Link for BOM Approval

QUANTUM UNIVERSITY, ROORKEE

STANDARD OPERATING PROCEDURE (SOP) FOR PUBLICATIONS AND PLAGIARISM REPORTS FOR PARTIAL FULFILLMENT OF AWARD OF THE DEGREE

(Approved in 3rd BOM on 25.01.2020)

INTRODUCTION

- This document describes the policies and guidelines governing the publication of scientific and technical research at Quantum University, Roorkee, Uttarakhand, India. The Standard of Operating procedures is necessary to agree upon standards of expected ethical behavior for all parties involved in the act of publishing: the author, the journal editor, the peer reviewer and the publisher.

- The manuscript being submitted implies that the manuscript has not already been published or submitted elsewhere.

- University has provided the access to faculty members to the software for plagiarism checks and ensures the originality of the manuscripts.

STANDARD OPERATING PROCEDURE (SOP) FOR PUBLICATION

- The submission of the manuscript for evaluation for the partial fulfillment of the Degree will follow **ORDINANCE-FOR-PREVENTION-OF-PLAGIARISM-25-01-2020** approved by BOM.
- Every Undergraduate/Postgraduate/PhD level report mentored by you must be certified by the URKUND originality report at the time of submission of the report.
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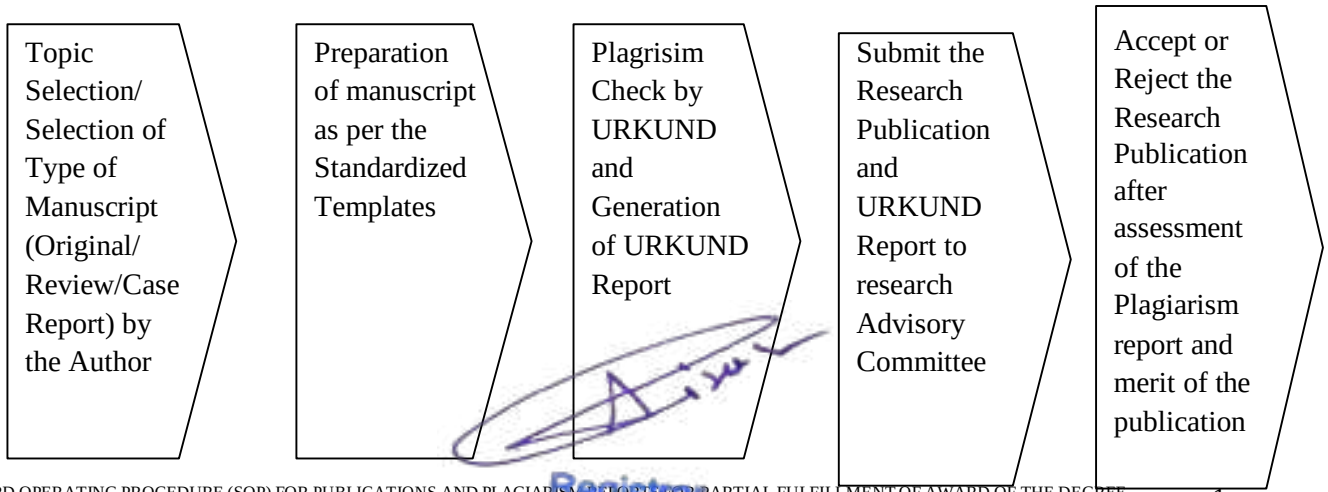

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Manuscript Submission – Checklist

1. **Name of Student/Faculty member:**
2. **Enrollment Number/Department:**
3. **Name of Guide(s)/Author(s):**
4. **Year:**
5. **Date of Submission:**
6. **Title of Article:**
7. **Name of Journal:**

