

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Copy of extract of Reso. No. 17 of the meeting of  
the Executive Council held on 9/3/24

17. Considered the recommendations of the Committee constituted by the Vice-Chancellor regarding revision of rates of room rent, meal charges of Faculty House, Community Club and other issues related to University Canteens appearing in Chapter-53 and Chapter-54 of Calendar Volume-III.

The Vice-Chancellor, while considering the proposal of the Incharge Faculty House, constituted a Committee under the Chairmanship of the Registrar to recommend/suggest the revision in the existing rules of the Faculty House, Community Club and to carry out the analysis regarding viability of various Canteens run by the University. The rates of room rent and meal charges were revised in the year 2019 and also the price of raw material have been increased. The Committee in its meetings held on 29.05.2023, 07.06.2023, 17.07.2023, 13.10.2023 and 09.02.2024, gave its recommendations as per **Annexure A/20 pages 188-195 (already circulated)**. These recommendations were placed before the Vice-Chancellor for his kind considerations. The Vice-Chancellor has ordered to place these recommendations before the Executive council.

The Executive Council considered the recommendations of the Committee regarding revision of rates of room rent, meal charges of Faculty House, Community Club and other issues related to University Canteens appearing in Chapter-53 and Chapter-54 of Calendar Volume-III and resolved as under:

**RESOLVED THAT THE RECOMMENDATIONS OF THE COMMITTEE AS ABOVE BE APPROVED.**

[ACTION BY INCHARGE (FACULTY HOUSE)]



Minutes of the meeting of the Committee constituted by the Vice-Chancellor to revise room charges and rates of food items along with the issues regarding viability of various canteens run by the University held on 29.05.2023, 07.06.2023, 17.07.2023, 13.10.2023 and 09.02.2024.

Members present:

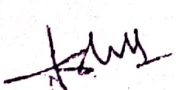
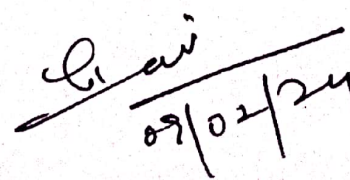
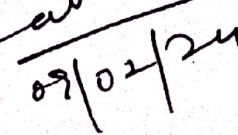
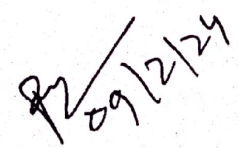
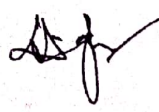
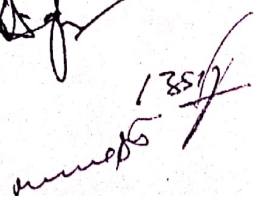
- |  |          |
|--|----------|
| 1. Registrar, M. D. University, Rohtak   | Chairman |
| 2. Prof. Randeep Rana, Dept. of Eng. & Foreign Languages                                 | Member   |
| 3. Director, IHTM<br>(He could not attend the meeting on 29.05.23)                       | -do-     |
| 4. Prof. Sandeep Malik, IHTM   | -do-     |
| 5. Dr. Gunjan Malik, IHTM<br>(She could not attend the meeting on 13.10.23 and 09.02.24) | -do-     |
| 6. Sh. Dilawar Singh, Chief Consultant, Hospitality                                      | -do-     |
| 7. Finance Officer   | -do-     |
| 8. Incharge, Faculty House   | -do-     |

The Committee deliberated on the following issues on various dates and finally on 09.02.2024:

1. Revisiting the Faculty House Rules.
2. Viability of various Canteens run by the University.
3. Food arrangements by the Faculty House for various functions/programmes.
4. Uniform crockery/cutlery for use in the offices/branches of the University.
5. Rooms of the Community Club and revisiting the rent of Community Club.
6. Rent to be charged for rooms of International Hostel/Transit Hostel from those other than international students.

