involved in the contact or interaction, if such a recommendation is made by the ICC;
- 8.2 Grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
- 8.3 Restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- 8.4 Ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;
- 8.5 Take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimization as a consequence of making a complaint of sexual harassment.

9. PUNISHMENT AND COMPENSATION:

- 9.1 Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the University, if the offender is an employee.
- 9.2 Where the respondent is a student, depending upon the severity of the offence, the University may:
- 9.3 Withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
- 9.4 Suspend or restrict entry into the campus for a specific period;
- 9.5 Expel and strike off name from the rolls of the Institution, including denial of readmission, if the offence so warrants;
- 9.6 Award reformatory punishments like mandatory counseling and, or, performance of community services.
- 9.7 The aggrieved person is entitled to the payment of compensation. The University shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of:

- Mental trauma, pain, suffering and distress caused to the aggrieved person;
- The loss of career opportunity due to the incident of sexual harassment;
- The medical expenses incurred by the victim of physical, psychiatric treatment;
- The income and status of the alleged perpetrator and victim; and
- The feasibility of such payment in lump sum or in installments.

10. ACTION AGAINST FRIVOLOUS COMPLAINT

To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicized within the University. If the ICC concludes that the allegations made were false, malicious, or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub regulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulations (2) of that regulation, if the complainant happens to be student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry,

in accordance with the procedure prescribed, conducted before any action is recommended.

ITEM NO: 12

TO FRAME THE RESOURCE MOBILIZATION POLICY OF SANTOSH DEEMED TO BE UNIVERSITY, GHAZIABAD, NCR DELHI.

The members of the Board of Management considered in detail the proposal for framing the Resource Mobilization Policy of Santosh Deemed to be University, and **noted and approved** as under:

1. BASE OF THE POLICY

As a trend across the globe that Universities of high repute have cultivated a culture of considerable funding of the financial needs through various Governmental and non-government resources including Alumni and Philanthropists. Therefore Higher education institutions, especially every university is required to have a policy that enhances academic activities and mobilizing resources for the better utilisation of possible streams of support towards the fulfilment of desired outcomes of the University. Also, the Resource mobilization policy focuses on achieving the goals of the University ensuring accountability and transparency, with the Board of Management coordinating and monitoring the optimal utilization of the funds generated by its resources.

2. OBJECTIVES OF THE POLICY

With the above guiding force, the following basic objectives are being framed:

- To motivate every unit of the University to mobilize resources by participation / contribution to society.
- To evolve a process for the participation of and for the society in University development
- To encourage and enhance the flow of resources coming from the society for university development
- To encourage faculty members to provide funds from consultancy
- To provide incentives to the Faculty members, involved in society and its developmental activities.

- To draw the parameters for optimum utilization of available resources, viz-a-viz with individual teaching departments, or the Research Units or Centrally with University Administration.

3. POLICY PARAMETERS

Any University require three types of resources like Financial Resources, Human Resources and Infrastructural Resources to operate in an efficient and effective manner in tandem with the Academic, Administrative and Research Departments of the University.

3.1 FINANCIAL RESOURCES

The promoters contributions and the Fees collected are the main source of funds. A part of the surplus funds are maintained as fixed deposits, which helps to take care of the financial urgencies of the University as a buffer. An earmarked corpus has also been allocated to incentivize & fuel the research activities of the University.

SOURCES OF FINANCIAL RESOURCES:

1. Students' Fee
2. Funds received from the Trust
3. Funds received from Alumni Donors / Corporate Partners
4. Funds received from Governmental / Non-Governmental Resources / Philanthropists.
5. Funds received from Consultancy Services of the teaching / administrative faculty
6. Funds received from Research through Governmental / Non-Governmental Resources
7. Funds received through various sources as a recognition of Extracurricular Activities.
8. Funds received through Clinical Trials / IPR / Commercialization of Patents

RESOURCE UTILIZATION:

- Funds are utilized for ensuring quality education through Seminars, Conferences, Workshops, Orientation / Refresher / Training Programmes and Research
- Budget utilized to meet out the day to day operational and administrative expenses
- Enhancement of Library and Information Resource Centre facilities by utilizing the allocated funds every year

- Utilization of funds for development and maintenance of Infrastructural facilities of the University.
- Allocation of funds for Institutional Social Responsibilities on conducting club activities and campaigns.
- Engaging the alumni in exploration of revenue generation for expansion plans and obtaining equipment sponsors.
- Utilization of resources for Research Equipment and Projects
- Allocation of Resources for Campaigns and Extension Activities
- Allocation of Resources for Extra-curriculum Activities like Sports and other events

3.2 HUMAN RESOURCE

Human Resource is another broad area where qualified individuals, as per the guidelines laid down by the Statutory Bodies are available. For the Administrative Positions of the University and other Supporting Staff, guidelines as stipulated by the UGC / Local Government are considered for Implementation.