Sr no	Description	Author Remark	Guide Remark
1.	Title Page with the full name of the Author(s) Name		
2.	Full Designation Name (No abbreviation)		
3.	Full Department Name (No abbreviation)		
4.	Full University Name: Quantum University, Roorkee (No abbreviation)		
5.	Abstract with Keywords		
6.	Introduction		
7.	Material Methods		
8.	Statistical Method		
9.	Results		
10.	Tables and Graphs		
11.	Discussion		
12.	Recommendation (If any)		
13.	Acknowledgement (If Any)		
14.	References		
15.	Number of References		
16.	Proper Formatting of Manuscript		
17.	Plagiarism Check Certificate as per University Policy- URKUND Report		

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Link for Agenda

Quantum University, Roorkee

Agenda of 3rd Meeting of Board of Management

Scheduled Date: Saturday, January 25, 2020, 2:00 PM afternoon, **Venue:** Board Room, VC Office

Item No.	Particulars
3.1	**Welcome note by Vice Chancellor and Chairman of BOM**
3.2	**To approve the Minutes of the Second Meeting of the Board of Management held on July 13, 2019.**
3.3	**To present the Action Taken Report (ATR) on decisions /recommendations made in the Second meeting of the Board of Management of Quantum University held on July 13, 2019.**
3.4	**To apprise and approve the Board regarding the decisions made in 3rd Meeting of the Academic Council held forenoon, January 25, 2020**
3.4.1	To consider and approve the Q-Care Entrance Exam, minutes of the Admission Committee for (2019-20 and a list of students admitted in various Schools/Departments for session 2019-20.
3.4.2	To consider and approve the syllabi of Pre course work along with CO-PO as approved by the Academic Council Meeting held on January 25, 2020.
3.4.3	To report the seats filled against the reserve category in 2019-20 as per the reservation policy
3.4.4	To report and consider admission and Progress made in the Ph.D. Program for July and December 19 and approve the fee structure for Ph.D. scholars, both internal and external candidates.
3.4.5	To consider and approve the minutes of selection committee and appointment of faculty members and staff members who have joined after the second BOM meeting
3.4.6	To consider and approve the amendments in Academic Regulation regarding the evaluation procedure of Summer internships, Semester long Industrial training/ and internships for 2020-21 session.
3.4.7	To Consider and Approve the Annual Report of Quantum University for the 2018-19 as approved by Academic Council
3.4.8	To appraise and approve following agendas related to the start of the Programs 1. LLB-Program from 2020-21 session 2. Change the nomenclature of B.Sc. Radiology to BMRIT (Bachelor of Medical Radio Imaging Technology) with effect from 2019-20 session.
3.4.9	To report the result analysis for End Semester examinations held in December '18 and May' 19 and Summer Semester 2018-19 by COE examination report.

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3.4.10	To consider and approve various policies for smooth functioning of the University 1. Admission Refund Policy 2. IPR Policy 3. Research Paper Incentive Policy 4. Innovation Promotion Policy 5. Startup Promotion Policy 6. Incentives Policy for State, National and International Recognition 7. Plagiarism Policy/Code of Ethics 8. Consultancy Policy 9. Quality Policy 10. Sustainable climate action policy 11. Alumni Association and Policy 12. Ph.D. Regulation Modified Policy
3.5	**To apprise the Board regarding the decisions made in 3rd Meeting of the Finance Committee held on 24th Jan 2020**
3.5.1	Consider and approve the fee structure of various Programs of session 2020-21
3.5.2	To consider and approve Seed money and other Grants for the Faculty Members (2019-20) as per the second URAB Meeting held on 24/08/2019
3.5.3	To consider and approve the Audit Income and Expenditure Report for the session 2018-19
3.5.4	To consider and approve the various scholarships awarded to students in 2019-20
3.6	**To consider and Approve the details of Research Projects applied for Government or Non Government funding for 2019-20.**
3.7	**To consider and approve the transfer of faculty members and staff from QGC to Quantum University for 2020-21**
3.8	**To consider and Approve the Award of Certificate Hotel Management**
3.9	**To consider and approve ordinances related to convocation and approval of degrees, diplomas, and certificates.**
3.10	**To Consider and Approve Formats of Mark sheets/Transcripts/Degree/Certificates**
3.11	**To Consider and Approve Policy of awarding Gold/Silver and Bronze medals**
3.12	**To apprise the board about the National Depositary Scheme (NAD) signing a MoU with a designated agency and NAD.**
3.13	**Any other item with the permission of the Chair**
3.14	**Vote of thanks**

