



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

(वस्त्र मंत्रालय, भारत सरकार)

National Institute of Fashion Technology

(Ministry of Textiles, Govt. of India)

NIFT/Daman/Circular/Aug-23/05-Dec-23

Date: -05/12/2023

OFFICE CIRCULAR

GRIEVANCE REDRESSAL COMMITTEE FOR STAFF (FACULTY & NON-TEACHING)

1. GRIEVANCE shall mean a complaint related to:
 - i. Conduct of fellow employees including outsourcing staff and students.
 - ii. Matters related to service conditions, pay and allowances, working hours, leaves, LTC, official tours, training, and professional development, etc.
 - iii. Institute policies and rules.
 - iv. Facilities at the Campus.
 - v. Any other matter which hampers the staff in discharging his/her duties smoothly.
2. SOP for redressal of grievance:
 - i. Informal Resolution: It is advisable to resolve a concern or complaint mutually between the staff/persons in the first instance.
 - ii. The concerned CAC/CC/Section Head shall facilitate and counsel parties in dispute resolution at an informal level.
 - iii. If not resolved as above, an employee can submit in writing details of the complaint with all relevant supporting material to the Member Secretary/Convenor of the Following Grievance Redressal Committee (Level 1):

S. No.	Nominated Members
1	Mr. Rujul Patel, Account Officer
2	Dr. Tanmay Kandekar, Associate Professor & CAC
3	Dr. Pravin Chavan, Assistant Professor
4	Dr. Rahul Kushwaha, Assistant Professor & SDAC
5	Ms. Anshu Choudhary, Assistant Professor
6	Mr. Niteen Sinha, Assistant Professor
7	Mr. Vimal Abinash, Assistant Professor
8	Ms. Raj Nandini, Assistant Professor

डिज़ाइन, मैनेजमेंट तथा टेक्नोलॉजी का महाविद्यालय

A Premier Institute of Design, Management & Technology
A Statutory body under the NIFT Act 2006

Sandeep Saa

नेशनल इंस्टीट्यूट ऑफ फैशन टेक्नोलॉजी, ब्लॉक 5 और 6, गवर्नमेंट इंजीनियरिंग कॉलेज कैम्पस, मोटा फलिया, वरकुंड, नानी दमन, दमन - 396210, भारत

National Institute of Fashion Technology, Block 5 & 6,

Government Engineering College Campus, Mota Falia, Varkund, Nani Daman, Daman - 396210



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3. Level 1 Committee shall examine and dispose of the grievance with clear-cut recommendations within 10n calendar days. The Committee may call appropriate persons as witnesses or seek records from the institute while conducting the inquiry into the duration of the complaint.
4. A decision on the complaint shall be made by the competent authority of the campus ordinarily within 15 calendar days of the date of complaint. In exceptional cases, the duration of the complaint redressal can be extended by 7 days. The outcome of the case shall be shared with the complaint immediately.
5. IN case an aggrieved staff is not satisfied with the outcome of his complaint or he/she does not receive any reply within 15 days of the complaint, he/she may file the complaint with all details to Level 2 Grievance (Campus Director- director.daman@nift.ac.in).
6. A complaint registered at Level 2 Grievance Redressal shall be disposed of within 7 calendar days of its receipt with proper intimation to the complainant.
7. In case of a fraudulent or frivolous complaint, appropriate action can be taken against the complainant.
8. Anonymous complaints will not be entertained. The names of the complainant and the accused must be specifically mentioned.
9. Persons must register grievances individually, not collectively as a group.
10. Campus Director shall hold an open house every month where pending issues/grievances shall be discussed for redressal.
10. No employee/shall breach the above Grievance Redressal System while filing a complaint. Sending complaints to Head Office without first approaching the Grievance Redressal System NIFT at campus shall attract disciplinary action.

Sd/-

Director
NIFT-Daman

Director
National Institute of Fashion Technology
(NIFT),
Ministry of Textiles, Govt. of India,
GEC Campus Daman - 396210.

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