APPOINTMENT OF TEACHING FACULTY

Appointment of Assistant Professors, Associate Professors and Professors as per the guidelines and directions as laid down by the Statutory Councils are considered and implemented. The vacancy positions shall be intimated by the respective departments, which are passed through the Academic Council and Board of Management of the University and then recruitment process are initiated.

SELECTION AND RECRUITMENT PROCESS FOR TEACHERS

As per the vacancies / sanctioned positions as approved by the BoM, the vacancy notifications are released through various Print / Social media. After the scrutinization processes, a selection committee is constituted and selected for the vacant positions, accordingly. The committee ensures that recruitment of best teachers is guaranteed on every recruitment processes such that the University shall utilize the expertise of the recruited teachers by means of Consultancy Services.

APPOINTMENT OF NON-TEACHING / TECHNICAL STAFF

The requirements of Non-Teaching / Technical Staff norms as laid down by the Statutory Councils and the requirements for effective functioning of the University are prepared and approved by the Board of Management for initiation of recruitment process.

SELECTION AND RECRUITMENT PROCESS FOR NON-TEACHING / TECHNICAL STAFF

As per the vacancies / sanctioned positions advertised in various media through HR Department, selection and recruitment processes are considered by the HR Department in association with the Personal Department of the University, and appointment orders are issued by the HR Section.

MOBILIZATION OF STUDENT RESOURCES

Students' admission forms the vital cash flow of any University budget that results in receiving the fee from them. The University is keen enough to fill all the seats of all courses offered towards approved intake by the Statutory Councils. The mobilization plan of students' resources are accordingly designed and implemented as follows:

QUALITY EDUCATION & WORLD CLASS INFRASTRUCTURE:

The University ensures that best teachers in all fields are available for offering Quality Education in World Class Infrastructure that is conducive for better outcome, as the University believes that students are the brand ambassadors for new admissions for the subsequent years.

ADVERTISEMENT:

The University spends certain percentage of amount annually as per the budget specified by the Admission team for effective Admission mobilization and establishing a brand value for the University.

GUIDANCE AND CAREER COUNSELLING:

The Counselling cell of the University indulges in mobilizing admissions with quality intake for the courses offered at the University, and the cell is being provided with various resources to meet out the execution.

3.3 INFRASTRUCTURAL RESOURCES:

Academic Infrastructure gives the impression for any University to be conducive for effective learning and better outcome. As Academic Infrastructure affects / influences directly the teaching learning and students' outcome, the University is conscious enough to give a calm,

clean and conducive environment. The University also strives to extend better academic facilities in embracing the latest technological and automated equipment. The academic assets are constantly upgraded by the University, to make the students enjoy the learning atmosphere offered by the University. A great deal of amount is also being spent on Maintenance of Academic Infrastructure as per the budget expenditure every year by the Maintenance Department.

Apart from the above, creation of various other additional support facilities for proper functioning of Academic programmes like Central Research Laboratory, Central Library, IT support with Wi-Fi Facilities etc. are considered for better knowledge and development of Research Attitude. This also helps in equip the student and the faculty members with latest advancement in the technological areas and serves as a support system for exploration of their capabilities – consequently leading to Consultancy Services. Incentivizing system is being followed by the University for the faculty members who have brought in external grants or extended consultancy services

Based on the Execution Plan the requirement of equipment & material resources are worked out by respective Departments in their respective Board of Studies and consolidated at university level by the Academic Council and Board of Management for execution of procurement process.

ITEM NO: 13

TO FRAME THE POLICY ON PROMOTION OF EQUITY OF SANTOSH DEEMED TO BE UNIVERSITY, GHAZIABAD, NCR DELHI.

The members of Board of Management considered the proposal in detail for framing the Policy on Promotion of Equity of Santosh Deemed to be University, Ghaziabad, NCR Delhi, as per UGC Regulations No. 14-3/2012(CPP-II) dated 17.12.2012 and 19.01.2013 and **Approved** the same as under:

1. OBJECTIVES

The University will take appropriate measures:

- 1.1. To formulate the policy to investigate and review complaints or grievances on provision of equity / discriminations of students and faculties.

- 1.2. To safeguard the interest of students without any prejudice to their caste, creed, religion, language, ethnicity, gender and disability.
- 1.3. To eliminate discrimination against or harassment of any student in all forms by prohibiting it and by providing for preventive and protective measures to facilitate its eradication and punishments for those who indulge in any form of discrimination or harassment.
- 1.4. To promote equality among students of all sections of the society.
- 1.5. To prohibit discrimination against students belonging to Schedules Castes / Schedules Tribes in admissions:
 - 1.5.1. by breach of the policy of reservation in admissions as may be applicable;
 - 1.5.2. in accepting applications for admission of such students;
 - 1.5.3. in the way in which an application is processed;
 - 1.5.4. in the arrangements made for, or the criteria used in, deciding who should be offered admission as a students;
 - 1.5.5. by withholding or refusing to return any document in the form of certificates of degree / diploma etc., deposited with the University by such a student for the purpose of seeking admission, with a view to inducing or compelling such a student to pay any fee or fees in respect of any course or programme of study which he / she does not intend to pursue.
 - 1.5.6. by demanding money in excess of the specified in the declared admission policy;
 - 1.5.7. by denying or limiting access to any benefit arising from such enrolment provided by the University;
 - 1.5.8. by treating unfavourably in any way in connection with the student's enrolment to a specific standard of class or area of study, training or instruction.
- 1.6. To prohibit all persons and authorities from harassing or victimizing any student:
 - 1.6.1. by announcing, verbally or otherwise, in the class, the names of the castes, tribes, religion or region of the students;
 - 1.6.2. by labeling students as reserved category in the class;
 - 1.6.3. by passing derogatory remarks indicating caste, social, regional, racial or religious background as reason of under-performance in the class;
 - 1.6.4. by allotting differential time to any student to meet faculty as compared to other students;

- 1.6.5. by keeping any student idle in the laboratory and not allowing him / her to work even if he / she is allowed to enter;
 - 1.6.6. by earmarking separate seats to any student or a group of students in the reading hall;
 - 1.6.7. by following differential treatment to any student regarding issue of books or journals, or magazines etc.;
 - 1.6.8. by treating any student or section of students separately in utilizing the sports facilities on the basis of their caste, creed, region or religion.
- 1.7. To prohibit discrimination in evaluation on the basis of caste, creed, religion, language, ethnicity, gender and disability:
- 1.7.1. by not properly evaluating and re-evaluating examination papers or such students and by giving them less marks;
 - 1.7.2. by delaying declaration of results of any student or section of students.
- 1.8. To prohibit discrimination against the students on the basis or caste, creed, religion, language, ethnicity, gender and disability:
- 1.8.1. by segregating such students from other in hostel or mess or reading room or common room or playground or canteen and any other student amenities including drinking water facilities, etc;
 - 1.8.2. by indulging in acts of ragging specifically targeting against students;
 - 1.8.3. by doing anything which disrupts or disturbs the regular activities of such students;
 - 1.8.4. by an act of financial extortion or forceful expenditure put on such students;
 - 1.8.5. by not allowing such students to participate in the cultural programmes or any sports events.
- 1.9. To promote equality among all sections of the students without prejudice to their belonging to any social group and for this purpose it shall establish an Equal Opportunity Cell and appoint an Anti-Discrimination Officer who shall not be below the rank of a Professor.
- 1.10. To prohibit discrimination against the students on the basis or caste, creed, religion, language, ethnicity, gender and disability:
- 1.10.1. by not giving full information about fellowships related matters;

- 1.10.2. by withholding or stopping the fellowships meant for students.
- 1.11. To prohibit any conduct by any person or group of persons in the University, whether by words spoken or written or by any act which has the effect of ragging on students.
- 1.12. To educate the educational fraternity and public and raise public awareness on the importance of equality and overcoming any form of caste based discrimination and harassment against students belonging to the marginalised sections.
- 1.13. To ensure the strict implementation of all constitutional provisions and protective measures in respect of students belonging to Schedules Castes / Schedules Tribes.
- 1.14. To ensure dissemination of information by uploading anti-discrimination measures and punishments for breach as well as general public awareness material on the University website.

2. PUNISHMENT

- 2.1. The University shall appoint an Anti-Discrimination Officer who shall be appointed by [the Vice Chancellor].
- 2.2. Whosoever commits any act of discrimination or harassment as specified in these regulations against any student or section or students, shall be dealt with through the following processes:
- 2.3. on receipt of a written complaint, the Anti-Discrimination Officer shall initiate follow-up action including preliminary fact finding inquiry, if he considers necessary;
- 2.4. on recommendation of the Anti-Discrimination Officer, the University shall take appropriate follow-up action;
- 2.5. upon the receipt of the report, in case of students, appropriate action shall be taken in accordance with the provisions or statutes or ordinances or regulations of the University or UGC regulations on ragging or any other regulations in force;
- 2.6. in case of teaching and non-teaching staff, the competent authority appropriate action shall be taken in accordance with the provisions or statutes or ordinances or regulations of the University or service rules as applicable to the employees of the University.
- 2.7. Punishment shall be commensurate with nature of the discrimination or harassment and may include.

- 2.8. The Anti-Discrimination Officer decide such complaints within a maximum period of 60 (sixty) days from the date of receipt or submission.

3. INFORMATION ABOUT THE COMPLAINT

- 3.1. A complaint about discrimination or harassment may be made in writing by the student or his parent irrespective of whether the discrimination or harassment is alleged to have taken place within or outside the University.
- 3.2. The complaint shall include sufficient details of the alleged act of discrimination or harassment.
- 3.3. The complaint shall be made to the Anti-Discrimination Officer for proper follow up.

4. APPEAL

- 4.1. Subject to provisions made by the University, any person aggrieved by an order made by the Anti-Discrimination Officer may prefer an appeal against such order within a period of 90 (ninety) days from the date of the order, to the [Vice Chancellor].
- 4.2. Provided that the [Vice Chancellor] may entertain an appeal after the expiry of the said period of 90 (ninety) days, if he / she is completely satisfied that the appellant had sufficient cause for not preferring the appeal within the period of 90 (ninety) days.

ITEM NO: 14

TO FRAME THE GUIDELINES FOR THE ENTREPRENEURSHIP CELL OF SANTOSH DEEMED TO BE UNIVERSITY, GHAZIABAD, NCR DELHI.

The members of Board of Management considered the proposal in detail for framing the Guidelines for the Entrepreneurship Cell of Santosh Deemed to be University, Ghaziabad, NCR Delhi, in accordance with the UGC letter dated 15.10.2018 and **Approved** as under:

1. PURPOSE OF ESTABLISHING THE CELL

- 1.1. A gap between the functioning of industry and academia is one of the greatest challenges impeding innovation, in the present times. An industry can remain competitive only if it regularly brings out innovative products to the market. For this to happen, it needs a

constant inflow of investment. However, due to their low financial bearing, most industries (primarily MSMEs) are not able to freely invest in R&D. This makes it imperative to introduce a set of Industry-specific R&D Schemes that work through public-private partnership, allowing the industry to request for financial assistance for a problem-statement that may be resolved utilizing academic expertise and infrastructure. This brings in the need for a mechanism that mediates this disconnect.

- 1.2. Healthy exchange of perspectives is vital to build an innovation ecosystem that is conversant with the demands and resources of both academia (universities) and industries. This may be achieved through schemes/other arrangements that temporarily *mobilize* university faculty members and industry personnel to work in each other's environments.
- 1.3. The credibility and promotion of a university teaching faculty is heavily skewed towards research publications, thereby offering little motivation for translational research. This makes it vital to introduce incentives that may encourage a faculty to engage in industry relevant innovative research. *Reforming the promotion criteria* to give more weightage to IP, technology transfers, industry linkages, etc. may spur a positive wave towards translational research. Additionally, performance-based awards (awarding peer recognition and monetary support), may be instituted, both at the level of scientists as well as institutes, to incentivize them.

2. OBJECTIVES OF E-CELL

The Objectives of the E-Cell are as under:

- 2.1. To create a vibrant local innovation ecosystem
- 2.2. Start-up supporting Mechanism in the University
- 2.3. Establish Function Ecosystem for Scouting Ideas and Pre-incubation of Ideas
- 2.4. Develop better Cognitive Ability for Technology Students

3. FUNCTIONS OF E-CELL

- 3.1. To conduct various innovation and entrepreneurship-related activities in time bound fashion.
- 3.2. Identify and reward innovations and share success stories.

- 3.3. Organize periodic Workshops / Seminars / Interactions with Entrepreneurs, Investors, Professionals and create a mentor pool of student innovators
- 3.4. Students / Faculty associated with the University will get exclusive opportunity to participate in various Innovation related initiatives and competitions organized by E-Cell
- 3.5. Network with peers and National entrepreneurship development organizations.
- 3.6. Create an Institution's Innovation portal to highlight Innovative projects carried out by the Institution's Faculty and Students
- 3.7. Organize hackathons, idea competition, mini-challenges etc. with the involvement of Industries.

4. CONSTITUTION OF THE E-CELL

The E-Cell of Santosh Deemed to be University shall comprise of the following ex-officio permanent members:

- Vice-Chancellor as the Chairperson
- Incubation Manager duly appointed by the University for the purpose
- Dean, Medical College
- Dean, Dental College
- Dean Academics
- Dean Research as the Member Secretary

5. DISCLAIMER

The University has the right to change / revise the Constitution of the E-Cell members. The University also has the right to appoint / re-appoint / Change / Terminate the Incubation Manager at any point of time.

The above proposal on framing the Guidelines of the E-Cell according to the UGC Regulations are placed before the Board of Management for their consideration and approval.

ITEM NO: 15

APPOINTMENT OF FULLTIME DIRECTOR OF INTERNAL QUALITY ASSURANCE CELL [IQAC], SANTOSH DEEMED TO BE UNIVERSITY, GHAZIABAD, NCR DELHI – DR. DAKSHINA BISHT, PROFESSOR OF MICROBIOLOGY.

The members of the Board of Management considered the proposal for appointment of Full time Director of IQAC as per requirements of NAAC. It was also noted that as per Notification No. SU/2019/1471 dated 10.10.2019, Dr. Dakshina Bisht, Professor of Microbiology has been designated as a Full time Director of IQAC.

The Members of Board of Management granted **ex-post-facto** approval for appointment of Dr. Dakshina Bisht as a full time Director of IQAC.

ITEM NO: 16

TO APPRAISE THE MEMBERS OF THE BoM ABOUT THE NUMBER OF APPLICATIONS RECEIVED AND NO. OF STUDENTS ADMITTED PROGRAMME WISE OFFERED OVER AND ABOVE THE REGULATORY AUTHORITIES FOR THE ACADEMIC YEAR 2019-20 – SANTOSH DEEMED TO BE UNIVERSITY, GHAZIABAD, DELHI NCR

The Members of the Board of Management Considered the Intake capacity Course wise and the Admission of students for the academic year 2019-20 – Santosh Deemed to be University, Ghaziabad, Delhi NCR and Approved the same as under:

SN	Programme	Approved Intake Capacity	Eligible Applications	Students Admitted
1.	M.Sc. MEDICAL MICROBIOLOGY	10	275	7
2.	M.Sc. MEDICAL ANATOMY	2	123	1
3.	M.Sc. MEDICAL BIOCHEMISTRY	8	265	0

4.	M.Sc. MEDICAL PHYSIOLOGY	2	89	0
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ITEM NO: 17

TO CONSIDER THE ANNUAL REPORT OF UNIVERSITY EXAMINATIONS FOR THE ACADEMIC YEAR 2019-20 SUBMITTED BY CONTROLLER OF EXAMINATIONS – SANTOSH DEEMED TO BE UNIVERSITY, GHAZIABAD, DELHI NCR

The Members of the Board of Management considered the Annual Report of University Examinations for the academic year 2019-20 submitted by Controller of Examinations – Santosh Deemed to be University, Ghaziabad, Delhi NCR and **Approved** the same.

The meeting then came to an end with a vote of thanks to the Chair.

Sd/-
[Dr. V.P. Gupta]
Registrar & Member Secretary
Santosh Deemed to be University,
Ghaziabad

Sd/-
[Dr. Tripta S Bhagat]
Vice Chancellor
Santosh Deemed to be University,
Ghaziabad
