

Government Arts and Science College - Nagalapuram 628904
Grievance Cell
Application for submitting requests / complaints / grievances

1	Name of the applicant	
2	Class and Roll No.	
3	Phone Number	
4	Date of application	
5	Name of the Father / Mother	
6	Name of the Tutor	
7	Objective of the application	Request / Complaint / Grievance
8	<u>Description of the request / complaint / grievance:</u> <i>(If the description is long, the reverse of the sheet may be used.)</i>	
9	Signature of the applicant	
10	Signature of the tutor	
11	Signature of the head of the department	
12	Signature of the secretary of the PTA	

<i>(For the use of the Grievance Cell)</i>		
1	Date of the scrutiny of the application	
2	Date of the enquiry made	
3	<u>Action taken:</u>	
4	Response of the applicant after the necessary action has been taken	Satisfactory / Not satisfactory
5	Signature of the applicant	
6	Signature of the coordinator of the grievance cell	