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Minutes of 3rd Meeting of Board of Management

Scheduled Date: Saturday, 25th Jan, 2020, 2:00 PM – 5:00 PM, **Venue:** Board Room, VC Office

The 3rd Meeting of the Board of Management (BOM) of the University was held on January 25, 2020, at 2:00 PM under the chairmanship of Prof. Vivek Kumar, Vice Chancellor, Quantum University Roorkee. The following members were present in the meeting:

S.No	Name of the Member
1.	Mr. Ajay Goyal, Chancellor, Quantum University
2.	Prof. Vivek Kumar, VC, Quantum University, Chairman BOM
3.	Prof (Dr.) A. K. Khare, Advisor, Quantum University, Member
4.	Prof. (Dr.) G. C. Saxena, Ex. VC DBARU, AGRA and RLMAU, Faizabad, Member
5.	Mr. Shobhit Goyal, Vice Chairman, Quantum University, Member
6.	Dr. Gulshan Chauhan, Dean, Faculty of Technology, Member
7.	Dr. Lokinder Tyagi, Dean, Faculty of Business & Management, Member
8.	Dr. N. Murgalatha, Sr. Faculty Member, Faculty of Agricultural Studies, Member
9.	Dr Arun Pinauli, Sr. Faculty Member, Faculty of Business & Management, Member
10.	Dr Amit Dixit, Dean , Faculty of Graduates Studies and Dean Research , Invited Member
11.	Dr. Praveen Sharma , Dean , Faculty of Health Sciences, Invited Member Prof. M.S. Gupta , COE, Quantum University, Invited Member
12.	Dr. K.K. Pande, Dean, IQAC, Invited Member
13.	Mr. R. K. Khare, Registrar and Member Secretary

The chairman informed me about members' leave of absence for various reasons. At the meeting's start, the chairman welcomed present members and led ceremonial lamp lighting and blessings. After seeking house permission and introductions by the Vice Chancellor, the Chairman asked Mr. R.K. Khare, Registrar and Member Secretary, to proceed with the agenda.

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Item No 3.1: Welcome note by Vice Chancellor and Chairman of BOM

Dr. Vivek Kumar extended a warm welcome to all the members of the Board of Management (BOM) and Mr. Ajay Goyal, the Chancellor of Quantum University. The Chancellor reciprocated the welcome and expressed gratitude to the BOM members for attending the first meeting on short notice. He invited the esteemed members to contribute their collective wisdom towards establishing Quantum University as a renowned educational hub. Members conveyed their best wishes for the team's endeavors in transforming Quantum University into a world-class educational institution.

Item No 3.2: To approve the minutes of the Second Meeting of the BOM of Quantum University held on 13th July, 2019.

The minutes of the second meeting of the Board of Management held on 13th July 2019 were circulated to the members through email on 21st September 2019. Members were informed that there were no comments from the members by the specific date (31st Oct 2019). **The Board approved the minutes of the last BOM held on 13th July, 2019.**

Item No 3.3: To present Action Taken Report (ATR) on the decisions / recommendations made in the Second meeting of BOM, Quantum University held on 13th July, 2019.

The member secretary presented the ATR of the 2nd meeting as follows.

Item No.	Particulars	Action Taken
2.1	**Welcome note by the Vice Chancellor and Chairman of BOM and introduction of members**	The members were welcomed by the chair
2.2	**To approve the minutes of the first meeting of the BOM of Quantum University held on 23rd June 2018.**	Minutes were approved
2.3	**To present an Action Taken Report (ATR) on the decisions / recommendations made in the 1st meeting of BOM, Quantum University, held on 23rd June 2018.**	ATR was confirmed.

