

Institute Grievance Redressal Cell Policy

Objectives: This policy's objective is to give individual employee a way to file a grievance related to their job. Additionally, the policy will guarantee that these complaints are handled swiftly, equitably, and in compliance with other relevant Organizational policies.

Open communication is the first step in resolving any conflict. Any grievance should be discussed informally with the employee's immediate supervisor in order to be resolved. In an attempt to find a fair resolution, the employee may file a formal grievance as outlined in this policy if the informal discussion fails to resolve the issue and the employee feels that their complaint qualifies as a grievance.

Procedure :

1. The committee will be in charge of creating and carrying out a grievance filing and handling process. When a grievance is submitted for resolution, the administration must be notified first.
2. Examine the facts and the circumstances, and demonstrate to the staff that this has been done carefully and sympathetically.
3. Whenever possible, actively seek out a solution that will satisfy the employee without placing an undue burden on the organization or the worker's coworkers.
4. Inform the employee of the steps that can and cannot be taken to address the grievance.
5. Perform the required follow-up.

The Committee's decisions will be final. Nonetheless, an appeals process is part of the Grievance Procedure. A grievant has the option to voice additional displeasure with a Committee decision and ask the administration to address it or take additional action. Within seven days of the procedure's conclusion, the committee must provide the grievant with a written statement of its decision.