



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University under Haryana Act No. XXV of 1975)

NAAC Accredited 'A+' Grade

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ESTABLISHMENT NON-TEACHING BRANCH

E-mail

No. EN-10/2021/M-192/3782-3893

Dated: 24.04.2022

To

All Deans/Directors/Heads of the Departments/Institutions/Centres,
Branches/Controlling Officers,
MD University, Rohtak.

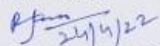
Sub: Guidelines/ Instructions regarding Protests, Demonstration, Dharna etc. in the University Campus

Sir/Madam,

I am directed to enclose herewith Guidelines/Instructions duly approved by the Vice-Chancellor regarding Protests, Demonstration, Dharna etc. in the University Campus for information and taking further necessary action, please.

D.A: As above.

Yours faithfully,



24/4/22
Superintendent (Estt NT)
for Registrar

Endst. No. EN-10/2022/M-192/ 3894-3900

Dated: 24.04.2022

A copy of the above is forwarded to the following for information and necessary action:-

1. The Director, UCC, M. D. University, Rohtak with the request to upload the same on the University website.
2. President, M.D. University Teachers' Association.
3. President, M.D.U Non-Teaching Employees Association.
4. OSD to Vice-Chancellor/Registrar & P.A to Dean Academic Affairs/Controller of Examinations (for kind information of the Vice-Chancellor/ Registrar/Dean Academic Affairs/COE), M. D. University, Rohtak.


Superintendent (Estt NT)
for Registrar

Guidelines/Instructions regarding Protests, Demonstration, Dharna etc. on the University Campus

Many a times, it has been noticed that various organizations/groups/Associations hold protests/Demonstration/Dharna etc. anytime and anywhere in the University premises which not only creates hindrances in smooth functioning of academic and administrative activities of the University, but also causes grave inconvenience to the various stakeholders of the University including serious threat to law and order situation. Keeping in view the sanctity and propriety of a Higher Education Institution of repute and uphold the democratic values of the institute, it is imperative for the institution to develop and frame the following guidelines/instructions:

1. There will be no Dharna/Demonstration by any Association/Organization/Group of persons within 100 mtrs of the Residential Areas including Vice-Chancellor's residence, University Secretariat, Examination Wing, Library, Buildings comprising Teaching Blocks, Tagore Auditorium, RK Auditorium, Hostels Premises and Entries of the Gates of the University. Further, in case of any demonstration/protest, a 72 hours notice be given after exhausting all *other normal channels** (i.e. after availing all other remedies available to them) by such Associations/Organizations/Groups of persons/person. Any action in violation of these guidelines/instructions would be treated as unauthorized activity which may attract disciplinary and/or legal action as permissible under law.

**The other normal channels here mean:*

A) For Students

The mechanism for redressing grievance of students, already notified, needs to be exhausted, which is briefly described as follows:

I If the nature of the complaints is such that these can be redressed without intervention of the Student Grievance Redressal Committees and relate to the University, the same may be redressed promptly without taking much time:

1. *By the Concerned HoDs/Directors in respect of Departments/Centres/Institutes.*
2. *By the concerned Branch Heads if pertaining to the Registration Branch, Academic Branch, General Administration Branch & Security Office. If not resolved by the Concerned Branch Head, the Registrar may be approached for redressal of the same.*
3. *By the A.R. (Colleges) in respect of all the Colleges affiliated to this University. If not resolved by the A.R. (Colleges), the Dean College Development Council may be approached for redressal of the same.*
4. *By the concerned Branch Heads if pertaining to the Conduct Branch, Secrecy Branch, Result-I, II, III & IV Branches and Re-evaluation Cell. If not resolved by the Concerned Branch Head, the Controller of the Examinations may be approached for redressal of the same.*
5. *By the concerned warden if pertains to the hostel. If not resolved by the concerned warden, the same shall be redressed by the Chief Warden (Boys) in respect of all the Boys Hostels and the Chief Warden (Girls) in respect of all the Girls Hostels.*

6. *By the respective Incharges, Coordinators, Directors, etc. in respect of students' welfare activities including sports/health, Youth Welfare, Youth Red Cross and NSS activities. If not resolved by these officers, the same shall be redressed by the Dean Students' Welfare.*

Each such complaint/grievance of the student, if not made online, shall be diarized in the grievance registers maintained in the concerned offices and will be allotted a number by the respective offices.

