

RGNIYD ORDINANCE (SECOND AMENDMENT) 2016.

qqo-33004/99 REGD. NO. D. L.-33004/99 Che Gazette of India -d 802] No. 802] EXTRAORDINARY PART 11—Section 3—Sub-section (i) PUBLISHED BY AUTHORITY 18, 2016 & 27, 1938 NEW DELHI, FRIDAY, NOVEMBER 18, 2016/KARTIKA 27, 1938 7Tfr 18 2016 1 33 (Z) 1. #fäT8 1) VT-it-4 VT-ft 2016 I (2) 17.09.2016 qtq-rä?T, 2016 XI - XII ö1T; VT) 5% trq 5356 GI/2016 (1) 2 2. 3. 2 3 4 5 6 7 8 9 10 12 13 14 15 16 THE GAZETTE OF INDIA : EXTRAORDINARY [PART II—SEC. s) 3•fr q-fr-q-a *r 3.rtl1fr7 I -a-rq-i-*--ff q-rg•vm q-q-T q-q-T q-q-T a-I-ft-a trfr-q-« 11 4. 5. 6. b) c) d) 7. 3(i)] 3 qan: *r a-rq t; crF4*T, 3.rq•a-r q-qv -ä-a-fü7 *r *r iii. a) 25 , b) 28 RD 2; t, (F17T?fi) g•r-r 75 it t 31fi-q-rzi7: 38'a•zrT 4 THE GAZETTE OF INDIA : EXTRAORDINARY [PART II—SEC. 8. b) c) d) e) f) h) i) j) k) l) n) o) r) , a-fi , 1 ft-a-r q-rq-r q-fr--qx q-r fä-rl -fi ft-4t f*-ft-tr Tr <T'fi 48 30)] 5 s) t) u) v) a) c) d) e) ißTT, afr 5000/- *TIT, *ITT, *r 31fä-fr-« ä--q-ä -q-a-q-*t Grrre•rr a-rq ft-q-fr Grrre•rrl -fiPTT I 10. 12. 13. b) q-frq-« ii. 6 iv. THE GAZETTE OF INDIA : EXTRAORDINARY [PART II—SEC. C) srrrr 14. *r q•zq-r 12 15. a) qz-rt, c) crfr-q-a a-ccfrpi-t *ITTI 16. qvt qr 17. 2. 4. 5. 6. 7. 8. 9. 30)] 10. 11. 7 fr-•q-r 6 i.ff\$ r q-rv-«-rrr ii.3.TfT, ä-a-r •t fä-« a-a iii.4TiT, crtra-rràt err iv.3-Ifi, 75% VA-fit, t 8 THE GAZETTE OF INDIA : EXTRAORDINARY æra-rå [PART 11 —SEC. 30)] 9 [up-r 6 (q) æra-rå 10 THE GAZETTE OF INDIA : EXTRAORDINARY [PART II—SEC. Ai@TOT trfr-q-a, 20 _ - 20 _ a-r-q-i-h•7 t, 6 , 20 _ 20 30)] 11 1. 2. 3. 4. 2. q-a-g-r-r, qr 2. 3. 4. 5. 6. 7. 12 1. 2. 3. 4. 1. 2. 3. 4. 5. 6

