



Staff and Faculty Grievance Redressal Policy

Universal Engineering College

June 2014





1. Introduction

This policy outlines the procedure for addressing grievances of faculty members at Universal Engineering College in accordance with the APJ Abdul Kalam Technological University (KTU) guidelines. The policy aims to create a fair, transparent, and systematic mechanism for resolving grievances.

2. Objectives

- To provide a clear framework for faculty members to raise grievances.
- To ensure timely and just resolution of faculty concerns.
- To maintain confidentiality and avoid retaliation against complainants.
- To foster a positive and collaborative work environment.

3. Scope

This policy applies to all full-time and part-time faculty members of Universal Engineering College. The grievances covered may include, but are not limited to:

- Work environment
- Promotion and career advancement
- Compensation, salaries, and benefits
- Academic freedom and responsibilities
- Discrimination or harassment (including sexual harassment)
- Administrative issues

4. Grievance Redressal Committee (GRC)

In line with KTU regulations, a Faculty Grievance Redressal Committee (GRC) shall be constituted every academic year to address and resolve grievances. The committee will consist of:

- Chairperson: The Principal (or a senior faculty member appointed by the Principal)
- Members:
 - One senior faculty member from each department
 - One representative from the administrative staff
 - A legal expert (if necessary)
- Secretary: An administrative staff member for documentation and coordination.





5. Procedure for Filing a Grievance

Faculty members are encouraged to resolve grievances informally through discussion with their Department Head or direct supervisor. If this is not feasible, the formal procedure is as follows:

1. Submission of Grievance:

- The complainant must submit a written grievance to the Secretary of the GRC, either through a physical letter or an email.
- The grievance must include the details of the issue, parties involved, and any supporting documents.
- The GRC will acknowledge receipt of the grievance within 7 working days.

2. Review and Investigation:

- The GRC will conduct an initial review of the grievance and may seek clarifications or request additional documentation from the complainant.
- The committee may hold hearings with both the complainant and other parties involved.
- The investigation process will maintain confidentiality, ensuring that all parties are treated fairly.

3. Timeline for Resolution:

- The GRC will aim to resolve the grievance within 30-45 days from the date of receipt.
- In exceptional cases requiring further investigation, the committee may extend the resolution period with proper intimation to the complainant.

4. Recommendations and Actions:

- After reviewing all aspects of the grievance, the GRC will make recommendations to the Principal for action.
- The Principal will review the recommendations and take appropriate actions, including disciplinary measures or administrative changes, if necessary.
- The outcome of the grievance resolution will be communicated to the complainant within 7 days after the final decision.

6. Appeal Process

If the complainant is dissatisfied with the GRC's resolution, they have the right to appeal to the University Grievance Redressal Committee (UGRC) at KTU. The appeal must be filed within 30 days of the decision by the college GRC.





7. Documentation and Reporting

- All grievances filed, along with the actions taken, will be documented and maintained by the GRC.
- An annual report detailing the number and nature of grievances, along with their resolutions, will be submitted to the College Management and to KTU as part of regulatory compliance.

8. Confidentiality

All proceedings related to grievance redressal will be kept confidential. Only those individuals directly involved in the grievance or resolution process will have access to related information.

9. Non-Retaliation

No faculty member shall face any form of retaliation for filing a grievance. Any act of retaliation will be considered a serious offense and dealt with accordingly.

10. Review of Policy

This policy shall be reviewed periodically to ensure its effectiveness and relevance. Any amendments to the policy will be in line with KTU statutes and AICTE guidelines.