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2.4	**To apprise and approve the Board regarding the decisions made in 2nd meeting of the Academic Council held forenoon, 13/07/2019.**	Members confirmed the minutes of the meeting
2.4.1	**To consider and approve the Q-Care Entrance Exam (2018-19), Sanction Intake, admission prospectus, eligibility and fee structure for 2019-20, Increase in intake for existing programs; and for a few new proposed programs in respective schools and departments.**	Approved and widely circulated
2.4.2	**To consider and approve the syllabi along with CO-PO for various programs recommended by the concerned Board of Studies and Boards of Faculty of specific programs for 2019-20 along with a list of VACs.**	Approved No further action required, *widely circulated*
2.4.3	**To consider and approve the procedures and SOPs developed & adopted for Teaching Learning Processes in the University for Quality Improvement**	Approved No further action required
2.4.4	**To discuss the proposal for Quantum University to become a member of professional bodies like: Association of Indian university (AIU).**	Proposal accepted, widely circulated on website and notices, student Handbook and SOPs etc
2.4.5	**To report about the submission of a proposal to UGC for Inspection.**	Implemented and approved in last Academic Council
2.4.6	**To consider and approve some modifications in the Academic Regulations based on operational difficulty encountered.**	Implemented and approved in last Academic Council
2.4.7	**To report about the Student Handbook developed by the University and provided to the students.**	Appreciated ad approved by he members, widely circulated among the faculties
2.4.8	**To report about the formation of the Internal Quality Assurance Cell (IQAC) of Quantum University and its activities.**	Approved, widely circulated among the faculties

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2.4.9	**To report about the actual intake & number of students admitted in various programs during session 2018-19 along with the list of students, to whom the scholarship is provided, students admitted in reserved categories, and admission committee minutes.**	Report was approved and widely circulated among the faculties
2.4.10	**To consider and approve the University Examination Manual, ver 1.0 which is followed by the university from 2018-19.**	Approved and widely circulated among the faculties
2.4.11	**To consider and approve the report of the activities related to Mentor Mentee in 2018-19.**	Approved and widely circulated among the faculties
2.4.12	**To approve the Faculty Handbook after modifications suggested in the last Academic Council meeting and its circulation among faculty members.**	Implemented and approved in last Academic Council
2.4.13	**To consider and approve the Experts of Selection committee and minutes of the Selection Committee and sanctioned faculty and staff posts for 2019-20**	The committee was approved and widely circulated among the faculties
2.4.14	**To consider and approve the various reports of the Academic Council for the smooth conduct of the university's business function.**	All reports were approved with few suggestions
A.	Extension activities report for 2018-19.	
B.	Annual Report of the Committee, monitoring activity of student Grievances /Ragging cases/Proctorial Board.	
C.	Report of Women Cell.	
D.	Student Council.	
E.	Proctorial Board for the 2018-19 session.	
F.	Report of Code of conduct of students and staff in 2018-19.	
G.	Annual Academic Audit Report and its outcome along with ATR.	

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H.	Academic Calendar.	
I.	Formulation of URAB for 2019-20 session	
J.	Feedback Analysis Report	
K.	Admission Committee	
L.	Annual report on Events for Quality Assurance	
M.	Annual E-Governance Report	
N.	Internal and External Financial Audit Report	
O.	Report on Alumina Association	
P.	Gender Sensitization Action Plan	
Q.	Report of Appraisal	
2.5	**To apprise the Board regarding the decisions made in the 2nd Meeting of the Finance Committee held on 01/06/2019.**	The MOM of FC was approved by the members.
1.	To consider and approve the Budget for session 2019-20.	
2.	The fee structure of various Programs of 2019-20.	
3.	Seed money and Grants for the Faculty Members as per Last URAB Meeting.	
4.	To consider and approve Audit Income and Expenditure Report for session 2018-19.	
5.	To consider and approve the Policy for Financial powers to various authorities of the University	
6.	To consider and approve the Strategies Plan and Development Documents.	
7.	To appraise the Board about the Alumina contribution.	
2.6	**To consider and Approve the details of Research Projects applied for Government or Non Government Funding for the session 2018-19.**	Approved No further action required

