

E-file No.: WII/Registrar/Misc./2023

Dated 08.04.2025

NOTIFICATION

Sub: Constitution of WII's Internal Grievance Redressal Committee (IGRC)-reg.

In supersession of notification number WII/RSAC/01/2019, dated 17.10.2022, the Institutional "Internal Grievance Redressal Committees (IGRC)" are hereby constituted to effectively address grievance and complaints of all employees/ faculties/ students/ researchers of the Institute. The CVC/Gol guidelines shall be followed in redressal of complaints. The complaints will be disposed-off in 30 days.

1. The structure of the Grievance Redressal Committee (except students & researchers) are as below:

(i)	Dr. B.S. Adhikari, Scientist-G	-	Chairman
(ii)	Dr. Bivash Pandav, Scientist-G	-	Member*
(iii)	Dr. K. Ramesh, Scientist-F	-	Member
(iv)	Dr. Sutirtha Dutta, Scientist-E	-	Member
(v)	Dr. Lallianpuui Kawlni, Scientist -D	-	Member
(vi)	Internal Audit Officer	-	Member
(vii)	Mrs. Shashi Uniyal, STO	-	Member
(viii)	Dr. J.A. Johnson, Scientist-F &Registrar	-	Member-Secretary

* Dr. Bivash Pandav will act as Chairman after superannuation of Dr. B.S. Adhikari.

2. The structure of the Grievance Redressal Committee for WII students & researchers are as below:

(i)	Dr. Ruchi Badola, Scientist-G & Dean	-	Chairman
(ii)	Dr. Parag Nigam, Scientist-G	-	Member
(iii)	Dr. Gopi G.V., Scientist-F	-	Member
(iv)	Dr. Samrat Mondol, Scientist-F	-	Member
(v)	Ms. Chinmaya Ghanekar, Scientist-C	-	Member
(vi)	Dr. Amit Kumar, Scientist -D	-	Member
(vii)	03 researchers/students of WII	-	Member
(viii)	Dr. Vishnupriya Kolipakam, Scientist-D	-	Member-Secretary

The following protocols should be followed when raising a grievance or complaints by any faculty/employee/student/researcher:

- (a) The grievance being related to Hostel or being occurred in Hostel premises, it will be first brought into notice of Hostel Warden, who will have primary responsibility of dealing/sorting out the grievance before bringing it to the notice of Registrar.
- (b) The grievance being related to Guest House or being occurred in Guest House premises, it will be first brought into notice of Guest House In-charge, who will have primary responsibility of dealing/ sorting out the grievance before bringing it to the notice of Registrar.
- (c) The grievance being related to Sports or being occurred in Sports complex premises, it will be first brought into notice of Sports Nodal, who will have primary responsibility of dealing/sorting out the grievance before bringing it to the notice of Registrar.
- (d) Any other grievance not falling into category (a-c) above will directly be brought to the notice of Registrar.
- (e) In case of grievance related to sexual harassment, the complaint will directly be brought into the notice of Presiding Officer ICC (Internal Complaints Committee). In case of the grievance being received by any of the ICRC member or any other faculty, they will immediately convey the same to Presiding Officer ICC, without dealing it themselves. ICC will be responsible for fast & appropriate dealing of the case, after which ICC will submit its report/ recommendation to the Internal Grievance Redressal Committee for further necessary action.
- (f) In case of the Grievance Redressal Committee deciding for a personal hearing, the aggrieved person (faculty/employee/student/researcher) can bring an accompanying person of his/her choice for the hearing.

The tenure of the Committee will be three years from the date of issuing of order.

Digitally signed by
VIRENDRA RAMBAHAL TIWARI
Date: 08-04-2025 17:00:20

(Virendra R. Tiwari)
Director

Distribution:

- 1. Institute
- 2. All Faculties
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- 4. PPS to DWII
- 5. PA to Dean
- 6. Deputy Registrar