

VELLORE INSTITUTE OF TECHNOLOGY
GRIEVANCE REDRESSAL POLICY

1. MANDATE :

The UGC brought in force the UGC (Grievance Redressal) Regulations, 2019 *inter alia* mandates monitoring and prevention of all forms of discrimination and Grievance Redressal including and not limited to caste based discrimination in Higher Educational Institution. Vellore Institute of Technology has imbibed policies against all forms of discrimination and ensured necessary systems in place. For the purpose of such monitoring and preventing discriminations and grievance redressal, this COMMITTEE FOR PREVENTION OF DISCRIMINATION AND GRIEVANCE REDRESSAL is constituted. The Committee shall be responsible for monitoring and advising the Institute in prevention of Harassment. As part of this responsibility the Committee shall also conduct enquiries and suggest remedial measures as morefully provided for hereinunder. The Committee shall ensure action against discrimination in relation to gender, race, caste, marital or civil partnership status, religion or belief, age, or disability amongst Employees as well as Students of the Institute. The Committee shall be guided by the abovesaid UGC Regulations.

2. OBJECTIVES :

The Committee shall independently deal with any complaint of discrimination, exclusion, limitation or preference having adverse effect on equality of treatment in education or in employment in depriving a student or a group of students or employees on the basis of caste, creed, religion, language, ethnicity, gender, disability or access to education of any type or at any level and those morefully provided for in the abovesaid Regulations.

3. DEFINITION :

All the expression used herein shall have the meaning as defined in the Regulations, 2019.

4. COMPOSITION :

- 4.1. The Committee shall comprise of five members on such criteria detailed below. The Members 1 to 3 shall be nominated in writing by the Vice Chancellor of the University :

Chairperson	A Dean of School with not less than 10 years of service in the University
Member	The Dean of Students Welfare
Member	A Lady Professor not below the rank of Senior Professor
Member	A Lady Professor who is a Proctor
Employee Member	A Lady Employee with not less than 10 years of service in the University
Student Member	One Student to be nominated by Members 1 to 4

- 4.2. The Chairperson shall appointment one Member to act as the Secretary of the Committee who shall be responsible for maintenance of records of meetings and proceedings of the Committee and shall be custodian of the Records.
- 4.3. The tenure of the Committee shall be Two years.
- 4.4. The quorum of the Committee meeting while dealing with any issue shall be 3 of Members 1 to 4 and shall include Employee Member / Student Member while dealing with issue relating to an Employee / Student as the case may be.

5. PROCEDURE :

- 5.1. Any complaint of discrimination either to self or to any other aggrieved Employee / Student shall be in writing submitted to the Committee within 100 days of the alleged incident of discrimination.
- 5.2. The complainant and or the person aggrieved shall present himself before the Committee as and when called upon by the Committee.
- 5.3. Anonymous Complaint shall not be enquired into.

- 5.4. Any Enquiry by the Committee and shall be completed within 30 days thereof except with express order of the Registrar.
- 5.5. The Committee shall summon any person or documents connected with the affairs of the University.
- 5.6. Failure to appear or produce documents before the Committee by the person in whose custody the document is available shall constitute a misconduct liable for disciplinary action and such other action as may be prescribed.
- 5.7. The Secretary of the Committee shall under the guidance of the Chairman of the Committee produce the minutes of meeting and records for perusal of the Vice Chancellor.

6. REPORT & RECOMMENDATIONS OF THE COMMITTEE :

- 6.1. The Committee on completion of the Enquiry shall submit its Report and Recommendations to the Vice Chancellor within such time prescribed hereinabove. Such Report and Recommendations shall be in the form in Annexure I hereto.
 - 6.2. The University shall be bound by the such Report and Recommendations and shall furnish to the Committee a Compliance or Action Taken Report within 30 days thereof. Such Compliance or Action Report shall form part of the records of the Committee.
 - 6.3. The Committee shall be free to appoint an Expert Invitee or any person with special skills for the purpose of any enquiry. Such Expert Invitee shall act as Amicus Curiae of the Committee. The Committee shall fix remuneration for the Expert Invitee in consultation with the Vice Chancellor.
 - 6.4. The Committee shall be free to conduct awareness and or sensitization programme by itself or with assistance of experts of its Choice for the purpose of achieving the larger objects of the Committee.
7. The Committee shall be responsible for submission of Annual Statement as prescribed by the abovesaid Regulations.

**VELLORE INSTITUTE OF TECHNOLOGY,
VELLORE.**

COMMITTEE
FOR PREVENTION OF DISCRIMINATION
AND GRIEVANCE REDRESSAL

General Grievance Redressal Committee has been constituted with the following members

1. Dr. G. Anil Kumar, Senior Professor, SBST
2. Dr. R. Saravanakumar, Professor Grade 2, SELECT
3. Dr. J. Valarmathi, Professor Grade 2, SENSE
4. Mr. V. Kandaswamy Sharma, Assistant Registrar, O/o. Registrar

Grievances, if any, can be brought to the notice of the any of the committee members for necessary action and redressal.

The contact telephone nos. and email IDs are given below:

Convenor

Tel. No. 9952187178

Email: ganilkumar@vit.ac.in

Member Secretary

Tel. No. 2202123

Email: ar@vit.ac.in

DISCRIMINATION

Members present :

1. Dr.S.K. Sekar. Director Estates - Chairperson
2. Dr. G.S. Nirmala, Associate Professor – SCHEME - Member
3. Dr. Sivasankaran K, Associate Professor, SENSE – Member
4. Dr. R. Srinivasan, Associate Professor, SSL – Member
5. Student Council Member

REPORT & RECOMMENDATIONS OF THE COMMITTEE.

1. COMPLAINANT :
Employee / Student No. :
2. JURISDICTION : to briefly state if the Committee found any material that constitutes an allegation as listed in the UGC (Grievance Redressal) Regulations, 2019 to commence the Enquiry.
3. RECORD OF PROCEEDINGS : Date / Gist of proceedings; to state for each date & gist if hearings are conducted on more number of days.
4. LEGAL MANDATE : to state if the Committee found any material that constitutes an allegation as listed in the UGC (Grievance Redressal) Regulations, 2019.
5. ISSUES : that state what Issues the Committee proposes to address in the enquiry
6. To state cogent reasons as to how each issue is addressed either in favour or against the complainant based on evidence collected during enquiry.
7. To clearly state whether each of the allegation is proved or not proved.
8. Recommendations : if allegations are held proved, Committee to propose
 - Disciplinary action against an employee if found responsible
 - remedial measures

9. DECLARATION

: Any person aggrieved by the outcome of these proceedings can prefer an appeal to the Ombudsman

Email :

Address :

Date :

SIGNATURES

VIT GRIEVANCE REDRESSAL MECHANISM

