

GUIDELINES FOR THE GRIEVANCE REDRESSAL COMMITTEE

- It is mandatory for all Technical Institutions to address the grievance of faculty / staff members including service matters at the Institution level itself. A Grievance Redressal Committee (GRC) for faculty / staff members shall be constituted by every institution to look into the grievances of the faculty/ staff members. The composition of the GRC shall be as follows:
 - Principal of the Institution as Chairperson.
 - One senior professor of the affiliating University as a Member.
 - One official from University or State DTE (Director of Technical Education) (to be nominated by DTE/ University Vice Chancellor) as Member.
 - One Senior Faculty (not below Associate Professor) as Member.
- “Grievance” means and includes, complaint(s) made by an aggrieved Faculty/Staff Member(s) in respect of the following service related matters namely:
 - i. Withholding of, or refusal to return, any document in the form of certificates of degree, diploma, experience certificate, relieving order or any other award or other document deposited for the purpose of seeking appointment in such institution;
 - ii. Non-payment of salaries/wages and/or benefits or any other allowances or dues etc., during services or retirement/resignation, as the case may be;
 - iii. Discrepancies between their wages and/or benefits and other members of staff in similar roles/Post/experience.
 - iv. Termination without giving any reason or notice or memorandum,
 - v. Non-payment of gratuity amount as per prevailing Govt. rules in force on resignation/ retirement; and
 - vi. Any other liability which is directly connected with their service and causing financial loss or any harm or trauma.
 - vii. Grievance Redressal Committee" means a Committee constituted under these Regulations;
- A Complaint from an aggrieved faculty/staff member relating to the institution shall be addressed to the Chairperson, Grievance Redressal Committee (GRC) and the same shall be submitted to the University and also to the GRC member nominated by the University.
- The GRC shall send its report with recommendations, if any, to the concerned DTE or University and a copy thereof to the aggrieved faculty/staff member, within a period of 15 days from the date of receipt of the complaint.
- In case faculty/staff is not satisfied with the decision of Grievance Redressal Committee, they may appeal to the concerned affiliating University / State DTE (in case of diploma institute) for Redressal of their grievances.
- The Institution shall furnish, prominently, on its website, all relevant information in respect of the Grievance Redressal Committee(s) including the contact details (mobile and email id) of the Committee members.