After thorough deliberations, the Committee recommended the following:

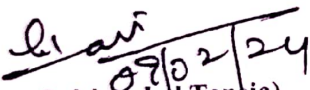
1. Chapter-53 (Faculty House Rules) and Chapter-54 (Community Club Rules) may be replaced with the new ones as recommended by the Committee at Annexure-I and Annexure-II, respectively.
2. The Committee, on the basis of analysis done by the office regarding viability of various canteens run by the University, observed that it is not economically viable to run the three Canteens of the University, i.e., Cafeteria, Administrative Block and Pariksha Sadan by the University on its own, and hence recommended that these canteens may be outsourced.
3. The Committee also observed that due to shortage of staff it would not be possible to make food arrangements for more than 250 persons by the Faculty House. Also, for making food arrangements for the persons beyond 100 (the number of guests who may stay in the rooms of the Faculty House), some extra manpower requires and hence it is recommended that:
  - i) Food arrangement for the guests staying in the rooms of the Faculty House and other guests (upto 100 persons) may be made by the Faculty House with its own available manpower
  - ii) For making food arrangement for more than 100 and upto 250 persons, extra manpower i.e. 01 Tandooriya, 02 Waiters, 01 Kitchen Helper, 01 Dish washer may be allowed to be hired/engaged from the market by the Incharge Faculty House.
  - iii) For food arrangement of more than 250 persons, and also if inability is shown by the Faculty House for making arrangements even in case of less than 250 persons, at least two catering agencies may be empanelled and for that purpose tenders

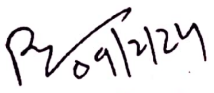







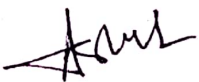
may be invited every financial year mentioning specific menus in the tender document. The process of inviting such tenders may be initiated by the Faculty House. In such cases, the appropriate venue will be decided by the University authorities.

- iv) No Department/Office/organizer of the official programme/function in the University will be allowed to make the food arrangements through any outside caterer other than those empanelled. The food arrangements may be got made either from the Faculty House or the agency so empanelled depending upon the number as prescribed in 3(i) to (iv) above.
4. The maintenance charges for the rooms of International Hostel/Transit Hostel may be charged from those other than international students on the rates as mentioned in Clause-3 of Faculty House Rules.
5. In order to bring uniformity, sufficient crockery/cutlery imprinted with University logo may be procured by the Purchase & Store Branch of the University and the same may be issued to all the Offices/Departments/Branches of the University.
6. The Committee recommended that the necessary repairing/renovation of rooms of the Community Centre be got done by the Faculty House and also other necessary action be taken as per the proceedings of the Committee dated 30.03.2022 as the Community Club has already been attached with the Faculty House for the purpose of booking and routine maintenance vide orders of the Vice-Chancellor dated 4<sup>th</sup> May 2022 (NP-9 of the File bearing No.VC/1590)

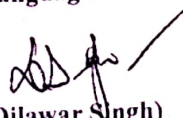
The meetings ended with a vote of thanks to the Chair.