7. THE GAZETTE OF INDIA : EXTRAORDINARY - XIII [PART II—SEC. q-fr-qz 30)] 2. q@fr: iv. ii. iii. 13 iii. iii. crR?TTât, *A-a-r; trrq-r Grrrrr t 3qQi-q-r Éfit: 3.frv iii. ii. *A-a-r; 14 THE GAZETTE OF INDIA : EXTRAORDINARY [PART II—SEC. 8. q-@frzri, it, Tr *7Fr: -a-rrfi f*-qv Grrrrrrl - XIV I . q-a-t I 3. *r fifi, 4. 500/- F.. 10,000/- F.. \$171T, 5. 100/_ 7. F) B) (q) cra•rq-fä-«; (q) 10 30)] ?-ä7TTI 12. 13. *r it, Grrrrrr 3.ifitr 31-errzr - XV 1 . q-ra•rfiq q-ra•rfiK q-äfi HFzrrr (i) Grroyrr qara-T (iii) 31-q-fü (iv) (v) q-å&TT 15 // (arfr•zii) srrrr qûa-rràt/z•crrfû-zii , , q-fr-q-7 öTT, it fir. æi. 15-28/2016-7TTF1-g•fä-å] 3014-rq, 16 THE GAZETTE OF INDIA : EXTRAORDINARY MINISTRY OF YOUTH AFFAIRS AND SPORTS (Department of Youth Affairs) [PART 11 —SEC. (RAJIV GANDHI NATIONAL INSTITUTE OF YOUTH DEVELOPMENT) NOTIFICATION New Delhi, the 18th November, 2016 G.S.R. exercise of the power vested under clause (k) of Section 33 of the RGNIYD Act. Acade•nic Council of the RGNIYD made the following Ordinance, na•nely:- 1. Short Title and Commencement.—(l) This Ordinance may be called "RGNIYD Ordinance (Second Anændment) 2016. 2. 1. 2. 3. (2) It shall dee•ned to have come into force with effect from 17.09.2016 Addition of new Ordinance to the Principal Ordinance The following chapters shall be added after Chapter XI of the Rajiv Gandhi National Institute of Youth Developnænt Oldinanæs, 2016. CHAPTER- Students' Council There shall be a Students' Council far every acade•nic year, consisting of:- (iv) (v) The Dean of Students' Welfare. who shall be the Chairman of the Students' Council; 5% of students' strength, subject to •naxirntun of twenty students to be no•ninated by the Acadelllic Council on the basis of merit in studies, sports and extra-curricular activities; and 5% of students' strength, subject to subject to maximu•n of twenty students to be elected by the students as their representatives: Provided that any student of the Institute shall have the right to bring up any Inatter concerning the Institute before the Students' Council, if so per•nitted by the Chair•nan, and he shall have the right to participate in the discussions at any meeting when the matter is taken up for consideration. The functions of the Students Council shall be to •nake suggestions to the appropriate authorities of the Institute in regard to the of studies, students' welfare and other matters of importance. in regard to the working of the Institute in general and such suggestions shall be Iliade on the basis of consensus of opinion. The Students' Council shall •neet at least twice in every acade•nic year and the first meeting of the Council be held in the beginning of the academic session. Number of Slots for Election & Nomination: b) The nulliber of slots for Election and Nomination shall be determined Departnment wise on the basis of number of students enrolled in each Department during the acadelliic session concerned. In order to ensure that all Depart•nents are represented, a ntunber of Depart•nents may be clubbed such that at least one slat for election and one slot far no•nination could be provided between the clubbed Departments

PART 1: Procedure of Election to the Students Council Schedule for Election: b) Notification far election shall be issued by the Dean of Students Welfare which shall include the Schedule of Election as per the fallowing far•nat: 30)] Schedule of Election for the Me•nbership of Students Council for the Acade•nic

Session 17 Date I 2 3 4 5 6 7 8 9 IO 11 12 13 14 15 16 Activity Issue of Notification far Election Display of Voters List (Students Enrolled) Receipt of for correction in the Voter List Display of Final Voters' List Conunencement of Filing of Nonunatian Paper Last date for Filing of Nonlination Paper Scrutiny of Nomination Paper Display of List of Candidates Last date far the Withdrawal of No•nination Display of the Final List of Candidates Conunencement of canvassing Date and tillk'. of closing canvassing Date and Tilne of Conunence•nent and End of Voting Counting of Votes Declaration of Results Notification for the Constitution of the Students Council The whole election process beginning with issue of notification by Dean of Students Welfare shall be completed with 10 days as per the recom•nendation of Lyngdoh Committee Report. 4. 5

6. Returning Officer: Senior nost Dean or in his absence senior mast Head of the Department shall be the Returning Officer of the election in their respective School/Department. Display of the Voters' List and Procedure for Correction therein: a) b) c) d) Voters' List of a Depart•nent shall mean and include the na•nes of all students enrolled as on the date of notification of election in various progra•nmes of studies offered in the Department; Voters' List shall be displayed on the Notice Board of the respective Department by the Returning Officer concerned: Request for correction in the Voters List, if any. shall have to be Iliade in the prescribed formi to the Returning Officer concerned: Request for correction shall be verified by the Returning Officerd. who shall after incorporating any changes necessary shall display the Final Voters' List. Filing of Nomination Papers: a) b) c) Eligible candidate may file their Nomination paper in the presuibed format (Proformn-1) along with an Undertaking in the prescribed format (Prof01Tna-2) that no criminal inquiry is pending against her/him,• Nomination Form so reœived shall be scrutinized by the Returning Officer concerned; All such voters, who have filed their Nomination Paper shall have a right to rennin during the scrutiny of the Nomination Formi; 18 7

