

Date: 09.08.2020

## **GRIEVANCE REDRESSAL PROCEDURE FOR RESEARCH SCHOLARS**

### **PREAMBLE**

Raffles University believes that Research Scholars should be given an opportunity to air their grievances in a manner that is formal and structured. The University in its handling of grievances is committed to the fair, transparent and equal treatment of all individuals regardless of gender, age, disability, colour, race, ethnic or national origin, socio-economic group, marital status, and religious or political beliefs.

The University is also committed to upholding the ethical standards in dealing with grievances.

Towards the above, the University has constituted a Research Scholars Grievance Redressal Committee that shall be a mechanism to address and resolve grievances that any Research scholar.

### **Composition of Research Scholars Grievance Redressal Committee:**

The Research Scholars Grievance Redressal Committee shall be constituted with the following members:

1. Honourable Vice Chancellor/ President -Chairperson
2. Director R &D - Convener
3. Controller Evaluation & Examination – Member
4. Respective School Dean/Principal -Member
5. Respective School HOD – Member
6. Research Supervisor- Member

### **Nature of Grievance:**

The Committee shall entertain and adjudicate grievance(s) of Research scholars which pertain to the following issues, or any of them or a combination of them:

- Issues between Research Scholar (s) and Supervisor or Guide (s) or with Co-Research Scholars or any employee of the University will be dealt as per the Policy of the University
- Perceived discrimination being faced by Research Scholars either based on race, community, religion, financial status, gender and/or intellectual capability.
- Harassment that may be faced by any Research Scholars from any employee of the University, or from another co- Research Scholars, either physical or mental, based on gender, sexual orientation and/or sexuality.

### **Redressal Process:**

The grievances of the Research scholar have to be transcribed in written form and should be addressed to Redressal Committee. This representation should be so sent immediately to the Honourable Vice Chancellor.

### **Function of the Research scholar Grievance Redressal Committee:**

- Upon receiving a representation as aforesaid from Honourable Vice Chancellor, the Convener (R& D Director) of the Committee shall immediately convene a meeting of the Committee to deliberate upon and address the representation.
- During its deliberations, the Committee shall act as an independent enquiry body and it shall be the duty of the Committee to study all aspects of the grievance to ensure fairness and justice, by examining all facts and materials available to the Committee. During the deliberations, the Committee may ask the concerned Research scholar and/or University Employee to address it on the issue(s) contained in the representation. While so addressing, the concerned student/employee may also submit written showcause/reply but, in any event, there shall be no right of the concerned student/employee to be represented by any other person before the Committee.
- During the time of this deliberation, the Committee shall have access to all files, confidential or otherwise, relevant to the grievance raised and shall further be entitled to ask the Research scholar and/or the employee to submit any further material that may be necessary or relevant for examination of the grievance.
- The Committee shall thereafter prepare a Report of the findings within a period not exceeding two weeks from the date when the Committee had first convened to take up

the representation. The said Report is to contain the findings of the Committee and also the recommendations of the Committee.

- The aforesaid Report shall be submitted to the Vice Chancellor of the University. The Vice Chancellor shall take the final decision on the issue and shall, normally, implement the recommendations of the Committee contained in the Report, unless there are very strong reasons not to do so and the Vice Chancellor ascribes these reasons on the Report itself.