

**BIRLA INSTITUTE OF TECHNOLOGY
MESRA : RANCHI**

Ref. No. GO /Estb/GRC/21-22/40

Date: 01st April 2021

OFFICE ORDER

GRIEVANCE REDRESSAL COMMITTEE

In supersession of earlier office order No. GO/OO/GRC/16-17/236 dated 08.04.2016, Grievance Redressal Committee is being reconstituted as under:

1. Dean of Faculty Affairs (DoFA)	Chairman
2. Dean of Student Affairs (DoSA)	Member
3. Head, Department of Chemistry	Member
4. Registrar	Member
5. Assistant Registrar (Legal)	Member
6. Sri Amit Shankar Sr. Technical Superintendent Department of Computer Science & Engineering	Member
7. Assistant Registrar (GO)	Member Secretary

Procedure for Submitting Grievance

- (1) The aggrieved faculty / staff shall submit his/her petition to the Chairman, Grievance Redressal Committee in a sealed envelope marked as "Confidential".
- (2) In case of false and frivolous complaint (if proved), the Grievance Redressal Committee will recommend the Vice Chancellor/ Disciplinary Authority through Registrar to take appropriate action against the complainant.

Term of Reference:

The committee shall look after following matters:

- (1) The Grievance Redressal Committee shall consider all grievances of specific nature submitted in writing by an individual faculty / staff of the Institute regarding employment/ association, working conditions and any other alleged injustice done to a faculty / staff while discharging his/her duties at the Institute. The Grievance Redressal Committee shall not consider any grievance of general applicability or of collective nature, raised collectively by more than one employee.
- (2) If a member of the Grievance Redressal Committee is connected with the grievance of the aggrieved individual, the concerned member of the Grievance Redressal Committee shall not participate in the deliberations regarding that individual's case.
- (3) If the aggrieved person happens to be a member of the Grievance Redressal Committee, then he/she shall not participate in the deliberations as a member of the Committee when his/her representation is being considered, and the same shall be recorded in the proceedings.
- (4) The Grievance Redressal Committee shall study the petition/ application and after looking into the relevant documents may discuss with those concerned and submit its recommendations and report to the Vice Chancellor through Registrar as expeditiously as possible, but in any case, within three months of the date of petition/application. The Grievance Redressal Committee may mediate



between the complainant and defendant against whom the complaint has been made, if required. Any dead-lock shall be resolved by the Vice Chancellor. The final settlement of any grievance shall be made within a reasonable period (normally not exceeding one month) after the recommendations are submitted to the Vice Chancellor by the Grievance Redressal Committee.

Tenure: Till further orders

Quorum: At least two third members shall be present in the meeting.

By order of the Vice Chancellor



Registrar

To,

(i) The Chairman

(ii) All Members / Member Secretary

Copy to:

1. All Dean(s) / Asso. Dean(s) / Director (IQAC) / CoE / CoA
2. All HoD(s) / In-Charge(s), Academic Departments / Sections
3. Director(s) / In-Charge(s), BIT Off Campuses
4. Director, University Polytechnic / BIT-STEP
5. Dy. Comptroller / Dy. Finance Officer
6. Dy. Registrar(s) / AO(E&HR) / Assistant Registrar(s)
7. PS to VC
8. File