



# ASHOKA

INSTITUTE OF TECHNOLOGY AND MANAGEMENT

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## GRIEVANCE REDRESSAL COMMITTEE: FACULTY & STAFF

### FUNCTIONS

Providing a platform for Faculty and Staff members to report any grievance and get solution of the grievances in matters directly affecting them, either individually or as a group.

### RESPONSIBILITIES

1. The grievant (s) should first submit their grievances in writing to their respective HOD.
2. In absence of any satisfactory redressal of grievance by HOD, the grievant(s) may again submit the grievance to the Director either directly or by writing his/her complaint in the application.
3. The Director will redress the grievance or he may refer the complaint to the Grievance Redressal Committee.
4. The Grievance Redressal Committee is constituted by the management for every session. The committee may also invite any faculty whose presence may help in investigation.
5. The convener will call a meeting of the committee within five working days and will take the necessary steps to resolve the grievance.
6. The Committee shall reach its decision based solely on the evidence by the grievant (s) and respondent (s)

Sr. No.	Name	Designation
1.	Dr. Sarika Srivastava - Director	Chairman
2.	Mr. S. K Sharma – Dean Academics	Member
3.	Dr. Brijesh Singh	Member
4.	Mr. Ashim Dev	Convener
5.	Mr. S. S. Kushwaha	Member

**FREQUENCY OF THE MEETINGS** – As and when required (Normally once in a month)

