



AMITY UNIVERSITY

RAJASTHAN

Kant Kalwar, NH-11-C,
Jaipur (Rajasthan) 303002
Tel: 01426-405678,
Fax: 01426-405679

No. : AUR/REG/8174

Date : 21/07/2023

Committee
University Grievance Redressal Cell (UGRC)
[For Employees]

Grievance is a sign of discontentment of any employee of the University's functioning or relationship with others in the University. Grievance generally arises out of the day-to-day activities in the University/institute/school. The effective way of handling grievance is to have an "open door" policy i.e. an aggrieved person is allowed to put up his/ her grievances in writing to the person heading the institute/school/department (Director/HoI of the Institute/HoD).

Only if grievance of faculty/staff is not resolved satisfactorily within one week or if the grievance is against these very persons, he/she may approach the 'University Grievance Redressal Cell (UGRC)' through email/written complaint and if the grievance is still not resolved satisfactorily within two weeks, he/she may approach the Vice Chancellor.

The 'University Grievance Redressal Cell (UGRC)' of Amity University Rajasthan, Jaipur is hereby constituted, as under, to address and effectively resolve grievances of all related matters of employees :

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|----|------------------------|---------------------|---|-------------|
| 1. | Prof. G. K. Aseri | Pro-Vice Chancellor | : | Chairperson |
| 2. | Dr. Nitin Bhardwaj | Registrar | : | Member |
| 3. | Mr. Akshat Shrivastava | Director - HR | : | Member |

The committee after investigating the causes of the grievance and after ascertaining various alternatives available to solve the issue(s), will forward their findings and recommendations to the office of Registrar, for perusal of the Vice Chancellor. The action taken should be communicated to all the parties involved in the issues leading to the grievance.

UGRC (For Employees) constituted earlier, vide Letter No. AUR/REG/5726 (a) dated 06/10/2021, is hereby superseded.

Dr. Nitin Bhardwaj
Registrar

