

**LETTER OF UNDERTAKING**

Date: 09/04/2025

To
The Secretary,
University Grants Commission (UGC),
Bahadur Shah Zafar Marg,
New Delhi – 110002.

Subject: Undertaking regarding Compliance with UGC Regulations and Guidelines

Respected Sir/Madam,

I, **Dr. Naveen Kumar C M**, Principal of **Jain College**, affiliated to **Bengaluru City University**, hereby submit this undertaking to affirm that our institution is in strict compliance with the relevant regulations and guidelines issued by the University Grants Commission (UGC), as detailed below:

1. Internal Complaints Committee (ICC) :

The institution has constituted the Internal Complaints Committee (ICC) in accordance with the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015. The composition of the ICC adheres strictly to the prescribed structure, and it is actively functional to ensure a safe and gender-sensitive environment on campus.

2. Student Grievance Redressal Committee (SGRC):

The institution has constituted the Student Grievance Redressal Committee (SGRC) as per the UGC (Redressal of Grievances of Students) Regulations, 2023. The committee is functional and meets regularly to address grievances in a transparent and time-bound manner.

3. Public Self-Disclosure:

The institution complies with the UGC Guidelines on Public Self-Disclosure by Higher Education Institutions. Relevant information including accreditation status, programs offered, faculty details, student support mechanisms, and financials are publicly accessible through our official institutional website.

4. Fee Refund Policy:

The institution strictly adheres to the UGC's Fee Refund Policy. We ensure fair and timely refunds to students in accordance with the guidelines, and the policy is clearly communicated on our website and in the admission brochure.

This letter serves as an assurance that our institution remains committed to upholding the quality, transparency, and integrity expected by the UGC in the administration of higher education.

Thank you,

Yours faithfully,


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