



Ref. : HBCADMN/3.5/ 58


November 29, 2023

Grievance Redressal Committee

1. A Grievance Redressal Committee of the following members has been reconstituted at HBCSE under the guidance of the Centre Director, with immediate effect:

Prof. R. B. Khaparde - Chair
Dr. Indrani Das Sen
Ms. Sandhya Rajashekar
Mr. K. C. Sahu - Convener
Mr. Amit P. Shah - External member

2. The mandate of the Grievance Redressal Committee is to address the individual grievance of faculty / staff. The members who have a grievance in any matter concerning their service in the Centre shall first approach his/her immediate reporting officer and get his/her grievance redressed. If after this grievance remains unresolved, then he/she should write to grievance@hbcse.tifr.res.in or submit it to Chair, Grievance Redressal Committee. Students are advised to approach the Student Grievance Redressal Committee (SGRC) for any independent grievance.
3. The Committee's main responsibility is to consider the grievance and refer it to the authorities concerned for redressal. In case the grievance is a complaint against an official, the Grievance Committee will refer the grievance to an authority at least one level above the individual against whom the complaint has been lodged. The process of consideration and redressal will be completed, as far as possible, within 45 days of the grievance being logged at the given email id.
4. If a member of the Grievance Redressal Committee is connected with the grievance of the aggrieved individual or has a conflict of interest with either party involved in the Grievance, the concerned member of the Grievance Redressal Committee shall not participate in the deliberations regarding that individual's case.
5. If the aggrieved individual happens to be a member of the Grievance Redressal Committee, then he/she shall not participate in the deliberations as a member of the Committee when his/her representation is being considered.
6. The Grievance Redressal Committee is authorized to consider the cases thus received, call for related files/papers from the concerned. Minutes of the Grievance Redressal Committee meetings will be sent to the Centre Director.
7. Guideline on Grievance Submission:
The aggrieved individual shall submit his/her grievance on grievance@hbcse.tifr.res.in, in cases where internet facility is not available, the individual shall write to Chair, Grievance Redressal Committee in a sealed envelope marked "confidential". After a reasonable interval of time (up to 2 months), if the grievance is not attended to or if the aggrieved individual is not satisfied with the action taken, he/she may submit the grievance in writing to the Centre Director for necessary action.


Arnab Bhattacharya
Centre Director - HBCSE

Copy to:

1. Dean Faculty, HBCSE
2. All Faculty members, Staff & Students
3. Notice Board