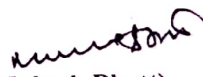
  
(Prof. Gulshan Lal Taneja)  
Registrar

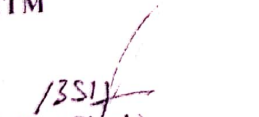
  
(Prof. Randeep Rana)  
Dept. of Eng. & Foreign  
Languages

  
(Prof. Ashish Dahiya)  
Director, IHTM

  
(Prof. Sandeep Malik)  
IHTM

  
(Dilawar Singh)  
Chief Consultant  
Hospitality

  
(Mukesh Bhatt)  
Finance Officer

  
(Baljeet Singh)  
Incharge Faculty House

**CHAPTER- 53**  
**FACULTY HOUSE RULES**

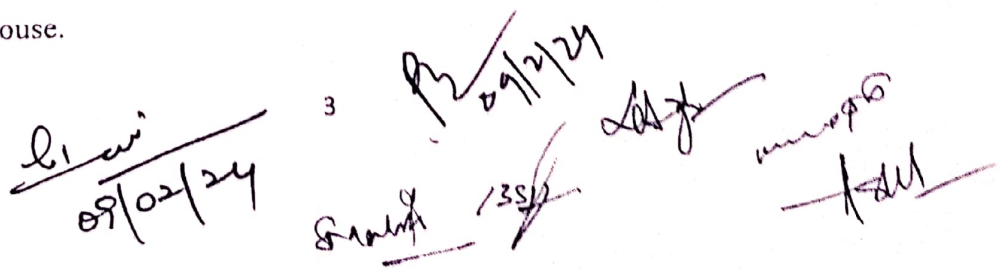
These rules shall be called **Maharshi Dayanand University Faculty House Rules, 2024** and the same shall supersede all earlier rules / regulations and orders made/issued in the name of rules for the Faculty House.

1. **Transit Facility:** Faculty House is a transit facility for lodging and boarding at the University Campus for visitors and for those who visit the University for academic purposes as well as to facilitate the university employees governed by the rules stipulated hereinafter. It shall not be used for any commercial/private purpose, whatsoever.
2. **Free Boarding & Lodging Facility:** Faculty House will offer free boarding and lodging facility to the following:
  - (i) The Guest(s) treated as University Guest(s) by the Vice-Chancellor.
  - (ii) Members of the Court, Executive Council, Academic Council, Finance Committee, Establishment Committee, Selection Committee, Boards of Studies, Departmental Research Committee, Academic Audit Committee, while on visit to the MDU, Rohtak in connection with the meetings of these bodies.
  - (iii) Resource Persons/invited Corporate Persons/Experts/Examiners and Teachers of other Universities coming to attend official meetings/official functions/campus placement and other official purposes of MDU, Rohtak.
  - (iv) Present Vice-Chancellor(s) and Registrar(s) of the State / Central Universities in Haryana; Secretary and Director, Higher Education and Technical Education, Haryana for a maximum of 3 days.
  - (v) Former Vice-Chancellors/Registrars of the MDU, Rohtak for a maximum of 3 days.

**Note:**

- a) The accompanying Driver/Guard/Gunman will also be allowed free boarding & lodging along with the above mentioned guests/members.
- b) In case of (ii) and (iii) above, Head of the Department/Convenor of the Committee or his/her representative, as the case may be, are allowed free meal along with Guest.
- c) No DA will be paid to those who will enjoy the free boarding and lodging facilities of the Faculty House.

3


  
 09/02/24  
 09/02/24  
 13/02/24  
 13/02/24

3. Lodging charges of Rooms at Faculty House / Community Club for persons other than those mentioned in Clause 2

Sr. No.	Persons	Existing Rate (Rs.)		Proposed Maintenance Charges for Rooms (Rs.)
		Non AC	AC	
(i)	For official programmes organized by University Departments/Offices	100	200	300
(ii)	Serving/Retd. Employees of MDU (along with Father/Mother/Spouse/Children)	200	400	600
(iii)	Employees of State Universities of Haryana and Aided/Govt. Colleges affiliated to MDU / Officers of Haryana/Central Govt./Public funded Autonomous Bodies.	300/400	600/800	1000
(iv)	Guests of Serving/Retired Employees of MDU/ Marriage and marriage related functions of serving/retired Employees of MDU (Self/Son/Daughter) (Not more than 10 rooms)	200/300	400/600	1200
(v)	Employees of Other Affiliated Colleges to MDU and that of other than State Universities.	400	800	1500
(vi)	For persons not covered above.	800	1500	2000

- VIP Suite (With the permission of the Vice-Chancellor/Registrar) Rs.2,500/-
- VVIP Suite (With the permission of the Vice-Chancellor) Rs.5,000/-

Note:

- GST, extra, is applicable.
- Not more than 2 rooms will be booked by an individual serving/retired employee of the university for their guests except on the occasion of marriage mentioned at Sr. No. (iii) above.
- No booking will be allowed for more than Five (05) days at a time except under special circumstances with approval of the Vice-Chancellor.
- There will be 10% increase every financial year (effective from 1<sup>st</sup> April) on the rates of preceding financial year by rounding up to the next multiple of ten.
- Rooms of the Community Club will be booked on the same day, subject to availability.

