



## Student Grievance Redressal Form (General)

### Grievant Information

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

Student's Name: \_\_\_\_\_

Father's/Guardian's Name: \_\_\_\_\_

Course: \_\_\_\_\_ Institute: \_\_\_\_\_

Email ID: \_\_\_\_\_ Mobile/Phone: \_\_\_\_\_

Residential Address \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Date, time and place of event leading to grievance:

Detailed account of occurrence (include names of persons involved, if any):

State policies, guidelines or procedures you think have been violated:

Proposed solution to grievance:

State previous level of effort undertaken by you at college management level:

State the outcome of above and why that is not acceptable to you:

State why do you think an informal resolution is not possible:

The information that I am submitting here is factual and without any exaggeration.

Signature: \_\_\_\_\_ (signature of the student)

Received by: \_\_\_\_\_ (name and signature)

\_\_\_\_\_

For office use only

Grievance Level Recommended (check one):

1. Another attempt at Informal Resolution \_\_\_\_\_
2. Senior Management of College/Institute \_\_\_\_\_
3. Grievance Redressal Committee Panel Review \_\_\_\_\_