INDERPRASTHA ENGINEERING COLLEGE

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INTER OFFICE NOTICE

From: Chairman-Internal Grievance Redressal Committee	To: All Concerned

Subject: Reconstitution of Internal Grievance Redressal Committee (IGRC) for Faculty and Staff for Academic Session 2026-27.

A Committee is established with an aim to provide the employees an easy and readily accessible mechanism for prompt grievance redressal process.

Objectives

(i) To provide a fair, transparent and accessible mechanism for faculty and staff to raise Genuine workplace grievances.
(ii) To ensure impartial consideration of complaints and an opportunity to be heard.
(iii) To protect confidentiality to the extent reasonably possible.
(iv) To promote a respectful, discrimination-free and professional work environment.
(v) To ensure time-bound disposal and communication of decisions.
(vi) To provide an appropriate review/appeal mechanism against decisions of the Committee.

INTERNAL GRIEVANCE REDRESSAL COMMITTEE (IGRC) FOR FACULTY & STAFF

S.N.	Name	Designation	Role in Committee	Mobile No.	Email ID
1.	Prof.(Dr.) D.K. Sharma	Director	Chairperson	9971664484	director@ipec.org.in
2.	Prof.(Dr.) Amit Jain	Dean (Acad. & SW)	Member-Convener	9891047435	Dean.academics@ipec.org.in
3.	Prof.(Dr.) Sunita Yadav	Dean-CSE & Allied	Member	9873587500	Dean.cse-allied@ipec.org.in
4.	Prof.(Dr.) Rambir Singh	Dean-First Year	Member	9456833548	hod.fyr@ipec.org.in
5.	Prof.(Dr.) Neeta Verma	HOD-DS	Member	9818681309	neeta.verma@ipec.org.in
6.	Ms. Alpna Rani	Registrar	Member	9999407000	registrar@ipec.og.in
7.	Ms. Rekha Singh	Head-HR	Member	9211709291	Head.hr@ipec.org.in

Scope of Grievances

- Workplace-related administrative or service grievances.
- Issues concerning allocation of duties, workload, leave,attendance,workplace facilities or working conditions, subject to applicable rules.
- Unfair or inconsistent administrative treatment, where not specifically governed by another statutory mechanism.

- Interpersonal or workplace conduct issues that are not covered by a specialised statutory committee.
- Concerns regarding implementation of institutional policies, procedures or decisions Affecting faculty/staff.
- Any other employment-related grievance that the competent authority considers appropriate for this Committee.

Prof. (Dr.) D.K. Sharma
Director

Copy to: Through E-Mail & ERP

1. Hon'ble Management (For Kind Information)
2. Principal, All Deans,
3. Registrar, All HoDs & Functional Heads,
4. All Faculty & Staff
5. HR – For Information & Record
6. All Students,
7. All Concerned