GOVT. VICTORIA COLLEGE, PALAKKAD

PROFORMA FOR FILING A COMPLAINT WITH STUDENT GRIEVANCE REDRESSAL COMMITTEE

Name :

Admission Number :

Department / Class :

Gender :

Phone Number :

Email :

Address :

Grievance Categories:

1. Admission related ☐
2. Course allotment (Major/Minor/MDC) ☐
3. Examination and Evaluation ☐
4. Internal marks
5. Attendance ☐
6. Student Amenities / Facilities of the Department / College ☐
7. Issue of Document / TC / Certificate ☐
8. Fee / Financial Grievances ☐
9. Institutional / Policy Violations ☐
10. Any other ☐

Grievance detail (Attach document proof if any):

I hereby declare that the information/document provided above is correct. I shall be responsible for furnishing any wrong information/document

Place :
Date : (with time) **Signature of the student**

Action taken by the Department level student grievance redressal committee

Signature of the class tutor

Signature of Head of the department (with date and time)