



## INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIMK Campus (Post), Kunnammangalam, KOZHIKODE-673 570, Kerala, India  
Phone : 0495-2809200, 2803003 Fax : 0495-2803010, 2803011, Website : [www.iimk.ac.in](http://www.iimk.ac.in)

May 13, 2015

### OFFICE ORDER No. IIMK/SAC/195/2015

The following Staff Advisory Committee is hereby constituted with immediate effect, to address the grievance/concerns of the staff members:

Dean-Administration	Chairperson
Chief Administrative Officer	Member
Chief Finance Officer	Member

(Kulbhushan Balooni)  
Director (In-charge)



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October 13, 2015

### OFFICE ORDER NO.IIMK/SAC/208/2015

In continuation to the Office Order No. IIMK/SAC/195/2015 dated 13.05.2015 constituting the Staff Advisory Committee, the Committee would function as per the guidelines given below:

1. The Staff Advisory Committee would address individual grievance and issues. Collective concerns would not be entertained. However, suggestions on improving the administrative system would be entertained.
2. The Committee is empowered to call the individual for a hearing and also could request the Department Head to be present to understand the background of the submission by the Staff.
3. The Committee would advise and recommend the finding to the Director.
4. The Staff will not by-pass the Committee and forward their Grievance to any other office.
5. This Committee would also act as an appellate to the grievances related to the grievance on NPS issues. The Accounts Department would be the Nodal point to clarify issues of NPS at the first level.
6. The grievances already decided by the Director/Board/Ministry would not be entertained by the Staff Advisory Committee.
7. No anonymous grievance would be entertained.

(Kulbhushan Balooni)  
Director Incharge