



वैज्ञानिक और नवीकृत अनुसंधान अकादमी
ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH
(An Institution of National Importance by an Act of Parliament)

AcSIR Headquarters, CSIR-HRDC Campus, Sector - 19,
Kamla Nehru Nagar, Ghaziabad – 201002, U.P., India

एसीएसआईआर मुख्यालय, सीएसआईआर-एचआरडीसी परिसर,
सेक्टर - 19, कमला नेहरू नगर, गाज़ियाबाद - 201002, उ.प्र., भारत,

No. AcSIR/8/1(1)-2023

June 20, 2023

OFFICE MEMORANDUM

Subject: Regarding use of proper channels of communication for redressal of grievances by all students of AcSIR

It has come to the notice of AcSIR HQs. that some AcSIR students are directly writing e-mails to higher authorities, such as, the Members of the AcSIR Board of Governors, Members of the Senate, DG-CSIR and other senior officials, without following the grievance redressal procedures of AcSIR or going through the proper channel. Apart from this, some students are putting offensive and mass emails/posts in the social media, which are derogatory to the image of AcSIR. All such actions of the students would be construed as indiscipline on part of the student, as detailed at Clause 16 of the AcSIR Ordinances, 2017 and disciplinary action against such students may be initiated, as per the provisions contained in AcSIR Ordinances, 2017.

The AcSIR students are advised that for redressal of their grievances, they must follow the procedure as detailed below:

- i The first level of grievance redressal is the AcSIR Coordinator at the Institute where student is enrolled;
- ii Depending on the nature of grievance it can also be addressed to the Academic committee of the concerned Academic Centre or Associate Academic Centre;
- iii In case the student feels that his grievance has not been addressed/resolved to his satisfaction, s/he may e-mail the Associate Director (Student Affairs): ad_studentaffairs@acsir.res.in with a copy to the AcSIR Coordinator.

Issued with the approval of the Director, AcSIR.

(Senior Manager)

Copy to:

- Chairman, Senate, AcSIR & Director, AcSIR
- Associate Director, AcSIR
- All Directors of CSIR Laboratories – for kind information
- All Deans and Associate Deans, AcSIR
- All AcSIR Coordinators at CSIR Laboratories & Associate Academic Centres – for information and implementation
- Manager, AcSIR
- DDO, AcSIR
- All Assistant Managers and Executive Assistants of AcSIR– for information and implementation
- Office Copy