8. THE GAZETTE OF INDIA : EXTRAORDINARY [PART II—SEC. d) List of candidates shall be declared by the Returning Officer concerned: e) Request for the withdrawal of Nonination Illay be made to the Returning Offiœr concerned, within the stipulated date: f) Final List of candidates shall be displayed by the Returning officer concerned, after due time/ date prescribed for withdrawal. Conditions of eligibility to be a candidate: a) A student seeking election to the Students Council Illust fulfill the following eligibility conditions as mentioned in the Lyngdoh Commttee: (i) His / her nallle must appear in the Final Voters' List of the Deparnnent concerned (ii) His / her age must not exceed the following limits as on the date of filing of the Nonunatian Paper: (a) 25 years in case he/she is a PG student (b) 28 years in case he/she isa RD student: (iii) He/she Illust have a minilnum of 75 percent attendance in all courses taken by him/her during previous semester(s), except those who are in the first senœster. (iv) He/she must not have any acade•nic arrear i.e. he/she •must have successfully completed all the he took during the previous semesters of the programme of studies, in which he/she is presently enrolled; such persons who have failed and/or awarded I Grade and/or detained due to shortage of attendance in any of the courses, during the previous semester(s) of the programme of studies in which he/she is presently enrolled shall not be eligible to contest the election. (v) He/she must not have any fee arrears in the year of contesting the election. (vi) He/she must not have a previous criminal record, that is, he/she should not have been tried and/or (Invicted of any crilllinal offence or Illisdemeanor. (vii) His/her conduct in the Institute •must have been exemplary and he/she must not have been subjected to any disciplinary action by the Institute authorities. b) Election of a candidate shall be declared null and void, in the event of non-conformity with any of the above rules or guidelines. Code of conduct: a) No one other than the students shall be involved in the election process. b) No candidate shall indulge in, or shall abet / support, any activity, which •nay create / aggravate differences or create •nutual hatred, or cause tension between different gender, castes and communities. religious or linguistic, or between any group(s) of students. c) All candidates •must desist fra•n resorting to activities such as bribing, coercin& inti•nidating or inversonation in the election process. d) All candidates while criticising other candidates shall confine to the policies and progranunes and past record of their work. Candidates shall refrain fro•n casting aspersions on the private lives of contesting candidates. e) No candidate shall •nake appeal based on caste or canununal lines for securing votes. f) No canvassing shall be perniitted in the Hostels of the Institute. g) No candidates shall •nake use of printed posters, printed pa•nphlets, or any other printed material far the purpose of canvassing. However, they •nay use hand•nade posters only at authorised places in the Canvus. which shall be notified in advance by the Institute authorities. Under no circumstanœs, handlnade posters with questionable language or content

will be allowed. 30)] 19 h) No canvassing shall be permitted within the class room. However, canvassing may be permitted outside the class rooms without causing any disturbance to the academic schedules. i) No electioneering through printed posters, processions, or public meetings is allowed outside the Institute Campus: violation of this rule will result in disqualification. j) Innovative means for peaceful canvassing shall be encouraged provided it does not affect the academic environment. k) No candidate shall, nor shall his/her supporter, damage, deface or cause any destruction to any property of the Institute and contravening the condition will make him/her liable for disciplinary action including removal from the Voters' List. l) The use of loudspeakers, vehicles and animals for the purpose canvassing shall be prohibited. 11) On the day of polling, all candidates shall cooperate with the officers on election duty to ensure peaceful and orderly election and complete freedom to the voters in exercising their franchise without being subjected to any annoyance or obstruction: No candidate shall distribute any eatables or other solid and liquid consumables except water on polling day and also not hand out any propaganda on the polling day: Except voters, no one without a valid pass/letter of authority from the Institute authorities shall enter the polling In case a candidate has any complaint or problem regarding the conduct of the election the same may be brought to the notice of the Grievance Committee; All candidates shall be jointly responsible for ensuring cleaning up the polling area within 48 hours of the conclusion of polling: The Institute has full authority to cancel or postpone the elections any time before the scheduled date without assigning any reason. Since elections are to be held Department wise, ideally, the contestant should not spend any amount of money on publicity material as the publicity should be done by word of mouth and through debate and discussions. The total expenditure permissible to be incurred by a candidate shall not exceed Rs. 1000/- per constituent, and in any case shall not exceed Rs.5000/- as prescribed by the Grievance Committee, which is ever is less. Each candidate shall within two weeks of the declaration of results, submit complete and audited account to the Institute authorities. A Committee consisting of the Registrar, Finance Officer and a nominee of the Director shall scrutinize and audit the accounts submitted by the candidate. The Institute shall publish such audited accounts within two days of the receipt of such accounts through a suitable medium so that the members of Students' Council may freely examine the same. The candidates are debarred from mobilising and utilising funds from any other source. The election of the candidate shall be declared null and void in the event of any non-compliance or in the event of any excessive expenditure 9. Polling Process: a) The ballot papers required for each Department given the number of registered students / voters will be printed mentioning the names and roll numbers of the candidates contesting the election. b) Each ballot paper will be signed by the Returning Officer. c) The polling process will be completed within the notified time period under the administrative control of the Returning Officer of the Department, who will be assisted by the three faculty members designated as Polling Officers and appointed by the Returning Officer; d) Candidate(s) contesting the election or his/her representative may remain present during the time of polling as polling agent: 20 THE GAZETTE OF INDIA : EXTRAORDINARY [PART II—SEC. 3. e) After the polling process is complete, the ballot box will be sealed. The unused ballot papers shall also be sealed in a separate envelop