4. Cancellation and Refund Policy

Before Check-in Date/Time	Amount to be Refunded
Cancellation by the University Authorities in case of any exigency	100%
On Notice of Cancellation beyond 72 hours before the Check-in Date/Time	90%
On Notice of Cancellation beyond 24 hours and upto 72 hours before the Check-in Date/Time	70%
On Notice of Cancellation upto 24 hours before the Check-in Date/Time	50%

Note:

- The request for cancellation shall be entertained through e-mail only at [mgr.facultyhouse@mdurohtak.ac.in](mailto:mgr.facultyhouse@mdurohtak.ac.in) in which will be used as proof of date & time of the request.
- Amendment and part cancellation of existing booking for rooms is permissible as per the provisions stated above.
- No refund will be made in case of 'No Show'.
- Once the entry for room booking is made in the booking register and the guest checks-in, no refund would be allowed if the guest decides not to use the room on any account, whatsoever.
- The amount of refund will be sent by Account Payee Cheque / RTGS only.

1351/ *P. A. S.* 09/02/24 *Sumit* 09/2/24 *ADU*

-192-

5. Food Charges for persons other than those mentioned in Clause 2

Sr. No.	Breakfast/Lunch/Dinner	Existing Rates (Rs.)	Propose Rates (Rs.) (Including GST)
(i)	<b>Breakfast</b> Two Paranthas, Curd (150 gm), Tea OR Cornflakes with Milk (250 ml) OR Bread - 04 Slices with Butter, Milk (250ml)/ Tea OR Poori (05 nos.), Sabzi, Tea	80.00	100.00 (Butter charges @ Rs.15 per 10 gm. Extra)
(ii)	<b>Lunch/Dinner</b> (a) <b>Ordinary</b> Chapatis, Dal/Rajmah/Chholey, One Seasonal Vegetable, Plain Rice, Curd, Salad (b) <b>Special</b> One Paneer Veg., One Seasonal Veg., One Dal/Rajma/Chholey, One Raita, Rice Pulao, Salad, Chapatis, One Sweet Dish: Kheer/Custard (150gm)/ Ice Cream (70 gm)/One Piece Gulab-Jamun/ One Piece Rasgulla	100.00 190.00	130.00 220.00
(iii)	<b>Additional Items</b>		
1.	Tea	10.00	15.00
2.	Tea dip-dip	15.00	20.00
3.	Coffee	15.00	20.00
4.	Cold Coffee	25.00	40.00
5.	Cold Coffee with Ice Cream	N.A.	50.00
6.	Milk (200 ml.)	N.A.	25.00
7.	Milk Shake	N.A.	30.00
8.	Lassi	N.A.	25.00
9.	Hot Chocolate	N.A.	25.00
10.	Fresh Lime Water	N.A.	15.00
11.	Packaged Drinking Water	N.A.	MRP
12.	Cold Drinks	N.A.	MRP
13.	Biscuit / Wafers	N.A.	MRP
14.	Toast with Butter & Preserves	N.A.	40.00
15.	Cornflakes with Milk	N.A.	40.00
16.	Dalia (cooked in Milk)	N.A.	40.00
17.	Poha	N.A.	40.00
18.	Veg Pakoda with Chutney / Sauce	240.00 per kg	350.00 per kg 40.00 per plate (100 gms.)
19.	Paneer Pakoda with Chutney / Sauce	340.00 per kg	450.00 per kg 50.00 per plate (100 gms.)
20.	Bread Pakoda	N.A.	20.00
21.	Paneer Bread Pakoda	N.A.	30.00

