



Date: September 10, 2026

Ref. No.: \_\_\_\_\_

Date: \_\_\_\_\_

**ENGAGEMENT LETTER**

**Engagement of Ombudsperson – Student Grievance Redressal Committee (SGRC)**

To,

Dr. Prabha Sharma  
Designation: Professor Rajasthan University Jaipur  
Department: LIS

**Subject: Engagement as Ombudsperson of the Student Grievance Redressal Committee (SGRC) at IILM-AHL, Jaipur Campus**

Respected Sir

We are pleased to inform you that you have been appointed as the **Ombudsperson of the Student Grievance Redressal Committee (SGRC)** of IILM-AHL Jaipur Campus with effect from --- --- with honorarium of Rs. 5000/- per year in accordance with the applicable regulatory guidelines and institutional policies relating to student grievance redressal.

As Ombudsperson, you will be responsible for providing an independent and impartial mechanism for the consideration and resolution of student grievances that remain unresolved through the institutional grievance redressal process.

**Roles and Responsibilities**

Your responsibilities as Ombudsperson shall include:

1. To consider student grievances referred to the Ombudsperson in accordance with applicable regulations and institutional procedures.
2. To examine relevant facts, documents, representations, and records associated with the grievances referred to the Ombudsperson and facilitate appropriate resolution.
3. To communicate appropriate recommendations/decisions to the concerned authorities in accordance with applicable rules and regulations.

You are requested to discharge the above responsibilities with **independence, impartiality, integrity, confidentiality, and due regard for the rights and interests of students.**

Your appointment shall remain valid for 2026 to 2029 , or until further orders, subject to the applicable rules and regulations of the institution.

We look forward to your valuable contribution towards strengthening a fair, transparent, and student-friendly grievance redressal mechanism.

With regards,

Name: Dr. Samar Sarabhai

Designation: Director/Head of Institution

IILM-AHL Jaipur Campus

Date: 10/9/2026

Official Seal



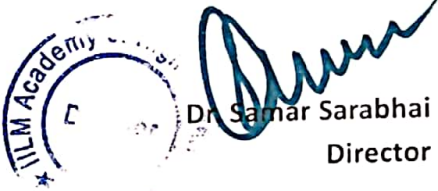
#### Acceptance of Engagement

I hereby accept the appointment as **Ombudsperson of the Student Grievance Redressal Committee (SGRC)** at IILM-AHL Jaipur Campus and undertake to discharge the responsibilities entrusted to me in accordance with the applicable regulations and institutional policies.

Signature: Dr. Parabha Sharma

Name: Dr. Parabha Sharma

Date: 12/9/2026

  
Dr. Samar Sarabhai  
Director