

MANUAL - 1

Section 4(1)(b)(i)

The particulars of its organization, functions and duties:

The Haryana Waqf Board, a body corporate having perpetual succession, was established by the State Government under section 13 (1) of the Waqf Act, 1995 (Act No. 43 of 1995) on 1st August, 2003 vide Government of Haryana Notification No. 18/2/96-3JJ (I), dated 1.8.2003. Previously, the State of Haryana was one of the constituent units of the erstwhile Punjab Waqf Board.

The erstwhile Punjab Waqf Board was dissolved vide notification of Govt. of India, Ministry of Social Justice and Empowerment, dated 29th July, 2003 w.e.f. the 1st day of August, 2003. After the dissolution of the erstwhile Punjab Waqf Board (which was a composite Board for Punjab, Haryana, Himachal Pradesh and U.T. Chandigarh), the States of Punjab, Haryana, Himachal Pradesh and U.T. Chandigarh established separate Waqf Boards for their territories. The board is managing 12505 waqf properties falling in the jurisdiction of the Haryana state under its control.

OBJECTIVE OF HARYANA WAQF BOARD

- To manage all waqfs in the State and safeguard them from encroachment.
- To exercise its powers under the Waqf Act, 1995 to ensure that the waqfs under its supervision and management are properly maintained, controlled and administered and the income thereof is duly applied to the objects and for the purposes for which such waqfs were created or intended.
- To investigate and determine the nature and extent of a waqf, and to cause, wherever necessary, a survey of waqf properties.
- To generate and maintain the records of all waqf properties.
- To maintain the records containing information relating to the origin, income, object and beneficiaries of every waqf by computerization of waqf records.
- To lease and rent out properties attached with the waqfs to earn maximum revenue.
- To formulate welfare and educational schemes from the surplus income from waqfs for the upliftment and empowerment of the Muslim community, especially promotion of knowledge and learning and making them self-dependent.
- To perform all such acts as may be necessary for the control, maintenance and administration of waqfs.

MEWAT ENGINEERING COLLEGE (WAQF)

With the aim of providing higher technical education to the Muslim community, the Board has established Mewat Engineering College (Waqf) at Village Palla, Tehsil Nuh, Distt. Mewat, Haryana. MECW started functioning from the academic session 2010-2011. The college is located on Nuh-Taoru road at a distance of 2 kms from the district headquarters at Nuh, about 48 km from Gurgaon and 80 km from Delhi. It is a Muslim minority institution, but it is open to all other communities like other minority institutions of the country. Total area of the college premises is about 28 acre in the backdrop of Aravallis. About three-fourth of proposed college buildings have been completed. Class rooms, laboratories, workshops and tutorial rooms have been furnished with modern equipments. It has a modern and spacious library having more than 35000 books and facilities of providing sets of books to each student.

The College building is situated in a sprawling campus of about 28 acres in the scenic backdrop of the Aravalli Ranges and is located in Nuh on the Nuh-Pataudi Road about 48 km from Gurgaon and 80 km from New Delhi. A panoramic view of Aravallis welcomes the

visitor with its majestic presence along with the ruins of an old fort on top and a historical 600 years old Dargah and a Mosque at the foothill. The environment is pollution free, fresh and healthy and is ideal for learning and intellectual activities.

The College has fully furnished laboratories with modern equipment, spacious class rooms, Central Workshop, Computer Centre, Language Lab, and tutorial rooms. The College has a computerized Central Library with Libware software working on OPAC module and has more than 18000 volumes and extends book bank facilities to students. The campus is Wi-Fi enabled and the facility is also available in the hostel. Power backup has been provided in the College as well as in the hostel. Students staying in the neighbouring areas and those living in the cities like Gurgaon, Delhi etc avail the transport facilities provided by College. The College has a well equipped gymnasium and adequate facilities for outdoor and indoor games and sports.

OBJECTIVES OF THE COLLEGE

The Haryana Waqf Board strives to fulfill the following objectives through the Mewat Engineering College:

- To produce highly skilled, technically trained and globally competitive manpower in emerging areas of technology.
- To provide conducive environment to the faculty, staff and the students where they can pursue their goals.
- To provide state-of-the-art infrastructure including buildings, machinery and equipment and other facilities to enable the students to acquire necessary skills and required level of knowledge.
- To develop appropriate linkages with industry, community and other fellow institutions in India and abroad to fulfill its objective of achieving academic excellence.
- To develop overall personality of students to enable them to achieve success in their future endeavors.
- To inculcate moral, ethical and spiritual values in students for becoming responsible citizens.
- To undertake research and development for the country and for the benefit of common man.
- To develop low cost technology and transfer the same to the unorganized sector to enhance productivity.
- To create awareness amongst the faculty, staff, students and the community towards the need and benefits of pollution-free environment
- To provide facilities and convenient spaces for differently-abled students and staff.

ADDRESS OF THE COLLEGE:

Mewat Engineering College, Palla, Nuh, Mewat, Haryana - 122107.

