

## Grievance Lodgment Form for Employees/Staff Members

### Part A: To Be Completed by the Case Officer

<b>• Case Officer Verification:</b>	<b>Grievance Tracking No.:</b>
Mobile Number Status:	<b>G-_____</b>
<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 Case Officer with Date</i>
<i>(The assigned tracking number will be notified to the Complainant)</i>	

### Part B: To Be Completed by the Complainant

#### 1. Grievance Information

Name (Optional): \_\_\_\_\_

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

⇒ Research, Publication & Academic Development

- Research Funding & Grant Management
- Laboratory Facilities & Research Infrastructure

⇒ Administrative & Governance Issues

- Administrative Services & Delays
- Procedural Irregularities
- Institutional Decision-Making & Transparency
- Misconduct by Administrative Personnel

⇒ Infrastructure, Facilities & Logistics

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

⇒ Student Services & Campus Life

- Canteen & Food Services

⇒ Health, Hygiene & Medical Support

- Health & Hygiene Conditions
- Medical Services & First Aid
- Emergency Health Response

*(Continued on the page overleaf)*

