



BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of the UGC Act, 1956)

OFF-CAMPUS (NOIDA) – 201301 (INDIA)

Ref. No. DO/OO/21-22/0024

December 17, 2021

OFFICE ORDER

Employee Grievance and Discipline Committee

A committee is hereby constituted with immediate effect as under:

- | | | |
|---------------------------|---|------------------|
| 1. Mrs. Sadhu Mallika | - | Chairperson |
| Assistant Professor | | |
| 2. Dr. Monika Bisht | - | Member |
| Assistant Professor | | |
| 3. Ms. Priti Sharma | - | Member |
| Assistant Professor | | |
| 4. Ms. Sheetal Sehgal | - | Member Secretary |
| Assistant Professor | | |
| 5. Mr. Partha Acharya | - | Member |
| Assistant Professor | | |
| 6. Mr. Pavan Chandak | - | Member |
| Sr. Accounts Officer | | |
| 7. Mr. Amit Nindrajog | - | Member |
| Assistant Admin. Officer | | |
| 8. Mr. Abhishek Mohapatra | - | Member |
| Assistant Registrar | | |

Scope of Work: The committee shall look after the following matters:

1. Will consider any complaint received from an aggrieved employee before it, the committee shall follow the principle of natural justice.
2. Determine if a complaint has merit.
3. Facilitate an amicable resolution to a complaint where possible.
4. Conduct all disciplinary hearings.
5. Decide on a complaint after the completion of the disciplinary proceedings
6. Submit your recommendation to the Director for his final decision.
7. The committee should submit the final report/ recommendation to the Director within 15 working days of the receipt of the complaint.

(Dr. S. L. Gupta)
Director

To,
All Concerned persons
CC:

1. P.A. to Director – for filing