

## MANDATORY DISCLOSURE

1. AICTE File No. North-West/ 1-3512895951/2018/ EOA
2. Name of the Institution MANAGEMENT EDUCATION & RESEARCH INSTITUTE  
Address of the Institution 52-55, Institution Area, Janak Puri, New Delhi  
City & Pin Code 110058  
State/UT Delhi  
Longitude & Latitude  
Phone number with STD Code 28522201 – 04  
FAX number with STD Code  
Office hours at the Institution 9:00 AM to 5:00 PM  
Academic hours at the Institution 9:30 AM to 3:30 PM  
Email [meribs@meri.edu.in](mailto:meribs@meri.edu.in)  
Website [www.meri.edu.in/meri](http://www.meri.edu.in/meri)  
Nearest Railway Station (dist in Km) Delhi Cantt (1.6 Km)  
Nearest Airport (dist in Km) IGI, New Delhi (15 Km)
3. Type Of Institution Private-Self Financed  
  
Category (1) of the Institution Co-Ed
4. Name of the organization running the Institution Triveni Educational and Social Welfare Society, New Delhi  
Type of the organization Trust  
Registered with Sub-Registrar, Delhi  
Registration date 25/06/1987  
Website of the Organization [wwwmeri.edu.in](http://wwwmeri.edu.in)
5. Name of the affiliating University/ Board GGSIPU  
Address New Delhi  
Website [www.ipu.ac.in](http://www.ipu.ac.in)  
Latest affiliation period 2021-22
6. Name of the Principal/ Director Prof. Lalit Aggarwal  
Exact Designation Director  
Phone number with STD Code 9811155392  
FAX number with STD Code  
Email [meribs@meri.edu.in](mailto:meribs@meri.edu.in)  
Highest Degree Doctorate  
Field of Specialization M-Tech, PGDPM
7. Governing Board Members Annexure – I  
  
Frequency of meetings & date of Last In normal course board meeting held every six month & meeting
8. Academic Advisory Body  
Frequency of meetings & date of last meetings

9. Organizational Chart
10. Students feedback mechanism on Institutional Governance/faculty Performance
11. Grievance redressal mechanism For faculty, staff and students

Academic advisory body meetings conducted every three month &

1. Regular feedback by students on printed formats for:

- \* Faculty performance
- \* Faculty performance is collected and action planned accordingly
- \* Personal meeting: Faculty members/ Students can straight way go & meet to their Assistant Deans. HOD, Dy, HOD to get the problems Pertaining to their studies lectures/ laboratory/ practical solves.
  - In case some point remains unresolved HOD alongwith the grieved individual can approach Dean who in most of the case will be able to solve the problems.
  - If some problems pertain to policy/facility in adequacy. Dean alongwith HOD can approach Director/ Principal & get the problem resolved.
  - In addition to the above administrative set up. Students/faculty can contact in person/ on e-mail to the authorities & get their grievance redressed.
  - In library one register is kept where students can write the name of book which was not available to him. These books are procured from the market within a week.

Level / Approved Seats

**UG**

BBA- Ist Shift – 180, BBA - 2<sup>nd</sup> Shift - 120,

B.COM – 60

BAJMC – Ist Shift – 120, BAJMC - 2<sup>nd</sup> Shift - 120,

BCA-40

**PG**

BBA- Ist Shift – 180, BBA - 2<sup>nd</sup> Shift - 120 Approved Seat