

## Grievance Redressal Form

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### 1. Your details:

<b>Name:</b>		<b>E-Code:</b>	
<b>Designation:</b>		<b>DOJ:</b>	
<b>Department:</b>		<b>School:</b>	
<b>Contact Number:</b>		<b>Email ID:</b>	

### 2. Grievance Details:

<b>Date and Time of the Incident:</b>	
<b>Location of the Incident:</b>	
<b>If the grievance is against any member, please provide the name, department, and email ID of the member.</b>	<i>(If more than one member, please mention details of all members)</i>

### 3. Description of Grievance : *(Provide a detailed description of your grievance, including all relevant facts, actions, and individuals involved)*

**4. Supporting Evidence (if any):** *(Please attach any supporting documents, pictures, or other evidence related to the complaint, if available)*

**5. Details of Witness (if any):** *(If more than one, please mention details of all members)*

<b>Witness Name, Department, and email ID:</b>	
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**6.** Have you followed the grievance redressal levels as outlined in the Grievance Redressal Policy before submitting this form? If yes, please provide details of the outcome, including dates and relevant documents

**7. Declaration:**

I hereby declare that the information provided in this redressal form is accurate to the best of my knowledge and belief. I understand that submitting false or misleading information may lead to disciplinary action against me.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_