



*Student Grievance Redressal Committee*  
*St. Bede's College Shimla*

**STUDENT GRIEVANCE REDRESSAL FORM**

**Date:** \_\_\_\_\_

**1. Student Information**

- **Full Name:** \_\_\_\_\_
- **Roll Number/Student ID:** \_\_\_\_\_
- **Course/Program:** \_\_\_\_\_
- **Year/Semester:** \_\_\_\_\_
- **Contact Number:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_

**2. Nature of Grievance (Please tick the appropriate option)**

- **Academic Grievance**
  - Examination/Assessment Issues
  - Curriculum/Course Content
  - Attendance Discrepancies
  - Faculty Conduct/Teaching Methodology
  - Lab/Practical Issues
  - Other (Specify): \_\_\_\_\_
- **Administrative Grievance**
  - Admission/Enrolment Issues
  - Fees/Payments
  - Scholarships/Financial Aid
  - Hostel
  - Library/Resource Access
  - Student Services (Canteen, etc.)
  - Other (Specify): \_\_\_\_\_



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**3. Description of the Grievance**

- Please describe your grievance in detail (include specific dates, names, or incidents, if applicable):

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**4. Supporting Documents**

- Do you have any supporting documents (emails, receipts, etc.)?
  - Yes  No
- If yes, please attach the documents with this form.

**5. Desired Outcome**

- What resolution are you seeking? (e.g., re-assessment, refund, clarification, etc.)

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**6. Declaration**

I hereby declare that the information provided is true to the best of my knowledge. I understand that the grievance will be addressed as per the college's grievance redressal policies.

- **Student Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_



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**(a) For Office Use Only**

- **Received by (Name/Department):** \_\_\_\_\_
- **Date of Receipt:** \_\_\_\_\_
- **Grievance Tracking Number:** \_\_\_\_\_
- **Action Taken:** \_\_\_\_\_
- **Status:**
  - Resolved
  - In Progress
  - Referred to Higher Authority
- **Remarks:** \_\_\_\_\_

**Signature:**

**(b) For Student Grievance Redressal Committee/ Internal Complaint Cell/Examination Committee**

- **Received by (Name/Department):** \_\_\_\_\_
- **Date of Receipt:** \_\_\_\_\_
- **Grievance Reference Number:** \_\_\_\_\_
- **Action Taken:** \_\_\_\_\_
- **Status:**
  - Resolved
  - In Progress
  - Referred to Higher Authority
- **Remarks:** \_\_\_\_\_

**Signature:**