

Grievance Lodgment Form for Current Students

Part A: To Be Completed by the Case Officer

• Case Officer Verification:	Grievance Tracking No.:
Mobile Number Status:	G-_____
<input type="checkbox"/> Active <input type="checkbox"/> Not active <input type="checkbox"/> Not verified <input type="checkbox"/> Not provided	
Email Verification Status:	
<input type="checkbox"/> Valid <input type="checkbox"/> Not valid <input type="checkbox"/> Not verified <input type="checkbox"/> Not provided	
Mandatory Response Status:	
<input type="checkbox"/> Responded <input type="checkbox"/> Partially responded <input type="checkbox"/> Not responded	_____ <i>Signature of the</i>
<i>(The assigned tracking number will be notified to the Complainant)</i>	<i>Case Officer with Date</i>

Part B: To Be Completed by the Complainant

1. Grievance Information

Student ID: _____ Department/School: _____

Name: _____ Does not want to disclose

Mobile Number (*Mandatory if email is not provided*) : _____

Email Address (*Mandatory if mobile is not provided*) : _____

2. Grievance Category (*Mandatory – Tick one as applicable*)

⇒ Harassment, Violence & Personal Safety

- Sexual Harassment
- Bullying, Ragging & Intimidation
- Physical Assault and/or Threats
- Psychological Abuse, Mental Stress, or Torture
- Discrimination (Race / Religion / Gender / Disability)
- Campus Safety & Security Lapses

⇒ Academic & Teaching–Learning Issues

- Teaching Quality & Classroom Practices
- Course Delivery, Assessment & Grading
- Examination Procedures & Results
- Academic Advising & Mentoring

⇒ Research, Publication & Academic Development

- Research Supervision & Guidance
- Research Funding & Grant Management
- Laboratory Facilities & Research Infrastructure
- Authorship Disputes & Publication Ethics

⇒ Administrative & Governance Issues

- Administrative Services & Delays
- Procedural Irregularities
- Misconduct by Administrative Personnel
- Campus Code of Conduct Violations

⇒ Infrastructure, Facilities & Logistics

- Academic Buildings & Classrooms
- Utilities & Sanitation
- Transport Facilities
- Maintenance & Accessibility

(Continued on the page overleaf)

