

**PROF. SULOCHANA SHEKHAR**  
**प्रो. सुलोचना शेखर**  
**REGISTRAR (I/C)**  
**कुलसचिव (प्रभारी)**



**तमिलनाडु केन्द्रीय विश्वविद्यालय**

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)  
**CENTRAL UNIVERSITY OF TAMIL NADU**

(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर/Neelakudi Campus,

कंगलान्चेरी/Kangalancherry, तिरुवारूर/Thiruvarur - 610 101

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28.10.2021

**OFFICE ORDER**

Sub: Re- Constitution of Grievance Redressal Committee for the Non-Teaching -Reg

Competent Authority has reconstituted the Grievance Redressal Committee for Non-Teaching with the following members with immediate effect till further orders:

1. Prof. Prasant Kumar Panda, Professor, Department of Economics - Chairman
2. Mr. B.Thangaraj, Private Secretary - Member
3. Ms. C. Sridevi, Section Officer - Member
4. Mr. M.Balasubramanian - Assistant Engineer - Member
5. Mr. B.Balaji, Upper Division Clerk - Member
6. Mr. S. Syed Shahul Hameed , Lower Division Clerk- Member
7. Mr. R.Arungula Murugan , Lower Division Clerk - Member Secretary

The powers and functions of the Committee will be as per the University Ordinance No. 26(II), under section 28(I(n)) is enclosed for your reference.

(Prof. Sulochana Shekhar)  
Registrar (I/c)

Registrar (I/c)

कुलसचिव (प्रभारी)

Central University of Tamil Nadu

तमिलनाडु केन्द्रीय विश्वविद्यालय

Thiruvarur- 610 005

तिरुवारूर - 610 005

Copy to :

1. All Concerned, CUTN
2. All Statutory Officers, CUTN
3. All Deans / Heads, CUTN
4. All Officer, CUTN
5. All Non-Teaching Staff, CUTN
6. IQAC, CUTN
7. PS to VC, CUTN
8. PS to COE, CUTN
9. UDC, Registrar Secretariat , CUTN
10. E- Circular (website)



## ORDINANCE No. 26

### **EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL COMMITTEES**

*(Section 28(1(n)))*

There shall be constituted a Mechanism for the Redressal of the grievances of Employees and Students of the University, Unless otherwise mentioned;

Student means all students who are registered for a Programme of study in any School /Centre /Department /College or Campus maintained by the University.

Employee means any person appointed by the University and includes teachers and other staff of the University.

The Grievances Committee shall observe the following general principles:

1. The Campus Community should be made fully aware of the grievance Redressal Mechanism;
2. Every grievance from the student /staff should be registered and acknowledged;
3. If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
4. As a matter of general rule no grievances should be pending beyond the limit of three months;
5. The officer nominated by the Vice-Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once in a fortnight at fixed timings and also through email; and
6. He /she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Registrar and Registrar can take a decision in consultation with Vice Chancellor.

#### **I. STUDENTS GRIEVANCE REDRESSAL COMMITTEE**

##### **Chairman:**

The Pro Vice-Chancellor or such other person to be nominated by the Vice- Chancellor.

##### **Members:**

Three representatives of Students' Council.  
Three nominees of the Vice-Chancellor.  
Dean of the School concerned (special invitee) (if any.)  
Proctor  
Dean of Students' welfare, Member-Secretary.

#### **POWERS AND FUNCTIONS**

- (i) To entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;

- (ii) To enquire into the grievances, and make recommendations and report to the concerned authorities - Academic Council and Executive Council for Redressal or suitable action; and
- (iii) To recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

The grievances shall be acknowledged and the confidentiality shall be maintained in case of sensitive issues.

## **II. TEACHERS' GRIEVANCES COMMITTEE**

There shall be constituted a Committee by the Executive Council consisting of the following:

Vice-Chancellor's Representative Chairman

Five representatives from the teachers community representing gender, minority, SC, ST, OBC

Vice-Chancellor's nominee shall be the Secretary to the Committee.

### **POWERS AND FUNCTIONS**

- (I) to entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as group;
- (II) to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and
- (III) to recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

## **III. NON-TEACHING STAFF GRIEVANCES COMMITTEE**

The Chairman - to be nominated by the Vice-Chancellor.

Five representatives from the non-teaching community representing gender, minority, SC, ST, OBC to be nominated by the Executive Council on the recommendations of the Vice-Chancellor.

The Registrar or his nominee shall be the Member- Secretary of the Committee.

### **POWERS AND FUNCTIONS**

- (i) to accept and consider written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group;
- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for Redressal or suitable action; and
- (iii) to recommend appropriate action against complaints, if allegations made in the documents found to be baseless.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.