



# Birla Institute of Technology & Science, Pilani

Pilani Campus

Dr. R.C. Dagar, Deputy Registrar

Ref. No.: G/32

Date: 26<sup>th</sup> November 2020

## OFFICE ORDER

The following Grievance Redressal Committees for the employees of BITS Pilani, Pilani Campus have been reconstituted for a period of two years with immediate effect:

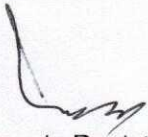
### (A) For Faculty Members:

1. Associate Dean, Faculty Affairs Division - Chairperson (Ex Officio)
2. 3 Senior Faculty Members:
  - a) Prof. R. R. Mishra, Department of Physics
  - b) Prof. S.C. Sivasubramaniam, Department of Chemistry
  - c) Prof. P. R. Deepa, Department of Biological Sciences
3. HR Manager – Member Secretary (Ex Officio)

### (B) For Non-Teaching Staff Members:

1. Dean, Administration – Chairperson (Ex. Officio)
2. One Senior Faculty Member:
  - a) Prof. B. K. Rout, Department of Mechanical Engineering
3. Two Non-Teaching Staff members:
  - a) Mr. Ashish Gupta, Assistant Registrar
  - b) Dr. Iti Sharma, Lab Technician
4. HR Manager – Member Secretary (Ex Officio)

Grievance Handling Procedure is enclosed herewith.

  
Deputy Registrar

cc: All the faculty, students and staff members of BITS Pilani, Pilani Campus: Through Email



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The following procedure will be adopted for handling the grievances:

- The employee will first approach the concerned Controlling Officer who is expected to resolve the grievance within a period of 7 days of its receipt.
- If the grievance is not resolved within a period of 7 days by the concerned Controlling Officer, the employee may submit the formal grievance to the concerned Grievance Redressal Committee. The Grievance Redressal Committee is expected to consider the grievance and give its recommendations for consideration of the Director within a period of 20 days of the receipt of the complaint. Within a period of 10 days from the date of receipt of recommendations, the decision will be conveyed to the employee through the Grievance Redressal Committee.
- If the grievance is not resolved to the satisfaction of the employee within the period of 30 days by Grievance Redressal Committee, appeal may be preferred to the Vice-Chancellor alongwith the details of the solution offered by Grievance Redressal Committee. The decision of the Vice-Chancellor will be communicated to the aggrieved employee and will be final.
- No grievance will be entertained directly by the Office of the Vice –Chancellor or the Director.