

Dyus - UCC/713  
21.4.15

**MAHARSHI DAYANAND UNIVERSITY ROHTAK**  
**ESTABLISHMENT BRANCH (NONTEACHING)**

**COURTEOUS BEHAVIOUR WITH VISITORS AND COLLEAGUES**

We have been requesting time and again to all our colleagues to remain polite with the visitors and with all other such persons who happen to approach them for any official or personal work. All will acknowledge that courteous behaviour leaves a deep imprint over the visiting persons and they learn a lot from the involved interaction. Whereas in case the officials exhibit discourteous attitude towards them, hostility is bound to be the reaction from the other side. Such incidents leave a poor impression over the onlookers and rest of the officials and change their impression about the University for bad. We all need to bear in mind that we act as representatives of Maharshi Dayanand University and that status becomes supreme. Therefore, we need to protect the sanctity and reputation of our parent institution by extending pleasantries with the visitors and remaining respectful and gracious towards them. It is a well settled principle that graciousness begets friendly gestures.

Even if we have to say no to someone in case their requests are not tenable, we need to remain courteous but firm. At no time we should sound unpleasant or rude. While reiterating our previous such requests to maintain highest normative standards of behaviour, it may be reminded that ill-mannered or impolite behaviour with anyone shall not be tolerated and the authorities would feel constrained to initiate strict disciplinary action against such personnel.

Registrar

Endorsement number: EN-10/2015/M-218/4502-4617 Dated: 20-04-2015

Copy of the above is forwarded to the following for information and circulation among all the staff members working in their departments/offices:

1. All the heads of the teaching departments/branch officers of M.D. University, Rohtak (Director, Comp. Centre)
2. The Deputy Registrar (V-C Office) and PA to Registrar for information of the V-C & Registrar

  
Assistant Registrar

Circulate & upload on website

Asst. A. /  
G. S. Suman  
21/4/15 22/4

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Steps for circulation to all, 12  
21/4/15