10. Counting of Votes: a) The sealed ballot box will be opened by the Returning Officer for the counting of the votes in the presence of candidates contesting the election or their representatives. b) The Returning Officer with the help of Polling Officers shall conduct the counting of votes in the presence of the candidates (contesting election or their representatives)

11. Declaration of the Result: a) The Returning Officer shall declare the result mentioning clearly the Name of the elected candidate / candidates in terms of the number of votes polled to them

12. Election Related Expenditure: a) All expenses incurred towards the election procedure shall be met from the funds available by the Institute for this purpose: Provided, however, that only such expenses that are incurred towards the work related to the activities specified in these guidelines

13. Grievance Redressal: a) To ensure smooth conduct of the election and also to address grievances, if any, there shall be b) The constitution of the Students Council Grievance Redressal Committee shall be as under: i. iii. iv. v. Dean of Students Welfare One of the Deans to be nominated by the Director Two students from amongst the final year Students, one of whom shall be a woman, to be nominated by the Director Registrar Chairman —Member —Members —Member-Secretary c) The procedure for dealing with the grievances received by the Grievance Redressal Committee shall be dealt in accordance

with the recommendations of the Lyngdoh Conunittee: 14. Maintaining Law and Order on the campus during the election process: a. Instance of lawlessness or the commission of crilllinal offence shall be reported to the police by the Institute i•nmediately but not later than 12 hours after the alleged conunission of the offence, or during the canunissianing of offence

PART 11: Procedure for Nomination to the Students Council 15. Procedure for Nomination: t) g) h) Twenty students shall be nominated to the Students Council by the Acadelllic Council on the basis of •nerit of studies, sports, extra-curricular activities. The number of students to be noninated from each Deparunent shall be the same as the nulliber of students to be elected. To facilitate the Academic Council in taking the decision with regard to the nomination, the Dean Students Welfare shall place before the Acade•nic Council list of students admitted to various programlnes of studies clearly indicating there in the past academic records frolll 10th onwards, the colnposite score at the time of admission. the academic performance in terms of their aggregate score in the courses taken during previous two se•nesters and conunents with regard to their participation and involve•nent in the co-curricular and extra-curricular activities. 30)] 21 i) Eligibility conditions, qualifications and disqualifications for the nomination of students shall be the same as those applicable in case of election. j) While making nominations, the Academic Council shall pay due regards to the representation of students fra•n the PG and RD progranunes and also to the freshers and senior students