OFFICERS OF THE COLLEGE:

- Chairman (Administrator) Sh. Raheesha Khan, MLA
- Chief Executive Officer Dr. Hanif Qureshi, IPS
- Administrative Officer and Incharge Mr Imtiyaz Khizer
- Director Prof. Mumtaz Ahmad Khan

Management of the MEC

The MEC will run under the overall supervision of the Haryana Wakf Board. The overall administrative and financial powers in respect of MEC shall fully vest with the Board.

In exercise of powers vested in section 38 of the Wakf Act, 1995, the Haryana Wakf Board appoints Director of the MEC as the Executive Officer for the management of the said wakf (MEC) and that the Executive Officer and supporting staff shall function under the

administrative control of the Board and shall act in conformity with the provisions of section 38 of the Act *ibid* under the directions of the Board.

The Director, teaching and non-teaching staff of the MEC shall be under the overall administrative control of the Board. In case of teaching and non-teaching other than Director, the Board will take decisions in consultation with the Director. The Board may also delegate necessary administrative and financial powers to the Director. The Director shall not further delegate the said powers. For any matter beyond his powers, he shall take prior approval of the Board or the competent authority designated by the Board.

The Director shall be responsible for taking work from the staff of MEC. He may constitute small committees of staff for execution of important works.

GOVERNANCE

The Haryana Waqf Board believes in granting functional autonomy to all the institutions under its control to enable them to grow and achieve excellence in every sphere. The Board of Governors supported by the Academic Committee provides guidance to the academic management of the Mewat Engineering College (Waqf) to enable it to fulfill its objectives.

GOVERNING BODY

The Governing Body of the MEC shall consist of a minimum nine members but not more than eleven members to be appointed by the Board. The composition of the Governing Body shall be as under:

- a) Chairperson/Administrator of the Board shall be the *exs-officio* Chairperson of the Governing Body.
 - b) The Chief Executive Officer of the Board shall be the *ex-officio* Vice-Chairperson of the Governing Body.
 - c) The Director of the MEC shall be the *ex-officio* Member Secretary of the Governing Body.
 - d) The Administrative Officer or any other senior officer incharge of the MEC Cell in the Head Office of the Board.
 - e) Sitting MLA of the Nuh Assembly Constituency.
 - f) Deputy Commissioner of Nuh District of Haryana.
 - g) Two and not more than four members from the field of academics.
 - h) One renowned person of Nuh District, having interest in the field of education.
- **Term of the Office:** The Members of the Governing Body falling in the categories (g) and (h) above shall hold office for a term of two years, unless they resign before the expiry of two years.
 - **Frequency of the meetings of the Governing Body:**
 - a. The Governing Body shall ordinarily meet twice a year; provided that the Chairperson of the Governing Body may requisition a special meeting.
 - b. The Chairperson or, in his absence, the Vice Chairperson of the Governing Body shall preside over the meetings of the Governing Body.
 - c. All matters placed before the Governing Body shall be decided by a majority of the members present, and in the case of equality of votes, the Chairperson or, in his absence, the Vice Chairperson, shall have a second vote.
 - **Place of Meeting:** The meeting of the Governing Body shall ordinarily be held in the premises of the MEC.
Provided that such meetings may also be held at such places in the State or Delhi as the Chairperson or the majority of the members may consider necessary and expedient.
 - **Notice of the meeting:** The meetings of the Governing Body shall be convened by the Member Secretary, who shall give to every member a notice of the date on which and time and place at which meeting is to be held, at least 15 days before the date of meeting. The date of the meeting shall be fixed by the Member Secretary in consultation with the Chairperson/Vice-Chairperson of the Governing Body.
Provided that in case of a special meeting such a notice may be for a shorter period.

1.	Ch. Raheesha Khan, MLA	Chairman
2.	Dr. Hanif Qureshi, IPS Chief Executive Officer - HWB -cum- Commissioner of Police, Faridabad, Haryana.	Vice-Chairman
3.	Mr. Muhammad Akil, IPS ADG (P) L/O Haryana Police	Member
4.	MLA, Nuh, Mewat	Member
5.	Mr. N.C Wadhwa, IAS (Retd) Vice Chancellor, Manav Rachna International University Fbd.	Member
6.	Deputy Commissioner Nuh, Mewat	Member
7.	Prof. Ahmad Shahid Khan (Retd) Ex-Chairman, Department of Electronics Engineering, ZH College of Engineering & Technology, AMU, Aligarh.	Member
8.	Mr. Mahmood Khan R/o Village Nai Nagla, Tehsil F.P.Jhirka, Mewat, Haryana.	Member
9.	Prof. Mehdi Abbas Rizvi (Retd) Ex. Dean, ZH College of Engineering & Technology Deptt of Mechanical Engineering Aligarh Muslim University, Aligarh	Member
10.	Prof. (Dr.) Mumtaz A. Khan, Director Mewat Engineering College, Mewat	Member Secretary
11.	Mr. Imteyaz Khizar Administrative Officer, Haryana Waqf Board	Member

Working hours of the College:

Office hours: 9.00 A.M. to 5.00 P.M. (Monday to Friday)