

## Grievance Report-II

### 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. Appeal Process

- **Appeal Submission:** [If the student was not satisfied with the initial resolution, include details of any appeal made]
- **Appeal Process:** [Outline the process followed in handling the appeal, similar to the initial investigation]
- **Final Decision:** [The final decision after the appeal and any additional actions taken]

### 3. Conclusion

- **Overall Summary:** [A brief summary of the entire process, from the submission of the grievance to its resolution]
- **Lessons Learned:** [Any insights or lessons learned from handling this grievance that could be applied to future cases]
- **Recommendations:** [Suggestions for improvements in policies or processes to prevent similar grievances in the future]

Signature of Grievant

Signature of Investigating Officer/Committee

Signature of Director