13517  
 09/02/24  
 5  
 09/2/24  
 Hous

193-

22.	Veg. Sandwich	N.A.	30.00
23.	Bread Slice (02 pc.)	N.A.	10.00
24.	Cheese Cutlet	N.A.	70.00
25.	Veg. Cutlet	N.A.	40.00
26.	French Fries	N.A.	30.00
27.	Chilla (Besan)	N.A.	30.00
28.	Tomato Soup	25.00	30.00
29.	Vegetable Soup	N.A.	30.00
30.	Veg. Sweet Corn Soup	N.A.	40.00
31.	Green Salad (Qt. Plate)	N.A.	30.00
32.	Sweet Dish (One Bowl (100 gms) / One Piece)	30.00	35.00
33.	Ghee-Shakkar per head (20gm-50gm)	20.00	30.00
34.	Ice Cream (Vanila/Strawberry/Chocolate)	N.A.	30.00
35.	Ice Cream (Butter scotch/ Pista)	N.A.	50.00
36.	Gulab Jannun (02 pc.)	N.A.	50.00
37.	Rice Kheer with Shakkar	N.A.	40.00
38.	Saiwaiyaan Kheer with Shakkar	N.A.	40.00
39.	Kesar Kheer	N.A.	50.00
40.	Fruit Custard	N.A.	35.00
41.	Halwa (Sujj) (100 gm)	N.A.	35.00
42.	Halwa (Moong Daal) (100 gm)	N.A.	60.00
43.	Halwa (Gajar) (100 gm)	N.A.	60.00
44.	Fruit	As per market rate	As per market rate
45.	Butter Chapati	N.A.	10.00
46.	Stuffed Parantha	20.00	30.00
47.	Curd (150 gm)	10.00	20.00
48.	Butter 1 piece (10gm)	10.00	15.00
49.	Curd (Packed)	N.A.	MRP
50.	Water Bottle	N.A.	MRP

6. Meal Timings

Sr. No.	TYPE	TIMINGS
1.	Break Fast	7:30 AM to 9:30 AM
2.	Lunch	12:00 PM to 2:00 PM
3.	Dinner	7:30 PM to 9:30 PM

*Diary*  
09/02/24

1511

09/02/24

6

*Handwritten signature*

*Handwritten signature*

7. **General Information/Instructions** —194—

1. A photo copy of valid ID proof is to be submitted by occupant at the time of check-in.
2. In case of booking of rooms for marriage/marriage related functions, concerned employee has to submit a photo copy of his /her valid ID proof. Applicant will be responsible in case of untoward incident, if any.
3. Check-in and check-out time shall be 12:00 noon.
4. Payment towards reservation of room and meal charges will have to be remitted in advance. In case request received by post/e-mail through Registrar, rent will be charged at the time of occupation of room.
5. All the dues must be cleared at the time of check-out by the guest and key must be handed over to the dealing official on the duty.
6. All types of damages/loss of items, if any, will be borne by guest/applicant.
7. Entry into Faculty House after 10:00 p.m. is restricted.
8. Consumption of liquor, non-veg. food and smoking is strictly prohibited.
9. Meal will not be served in the rooms.
10. Menu of the meal will be decided by the official of Faculty House on day to day basis.
11. Only authorized person will be allowed to stay in the Faculty House.
12. Use of Lawns /Lounge/Dining Hall shall be strictly restricted to official functions of the University. However, with permission of Vice Chancellor/Registrar, Lawns / Lounge / Dining Hall can be used free of cost for farewell functions of University employee (s).
13. The Vice Chancellor may, wherever necessary, waive off the boarding and lodging charges.
14. Only the Vice Chancellor is competent to allow use of Chancellor's Suite, CM's Suite and VVIP Suite.
15. VIP Suites (1&2) shall only be allotted with the permission of Vice Chancellor/Registrar.
16. In-Charge (Faculty House) shall permit usage of rooms for bonafide purposes only on the same day after office hours/holidays and seek post-facto approval from Registrar.
17. Four Rooms, i.e. Rooms No. 115, 116, 117 & 118, should be kept reserved for guests/officials invited by the university and be allotted with the permission of the Registrar. However, in case of urgency, these rooms can be allotted by the Incharge Faculty House after 8.00 p.m. only for one night with the permission of the Registrar.

