



Innocent Hearts College of Education
Approved by NCTE and Affiliated to GNDU, Amritsar
Grievance Redressal Cell

Grievance Form

Instructions: Please fill out this form clearly and completely. Attach any supporting documents to this form. Incomplete forms may delay processing.

Section 1: Personal Information of Applicant

Student Name: _____ Student Roll Number: _____

Section 2: Grievance Details

Category of Grievance: (Select all that apply)

- () Academic Concern (assignments, projects, grades)
- () Disciplinary Matter (unfair treatment, harassment)
- () Infrastructure or Hostel or Accommodation Issue
- () Discrimination or Harassment (based on race, religion, gender, etc.)
- () Administrative Issue (registration, fees, scholarships)
- () Other (Please Specify): _____

Date(s) of Incident(s): _____

Nature of Grievance (Briefly describe the issue):

(Please provide a clear and concise description of the issue you are experiencing.)

Desired Outcome: (What would you like to see happen as a result of this grievance?)

Section 3: Supporting Evidence (if Any)

Please list and describe any documents attached to this form that support your grievance (e.g., emails, assignments, witness statements).

1. _____ 2. _____ 3. _____

Section 4: Witness Information (Optional)

Witness Name 1: _____

Relationship to Grievance: _____

Email Address : _____

Phone Number : _____

Witness Name 2: _____

Relationship to Grievance: _____

Email Address : _____

Phone Number : _____

Section 5: Declaration

I understand that filing a false or unsubstantiated grievance may lead to disciplinary action.

Date: ____/____/20__

Applicant Signature



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For Grievance Redressal Cell Use Only

We acknowledge receipt of your grievance. The matter has been reviewed and the decision is as follows:

Reference Number: _____

Date Received: ____ / ____ / 20 ____

Grievance Reviewed By: _____

Intimation of Decision

Date of Decision: ____ / ____ / 20 ____

Notes (if Any):

Applicant's Acknowledgement

I, the undersigned, acknowledge receipt of the decision regarding my grievance. I understand the outcome and any actions or recommendations made.

Date: ____ / ____ / 20 ____

Applicant Signature