



# Mechanism for Grievance Redressal for Employees

It is hereby notified for information of all concerned that for the Mechanism for Grievance Redressal for Employees of Navrachana University, following members have been nominated for three academic years as Member of Grievance Redressal for Employees.

## Grievance Redressal for Employees

Sr. No.	Name	Role	Contact Details
1	Convener	Registrar	(M): 9879522980, Email: registrar@nuv.ac.in
2	Member	Dr. P. V Xavier	(M): 9376213563, Email: pvxavier@nuv.ac.in
3	Member	Dr. A.V. Ramchandran	(M): 9824365335, Email: avramachandran@nuv.ac.in
4	Member	Dr. Archana Tomar	(M): 9427354858, Email: archanat@nuv.ac.in
5	Member	Prof. Pratyush Shankar	(M): 9558800259, Email: pratyushs@nuv.ac.in
6	Member	Mr. Bibhas Kumar Basu	(M): 9879109036, Email: bibhasbasu@nuv.ac.in

## Policy of Grievance Redressal for Employees

If an Employee has any grievance, it is taken up seriously by the concerned authorities. The University has evolved an elaborate system of grievance redressal of the Employee. The Employee's Grievance Redressal Committees are constituted at University level to deal with the grievances of the employees.

## Objectives

The objectives of the Grievance Redressal Policy are:

- To develop an organisational framework to resolve Grievances of Faculty and staff.
- To provide the Faculty and staff access to immediate, hassle free recourse to have their Grievances redressed.
- To enlighten the Faculty and staff on their duties and responsibilities.
- To establish structured interactions with Faculty and staff to elicit information, academic and administrative process on their expectations.

- (e) To identify systemic flaws in the design and administration of various general aspects and to seek solutions thereon, and
- (f) To institute a monitoring Cell to oversee the functioning of the Grievance Redressal Policy.

### **Grievance definition**

We define grievance as any complaint, problem or concern of an employee regarding their workplace, job or coworker relationships.

Employees can file grievances for any of the following reasons:

- Workplace harassment
- Health and safety
- Supervisor behaviour

This list is not exhaustive. However, employees should try to resolve less important issues informally before they resort to a formal grievance.

### **Grievance Redressal Procedure for Employees**

An aggrieved Employee who has any grievances shall have to make complaint on the link given below with all the relevant details. On receipt of the complaint, the concerned School shall refer the complaint to the appropriate Employee Grievance Redressal Committee along with its comments within 15 days of receipt of the complaint on the link. The Employee Grievance Redressal Committee shall fix a date for hearing the complaint which shall be communicated to the concerned school and the aggrieved Employee. An aggrieved Employee may appear either in person or authorize a representative to present the case.

Link for Employee Grievance: <https://forms.office.com/r/zOuKjyQ3x6>