



MALWANCHAL UNIVERSITY, INDORE



GRIEVANCE REDRESSAL OF STAFF POLICY

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GRIEVANCE REDRESSAL OF STAFF POLICY

Any complaint arising out of employment including that relating to unfair treatment, or wrongful exaction on the part of the organization or its authorized representative, shall be addressed to the appropriate authority/HOD concerned for redressing the grievance through proper channels. The employee shall not forward advance copies of his representation to any higher authority unless the lower authority has rejected the claim, or refused, or disposal of the matter is delayed by more than one month.

No employee shall be a signatory to any joint representation addressed to the authorities for the redressal of any grievance or any other matter.

GRIEVANCE AND REDRESSAL

Grievances Redressal for Faculty and Staff:

- (a) The faculty or staff member who has any complaint regarding withholding or refusal without any document or qualification certificate of relieving order or any other document deposited for the purpose of seeking an appointment.
- (b) Non-payment of salary or benefits and other allowances or dues during service or retirement/resignation.
- (c) Termination without giving any notice or reason if not followed the termination policy of the organization.
- (d) Discrepancies between wages or benefits paid to him and other staff members in a similar role/post/experience.
- (e) Any other liability which is directly connected with his/her services and causing financial loss or harm.
- (f) The complaint/grievance can be submitted to the following Grievances Redressal Committees constituted in various faculties/ institutions.

Grievance Redressal Committee

S.No.	Name of the Members	Designation
1	Mr. Roopesh Verma	Chairperson
2	Dr. Lokeshver Singh Jodhana	Member
3	Mr. R.S Ranawat	Member
4	Dr. Rajendra Singh	Member
5	Mrs. Chanchal Joshi	Member

Handwritten signature in blue ink.