

## **Complaint/Grievance Intimation Form**

Instructions: Students who have complaint or grievance about their college should complete this form online and submit it to the Dean of the Colleges, NDVSU, Jabalpur. Students should allow 15 working days to receive a response to their complaint or grievance.

### **Student Information**

Name of the Complainant: .....

University Registration No/ID No. : .....

Name of the College: .....

Grievance Date: .....

Enrollment No/Roll No.: .....

Father's name: .....

Present Address: .....

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.....Pin Code.....

Permanent Address: .....

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.....Pin Code.....

Home Phone Number: .....

Cell Phone Number: .....

Email Address .....

Name of individual and/or department against whom the complaint/grievance is filed:

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Describe your complaint/grievance. Include date/s of occurrence (be as specific as possible). Are there any witnesses who should be interviewed? If yes, list names and contact information.

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Students are encouraged to discuss their concerns and complaints with the appropriate college official(s) or campus administrator. Have you made an attempt to resolve this complaint or grievance with the college authorities?

 Yes No

If yes, describe the outcome:

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I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions.

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Student Signature: .....

Date: .....

Place: .....