

**Model/ Sample Grievance Registration Form
(Annexure)**

(A) Grievant Profile

Name :-
Gender : Male/Female
Course Studying :-
College ID No. :-
Phone :- E-Mail :-

(B) Grievance Details :-

1. **Type of Grievance**

- Academic Related --
- Amenities & Maintenance Related --
- Co-curricular, Extra-Curricular and Extension Related --
- General Administration Related --
- Internship/Training/Project/Placement Related --
- Other Related Issue --

2. Date of Occurrence

3. Have you discussed this issue with your Teacher/Mentor/HOD

4. Teacher's Mentor's/HOD's Name

Issue of Grievance : (Describe what happened/When and Where etc)

Action Requested : (Indicate the action/s that would resolve your grievance)

I declare that the information provided by me is true to the best of my knowledge

Date :-

(Signature of the Aggrieved)