

Dr. Deepika Bhaskar
Registrar

IIITD/HR/Office Order/34/2024/-2322

28th November 2024

Office Order No. 166/2024

Subject: Oversight Committee tenure extension for another year

Apropos to the approval of the Competent Authority, the Oversight Committee of the Institute has been constituted comprising the following members:

- Prof. Sanjt K. Kaul : Chairperson
- Prof. Anubha Gupta : Member
- Prof. Mukesh Mohania : Member
- Senior Admin : Member (if matter relates to Admin Staff)
- Mr. Rajendra Singh : Member-Convener

The tenure of the Committee will be of one year from the date of issue.

Terms of reference:

- i) The Oversight Committee will consider and examine the representations/ complaints/ grievances by faculty or staff (Manager and above level) on matters raised related to official functioning.
- ii) The Oversight Committee will submit its report with suitable recommendations to the Director for final decision and disposal preferably within three weeks.
- iii) The proceedings will be held in a transparent manner giving fair opportunity to those involved and ensuring that the principles of natural justice are adhered to.
- iv) If the representation/complaint/grievance is found to be false by the Oversight Committee, then a suitable disciplinary action can also be recommended by the Committee.
- v) The administration will extend necessary support to the Oversight Committee for verification of administrative facts/documents etc., as required.
- vi) The representation/grievance may be sent to the Director/Registrar.
- vii) The employee may be requested to resolve any institutional matter first at the Institute level.
- viii) Direct representation to the Board of Governors/any government functionary including DTTE may be avoided.
- ix) 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 kind information/necessary action to (through email):

1. Committee Members
2. Director's Office
3. Office Order File

Okhla Industrial Estate, Phase-III
New Delhi-110020, INDIA

T +91 11 2690 7419

E registrar@iiitd.ac.in

deepika@iiitd.ac.in

www.iiitd.ac.in