

Grievance Report-I

College Name:

Department:

Date: [Date of Report]

1. Grievance Details

- **Grievance ID:** [Unique Identifier]
- **Date of Grievance Submission:** [Date]
- **Grievant:** [Student's Name, Roll Number, and Contact Information]
- **Course/Year:** [Course and Year of the Student]
- **Type of Grievance:** [e.g., Academic, Exam, Administrative, Disciplinary, etc.]
- **Summary of Grievance:**
 - [Brief description of the issue raised by the student. Include details such as specific incidents, dates, and any relevant documentation provided by the student.]

2. Acknowledgment of Grievance

- **Acknowledgment Date:** [Date]
- **Method of Acknowledgment:** [e.g., Email, Letter, In-Person, etc.]
- **Acknowledged By:** [Name and Designation of the Person Who Acknowledged the Grievance]
- **Acknowledgment Summary:**
 - [Summary of how the grievance was acknowledged, including any initial steps or actions promised.]

3. Investigation Process

- **Investigation Start Date:** [Date]
- **Investigating Officer/Committee:** [Names and Designations of those involved in the investigation]
- **Investigation Methodology:**
 - [Details of the steps taken to investigate the grievance, including interviews, document review, and any other relevant activities.]
- **Findings:**
 - [Detailed account of the findings from the investigation. Include any evidence or testimonies that were significant in understanding the issue.]

4. Resolution

- **Resolution Date:** [Date]
- **Decision Made:** [Summary of the decision or action taken in response to the grievance]
- **Communicated to Grievant:** [How and when the resolution was communicated to the student]

- **Resolution Summary:**
 - [Provide a detailed explanation of the resolution, including any corrective actions taken, changes implemented, or accommodations made for the student.]

5. Follow-Up

- **Follow-Up Actions:** [Any additional actions taken to ensure the grievance has been resolved effectively]
- **Follow-Up Date:** [Date of follow-up]
- **Outcome of Follow-Up:**
 - [Summary of the follow-up findings, ensuring the issue has been resolved and that the student is satisfied with the outcome.]

Signature of Grievant

Signature of Investigating Officer/Committee

Signature of Director