



LNCT/GRFC/2024/01

Date: 17/01/2024

## GRIEVANCE REDRESSAL (FACULTY) COMMITTEE

### Objective:

The objective of the Grievance Cell for faculty and staff is to develop a responsive and accountable attitude among stakeholders namely management, faculty & staff in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell should be constituted for the Redressal of the problems reported by the faculty & staff of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial management – faculty & Staff.
- Encouraging the faculty & staff to express their grievances / problems freely and frankly, without any fear of being victimized.
- Advising faculty & Staff of the College to respect the right and dignity of one another & students and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the faculty & staff to refrain from inciting faculty, staff & students against other colleagues or students and College administration.
- Advising all staffs to be affectionate to the colleagues and students and not behave in a vindictive manner towards any of them for any reason.

### Functions of Grievance:

- The cases will be attended promptly on receipt of written grievances from the faculty & staff.
- The cell formally will review all cases and will act accordingly as per the Management policy.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

### Roles and responsibilities:

The Grievance Committee shall be responsible to ensure that grievances are dealt with effectively in accordance with the Grievance Procedures set out for the implementation of this Policy. In doing so, the Committee shall adhere to the following principles:

- Take grievances seriously taking on board why the employee feels aggrieved, unhappy or dissatisfied.



# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY, BHOPAL (M.P.)

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- Investigate the facts and surrounding circumstances, and showing the employees that this been done thoroughly and sensitively.
- Actively look for a solution that will satisfy the employee, where practical, without causing disproportionate difficulty for the organization or the Employee's colleagues.
- Provide feedback to the employee about what can, and cannot be done to resolve the grievance.
- Take necessary follow-up action Committee meeting to be held on 1st Saturday of every month between 3.30 pm and 5.00 pm in the committee hall.

## Composition:

The composition of the Grievance Redressal Committee as per the AICTE norms is as follow:

S.No	Name	Mobile No.	E-Mail
1.	Dr. Madan Mohan Sahu	9826233364	<a href="mailto:madans@lnct.ac.in">madans@lnct.ac.in</a>
2.	Dr. Shubha Agarwal	9425675149	<a href="mailto:subhaa@lnct.ac.in">subhaa@lnct.ac.in</a>
3.	Dr. Lisha Kurup	9993372383	<a href="mailto:lishak@lnct.ac.in">lishak@lnct.ac.in</a>
4.	Dr. Rituja Nighijkar	9981395802	<a href="mailto:ritujan@lnct.ac.in">ritujan@lnct.ac.in</a>
5.	Mrs. Meenu Gupta	9009300766	<a href="mailto:meenu.lnct@gmail.com">meenu.lnct@gmail.com</a>

Principal LNCT

Copy to:

1. Office of the Chairman/Vice Chairperson/Secretary
2. Director Administration
3. Director T&P / Incubation/ R&D
4. Dean Student Welfare (DSW)
5. HODs (All Departments)
6. Head, IT Infra
7. Library
8. Registrar