16. Should there be any difficulty in the implementation of these guidelines. arising out of inadequate provisions in or due to interpretation of these guidelines, the decision shall be taken in accordance with the reca•nmendatians of the Lyngdoh Ca•nmittee. 17. Should there still be any difficulty in the illiplelnentation of these guidelines. the Iliatter shall be 2. 3. 4. 5. 6. 7. 8. 9. referred to the Director, whose decision shall be final and binding an all concerned: PROFORMA - 1 (Under sub-clause (a) of Clause 6) NOMINATION FORM Nan•e San / Daughter of Roll No. Date of Birth Department / Centre Progranllne of Study School Date of filing nonunatian Proposed by Miss/Mr. (The Proposer shall be the (linstituent of the Electoral Constituency to which the (lintesting candidate belongs) Roll No. Study IO. Seconded by Miss/Mr. Departnænt Signature with date (The Seconder shall be the (linstituent of the Electoral Constituency to which the contesting candidate belongs) Roll No. Progranune of Study Signature with date Department 11. Signature of the proposed candidate with date in evidence of his/her willingness to contest the election (The candidate shall be the constituent of the Electoral Constituency to which the contesting candidate belongs) For omce Use: This is to certify that the Nonination form of Rail No. / DIO has been carefully scrutinized and found in order/rejected. In case of rejection reason thereof SIGNATURE OF THE RETURNING OFFICER Date: Copy to: Dean of Students' Welfare 22 1 Department of THE GAZETTE OF INDIA : EXTRAORDINARY [PART 11 —SEC. UNDERTAKING S/a Sh./Smt. hereby undertake that PROFORMA - 2 {Under sub-clause (a) of Clause 6} Rail No. V. I have neither been tried / convicted of any criminal offence or •nisdemeanar ever nor is there any criminal case / proceeding pending against •ne in any Court of Law. I further undertake that I have not been sul2jected to any disciplinary action by the Institute Authorities. I further undertake that I have passed all courses offered by •ne in the previous exanünatians. I further undertake that I have convleted 75% attendance in all previous courses offered by Ille. I further undertake that I have read the election related ordinance(s) and rules of the Institute and I undertake to abide by them. In case of any violation of any condition provided in the Ordinances and rules. I alli fully aware that my candidature is liable to be rejected and or my candidature be cancelled even after election. (SIGNATURE WITH DATE) Full Name Progra•nrne of Study Departnænt School Copy to: Dean of Students' Welfare PROFORMA - 3 UNDERTAKING FROM THE RETURNING OFFICER Sh./Smt. relation is contesting election to the Students Council. hereby undertake that none of my blood SIGNATURE OF THE RETURNING OFFICER UNDERTAKING FROM THE FACULTY MEMBER NOMINATED TO THE SCREENING COMMITTEE Sh./Smt. relation is contesting election to the Students Council. hereby undertake that none of my blood SIGNATURE OF THE FACULTY MEMBER Copy to: Dean of Students' Welfare 30)] 23 PROFORMA - 4 {Under sub-clause (b of Clause 5} PROVISIONAL LIST OF REGISTERED STUDENTS VOTERS IN THE SCHOOL OF SR. NO. ROLL NO. NAME First Selnester FATHER'S NAME DEPARTMENT Third Semester Research Degree Progrmnnae SIGNATURE OF THE RETURNING OFFICER Copy to: Dean of Students' Welfare PROFORMA - 5 {Under sub-clause (d) of Clause 6} FINAL LIST OF REGISTERED STUDENTS / VOTERS IN THE SCHOOL OF SR. NO. ROLL NO. NAME First Se•nester FATHER'S

NAME DEPARTMENT 24 THE GAZETTE OF INDIA : EXTRAORDINARY [PART 11 —SEC. Third Semester Research Degree Programne SIGNATURE OF THE RETURNING OFFICER Copy to: Dean of Students' Welfare PROFORMA - 6 {Under sub-clause (d of Clause 6) 30}] 25 LIST OF CANDIDATES WHO FILED NOMINATION FOR CONTESTING ELECTION In response to notification issued by the Dean Students Welfare. the details of the students who filed their nonunatian far contesting election to the Students Council, 20 - 20 as per RGNIYD guidelines are given below: SR. NO ROLL NO. NAME Copy to: Dean of Students' Welfare FATHER'S NAME DEPARTMENT SEMESTER SIGNATURE OF THE RETURNING OFFICER PROFORMA - 7 {Under sub-clause (f) of Clause 6} LIST OF CANDIDATES ELIGIBLE FOR CONTESTING ELECTION In response to notification issued by the Dean of Students Welfare, the details of the students who filed their nonunatian for contesting election to the Students Council, 20 20 contest election after scrutiny are as given below: and who are declared eligible to SR. NO ROLL NO. NAME FATHER'S NAME DEPARTMENT SEMESTER SIGNATURE OF THE RETURNING OFFICER RETURNING OFFICER Copy to: Dean of Students' Welfare PROFORMA - 8 (Under sub-clause (a) of Clause I l} 26 THE GAZETTE OF INDIA : EXTRAORDINARY [PART 11 NUMBER VOTES —SEC. STATEMENT OF VOTES POLLED IN THE SCHOOL OF Statement of Votes 3. SR. NO. PARTICULARS 1. 2. 3. 4. 4. SR. NO. Registered Votes Votes Polled Valid Votes Invalid Votes Votes Palled far Different Candidates NAME OF ROLL THE NO. CANDIDATE FATHER'S DEPARTMENT NAME SEMESTER POSITION POLLED I hereby adlllit that election was held in impartial and transparent manner and that the counting of the votes was done in my presence SIGNATURE OF THE RETURNING OFFICER SIGNATURE OF THE CANDIDATES 2. 3. 4. 5. 6

