

Application for Redressal of Grievance/s to CGRC

To,

The Convenor,
University Grievance Redressal Cell (CGRC)

Subject: Application for Redressal of Grievance/s
Respected Sir/Madam,

I/We am/are hereby forwarding my/our application for Redressal of Grievance/s. Kindly accept it and do the further processing. My/Our personal details and particulars about my/our grievances are as follows:

1	Name of the student	
2	Name of the father/mother/Guardian	
3	Register No	
4	Department	
5	Residential Address of the student	
6	Permanent Address of the student	
7	Email of the student	
8	Mobile no of the student	
9	Landline no of the student (If Any)	
10	Name of the Department	
11	Programme of Study (B.Voc, PG, M.phil and Ph.D)	
12	Year of study (First, Second, Third ,Fourth, Fifth)	
13	Semester	
<i>(Add student Profile, if more no. of students Applying for Redressal of Grievance)</i>		
14	Name of the Teacher/s / Officer/s / Staff / Section/s / Department/s against whom the Complaint is to be Lodged	
15	Nature of Grievance/s in which Redressal is Sought	Oral, Written or Upload Word/ PDF File
16	List of Supporting Documents attached herewith	Upload Word/PDF File/s

Declaration from the student/s

I/We hereby declare that the above information furnished by me/us is true to the best of my/our knowledge. In case if it is turned false I/We am/are personally responsible for the punishment.

Date:

Signature of the Student

Place:

Signature of the Parent/Guardian