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2.7	**To consider and approve new programmes in 2019-20 and Sanction Intake for 2019-20 session.**	Approved and widely circulated.
2.8	**To appraise about various important committees.**	Formed and approved
2.9	**To appraise the Board for seeking approval on transfer of teaching and other staff from Quantum Global Campus to Quantum University's roll for the session 2019-20.**	The transfer of faculty was approved
2.10	**To report about creation and functioning of the internal complaint cell and Student Grievances Redressal Cell.**	The committee was approved
2. 11	**To approve various other policies.**	Policies were approved
A.	Policy of TL SOP,	
B.	Policy Document and Declaration of Result,	
C.	TL-SOP Curriculum Design,	
D.	Placement and Procedure Policy.	
E.	Examination Management System	
F.	Teaching Learning Process Manual	
G.	Result Declaration policy	
H.	Academic and Administrative Audit Check Policies	
2.12	**New Industrial Tie-ups.**	MOUs were approved
2.13	**Any other item with the permission of the Chair.**	No other issue was raised by the members.
2.14	**Vote of thanks**	The chair extended his gratitude to all the members.

The members appreciated the efforts made in implementing the decisions and **approved the ATR**

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Item No. 3.4: To apprise and approve the Board regarding the decisions made in 3rd Meeting of the Academic Council held forenoon, 25th Jan, 2020

The Member Secretary Informed the Board that the 1st meeting of the Academic Council was held on 25th July, 2020. Following decisions were taken in the meeting for final approval in the present meeting of the Board of Management.

Item No. 3.4.1: To consider and approve the Q-Care Entrance Exam, minutes of Admission Committee for (2019-20) and list of students admitted in various Schools/Departments for session 2019-20.

The sanctioned intake has been finalized by the university in line with the decisions of the last meeting of the Academic Council followed by the Board of Management for the years 2020-21 and the actual intake of **803 students** for UG and PG program was presented to the board in **(Appendix BOM 3.4.1**A) and the actual intake of 151 students for diploma program was presented to the board **(Appendix BOM 3.4.1 B). The Board approved the actual intake of various programs for 2020-21 session.**

Item No.3.4.2: To consider and approve the syllabi of Pre PhD course work along with CO-PO as approved by Academic Council Meeting held on 25th Jan 2020.

The member secretary apprised the board regarding the syllabus of Pre PhD Course work along with CO-PO. **The board approved the same. (Appendix BOM 3.4.2)**

Item No 3.4.3: To report the seats filled against the reserve category in 2019-20 as per the reservation policy

The member secretary provided a detailed report on the number of seats filled in the reserve category for the academic year 2019-20. The committee shared statistics and data pertaining to the number of seats available for each reserve category and the number of seats filled in each category (Appendix BOM 3.4.3). **The Board approved the report of the seats filled in the reserve category in 2019-20 as per the reservation policy.**

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Item No. 3.4.4: To report and consider admission and progress made in Ph.D. program for July & Dec 19 and approve the fee structure for Ph.D. scholars, both internal and external candidates.

In Session 2019-20, the university conducted two entrance tests, one in July and another in December 2019. The Dean of Research informed the council about the procedure for admissions in Ph.D. Programs through Entrance Examination as mentioned in the ordinance. He also deliberated the course work schedule, being followed. The Council approved the admissions and schedule of course work as follows . **The Board approved the admission and Progress made in Ph.D. Program** for July & Dec 19. **(Appendix BOM 3.4.4)**

The council approved the proposed fee structure for PhD scholars, both internal and external candidates.