7. Copy to: Dean of Students' Welfare TALLY SHEET FOR COUNTING OF VOTES PROFORMA - 9 TOTAL SR.NO

2. NAME OF THE CANDIDATE VOTES POLLED IN FAVOUR 30)] 3

4. NAME OF THE CANDIDATE NO.1. 2. 27 VALID VOTES INVALID VOTES TOTAL 4. 5

6. SIGNATURE OF THE RETURNING OFFICER Copy to: Dean of Students' Welfare PROFORMA - 10 {Under sub-clause (a) of Clause 11} DECLARATION OF THE RESULT OF THE ELECTION This is to certify that Mr/Ms Roll.NO. Semester School of Copy to: Dean of Students' Welfare S/O/D/O Department has been declared elected far the Students Council fra•n the SIGNATURE: RETURNING OFFICER: CHAPTER- xm Employees and Students' Grievances Redressal Committees l. The Institute shall (linstitute a Illechanislll for the redressal of the grievances of Elnpoyees and Students of the Institute. To this effect the Institute shall constitute the following three Grievance Redressal Committees: (a) Students' Grievance Redressal Comllllittee (b) Teachers' Grievance Conunittee (c) Non-Teaching Staff Grievance Redressal Committee 2. Students' Grievance Redressal Committee: (a) The Students' Grievance Redressal Committee shall colnprise the following: i). The Dean of Students' Welfare or such other person to be nonunated by the Director, who shall be the Chair•nan & Convener: ii). Dean of the or in his absence Head of Department concerned; iii). Three persons nonunated by the Director: and iv). Three Representatives of the Students' Council. (b) Powers and Functions of the Students' Grievance Redressal Committee shall be: i). to entertain written and signed complaints and petitions of students in respect of •natters directly affecting them individually or as a group: 28 THE GAZETTE OF INDIA : EXTRAORDINARY [PART II—SEC. to enquire into the grievances, and •nake reconunendations and report to the concerned authorities for redressal or suitable action; and to recom•nend appropriate action against if allegations made are found to be baseless

3. Teachers' Grievance Redressal Committee: (a) The Teachers' Grievance Redressal Ca•nmittee shall comprise the following: i).One of the Deans or in their absence Head of Departlnent to be noninated by the Director. who shall be the Chairman & Convener; ii). Three Faculty Mellibers, not below the lank of Professor to be nonlinated by the Director; iii). Five teachers representing women, •nminority, SC, ST, OBC, to be no•ninated by the Director: and iv). Dean of the School or Head of Departnænt concerned. (b) The Powers and Functions of the Teachers' Grievance Redressal Ca•nmittee shall be: i). to accept and consider written and signed convlaints and petitions of teachers and other acade•nic staff in respect of matters directly affecting them individually or as a group: to enquire into the grievances, and •nake reconunendations and report to the concerned authorities for redressal or suitable action; and to recom•nend appropriate action against if allegations •nade are found to be 4. Non-Teaching Staff

