

Prof. Soniya Nityanand, MD, Ph.D.
(Padma Shri Awardee, 2025)

Vice Chancellor

प्रो० सोनिया नित्यानंद, एम०डी०, पी०एच०डी०,
(पद्म श्री सम्मानित, 2025)
कुलपति



King George's Medical University, U.P.
Lucknow

किंग जार्ज चिकित्सा विश्वविद्यालय, उ०प्र०,
लखनऊ

Ref. No.: KGMU/VC/ 64 /2025

Date: July 18, 2025



CIRCULAR

In supersession to Order #VC/KGMU/200/February dated February 09, 2018,
"Grievance Committee for Faculty" is being re-constituted as following:

1. Pro- Vice Chancellor	Chairperson
2. Dean - Academics	Member
3. Dean – Dental	Member
4. Dean – Paramedical	Member
5. Dean – Nursing	Member
6. Prof. B.K. Ojha ,HOD, Neurosurgery & CMS, GM& AH	Member
7. Prof. K.K. Singh, President, Teachers Association	Member
8. Proctor, KGMU	Member
9. Finance Officer or nominee	Member
10. Liaison officer, SC /ST	Member
11. Liaison Officer , OBC	Member
12. Registrar or Nominee	Member – Secretary

S. Nityanand

(Prof. Soniya Nityanand)
Vice Chancellor

Distribution:

1. Dean Faculty of Medicine/Dental/Nursing/Paramedical Sciences, KGMU, Lucknow
2. All Head of the Departments, KGMU, Lucknow
3. Chief Medical Superintendent, GM& AH, KGMU, Lucknow
4. Chief Proctor/Proctor, KGMU, Lucknow
5. Above concerned officers
6. Registrar, KGMU, Lucknow
7. Finance Officer, KGMU, Lucknow
8. *ALL faculty*

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King George's Medical University, Lucknow
Standard Operating Procedure (SOP)
Grievance Committee For Faculty

Purpose

This SOP outlines the procedures for lodging, processing, and resolving grievances submitted by faculty members to ensure appropriate resolution of the grievances of the faculty members in a transparent and time bound manner.

The Grievance Committee will address all grievances pertaining to the service and official matter submitted by the faculty members of the University.

Submission of grievances:

- All grievances must be addressed to the Chairman of Grievance Committee by Faculty and be submitted to the Office of the Pro-Vice Chancellor, KGMU through hard copy and also via Email to provc@kgmcindia.edu.
- The application of grievance must be duly forwarded by Head of the Department (HOD) and must include the following:
 - Full name, designation, and department of the aggrieved
 - Detailed description by the aggrieved
 - Evidence in support of the grievance if any.
 - Signature and date of the aggrieved on the application.

In case grievance is related to the HOD of the department, the aggrieved may submit the grievance directly to the Chairman of Grievance Committee.

Processing Timeline:-

- The committee will address and evaluate the grievance presented to them within 2 week of the receipt of the Grievance.
- The committee will ensure to draw its resolution by maximum within 4 weeks from the date of receipt of the grievance and the same be conveyed to the aggrieved immediately via email or post.

Handwritten signature
18/7/25

If the aggrieved faculty member is not satisfied with the resolution of the Grievance Committee, appeal may be made to the Vice Chancellor, King George's Medical University.

Record Keeping

The Office of the Pro-Vice Chancellor shall maintain a confidential grievance register and archive all complaints, proceedings, and decisions for institutional records and audit purposes.

- Anonymous complaints will not be entertained.
- Frivolous or malicious complaints may result in disciplinary action.
- The committee may seek assistance or opinion from relevant departments or legal experts as needed.

Grievances may be submitted:

- In person or by post to:
Office of the Pro-Vice Chancellor
King George's Medical University
Chowk, Lucknow – 226003, Uttar Pradesh
- Via email: provvc@kgmcindia.edu

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