



Smt. Indira Gandhi PG College

(Affiliated to Maharaja Suhel Dev State University)

ANNEXURE 3

STUDENT GRIEVANCE FORM

1. Student Details

Name of Student: _____

Course & Year: _____

Department / College: _____

Roll Number / Admission ID: _____

Email ID: _____

Contact Number: _____

2. Grievance Details

Category of Grievance (Tick as applicable):

- Academic (Examinations, Evaluation, Attendance)
- Administrative (Fees, Scholarships, Certificates, Records)
- Infrastructure & Facilities (Library, Laboratories, Classrooms, Transport)

- Harassment / Discrimination
- Others (Specify): _____

Details of the Grievance:

Date of Occurrence (if applicable): _____

3. Action Taken So Far (if any)

4. Submission Details

Mode of Submission: Online Email Physical Submission

Date of Submission: _____

5. Declaration

I hereby declare that the information provided above is **true and correct to the best of my knowledge**. I understand that my grievance will be **examined confidentially, impartially, and in a time-bound manner** by the Student Grievance Redressal Committee (SGRC) of the College, in accordance with applicable institutional and university guidelines.

Signature of Student: _____

Date: _____

For Official Use Only

- Grievance Reference No.: _____
- Date of Receipt: _____
- Forwarded to: _____
- Action Taken / Remarks: _____
- Status: Pending Under Review Resolved