



S.S. Jain Subodh Law College

(A Unit of S.S. Jain Subodh Shiksha Samiti, Jaipur)

Affiliated to the Dr. Bhimrao Ambedkar Law University, Jaipur

& Approved by the Bar Council of India

Centre of Excellence for Law Courses

SLC/2025-26/००७

Dated: ०८/०७/२५

OFFICE ORDER

In continuation of the previous orders in regard to Students Grievance Redressal Committee a new committee is hereby constituted towards the redressal of Complaints/ Grievances of the students. This committee will look after day to day Complaints/Grievances and suggestions of the students and will hear them on weekly basis on a pre decided date, time, and venue (Designated Place) in the college premises. After verification of authenticity of the complaints/ grievances the committee will submit the alternate suggestions to the College Administration for its solution/redressal.

The proceedings of the committee will be as under:-

(A) Students Grievance Redressal Committee:- (विद्यार्थी परिवेदना / शिकायत निवारण समिति)

The below mention committee is come into force with immediate effect.

S.No	Name of Member	Post	Post held in the Committee	Contact No.	Signature
1.	Ms. Priyanka Pareek	Assistant Professor (Law)	Chairperson	8949285879	
2.	Ms. Bharti Jangid	Assistant Professor (Law)	Member	9913345697	
3.	Mr. Suraj Shrimali	Assistant Professor (Law)	Member	8005900416	
4.	Ms. Siddhika Sankhla	Student of B.A.LLB	Member	9166062733	
5.	Mr. Sujal Paliwal	Student of B.A.LLB	Member	9799926988	

(B) PROCESS:- The following process will be adopted towards redressal of students grievances.

1. Written complaints and suggestion may be submitted to the committee through Suggestion Box/ Emails.
2. Committee will examine all the complaints/ grievances and suggestions on priority and will decide the date of hearing which will be weekly.
3. Committee will hear both the aggrieved parties.
4. Committee will recommend necessary action and alternate suggestions towards redressal of Complaints/ Grievances .
5. If need arises the committee may recommend to higher authorities for the action to be taken.
6. One Register is to be maintained with numbering of pages to make the entries of the complaint received through suggestion box, emails etc.

PRINCIPAL
S.S. Jain Subodh Law College
Mansarovar, Jaipur

(C) Role of the Students Grievance Redressal Committee:- The role of the Students Grievance Redressal Committee are as under:-

- (i) To provide a platform to the students to put up their grievances/ complaints and suggestion fairly, freely and without any fear and hesitation.
- (ii) Time bound redressal of Complaints/ Grievances and suggestion of Students.
- (iii) Steps to be taken to prevent recurrence of the same Complaints/ Grievances.
- (iv) Ensuring that the rights and dignity of the students are respected.

(D) RESPONSIBILITIES:- The below mention responsibilities are to be taken care by the committee in this regard.

1. At the initial stage the redressal of day to day general Complaints/ Grievances will immediately be taken care by the concerned faculty member class coordinator and head of the department.
2. The unsolved complaints will be forwarded to the student grievance redressal committee towards their redressal on time.

(E) Student Grievance Redressal Mechanism:- The following mechanism will be adopted towards the time bound redressal.

1. The students will submit their Academic and Non academic grievances and suggestion to the Student Grievances Redressal Committee through suggestion box, email etc and the committee will personally or at class level will provide redressal of the complaints and suggestion registered in the general interest of the students.

Submitted for immediate implementation.


(Prof. (Dr.) Gaurav Kataria)
Principal, S.S. Jain Subodh Law College
Jaipur


26/7/25

Sector-B, Behind Metro Mass Hospital & Heart Institute, Shipra Path, Mansarovar, Jaipur- 302020
Web.: <http://subodhlawcollege.com>. Email: subodhlawcollege@gmail.com
Ph.: 0141-2786988, 2786990. Fax. 0141-2786988