



भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY GUWAHATI

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**CIRCULAR**

**IIIT Guwahati Internal Grievance Committee**

IIITG/DIR/01/2020/165

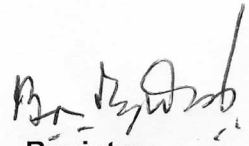
**Dated: 12-06-2020**

This is for the information of all Faculty, Students and Staff of the Institute that as directed by the Competent Authority, the Institute has constituted an "Internal Grievance Committee". The committee consists of the following members:

1. Dr. G. Aruna, Chairman.
2. Dr. Rohit Tripathi, Member
3. Dr. Kaveri Deb, Member
4. Mr. Churchill R Marak, Non-member Secretary.

**Terms of References:**

1. An email ID will be created to receive Complaints.
2. Complaints can be sent by any Student, Staff or Faculty.
3. The following units will set up their own E-mail ID's to register complaints. Each Department, Hostels (as one unit), Estate Office, Classroom Complex. The respective Head will put in place processes to handle complaints at this level.
4. Complaints will be entertained by this Committee under the following circumstances,
  - a). When a complaint registered at a lower level has not resulted in resolution according to the Complainant.
  - b). When there is no lower level Committee for the particular complaint.
5. The Committee will refer complaints to appropriate sections as deemed necessary, with Instructions if required.
6. If the Committee recommends disciplinary action to resolve a complaint, the matter will be referred to the a) Internal Complaints Committee, b) Institute Disciplinary Committee, or c) the Director as per the specifics of the case.
7. The Committee will maintain a detailed record of each complaint. It will inform the complainant of the actions taken to resolve the complaint.
8. A Complainant who is not satisfied with the resolution of a complaint by this committee can appeal to the Sub-Committee of the Board, 'Grievance Redressal Committee of the Board'.

  
**Registrar**



**ORDER**

**Changes in Some Faculty Responsibilities**

1. Dr. Rusha Patra is appointed as Warden Girls' Hostel replacing Soumi Chattopadhyay.
2. Dr. Sanjay Moulik is appointed as Warden Boys' Hostel ((Warden II). Dr. Sumit Mishra will continue as Warden I.
3. Dr. Mourina Ghosh is appointed as Presiding Officer, Internal Complaints Committee, replacing Dr. Moumita Roy.
4. Dr. Sanya Anees is appointed as the Chairman of the Institute Grievance Committee, replacing Dr. Mourina Ghosh.
5. Dr. Shilpa is appointed as a member of the Institute Grievance Committee, replacing Dr. G. Aruna.

All appointments will become effective immediately (from the date of handing over charge, where applicable).

There will be two Wardens and one Associate Warden for the Boys' Hostel, and one Warden and one Associate Warden for the Girls' Hostel.

Warden I's primary responsibility will be looking after affairs of the students' in the hostel, including student discipline, framing and implementing rules regarding hostel affairs, student room allotment, and all other matters not assigned to other Wardens. He will report to the AD(SA).

The Associate Warden, will assist Warden I in his duties.

Warden II's primary responsibility will be to handle matters relating to the hostel Mess, to oversee all infrastructure related matters in the hostel, to oversee the proper deployment and performance of duties of security personnel and cleaning staff in the Boys' hostel. He will also oversee the use and allotment of the Institute Ambulance(s). He will report to the AD(Admin).

The Associate Warden of the Girls' hostel will oversee all infrastructure related matters in the hostel, and oversee the proper deployment and performance of duties of security personnel and cleaning staff in the Girls' hostel. She will provide inputs on these matters to Warden II regarding the above matters and also regarding the need of ambulances. She will also assist the Warden Girl's hostel in all matters relating to the Girls' hostel.

  
(Gautam Barua)  
Director

Copy to:

1. All Associate Deans
2. Registrar
3. All Wardens
4. Intranet
5. Circular File

Director  
Indian Institute of Information Technology  
Guwahati