

**MANAGEMENT DEVELOPMENT INSTITUTE  
GURGAON**

**Admn. Circular No MDI/Admn./13/2021 dated March 16, 2021**

**Sub: Reconstitution of Grievance Redressal Committee**

The Grievance Redressal Committee has been reconstituted for redressal of grievance of faculty and staff of MDI Gurgaon. The reconstituted Grievance Redressal Committee will be as follows:

- |  |                     |
|--|---------------------|
| 1. Dean (GPs & SA)                       | - Presiding Officer |
| 2. Dean (A&FA)                           | - Member            |
| 3. Prof. Avanish Kumar                   | - Member            |
| 4. Prof. Sangeeta S Bharadwaj            | - Member            |
| 5. Prof. Sumita Rai                      | - Member            |
| 6. Shri Omvir Singh Rana (CAO.-F&A)      | - Member            |
| 7. Col. Subhash Chand (CAO-GPs)          | - Member            |
| 8. Shri J Srikanth Reddy (Sr. Assistant) | - Member            |
| 9. Smt. Reena Manhas (Assistant)         | - Member            |

The tenure of the Presiding Officer and Members Grievance Redressal Committee will be for three years with effect from the date of issue of this circular.

The detailed Guidelines for the Grievance Committee are attached as "Annexure-1"

The above mentioned Grievance Committee will come into existence with immediate effect.

*Atmanand*

Dr. Atmanand  
Director (Additional Charge)

To:

All Concerned  
All Faculty Members  
All Staff Members

# Management Development Institute Gurgaon

Annexure - I

## GUIDELINES FOR THE GRIEVANCE COMMITTEE

MDI is committed to providing a productive and conducive work environment where grievances are dealt with fairly and promptly. It aims to facilitate a work culture where no grievance exist and also help in improving performance and productivity of the concerned staff of the Institute.

### 1. SCOPE:

- a. The Grievance Committee shall consider only individual grievance of specific nature of members of the Faculty and Staff raised individually by the concerned aggrieved employee.
- b. The Grievance Committee shall not consider any grievance of general applicability or of collective nature of raised collectively by more than one employee.

### 2. PROCEDURE, PERIODICITY AND ATTENDANCE AT MEETINGS:

- a. The Grievance Committee will meet as and when required. However, if necessary, it may meet more frequently at the instance of the Convener or at the request of the other members to discuss the various issues received.
- b. At least three members of the Grievance Committee shall be present in a meeting.
- c. If a member of the Grievance Committee is connected with the grievance of the aggrieved individual, the concerned member of the Grievance Committee shall not participate in the deliberations regarding that individual's case.
- d. If the aggrieved person happens to be a member of the Grievance Committee, then he shall not participate in the deliberations as a member of the Committee when his/her representation is being considered.

### 3. TERMS OF REFERENCE:

- a. The Grievance Committee shall consider all grievances submitted in writing by an individual member of the Faculty and Staff regarding employment, working conditions and any other alleged injustice done to an employee while discharging his duties at the Institute.
- b. The Grievance Committee shall have access to all files or otherwise relevant to the individual's grievance, subject to approval of Competent Authority.
- c. The Committee shall study the petition and after looking into the relevant documents discuss with those concerned and submit its recommendations and report to the Director as expeditiously as possible, but in any case within three months of the date of petition.
- d. In case of any difficulty, the Grievance Committee shall have discussion with the Director/Chairman (in case of complaint against the Director) before a decision is taken.
- e. The provision as contained in HR Policy and Service Rules (Revised) 2009, if any, for redressal of complaint will be followed.

- f. Any dead lock shall be resolved by joint meeting of the Director and the Presiding Officer of the Grievance Committee.
- g. The final settlement of any grievance shall be made within a reasonable period (normally not exceeding one month) after the recommendations are submitted to the Director/Chairman by the Grievance Committee.

#### **4. PROCEDURE FOR REDRESSEL OF GRIEVANCES:**

- a. The aggrieved member shall submit his/her petition to the Director through the Head of the Department with a copy to the Grievance Committee.

In case the grievance is against the Head of the Department the aggrieved member shall submit his/her petition to Director with a copy to the Presiding Officer, Grievance Committee.

In case the grievance is against the Director of the Institute the aggrieved member shall submit his/her petition to Chairman with a copy to the Presiding Officer, Grievance Committee.

- b. On receipt of a petition the Grievance Committee will endeavour to send its recommendation to the Director/Chairman within one month if possible, but in any case not beyond three months, for further action. However, in case of the petition received against the Director the report will be submitted to Chairman, Board of Governors or to the Board Level Committee as per his instruction.

#### **5. COMPOSITION OF THE COMMITTEE:**

The Grievance Committee shall comprise of members of Academic and Non-academic representatives. The proposed members of the Committee shall be as under:-

1. Two Deans - one of them to act as Presiding Officer
2. Three Senior Professors
3. Two CAOs
4. Two Staff

Note: Among 1 & 2, and 3 & 4, at least one member from each category should be a female.

The members of the Committee will be decided by the Director of the Institute for tenure of not more than three years.