



**NOTIFICATION**

In pursuance of HEC Letter, No. 1-1/TTS-FGRC/QAD/HEC/2022/873 dated: September 28, 2023, the Vice Chancellor has been pleased to constitute "Faculty Grievance Redressal Committee" (FGRC) comprising of following members;


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|--|-----------|
| 1. Dean (Acting) Faculty of Engineering Technology | Convener  |
| 2. Chairperson Concerned                           | Member    |
| 3. Director ORIC                                   | Member    |
| 4. Registrar                                       | Member    |
| 5. Director QEC                                    | Secretary |

**ToRs:**

1. The FGRC functions as a recommending body, responsible for submitting its report to the Vice Chancellor, seeking the necessary approval. Following approval, the report will be forwarded to the HEC for final deliberation.
2. It is necessary for faculty members to enclose supporting evidence for any complaint they wish to submit to the FGRC. The evidence should be placed in a sealed envelope accompanying the complaint.
3. The FGRC shall receive, review, and assess complaints, concerns, and queries submitted by faculty members related to issues such as discrimination, grant of advance increments, belated promotions, reports, transfer cases, leave entitlement, and eligibility for promotion, etc.
4. Faculty members are required to follow the established protocol when addressing any matter with the Higher Education Commission of Pakistan (HEC). The HEC strictly adheres to the principle that all cases must be channeled through the Faculty Grievance Redressal Committee (FGRC) of the respective University in order to be considered. Direct approaches to the HEC by individual faculty members will not be entertained.
5. The committee shall attempt to mediate and resolve the grievances through dialogue and mutual understanding. It may seek additional information, conduct interviews, or gather evidence as necessary to arrive at a fair resolution.

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6. The committee shall maintain a comprehensive record of all complaints received, actions taken, and decisions made. The documentation shall be confidential, secure, and accessible only to authorized committee members.
7. The FGRC shall serve as the primary point of contact between the university and the Higher Education Commission (HEC) regarding faculty grievances. It shall coordinate with the HEC's Quality Assurance Division, providing updates on the status of unresolved cases as required.
8. The committee may propose policy changes, improvements, or amendments to the university administration, based on HEC guidelines on recurring grievances or systemic issues identified during the grievance resolution process.
9. The FGRC shall maintain strict confidentiality throughout the grievance handling process. Committee members shall exercise impartiality, ensuring that all parties involved are treated fairly and without bias.
10. The FGRC shall prepare an annual report summarizing the grievances received, actions taken, and outcomes achieved. The report should be submitted to the competent authority, highlighting any significant trends, challenges, or recommendations.
11. Any other action required by the committee.

  
Ghulam Abbas Junjo  
Deputy Registrar

*Distribution: -*

- *All Committee Members*

*Copy To: -*

1. *Secretary to the Vice Chancellor*
2. *File Concerned.*