Unless and until, grievance is of such nature which needs immediate attention and required to be immediately or urgently addressed,

- a. Every effort shall be made to redress such grievances within 3 days in a transparent manner and acknowledged appropriately.*
- b. Such grievance(s) must be redressed within 7 days. In case, the same could not be addressed within stipulated time, the same may be forwarded, with reason recorded, to the concerned Student Grievance Redressal Committee or the students may themselves approach to the concerned Students Grievance Redressal Committee, if they feel so.*

II Student Grievance Redressal Committees

i) Collegiate Student Grievance Redressal Committee (CSGRC)

A complaint from an aggrieved student relating to a college shall be addressed to the Collegiate Student Grievance Redressal Committee (CSGRC) [Chairperson: Principal of the Concerned College]

ii) Departmental Student Grievance Redressal Committee (DSGRC)

A complaint by an aggrieved student relating to a Department/Institute/Centre of a University shall be addressed to the Departmental Student Grievance Redressal Committee (DSGRC) [Chairperson: Head/Director of the Department/Centre]

iii) Institutional Student Grievance Redressal Committee (ISGRC)

Where a complaint does not relate to any specific academic Department/Centre/Institute of the University, the matter shall be referred to the Institutional Student Grievance Redressal Committee (ISGRC) [Chairperson: Dean Academic Affairs].

iv) University Student Grievance Redressal Committee (USGRC)

The Vice-Chancellor shall constitute such number of University Student Grievance Redressal Committees (USGRC), as may be required to consider grievances unresolved by CSGRC/DSGRC or ISGRC and each USGRC may take up grievances arising from colleges/departments/ Institutions, on the basis of the jurisdiction assigned to it by the Vice- Chancellor [Chairperson: A senior Professor of the University]

(The mechanism for redressing grievance of students is available on the Website of Maharshi Dayanand University)

B) For Faculty

The following mechanism for redressing grievance of faculty members needs to be exhausted:

I *Tatkal Redressal*

If the nature of the complaints is such that these can be redressed without intervention of the Faculty Grievance Redressal Committee, the same may be redressed promptly without taking much time by the Concerned HoDs/Directors. If not resolved by these Officers, the Dean of the concerned faculty may be approached for the same.

Each such complaint/ grievance of the faculty member, if not made online, shall be diarized in the grievance registers maintained in the concerned Departments/Centres/Institutes.

Unless and until, grievance is of such nature which needs immediate attention and required to be immediately or urgently addressed,

- a. Every effort shall be made to redress such grievances within 3 days in a transparent manner and acknowledged appropriately.*
- b. Such grievance(s) must be redressed within 7 days. In case, the same could not be addressed within stipulated time, the same may be forwarded, with reason recorded, to the Faculty Grievance Redressal Committee or the faculty members may themselves approach to the Faculty Grievance Redressal Committee, if they feel so.*

II *Faculty Grievance Redressal Committee (FGRC)*

If not resolved by the concerned HoD/Director/Dean, the complaint by an aggrieved faculty member shall be referred to the FGRC to be constituted by the Vice Chancellor, with the following composition, namely:

- a) Dean Academic Affairs – Chairperson;
- b) Two senior Professors of the University – Member (Nominated by the Vice-Chancellor)
- c) Dean of the concerned faculty– Member;
- d) One Associate Professor of the University-Member (Nominated by the Vice-Chancellor)
- e) One Assistant Professor of the University-Member (Nominated by the Vice-Chancellor)
- f) A Professor/Associate Professor representing SC/BC/Minority/Women/Differently abled categories, if the aggrieved faculty member represents any of these categories, to be nominated by the Vice-Chancellor, if any of the above members of the FGRC does not belong to that category-Special Invitee

The term of the members of the committee shall be of two years. The quorum for the meetings of the Committee, including the Chairperson, but excluding the special invitee, shall be three.

