

Ref: TAU/UGRC/R/36/2022

14 December 2022

## CIRCULAR

### CONSTITUTION OF UNIVERSITY GRIEVANCE REDRESSAL COMMITTEE, (UGRC) TAU.

In pursuance to mandatory requirements by various regulations, the Vice Chancellor has directed to constitute the University Grievance Redressal Committee (UGRC).

Constitution of UGRC:

Chairman : Dr. Sethurama Subbaiah, Professor & HoD, Dept. of SW  
Member : 1. Dr. Vandana, Assistant Professor, Department  
of Psychology, SoHS.  
Member Secretary: 2. Mr. Ramesh Kumar K, Senior Manager, HR.

The aggrieved staff member shall address the Chairman of UGRC reporting the grievance. The member secretary will convene a meeting in consultation with the Chairman UGRC. The UGRC will hear all the grievances, except pay related grievances, of the staff of the University.

The UGRC is empowered to hold meetings, call the concerned staff to hear the grievances.

The Chairman will submit the report with recommendations to the Registrar, who would redress the grievances, subject to the rules and regulations of the University.

The UGRC would meet as and when required.

Term of UGRC: The term of UGRC is two years subject to review thereafter.

  
Prof. M. Potharaju  
Registrar



Scope and Operative part of the University Grievance Redressal Committee is briefed in the annexure enclosed in page 02 of this circular.

**ANNEXURE TO THE UNIVERSITY GRIEVANCE REDRESSAL COMMITTEE, TAU,  
CIRCULAR No. TAU/FGRC/R/36/2022 dated 14 December 2022**


**The scope and responsibilities of the University Grievance Redressal Committee is briefed hereunder but not limited to;**

1. Probe any and all grievances from staff of TAU that is brought before the University Grievance Redressal Committee, from time to time.
2. The nature of grievances related to alleged irregularities, deficiencies of services, discrepancies and ill treatment at workplace.
3. Any other grievance brought to the notice of the Chairman if it falls within in the purview of the committee.

**Operative part of the Grievance Committee:**

- The UGRC shall establish and maintain a Registry and record all the grievances that are brought before it.
- The Chairman, UGRC through the Member Secretary of the Committee will organize / arrange the Committee meeting and intimate the members of the committee.
- The Chairman, UGRC, shall fix a date for hearing that shall be communicated to the aggrieved person/s. The aggrieved person/s has to appear for hearing on the date and the venue as intimated.
- The Chairman, UGRC shall ensure disposal of every grievance within 15 days of receipt of such grievance and submit the report to the Registrar, TAU.
- Based on the recommendations of UGRC, the Registrar shall pass such order as may be deemed fit to redress the grievance, with a copy to the aggrieved person.

The Chairman, UGRC and the members of the University Grievance Redressal Committee are not entitled for any monetary compensation / payments in performing the duties related to Grievance Redressal Committee.

  
**Prof. M. Potharaju**  
Registrar



Copy to:

EA to VC / PA to Registrar

Members of the University Grievance Redressal Committee

Deans, HoDs, Program Director, Program Coordinators and for circulation to the faculty members of respective schools and Departments