**Note:** The Vice Chancellor is competent to cancel any booking / allotment in case of any exigency. The Vice Chancellor / Registrar / In-Charge Faculty House, or any officer authorized by the Vice Chancellor reserves the right to inspect any room at any time without any notice.

*Q. ai*  
*08/02/24*

*135/7*

*Pr 09/12/24*

*Sanjay*

*Asst*

*Asst*



...ed under Haryana Act No. ...  
 ...iversity Accredited by ...  
**OFFICE ORDER**  
 Executive council  
 as passed order  
 agement as  
 Professor  
 and Dr  
 om the

195

Chapter - 54

COMMUNITY CLUB RULES

These rules shall be called Maharshi Dayanand University Campus Community Club Rules, 2024 and the same supersede all earlier rules/regulations and orders made/issued in this regard.

Sl. No.	Category	Booking Charges (For the date booked to next day morning)
1.	Serving or Retired Employees of the University above the rank of Deputy Superintendent. (For marriage of self or ward)	Rent = 20,000.00 Maintenance Charges = 10,000.00 Electricity Charges = 6,000.00 Cleaning Charges = 2,000.00 <b>Total = 38,000.00</b>
2.	Serving or Retired Employees of the University upto the rank of Deputy Superintendent. (For marriage of self or ward)	Rent = 10,000.00 Maintenance Charges = 10,000.00 Electricity Charges = 6,000.00 Cleaning Charges = 2,000.00 <b>Total = 28,000.00</b>
3.	Outsiders (On the recommendation & undertaking of the University Employee as a security for recovery of damage, if any)	Rent = 90,000.00 Maintenance Charges = 10,000.00 Electricity Charges = 10,000.00 Cleaning Charges = 5,000.00 <b>Total = 1,15,000.00</b>

- For functions other than marriages, i.e. Tea Party, Lunch, Dinner etc. of shorter duration not more than three hours, the Campus Community Club shall be booked for serving / retired employees of the University @ Rs.10,000/- (Maintenance Charges) per function.
- The Campus Community Club shall be allowed to use @ Rs.5,000/- (Maintenance Charges) to serving / retired employees for functions like Farewell / Condolence Meetings.
- Booking of the Campus Community Club shall be allowed by the Registrar.
- Rooms of the Community Club will be booked on the same day, subject to availability and on the same rates as that of rooms of Faculty House.
- Cancellation and Refund Policy

Before Booking Date	Amount to be Refunded
Cancellation by the University Authorities in case of any exigency	100%
On Notice of Cancellation beyond 21 – 30 days prior to date booked	75%
On Notice of Cancellation beyond 16 – 20 days prior to date booked	50%
On Notice of Cancellation beyond 0-15 Days prior to date booked	NIL

- Note:**
- GST extra on rent, as applicable.
  - Consumption of liquor, non-veg. food and smoking is strictly prohibited.
  - University Employee will have to give an undertaking that the Campus Community Club will be used exclusively for his/her family function.
  - No advance booking prior to 15 days from the date of function/event will be allowed for the outsiders.
  - No illumination will be allowed outside the Campus Community Club gates.
  - Parking of vehicles shall be allowed only at designated points within the Campus Community Club premises and outside along the Hardwari Lal road and not along the road in front of the Club.
  - The request for cancellation shall be entertained through e-mail only at mgr.facultyhouse@mdurohatak.ac.in which will be used as proof of date & time of the request.
  - The amount of refund will be sent by Account Payee Cheque / RTGS only.
  - There will be 10% increase every financial year (effective from 1<sup>st</sup> April) on the rent & other charges taking preceding financial year as the base year, by rounding upto next multiple of 100.

8  
 13/11/24  
 09/10/24  
 [Signatures]