Item No. 3.4.5: To consider and approve the minutes of selection committee and the appointments of faculty members for UG and PG Program and for diploma and certificate program who have joined after the second BOM meeting

The chair presented the list of faculty members and staff who joined after 13th July 2019. The board approved the minutes of the selection committee **(Appendix BOM 3.4.5 A)** and the appointment of faculty members for the UG and PG program **(Appendix BOM 3.4.5 B)**. A total of **92 faculties were appointed, out of which 10 are professors, 19 are associate professors, and 63 are assistant professors. The Appointed faculty strength for diploma and certificate programs is 17 (Appendix BOM 3.4.5 C)**

Item No 3.4.6: To consider and approve the amendments to the Academic Regulation regarding evaluation procedure for Summer internships, Semester long Industrial training/ Internship for 2020-21 session.

The proposed amendments in the Academic Regulation for the evaluation procedure of Summer Internship and Semester-long Industrial training/Internship for the 2020-21 session were presented. These amendments aim to address existing gaps, ensuring fairness and consistency in assessing students' performance during their internships. **After comprehensive discussion, the amendments were unanimously approved by the Board.**

Item No 3.4.7: To consider and approve the Annual Report of Quantum University for the 2018-19 as approved by Academic Council

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The member secretary presented the annual report of Quantum University for the 2018-19. The Board approved the annual report of Quantum University for the 2018-19 session. **(Appendix BOM 3.4.7)**

Item No 3.4.8: To appraise and approve following agendas related to the start of the Programs

1. LLB-Program from 2020-21 session
2. Change the nomenclature of B.Sc Radiology to BMRIT (Bachelor of Medical Radio Imaging Technology) with effect from 2019-20 Session.

The Member Secretary presented the agendas related to the start of the programs related to LLB-Program from 2020-21 session. He proposed that the sanctioned intake of BA-LLB and BBA-LLB may be 30 (Thirty) each in place of 120 for forthcoming sessions. **The Board approved the commencement of BA-LLB, BBA-LLB program from 2020-21 session with sanction intake 30 for initial years w.e.f 2020-21**

The Member Secretary also proposed that the nomenclature of B. Sc Radiology will be changed to BMRIT with effect from the 2018-19 session as their name is more popular and acceptable in the industry. **The Board approved the proposal of changing the nomenclature of B. Sc Radiology to BMRIT.**

Item No 3.4.9: To report the result analysis for End Semester Examinations held in Dec '18 and May' 19 and Summer Semester 2018-19 by COE examination report.

The Member Secretary presented the COE report 2018-19 to the Board with result analysis for ESE held in Dec '18, May'19 and summer Semester 2018-19. **The Board approved the COE report 2018-19 (Appendix BOM 3.4.9)**

Item No 3.4.10: To consider and approve various policies for smooth functioning of the University

Following policy, documents were recommended in the third meeting of BOM.

A. Admission Refund Policy **(Appendix BOM 3.4.10 A)**
B. IPR Policy **(Appendix BOM 3.4.10 B)**
C. Research Paper Incentive Policy **(Appendix BOM 3.4.10 C)**
D. Innovation Promotion Policy **(Appendix BOM 3.4.10 D)**

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E. Startup Promotion Policy **(Appendix BOM 3.4.10 E)**

F. Incentives Policy for State, National and International Recognition **(Appendix BOM 3.4.10 F)**

G. Plagiarism Policy/Code of Ethics **(Appendix BOM 3.4.10 G)**

H. Consultancy Policy **(Appendix BOM 3.4.10 H)**

I. Quality Policy **(Appendix BOM 3.4.10 I)**

J. Sustainable climate action policy **(Appendix BOM 3.4.10 J)**

K. Alumni Association and Policy **(Appendix BOM 3.4.10 K)**

L. Ph.D. Regulation Modified Policy **(Appendix BOM 3.4.10 L)**

The board approved all the above cited policies in the meeting.

