

Dinabandhu Andrews College

GRIEVANCE/ COMPLAINTS FORM

A **complaint** is a formal expression of dissatisfaction or disapproval towards something that is deemed unjust, inappropriate, or deviates from established norms or standards. In an academic institution, a complaint refers to a disagreement or conflict between a student and a faculty or staff member(s) of that institution on various matters, such as: (a) Class Frequency (b) Syllabus fulfilment (c) Laboratory Facilities (d) Library Services (e) Internal assessments (f) Scholarships (g) Office Support (h) Sexual Harassment (i) Cyber Harassment (j) Ragging-related concerns (k) College Administration etc.

Please provide all the necessary details as specified below. Any omission will result in a delay in the redressal process.

Name:	
Gender:	
Class:	
Semester:	
Roll No.:	
Email ID:	
Contact Number:	

Please write your grievances in the supplied area beneath each relevant category.

Class Frequency:	
Syllabus fulfilment:	
Laboratory Facilities:	

Library Services:	
Internal assessments:	
Scholarships:	
Office Support:	
Sexual Harassment:	
Cyber Harassment:	
Ragging-related concerns:	
College Administration:	
Suggestions (If any):	

Please offer a thorough account of the steps you have taken to address your problem in an informal manner:

Name of the contact:

Date of the Meeting:

Outcome of the informal meeting

The signature below signifies my compliance with the grievance redressal procedures established by Dinabandhu Andrews College.

I also recognize that deliberately providing false information on the aforementioned complaint is regarded as a breach of the student code of conduct.

Signature of the applicant with date

Contact number: