



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. 25 of 1975)
NAAC Accredited 'A+' Grade

Regd./ E-Mail

No.CB-II/RIMF/2023/ 20179
Dated: 11-08-2023

The President,
Rattan Singh Charitable & Educational Society (Regd.)
2286, Sector-09,
Faridabad.

Sub: Provisional affiliation to Rattan Institute of Management, Village Harphala, Ballabgarh, Faridabad for running MBA and MCA programs w.e.f. the session 2023-24.

Sir,
Kindly refer to your proposal regarding establishment of new Management College i.e. **Rattan Institute of Management, Village Harphala, Ballabgarh, Faridabad** on the above noted subject.
On the basis of report of the Inspection Committee which visited your Institute on 29.07.2023 to verify the various infrastructural facilities and other support system available for running MBA and MCA Program with an intake of 120 seats in each for/from the session 2023-24, the Vice-Chancellor, in anticipation approval of the Academic Council/Executive Council, has been pleased to grant provisional affiliation with M.D. University, Rohtak to run MBA and MCA Programs with an intake of 120 seats in each for/from the session 2023-24, subject to the approval of the Academic Council/Executive Council of the University, which will be binding on your college.

The above provisional affiliation is granted with the stipulation to fulfill all the observations/shortcomings pointed out by the Inspection Committee in its report (copy enclosed). The admissions to the said courses shall be made through the competent authorized authority of the College/Institute by following the schedule of admission prescribed by the State Government/Academic Branch of this University. The above provisional affiliation is granted with the following mandatory conditions:

1. The Institute shall constitute Governing Body as per Central Body/University norms.
2. The admissions will not exceed beyond the sanctioned intake.
3. The teaching and all other staff shall be appointed through properly constituted Selection Committee and with prior approval of the University as per University Norms. CPF scheme must be introduced. Service rules for teaching/non-teaching staff should be framed and a copy be sent to the University
4. The faculty shall be appointed as per Central Body/BCI/University norms in the pay scales prescribed by it from time to time.
5. The fee structure prescribed by the State Govt./ University shall be strictly followed.
6. All academic, physical and other infrastructural facilities shall be continued to be provided/upgraded by the institute as prescribed by the Central Body/University from time to time.
7. The institute shall furnish requisite documents and reports as called for by the University from time to time in order to ensure proper maintenance of the infrastructural facilities and academic standards.
8. The information furnished in respect of above courses shall be factual and correct. In the event of any information found to be false, misleading or suppressed, the provisional affiliation shall be withdrawn by the University without any notice.
9. In the event of non compliance of the University Act/Statutes/Ordinance/Rules and Regulations and any other instructions/guidelines issued from time to time, the University shall be free to withdraw the provisional affiliation and all liabilities arising out of such a withdrawal would solely lie on the concerned society/institute.
10. The institute shall follow the mode of selection of candidates for admissions as approved by the Central Body/State Govt./University.
11. The institute shall provide all Academic and Infrastructural facilities including classrooms, hostels, library, laboratories, workshops, play grounds and other amenities required for the smooth conduct of its affairs as per Central Body/BCI/University Norms.
12. The Trust/ Society shall not change the location of the institute without prior approval of the Central Body.
13. **Building:** The entire building of the College will be at the disposal of the Controller of Examinations for the purpose of Conduct of examinations as and when, the 'Centre of

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Examination (for theory and practical both) is created, it will be obligatory for the Principal to provide necessary infrastructure for smooth conduct of examination.

14. **Examination Centre:** Creation of an Examination Centre in the College will be at the discretion of the Controller of Examinations. The Centre of examinations for the students studying in the College can be shifted to any other College. In such a situation, it will be the responsibility of the institution to make arrangements for transporting the students to the Centre of Examinations without any extra charges from the students. Similarly, the University can also shift the students of other Colleges/Institutes to the College/Institution under reference for which necessary infrastructure will have to be provided by the Principal concerned.
15. **Staff:** For the purpose of conduct of examinations, the services of entire teaching and non-teaching staff will be at the disposal of the Controller of Examinations. The examination duties can be assigned to any member of teaching and non-teaching staff which will have to be complied with, in the interest of smooth conduct of examinations.
16. **Strong Room:** There will be a strong Room in the College at the prime location adjacent to the office of the Principal to keep the confidential material of the University as and when required. The Strong Room will essentially have double lock system.

You are, therefore, requested to complete the above requirements/conditions and send compliance report of the same to the University at the earliest so that further action may be taken accordingly. In case of non compliance of above conditions/ requirements, the University shall have the right to refuse the extension of provisional affiliation to the institute for the next academic session.

Yours faithfully,

Encls: As above


Superintendent (Colleges)
For D.C.D.C.

Endst. No. CB-II/RIMF/2023/ _____ dated: _____

Copy of the above is forwarded to the following for information and necessary action:

1. Member Secretary, AICTE, Nelson Mandela Road, Vasant Kunj, New Delhi-110020.
2. Director General Higher Education, Haryana, Sector-5, Shiksha Sadan, Panchkula, Haryana.
3. Dy./Asstt. Registrar (Academic/R&S/Conduct/ R-II/R-III), M.D. University, Rohtak
4. Director Computer Centre, M.D. University, Rohtak with the request to get the name/intake of the institute updated on the University website.
5. CB-V(b) and IV(c) set of Colleges Branch, M.D. University, Rohtak.


Superintendent (Colleges)
For D.C.D.C.

Report of the Inspection Committee that visited regarding grant of provisional affiliation for Establishment of Rattan Institute of Management, Village Harphala, Ballabgarh, Faridabad for running MBA and MCA programs for/from the session 2023-24

The inspection committee comprising of Prof. Nasib Singh Gill, Dr. Preeti Gulia, Dr. Seema Singh and Dr. Ashok Kumar visited regarding grant of provisional affiliation for establishment of Rattan Institute of Management, Village Harphala, Ballabgarh, Faridabad for the following:

- Introduction of MCA program at 1st year level with an intake of 120 seats
- Introduction of MBA program at 1st year level with an intake of 120 seats

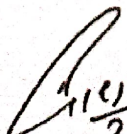
w.e.f. the session 2023-24.

Observations of the Committee

The committee visited the Institute and after physical verification of the infrastructural facilities for the requested proposals, and makes the following observations:

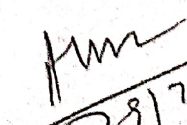
1. Rattan Singh Charitable & Educational Society, 2286, Sector-9, Faridabad has proposed the above mentioned Institute. (Copy of Trust Deed enclosed)
2. The proposed Institute has 2.5 acres of land and an existing 2-storey building that has been exclusively proposed to be used for the proposed programmes. The site of the Institute is located in Village Harphala, Ballabgarh, Faridabad, which has good connectivity. (Land records enclosed)
3. **Building Map:** The Institute has adequate space for the aforesaid programmes. (Copy of Building Plan enclosed)
4. **AICTE approval:** The Institute has got Letter of Approval (LoA) from AICTE for the MCA and MBA programme with an intake of 120 each for the year 2023-24 (Copy enclosed). Further, as per the AICTE approval there are no deficiencies pointed out in approval letter.
5. **Building:** The proposed Institute has a 2-storey building that houses Principal office, Admin Office, 04 classrooms, 02 tutorial rooms, 1 computer centre, 1 Computer lab, 2 HODs offices, staff room, faculty cabins, library, Medical Room, 2 Seminar Rooms, common rooms for boys and girls, etc. The Institute has sufficient space but all the classrooms needs to be furnished and a suitable flooring of the corridors/classrooms needs to be done on priority. (Copy enclosed).
6. **Staff:** The Institute has already identified Principal and 6 faculty members (1 Professor, 1 Associate Professor and 4 Assistant Professors) for MCA program and 6 faculty members (1 Professor, 1 Associate Professor and 4 Assistant Professors) for MBA program. Though all the identified Assistant Professors are eligible as per MDU/AICTE norms but the Associate Professors and Professors were not found eligible in absence of the required Experience Certificate and approval letters. All the faculty members were present at the time of visit. The Institute has identified the above faculty through an Advt. on 24.05.2023 in 4 newspapers for teaching & non-teaching staff (copy enclosed). However, the Institute is required to follow MDU laid procedure for appointment of faculty latest by 30th September 2023 and thereafter their approval from the University.

The Institute has already appointed/identified 14 non-teaching staff including Librarian, 3 Technical Assistant, 1 DEO, 1 Clerk, 2 Lab Attendant, 2 Library Attendant, 2 Peon, 1 Safai Karmchari and 1 Sweeper, and all were present at the time of visit (Copy enclosed).


29/7/23

Preeti
29/7/23

Seema
29/7/23


29/7/23

7. **Library:** The Institute has a Library having a stock of in all 799 books (220 titles) out of which only 403 books (116 titles) are for MCA program against a requirement of 1000 books (100 titles) and only 396 books (104 titles) are for MBA program against a requirement of 1000 books (100 titles). Further, most of the existing books are not related to 1st year of MBA and MCA, and therefore, it is advised that all the books as per requirement must be procured strictly in accordance of the syllabus of both MBA 1st year and MCA 1st year. The Institute is required to immediately procure the pending books at the earliest. The Library has subscription of few Magazines and Newspapers apart from an access to NDL resources. However, the Institute is required to ensure availability of popular journals, E-journals and database related to Computer Science/IT/Management as per MDU/AICTE norms. (Details and copy of bills enclosed)

8. **Computing Facilities:** The Institute has one Computer Centre and one Computer Lab having in all 80 Computers, 6 Printers and adequate UPS backup against a requirement of 60 computers and 8 Printers. Further, the Institute is required to ensure licensed software for MCA and MBA laboratories as per lab requirements. The Institute has an Internet connection of 300 MBPS from BSNL and Wi-Fi access has also been provided. (Details enclosed)

9. The Institute has adequate furnished classrooms and Tutorial Rooms, which are well furnished and are sufficient for all the above proposed programmes.

10. The Institute has so far no arrangement for Boys and Girls Hostels on the premises.

11. The Institute has provision of separate Toilets for Boys and Girls on each floor.

12. The Institute has spacious common rooms for Boys and Girls.

13. The Institute has one Genset of 40 KVA.

14. The Institute has most of the general amenities on the campus, however, the cafeteria of required larger size is in process of development.

15. **Undertaking:** The identified Principal has given an undertaking that furnishing of classrooms and procurements of required books will be completed in next 15 days.

16. **Proformas:** The proformas for both the programs have been filled-up and are available as part of the Inspection File alongwith Inspection Report.

Recommendations

In view of the above observations, the committee recommends that proposal of Rattan Singh Charitable & Educational Society, 2286, Sector-9, Faridabad for establishment of new Institute namely "Rattan Institute of Management, Village Harphala, Ballabgarh, Faridabad" with provisional affiliation may be granted to run the following programs:

- Introduction of MCA program at 1st year level with an intake of 120 seats
- Introduction of MBA program at 1st year level with an intake of 120 seats

w.e.f. the session 2023-24 and the compliance of the deficiencies pointed out above by the committee may be verified by the committee any time after 15th September 2023.

(Nasib Singh Gill)

(Preeti Gulia)

(Seema Singh)

(Ashok Kumar)