United International University

Office of the Vice Chancellor

November 11, 2025

Office Order

Subject: UIU Grievance Committee for the UIU Employees

The United International University (UIU) has decided to form a UIU Grievance Committee for its employees with the following composition:

A.	**Convener:**	**Senior-most Dean**
B.	**Members:**	**Other Deans**
C.	**Members:**	**One Head/Director from each School (to be nominated by the Vice Chancellor for a period of two years)**
D.	**Member-Secretary:**	**Director - IQAC**

Terms of Reference

The UIU Grievance Committee is entrusted with the responsibility to:

I. Receive complaint from an 'aggrieved' individual employee of UIU (faculty member, administration official, Management Support Staff, etc.) against a decision of the UIU authorities for reconsideration/annulment of the relevant decision and/or seeking appropriate measures to address the grievance;

II. Examine a complaint received to determine if the decision directly affects the complainant i.e., if s/he has the *locus standi* on the matter, and then:

   a. Proceed with the matter if the Committee considers that the complainant has enough ground to claim *locus standi* on the matter and that there is a *prima facie* case to deal with; or,

   b. Reject the complaint if the Committee finds that the complainant does not have the *locus standi* on the matter, i.e., the decision of the UIU authority does not directly affect the complainant himself/herself or the matter raised does not have a *prima facie* merit to deal with.

III. Investigate the complaint, if it is found to be a substantial one, following a modality to be determined by the Committee itself in each case—depending on the nature, gravity, etc. of the matter raised in the complaint;

IV. Submit a report on the outcome of the investigation to the Vice Chancellor within a reasonable time period—as the Committee may deem appropriate, along with the recommendation(s) of the Committee.

Prof. Dr. Md. Abul Kashem Mia
Vice Chancellor

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