



சா்தார வல்லபாய் பட்டல் சா்வதேச ஜவுளி மற்றும் மேலாண்மை கல்லூரி
सरदार वल्लभभाई पटेल इंटरनेशनल स्कूल ऑफ टेक्स्टाइल्स एंड मैनेजमेंट
SARDAR VALLABHBHAI PATEL
International School of Textiles & Management
Autonomous Institute, Ministry of Textiles, Government of India.

Faculty/Staff Grievance Redressal Policy (FGRC)

As per AICTE approval process handbook, it is mandatory for all Technical institutions to address the grievances of Faculty/staff members including service matters at the institution level itself. A grievance redressal committee (FGRC) for faculty/staff members has been constituted as per the guidelines of AICTE which is stated in approval process handbook at page no.170 as follows:

S. No.	Particulars	Name
1	Chairperson	Dr.P.Alli Rani Director
2	Senior Professor	Dr.Biswaranjan Ghosh Associate Professor
3	Representative from Central University of Tamilnadu	Prof.S.Nagarajan Department of Chemistry CUTN
4	Representative from Central University of Tamilnadu	Shri.K.Ramesh Kumar Assistant Registrar CUTN

Powers and Functions of FGRC

- To entertain written and signed complaints, petitions, complaints and petitions of faculty and staff received through e-Mail and centralized grievance portal in respect of matters directly affecting them individually or as group.
- To enquire into the grievances, and make recommendations and report to the concerned authorities.
- To recommend appropriate action against complainant, if allegations made in documents found to be baseless

Grievance and Redressal Policy

- Employee means Faculty and Staff of the institute
- All faculty and staff should be made fully aware of the grievance redressal mechanism
- Every grievance from the Faculty/staff should be registered and acknowledged.

- If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply.
- As a matter of general rule no grievance should be pending beyond the limit of three months.
- The committee members should make themselves feely available to hear the grievances personally, at least once in a fortnight at fixed timings and also through email.
- A complaint from an aggrieved faculty/staff member relating to the institution shall be addressed to the chairperson, Grievance Redressal Committee (GRC)
- The GRC shall send its report with recommendations, if any, to the concerned University and a copy thereof to the aggrieved faculty/staff member, within a period of 15 days from the date of receipt of the complaint.
- Faculty/staff grievance shall be sent to fgrc@svpitm.ac.in

