Ref No. : ..... Date : .....

PMCL/2026-27 **Dated: - 03.08.2026**

OFFICE ORDER / APPOINTMENT LETTER

Subject: Appointment of Nodal Officer for Student Well-Being, Anti-Ragging, Grievance Redressal & Institutional Support

In the interest of ensuring a safe, supportive, inclusive and student-friendly academic environment, the undersigned is pleased to appoint **Dr. Monika, Designation: Assoc. Prof.**, as the Nodal Officer for Student Well-Being, Anti-Ragging, Grievance Redressal & Institutional Support of Puran Murti College of Law, Kami Road, Sonipat, Haryana, with immediate effect.

The Nodal Officer shall be responsible for coordinating and monitoring the following activities:

1. **Student Well-Being:** Promote students' physical, mental, emotional and social well-being by facilitating counselling, mentoring, awareness programmes and other student support initiatives.
2. **Anti-Ragging Measures:** Ensure effective implementation of anti-ragging regulations and institutional policies, organise awareness programmes, monitor preventive measures and coordinate with the Anti-Ragging Committee and Anti-Ragging Squad.
3. **Grievance Redressal:** Act as a point of contact for receiving, recording and forwarding student grievances to the appropriate authorities and ensure their timely and confidential resolution in accordance with applicable regulations.
4. **Institutional Support:** Facilitate coordination between students, faculty members, administrative departments and institutional committees to address student-related issues and provide necessary academic and administrative support.
5. **Awareness and Sensitisation:** Organise orientation sessions, workshops and awareness campaigns relating to student rights, responsibilities, discipline, gender sensitivity, safety and institutional support mechanisms.
6. **Documentation and Reporting:** Maintain proper records of complaints, actions taken, awareness activities and student support initiatives and submit periodic reports to the Principal/Competent Authority.
7. **Coordination with Committees:** Work in coordination with the Internal Complaints Committee (ICC), Anti-Ragging Committee, Student Grievance Redressal Committee, Mentorship Committee and other relevant institutional bodies, as applicable.

The Nodal Officer shall discharge the assigned responsibilities in accordance with the applicable guidelines and regulations of the Bar Council of India (BCI), affiliating university and other competent statutory/regulatory authorities. The appointment shall remain effective until further orders. The Nodal Officer shall maintain confidentiality, impartiality and transparency while dealing with all student-related matters.

All faculty members, staff and students are hereby directed to extend necessary cooperation to the appointed Nodal Officer for the effective discharge of these responsibilities.

By Order of the Competent Authority

For PURAN MURTI COLLEGE OF LAW
Principal

Principal

Copy to:

1. President
2. All Heads of Departments
3. Anti-Ragging Committee
4. Student Grievance Redressal Committee