

Grievance Lodgment Form for Parents or Guardians

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 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
 - Physical Assault and/or Threats
 - Campus Safety & Security Lapses
- ⇒ Academic & Teaching–Learning Issues
 - Admission Test Procedures & Fairness
- ⇒ Administrative & Governance Issues
 - Administrative Services & Delays
- ⇒ Infrastructure, Facilities & Logistics
 - Utilities & Sanitation
 - Maintenance & Accessibility
- ⇒ Student Services & Campus Life
 - Canteen & Food Services
- ⇒ Financial, Salary & Funding Issues
 - Scholarships & Financial Aid
- ⇒ Certificates, Records & Official Documents
 - Certificates, Transcripts & Testimonials
 - Convocation-Related Matters
- ⇒ Any Other Grievance
 - Emerging, Exceptional or Cross-Cutting Issues (Please specify below)

3. Description of the Grievance (Mandatory)

Please provide a clear and detailed description of the grievance below. Attach additional sheets and supporting documents, if necessary.