Grievance Redressal Committee: 5. 6. 7. 8. (a) The Non-Teaching Staff Grievance Redressal Committee shall comprise the following: i). Registrar, who shall be the Chairman & Convenor; ii). Five persons from the non-teaching staff representing women, minority, SC, ST, OBC, to be nominated by the Director; and iii). Head of the Section concerned (b) Powers and Functions of the Non-Teaching Staff Grievance Redressal Committee shall be: i). to accept and consider written and signed (1) complaints and petitions of staff (Non- Teaching) in respect of matters directly affecting them individually or as a group; ii). to enquire into the grievances, and make recommendations and report to the concerned authorities for or suitable action; and iii). to recommend appropriate action against (1) complainant(s). If allegations made are found to be grievances pertaining to the Students shall be received in the office of the Dean of Students' Welfare and shall be referred to the Students' Grievance Redressal Committee. Grievances pertaining to the teachers, and other academic staff shall be received in the office of the Chairman & Convenor of the Teachers' Grievance Committee and shall be referred to the Teachers' Grievance Committee. Grievances pertaining to the non-teaching and other non-academic staff shall be received in the office of the Registrar and shall be referred to the Non-Teaching Staff Grievance Redressal Committees. The Grievance Redressal Committees. in their respective areas of jurisdiction, shall observe the following general principles: a. Create awareness among the students, staff and teachers about the grievance redressal mechanism; b. Register and acknowledge grievances received and referred to them; 30] c. d. e. f. 29 To the extent all grievances received shall be settled within a fortnight by arriving at a final decision; If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply: As a matter of general rule, no grievances should remain pending beyond the limit of three months, • The Chairman & Convenor of the respective Grievance Redressal Committees should make himself/herself freely available to hear the grievances personally; and 9. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13

2. Aggrieved parties who are not satisfied with redressal by the Grievance Redressal Committee, may appeal to the Director for a reconsideration and review.

CHAPTER- The Alumni Association
There shall be an Alumni Association of the Institute. The objective of the Association shall be to promote the objectives of the Institute, to maintain contacts and solidarity among the graduates of the Institute, and to raise funds for the development of the Institute. The membership of the Association shall be open to all degree holders of the Institute, including the holders of diplomas and certificates. The membership fee for the Association, shall be Rs.500/- per year and Rs. 10,000/- for life or as decided by the Executive Council of the Institute from time to time. There shall also be an Alumni Association Admission fee of Rs. 100/- which shall be collected at the time of admission of students in the Institute. The application for membership shall be in a form desired by the Institute. The Executive Committee of the Association shall consist of the (a) President ; (b) Vice President; (c) General Secretary; (d) Joint Secretary; and (e) 10 other Members. The Director shall be the ex-officio Patron. All other office -bearers and members of the Association shall be elected for a term of three years. No member of the Association shall be entitled to vote or stand for election unless he has been a member of the Association for at least one year prior to the date of the election and is a Degree holder of the Institute of at least five years' standing. Provided that the condition relating to the completion of one year membership shall not apply in case of the first election. The funds of the Association shall be managed by the Finance Officer of the Institute who will maintain a separate Account for the purpose. The elections of the Association and all its meetings shall be conducted in the manner to be notified by the Director of the Institute. In case of any difficulty in operating any clause of the Ordinance the matter shall be referred to the Director. whose decision thereon shall be final.

CHAPTER- W Standing Committee on equivalence for recognition of Examinations / Degrees All proposals and requests for equivalence shall be examined by the Dean of the concerned with regards to the courses of study and the standard of the Courses. Report of the Dean shall be placed before the Standing Committee on Equivalence of Examinations/Degrees. Composition of the Standing Committee on Equivalence of Examinations Degrees: The Standing Committee on Equivalence of Examinations / Degrees shall consist of the following members: i). One of the Deans to be nominated by the Director who shall be the Chairman 30 3. 4

5. THE GAZETTE OF INDIA : EXTRAORDINARY Deans of the Schools; [PART II—SEC. 3(i)]
ii). iii). v). One person nominated by the Academic Council from amongst its members for a period of three years; Registrar; and Controller of Examinations Member Secretary The functions of the Committee

shall be: a) to consider the proposal for the recognition of New Courses /Examinations / Degrees of other Universities/Boards / Institutions ; b) to consider requests for recognition of Examinations/Degrees received from other Universities / Institutions / individual(s) and submit its recommendations to the Academic Council, c) to report to the Academic Council on all matters, which are referred to it; and d) to prepare a case of moving application for seeking recognition of Degrees / Diplomas and Certificates awarded by the Institute equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other institutions within and outside the country. Rules of Business: One third of the members of the Committee shall constitute the quorum for a meeting of the Committee. The Committee shall lay down guidelines for conduct of its business, subject to approval of the Academic Council, which may delegate any of its powers, in this behalf, to the Equivalence Committee. GAURAV AGARWAL, Director Uploaded by Dte. of Printing at Government of India Press, Ring Road, Mayapuri, New Delhi-110064 and Published by the Controller of Publications. Delhi-110054. ALOK KUMAR Digitally signed by ALOK KUMAR Date: 2016.11.11 11:05:13

