

No. IIITK/01/09/2024/10/1

Date : January 04, 2024

OFFICE ORDER

Subject: **Formation of Grievance Redressal Committee-reg**

It is informed to all that as per **IIIT Kottayam Statutes, Section 24**, a **Grievance Redressal Mechanism** in the form of a subcommittee of the Board shall be constituted and the committee shall function with proactive disclosure of its decisions on Institute website in order to enhance transparency.


The main objective of the Grievance Redressal Committee is as follows:

- * In case of a complaint, by an employee or faculty or student, is not resolved by the already implemented mechanisms at the Institute, the same shall be referred to the above sub-committee of the Board and the decision thereof shall be communicated to such employee or faculty or student, as the case may be.

In view of the above, the following Grievance Redressal Committee is constituted:

Director, IIIT Kottayam	Chairperson
Registrar, IIIT Kottayam	Member
PIC/Associate Dean, Acad. Affairs	Member
Chairperson, ICC, IIIT Kottayam	Member
Coordinator, DAC, IIIT Kottayam	Member
Admin. Officer (Estt.)	Member
Prof. Sasidharan, Prof. (Retd.), CUSAT	Member
FIC-Grievance Cell	Member-Secretary

All are requested to take a note of above.


(Dr. M Radhakrishnan)
Registrar

Copy to:

1. Chairperson and Members of the Committee
2. Faculty, non-teaching staff, students – through email
3. File – Office Order

No. IIITK/01/09/2023/ 3165/1

Date : December 28, 2023

कार्यालय आदेश/OFFICE ORDER

Subject: Faculty-in-Charge-Grievance Cell-reg.

Reference: Office Order No. IIITK/01/09/2021-22/ dated 20.01.2022.

It is informed to all that **Dr. Rubell Marion Lincy G** has been appointed as Faculty-in-charge (Students' Grievance) vide Office Order referred above.

The Institute is decided to create a Grievance Cell for redressal of grievances, if any, for the employees (Faculty/Non-teaching staff) at the Institute. Henceforth, all grievances, including that of Students/employees of the Institute, will be looking after by the Grievance Cell.

The Institute is decided to appoint **Dr. Rubell Marion Lincy G** as the **Faculty-in-Charge** of the **Grievance Cell** until further orders.

If any grievance arises, the concerned person can send an email to Dr. Lincy (lincy@iiitkottayam.ac.in) with relevant details. After the preliminary review by the FIC, the same will be put up to the Grievance Redressal Committee headed by the Director, IIIT Kottayam, for further review.


(Dr. M Radhakrishnan)
Registrar

Copy to:

1. Director
2. Dr. Rubell M Lincy, Asst. Prof. Gr. II
3. All Faculty/non-teaching staff/students-through email
4. File – Office Order/Personal File
5. Institute Website