



Sabaragamuwa University of Sri Lanka

Policy Title –Grievances Appeal Policy

On the recommendation of the Senate, the Council of the Sabaragamuwa University of Sri Lanka, as the governing authority of the Sabaragamuwa University of Sri Lanka by resolution adopts the following Policy.

Accepted Date: 26.10.2020

Amended Date:

Signature: Signed

Position: Vice Chancellor, Sabaragamuwa University of Sri Lanka

Rationale & Purpose:

The purpose of this policy to enable a forum for staff members to make appeals with regard to their grievances and give solutions for them in proper and fared manner

Scope

This policy is applicable to all permanent staff members of the university.

Legislative context:

This policy for appeal is supported by the university establishment code, UGC Circulars and internal circulars and circular letters, guidelines and etc...

Definitions

Term	Definition
University	The university where the employee work (SUSL)
Staff	Permanent staff of the university
Grievances	Any kind of disagreement/ in justice / unfair treatment/ inequity
Council	Governing Council of the University
UGC	University Grants Commission
Victim	The employee who was affected

Policy statement:

The Sabaragamuwa University of Sri Lanka is to ensure fairness and equity among the staff members in the university by way of providing equal opportunity to all staff

Supporting Documents:

The university act

Establishment code of HEI

Administrative and Financial Circulars (UGC, University etc...)

Other policy documents

Norms and practices in the university as well as in other universities

Human Right Code of Practice

Responsibility:

The university council is responsible for the implementation of this policy for appeal

Promulgation:

This policy for appeal will be circulated as a document

Appear in the web site of the university

Establishment division of the university

Circulated among trade unions

Implementation:

- I. An appeal board will be appointed on case by case basis by the university council consist of three members

One of the Dean (Chair) (not the same faculty of victim)

One UGC appointed Council member

Officer who is handling Establishment*

*if the grievances against the respective Officer of Establishment, Registrar will nominate another suitable officer

- II. Appeal should be submitted to the Vice Chancellor directly **or** through the channel
- III. Any appeal to be submitted with two months of the original decision received or incident happened

- IV. Proper evidence in documentary form to be supported with the appeal
- V. The appeal has to be investigated within three months and the outcome to be informed to the victim through the Council
- VI. Victim has the right to appeal at the USAB if in disagreement with the outcome

Note: all the appeals to be made in the prescribed format available at the Establishment division or at the university website