



Indraprastha Institute of Information Technology, Delhi

(A State University, established by Government of NCT Delhi)

Okhla Phase-III, New Delhi-110020

Website: <http://www.iiitd.ac.in>

IIITD/HR/Office Order/34/2013/1762

October 04, 2023

OFFICE ORDER NO. 122/2023

INSTITUTE GRIEVANCE COMMITTEE

Apropos to the approval of the Competent Authority, the following Institute Grievance Committee has been constituted at the Institute:

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

Tenure: One year (from the date of notification)

The Committee will have 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 representation(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.

Frequency of Meetings: As and when required, a minimum of one meeting in every six months.

Annual Report: The Committee will submit its annual report by 30th June every year.


(Dr. Deepika Bhaskar)
Registrar

Copy for information to (through email):

1. Committee Members;
2. All faculty and Staff
3. Director's Office;
4. Web-Admin, IIIT-Delhi