



**FAROOK INSTITUTE OF
MANAGEMENT STUDIES**
(Promoted by Farook College-Estd. 1948)

Approved by AICTE & Affiliated to the University of Calicut

EMPLOYEE GRIEVANCE REDRESSAL POLICY

1. PREAMBLE


FIMS and its management in their constant endeavour to address any grievance experienced by its employees have provided apt platforms for the same. This is to provide a conducive work environment to its employees where grievances are dealt with fairly and promptly and systems are in place to reduce the grievances. A Staff Grievance Redressal Committee is constituted for the smooth and effective functioning of Staff Grievance Redressal system in the college.

2. APPLICABILITY

This Redressal committee is for all the teaching and non-teaching staff members of FIMS.

3. PROCESS

- At the first instance, the affected employees should submit the grievance (in writing) to the Deputy Director, who should acknowledge the receipt of the grievance immediately and try to get the grievance redressed. In case of policy level matters, it could be forwarded to the Director.
- In case the employee is not satisfied with the response the grievance can be taken to the Grievance Redressal Committee. The Committee comprises of:
 - Dr. Saji Kuriakose: Director, Farook Institute of Management Studies
 - Dr. Ahamed Riaz K.: Deputy Director, Farook Institute of Management Studies
 - Mr. Abdul Rasheed: Chief Executive Officer
 - Prof. Sujata Shankaran: Associate Professor, Farook Institute of Management Studies
- The Grievances Officer should give in writing to the employee concerned that the committee has perused the grievance and appropriate recommendation has been made to the Institute.
- The process should, as far as possible, be over by three weeks.


Dr. Saji Kuriakose
Director




C.P. Kunhi Mohammed
Secretary

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