



DAYANAND COLLEGE, HISAR

Governed by DAV College Managing Committee, New Delhi

Affiliated to Guru Jambheshwar University of Science & Technology, Hisar

Accredited A++ by NAAC

GRIEVANCE CELL

COMPLAINT / GRIEVANCE FORM

Please provide complete and factual information. The grievance will be handled with due confidentiality.

1. COMPLAINANT DETAILS

Name of Complainant: _____

Date: _____

Status: ☐ Student ☐ Faculty ☐ Non-Teaching Staff ☐ Other

Department / Class / Course: _____

Roll / Employee No.: _____

Contact No.: _____

Email ID: _____

2. GRIEVANCE DETAILS

Subject / Title of Grievance: _____

Date / Period of Incident: _____

Place / Department: _____

Nature of Grievance: ☐ Academic ☐ Administrative ☐ Examination ☐ Fee/Finance ☐ Facility ☐ Harassment/Misconduct ☐ Other

Detailed Description of Grievance: _____

3. RELIEF / ACTION REQUESTED

4. SUPPORTING DOCUMENTS & DECLARATION

Documents / evidence attached: ☐ Yes ☐ No Number of pages / files: _____

Declaration: I declare that the information provided above is true and correct to the best of my knowledge.

Signature of Complainant: _____

Date: _____

FOR OFFICE / GRIEVANCE CELL USE ONLY

Grievance No.: _____ Date Received: _____

Received Through: ☐ In Person ☐ Email ☐ Online ☐ Other

Assigned To: _____

Status: ☐ Pending ☐ Under Examination ☐ Resolved ☐ Closed

Action / Remarks: _____
