

Grievance Lodgment Form for Former Students (Program Not Completed)

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>(The assigned tracking number will be notified to the Complainant)</i>	<i>Signature of the 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
- Discrimination (Race / Religion / Gender / Disability)

⇒ Academic & Teaching–Learning Issues

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

⇒ 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

⇒ IT, Cyber & Online Services

- Cyber Security Breaches & Misuse

⇒ Certificates, Records & Official Documents

- Certificates, Transcripts & Testimonials
- Record Errors & Verification Delays

⇒ Any Other Grievance

- Emerging, Exceptional or Cross-Cutting Issues (Please specify below)

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(Continued on the page overleaf)

