



SANT BABA BHAG SINGH UNIVERSITY
UNIVERSITY INSTITUTE OF LAW

Village, Khiala, P.O Padhiana, Distt Jalandhar-144030

Ref No .- UIL/LAW/23/98A

Date:10/10/2023

OFFICE ORDER

Subject: Constitution of Student Grievance Redressal Committee (SGRC) – University Institute of Law

In pursuance of the provisions of the UGC (Redressal of Grievances of Students) Regulations, 2019 and the UGC (Redressal of Grievances of Students) Regulations, 2023, and in accordance with the applicable norms of the Bar Council of India, the University Institute of Law, Sant Baba Bhag Singh University, Jalandhar hereby constitutes the Student Grievance Redressal Committee (SGRC) to address grievances of students in a fair, transparent, and time-bound manner.

The committee shall function in accordance with the Student Grievance Redressal Committee Policy of the Institute and the guidelines issued by the University Grants Commission.

Composition of the Student Grievance Redressal Committee

Sr. No.	Name	Position	Role
1	Dr. Pooja Bali	Dean , University Institute of Law	Chairperson
2	Mr. Harinder Singh	Senior Faculty Member	Member
3	Ms. Navdeep kaur	One Female Faculty Member	Member
4	Ms. Amandeep Kaur	One Faculty Member belonging to SC/ST/OBC Category	Member
5	Ms. Amarjit kaur	Administrative Representative	Member
6	Mr. Gagan Gill	Student Representative (Senior Year)	Member
7	Mr. Anshul	Student Representative (Junior Year)	Member
8	Ms. Manjot Kaur	Faculty Coordinator	Member Secretary

Functions of the Committee

The Student Grievance Redressal Committee shall:

- Receive and examine grievances submitted by students.
- Ensure fair hearing of the complainant and concerned authorities.
- Provide recommendations for appropriate action to the university administration.
- Ensure time-bound resolution of complaints in accordance with UGC regulations.
- Maintain confidentiality and protect students from victimization or retaliation.
- Maintain records of grievances and submit periodic reports to the university authorities.

Students may submit grievances through the **online grievance portal, institutional email, written application, or complaint box placed within the institute.**

The committee shall ensure that grievances are addressed **within the prescribed time limits** and that the rights, dignity, and welfare of students are protected.

This order shall come into force with **immediate effect** and shall remain valid until further orders.

Arora Balu
(Dean)

Dean, University Institute of Law
Sant Baba Bhag Singh University,
Village Khiala, P.O. Padhlana,
Distt. Jalandhar-144030 (PB).

University Institute of Law
Sant Baba Bhag Singh University
Jalandhar, Punjab

Copy to:

1. Hon' ble Vice Chancellor, Sant Baba Bhag Singh University (for your kind information)
2. Registrar, Sant Baba Bhag Singh University (for your kind information)
3. Dean Academics, Sant Baba Bhag Singh University (for your kind information)
4. Chairperson, Internal Complaints Committee
5. Members of Gender Sensitization Committee
6. All Faculty Members, UIL
7. Notice Board / Website
8. Office File