The FGRC shall send its report with recommendations, if any, to the Vice Chancellor, along with a copy thereof to the aggrieved faculty member, within a period of 15 workings days from the date of receipt of the grievance by the FGRC.

C) For Non-Teaching Staff

I *Tatkal Redressal*

If the nature of the complaints is such that these can be redressed without intervention of the Grievance Redressal Committee for Non-Teaching Employees, the same may be redressed promptly without taking much time by the Concerned Supervisory Officer/Controlling Officer/Branch officer. If not resolved by these officers, the Registrar may be approached for the same

Each such complaint/ grievance of non-teaching employee, if not made online, shall be diarized in the grievance registers maintained in the concerned Office.

Unless and until, grievance is of such nature which needs immediate attention and required to be immediately or urgently addressed,

- a. Every effort shall be made to redress such grievances within 3 days in a transparent manner and acknowledged appropriately.*
- b. Such grievance(s) must be redressed within 7 days. In case, the same could not be addressed within stipulated time, the same may be forwarded, with reason recorded, to the Grievance Redressal Committee for Non-Teaching Employees or the employees may themselves approach to the Grievance Redressal Committee, if they feel so.*

II *Grievance Redressal Committee for Non-Teaching Employees (GRCNTE)*

If not resolved by the concerned Supervisory Officer/Controlling Officer/Branch officer/Registrar, the complaint by an aggrieved employee shall be referred to the GRCNTE to be constituted by the Vice Chancellor, with the following composition, namely:

- a) A senior Professor – Chairperson (Nominated by the VC)
- b) Registrar – Member;
- c) One Senior Most Deputy Registrar– Member;
- d) Concerned Branch Officer/Controlling Officer– Member;
- e) An Assistant Registrar/Superintendent representing SC/BC/Minority/Women /Differently abled categories, if the aggrieved faculty member represents any of these categories, to be nominated by the Vice-Chancellor, if any of the above members of the GRCNTE does not belong to that category-Special Invitee

The term of the members of the committee shall be of two years. The quorum for the meetings of the Committee, including the Chairperson, but excluding the special invitee, shall be three.

The GRCNTE shall send its report with recommendations, if any, to the Vice Chancellor, along with a copy thereof to the aggrieved non-teaching employee, within a period of 15 workings days from the date of receipt of the grievance.

2. i) The following officers may be nominated for receiving the memoranda addressed to the

Vice-Chancellor/Chancellor/State Government:

	For	By	Venue
I	Students	Dean Students Welfare and/or Proctor**	Students' Activity Centre
II	Teaching Staff	Dean Academic Affairs**	MDUTA Office
III	Non-Teaching Staff	Registrar**	MDU-NTEA Office

**or any other officer authorized by the Vice-Chancellor

- ii) The security staff will immediately report about the agitation/demonstration of NTEA/Teaching Association or Organization of the students or by any group of students to the DAA, Registrar, DSW, concerned HODs, Deans, Proctor, Chief Warden, Controller of Examinations, etc. as the case may be.
 - iii) The whole episode may be captured through Videography to be got done by the Controller Security/Chief Security officer with intimation to the Registrar.
 - iv) At least one officer of the Security Wing should be present at the Demonstration Site with adequate security staff. The local police incharge be duly informed and if required, the police authorities may be asked to deploy the adequate police personnel with intimation to the Registrar.
3. Proper unambiguous instructions to be issued by the Incharge Security in consultation with the Registrar/University Administration. Actions as per Law/University rules may be taken against the erring students/Non-Teaching Employees/Faculty members, as per rules, if found disobeying the issued instructions and obstructing the office work/trespassing, etc. or indulging in any unlawful activities.
 4. The Controller Security/Chief Security Officer is required to submit the detailed report about the protest/incident at the earliest to the Registrar and, if required, the matter be reported to the area SHO after due consultation with the Registrar/University Administration.

REGISTRAR