


**Jagan Institute of Management Studies**  
3, Institutional Area, Sector -5, Rohini, Delhi

## Procedure for Grievance Redressal

- The grievance can be applied either online or can be submitted at the reception of the institute in hard copy for which a receipt shall be given.
- The Registry takes notes of the grievance and contacts the department / person concerned. If need be, the grievance redressal committee meets within a week and the complaint is addressed. The decision is communicated to the students within 15 days, in case the matter is related to the institute alone.

  
**Dr. Pooja Jain**  
Director