Item No 3.5: To apprise the Board regarding the decisions made in 3rd Meeting of the Finance Committee held on 25th Jan 2020.

During the 3rd meeting of the Finance Committee, the chairperson provided a summary of the decisions made. They shared a detailed report on the positive growth of the investment portfolio, along with suggestions for improvement.

The Board approved the following

A. The fee structure of various Programs for 2020-21 **(Appendix BOM 3.5 A)**

B. The Seed money and Grants for the Faculty Members were 30,51, 500 Rs as per Last URAB Meeting held on 24/08/2019 **(Appendix BOM 3.5 B)**

C. To consider and approve the various scholarships awarded to students in 2019-20 **(Appendix BOM 3.5 C)**

D. To consider and approve the Audit Income and Expenditure Report for the session 2018-19. **(Appendix BOM 3.5 D)**

Item No 3.6: To consider and approve the details of Research Projects applied for Government or Non Government Funding for 2019-20.

The Member Secretary presented the list and details of the research projects that were submitted for funding from both government and non-government sources for the session **2019-20**. The Board carefully assessed each project's relevance, feasibility, and potential

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impact. **After a thorough deliberation, the Board approved the selected projects to proceed with their funding applications. (Appendix BOM 3.6)**

Item No 3.7: To consider and approve the transfer of faculty members and staff from QGC to Quantum University for 2020-21.

The list of transferred faculty members and staff from QGC to Quantum University for 2020-21 was shared by the Chair of the meeting. **The Board approved the same after the review process. (Appendix BOM 3.7)**

Item No 3.8: To Consider and Approve the Award of Certificate Hotel Management (CHM)

The students of CHM (Batch: 2018-19) have completed their all-academic requirements as mentioned in the CHM program structure and university academic regulations. Their results have been declared. The following students shall be awarded a Certificate of Hostel Management. **The board approved the award of CHM to the listed students. (Appendix BOM 3.8)**

Item No 3.9: To Consider and Approve Ordinances Related to the Convocation and Approval of Degrees, Diplomas, and Certificates

The ordinance related to convocation was presented for the kind approval of the board. The member secretary apprised the board about the proposed procedure of convocation. The ordinance was approved by the board. The member suggested that the dress and color codes of convocation attire should be the same as proposed by the Uttarakhand government in this aspect. **The board members approved the proposal of Ordinance related to convocation and approval of Degree, Diploma and Certificate. (Appendix BOM 3.9)**

Item No 3.10: To Consider and Approve Formats of Mark Sheets/Transcripts/Degree/Certificates

As the samples of mark sheets/Transcripts/ Degree/ degrees, and certificates could not be presented, **The board decided to authorize the Vice Chancellor, with the approval of the**

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Chancellor to select the suitable agency and the formats, materials, and security features for Degree and transcripts printing.

Item No 3.11: To Consider and Approve Policy of awarding Gold/Silver and Bronze medals

The member secretary presented the medal policy. The member suggested many valuable suggestions. The board asked the member secretary to represent the policy in the next board meeting after the incorporation of all suggestions **(Appendix BOM 3.11)**.

Item No 3.12: To apprise the board about National Depositary Scheme (NAD) signing MoU with designated agency and NAD.

The Govt. of India has the NAD scheme for depositing mark sheets/Transcripts/ Degree/ degrees, and certificates on digital platforms. This work is done by a government nominated third party. The university has contacted the listed third parties and identified **CDSL Ventures Limited, Marathon Futurex, A-Wing, 25th floor, N.M. Joshi Marg, Lower Parel, Mumbai 400013**, as the designated third party for the purpose. A MoU between the university and the third party is presented for the approval of the board. **The board appreciated the efforts made in this direction and approved the MoU in this respect.**

3.13 Any other item with the permission of the Chair.

No further discussion was held.

3.14 Vote of Thanks.

The meeting ended with a vote of thanks.

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Vinek Kumar
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Registrar
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