

Dr. Deepika Bhaskar  
Registrar

IIITD/HR/Office Order/2024/ - 2083

October 29<sup>th</sup>, 2024

Office Order No.: - 157/2024

**Subject: Institute Grievance Committee**

Apropos to the approval of the Competent Authority, the following is proposed as the revised constitution of the Institute Grievance Committee:

1. Prof. GPS Raghava, Chairperson
2. Dr. Deepika Bhaskar, Member
3. Other Senior Admin, Member (from the concerned Department)
4. Mr. Rajendra Singh, Member - Convener

**Tenure:** One year from the date of notification

**The Committee has the following terms of reference:**

1. To consider and examine the representations/complaints/grievances by staff up to the Deputy Manager level on administrative/institute related matters.
2. The representation/grievance may be sent to the Director/Registrar.
3. To call the concerned employees involved in the representations(s) and examine in detail the related documents, if any, and attempt to amicably resolve the matter.
4. To hold the proceedings in a transparent manner, giving fair opportunity to the employees involved and ensuring that the principles of natural justice are adhered to.
5. To get necessary support for verification of administrative matters/facts, documents etc. If any.
6. To make suitable recommendations for resolution and disposal, preferably within three weeks.
7. To recommend interim measures, if any, to ensure fairness to all concerned. However, the measures proposed will be on a case-to-case basis.
8. The employees may be requested to resolve any institutional matter first at the institute level.
9. Direct representation to the Board of Governors/any government functionary including DTTE may be avoided.
10. The Committee is not a Fact-Finding Committee for conducting a preliminary investigation. If it is observed that a grievance alleges misconduct, in terms of applicable conduct rules and even an amicable solution would not solve the official of that misconduct, if proved, the Committee may recommend to the Competent Authority to refer it to Fact-Finding and Inquiry thereafter, as required, as per the relevant conduct rules.



(Dr. Deepika Bhaskar)  
Registrar

**Copy for information to (through email):**

1. All Committee Members
2. Director's Office-for information
3. All Faculty, Staff
4. Web Admin, IIIT Delhi

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