



**REGISTRAR OFFICE
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Ref.No.UOBS-Estt-1(3)/2018/3732

Date: June 05, 2023

NOTIFICATION

In pursuance of HEC's Notification No.15-54/coord/2019/HEC/QAD/119 and the subsequent approval of the Vice-Chancellor University of Baltistan, Skardu, the undersigned has been directed to notify a **Faculty Grievance Redressal Committee (FGRC)** comprising the following officials with proper powers and authorization to address all concerns and complaints of TTS Faculty.

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|---------------------------------------------------------------------------------------------------|-------------------|
| 1. Dr. Shafqat Hussain | (Convener) |
| 2. Concerned Dean | Member |
| 3. Representative from senior faculty, Tenured TTS
(Professor or at least Associate Professor) | Member |
| 4. Dr. Ishtiaq Hussain, Associate Professor | Member |
| 5. Representative from Registrar office | Member |
| 6. Representative from Treasurer office | Member |
| 7. Concerned HoD/Chairperson | Member |
| 8. Representative from the ORIC | Member |
| 9. QEC nominee (UoBS) | Member/ Secretary |


DEPUTY REGISTRAR

Cc:

1. Secretary to Vice-Chancellor, University of Baltistan, Skardu
2. Officer Concerned
3. Director General, Quality Assurance Division (HEC)
3. Office Copy



UNIVERSITY OF BALTISTAN, SKARDU
(Terms of References)
Faculty Grievance Redressal Committee

Terms of References (ToRs)

For the "Faculty Grievance Redressal Committee" (FGRC) of the University of Baltistan Skardu (UoBS):

HEC Mandate:

Notification: Pursuant to the instructions outlined in letter no. 1-1/TTS-FGRC/QAD/HEC/2022, 22/609, dated May 22, 2023, issued by the Higher Education Commission (HEC), it is required that the establishment of the Faculty Grievance Redressal Committee (FGRC) and the appointment of its members be promptly communicated to the Quality Assurance Division of the HEC within a fortnight of the issuance of this letter.

The FGRC shall operate in compliance with the guidelines issued by the Higher Education Commission (HEC) regarding the resolution of faculty grievances.

Reporting to HEC:

The FGRC shall provide periodic reports to the Quality Assurance Division, as required by the HEC, regarding the status of unresolved cases and other relevant updates through Registrar office after approval of the competent authority.

Objective:

The objective of the Faculty Grievance Redressal Committee (FGRC) is to address and resolve concerns, complaints, and queries of faculty members, particularly those belonging to the Tenure Track System (TTS), in a fair, transparent, and timely manner. The committee aims to create an environment that fosters open communication, promotes mutual respect, and ensures the well-being and professional growth of faculty members.

Composition:

The FGRC shall be composed of the following members:

1. Chairperson, nominated by VC
2. Concerned Dean
3. Representative from senior faculty, Tenured TTS (Professor or at least Associate Professor)
4. Dr. Ishtiaq Hussain, Associate Professor
5. Representative from Registrar office
6. Representative from Treasurer office
7. Representative from the QEC
8. Representative from the ORIC
9. Secretary: Appointed by the Chairperson

ToRs

1. The FGRC functions as a recommending body, responsible for promptly submitting its report to the competent authority within 14 days of the case submission, 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, delayed DTRC (Department Tenure Review Committee), TRP (Technical Review Panel) reports, transfer cases, leave entitlement, 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.
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. Applicants are strictly prohibited from submitting queries or complaints on behalf of any other person (faculty). Each individual must personally submit their own query, accompanied by their original signature on the application.

Meeting Procedures:

Frequency:

The FGRC shall meet regularly, at least once every quarter, or as deemed necessary by the Chairperson.

Quorum:

A minimum of two-thirds of the committee members, including the Chairperson or their designated representative, shall constitute a quorum for conducting official business.

Decision Making:

Decisions of the FGRC shall be made by a simple majority vote of the present members. In case of a tie, the Chairperson shall have the casting vote.

Minutes:

Detailed minutes of each meeting, including attendees, discussions, decisions, and action points, shall be recorded and circulated among the committee members in a timely manner.

12. Duration and Review:

The FGRC shall be established initially for a period of three years. At the end of the term, the committee's effectiveness, relevance, and need for continuation shall be reviewed by the University administration, in consultation with the QEC.

Effective Date: These Terms of Reference shall come into effect immediately upon their approval and issuance by the university's authorities.

The FGRC's formation and these Terms of Reference shall be promptly communicated to the faculty members, administrative staff, and other relevant stakeholders through official university channels, including the university website and notice boards.

TTS Faculty Declarations:

The University of Baltistan Skardu (UoBS) shall ensure the timely submission of TTS faculty declarations directly to the HEC Finance Division, as advised by the HEC.

Note: These Terms of References (ToRs) are subject to the University's Statutes, Regulations, and Policies, and may be modified or amended as deemed necessary with the approval of the University's competent authority.