

MECHANISM OF SUBMISSION OF OFFLINE GRIEVANCES

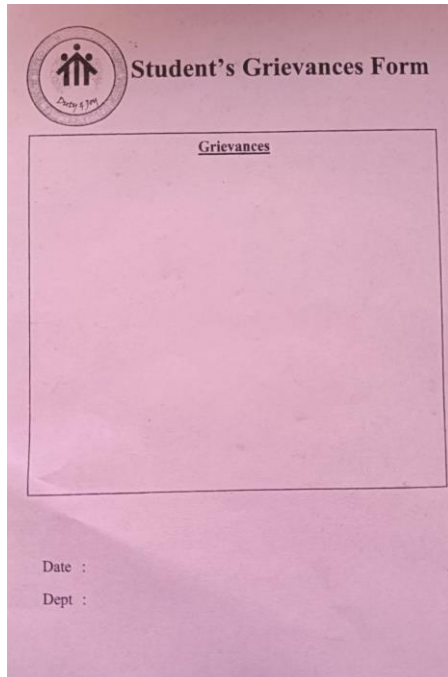
Suggestions/Complaint Box At The Entrance Of The College



SAMPLE FORM ISSUED TO RESPECTIVE DEPARTMENT OR WITH STUDENTS FORUM

Administrative and Academic staff collects the form from IQAC

Students collect the form from Students Forum Office

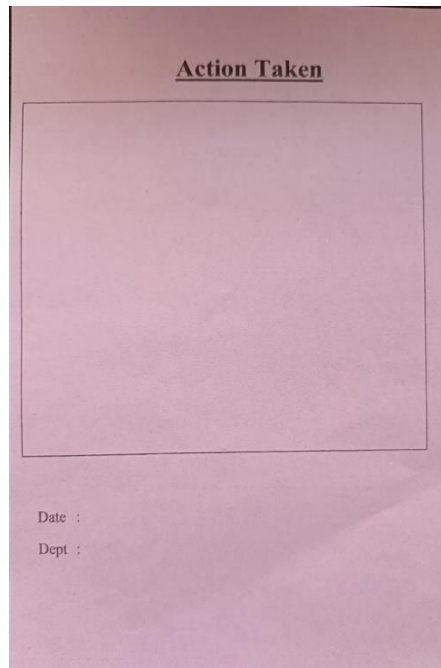


Student's Grievances Form

Grievances

Date :
Dept :

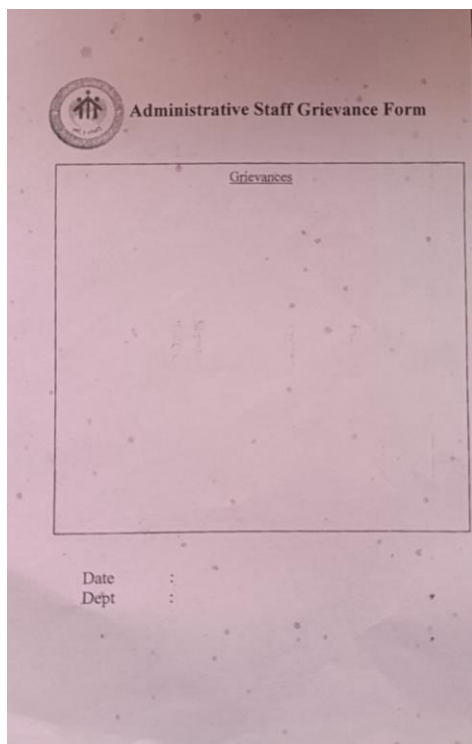
This form is titled "Student's Grievances Form" and features a circular logo with three stylized figures and the motto "Dedicated to Quality". It contains a large rectangular box for writing grievances and fields for the date and department.



Action Taken

Date :
Dept :

This form is titled "Action Taken" and contains a large rectangular box for recording the response to the grievance, along with fields for the date and department.

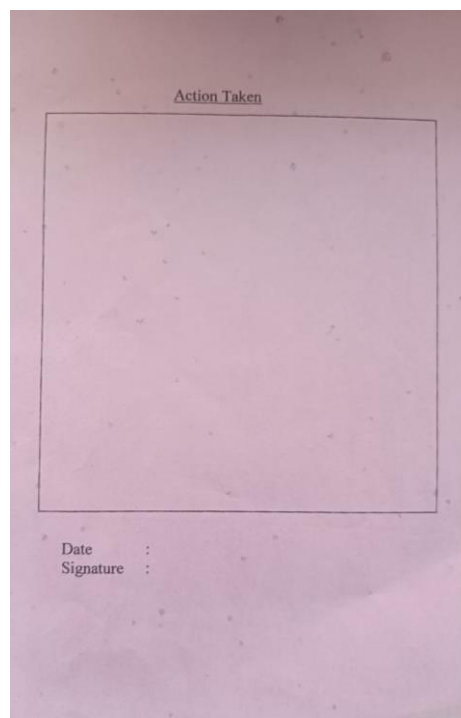


Administrative Staff Grievance Form

Grievances

Date :
Dept :


This form is titled "Administrative Staff Grievance Form" and features the same circular logo as the student form. It includes a large box for grievances and fields for the date and department.



Action Taken

Date :
Signature :

This form is titled "Action Taken" and contains a large box for recording the response, with fields for the date and the signature of the responsible staff member.



Academic Staff Grievance Form


Grievances

Date :
Dept :

Action Taken

Date :
Signature :

SAMPLE FILLED FORM




Student's Grievances Form

Grievances

1. Mirrors to be installed in some washrooms.
2. Bringing up water-filters for drinking.

Date : 27/3/19
Dept : Education.




Administrative Staff Grievance Form

Grievances

- 1) Flexibility in working time ^{like teaching} → staff.
- 2) To complete one work and then assigned other work.
- 3) To avoid office related work call after work timing.
- 4) To follow the general holidays.
- 5) 2nd and 4th Sat to be off for non-teaching staff

Date : 11/9/21
Dept :

P. Chandra
16/9/2021

 **Academic Staff Grievance Form**

Grievances


- Holidays to be given on Second and Fourth Saturday

Date : 11-09-2021
Dept : SOU/06/09

Pr. Chandra
16/9/2021

PARENTS GRIEVANCE FORM

Parents Feedback collected during PTA Meeting

 **DON BOSCO COLLEGE, KOHIMA**
Affiliated to Nagaland University

PARENTS TEACHERS MEETING
15th MAY 2023
PARENTS GRIEVANCE REDRESSAL APPLICATION FORM
Grievance Received Date: 15-5-2023

To
The Convener
PTA
Don Bosco College
Kohima

NATURE OF GRIEVANCE
Administration/Staff/Exam/Infrastructure/Transportation/Class Time/Canteen/ Washroom/
Class notes/Assignment/fees/Collection fine/Caution deposit/etc.

SPECIFY YOUR GRIEVANCE:

Class time - too early for the students

PTA GRIEVANCE REDRESSAL BY INSTITUTIONAL PTA COMMITTEE

Investigation of Grievance:

Done

Action Taken:

Class will start from 8:00AM

Grievance Resolved Date:

Apobhna
Signature of Convener

P. P. ...
Signature of Principal

BB, 430, Kohima - 797 001, Nagaland
Website: dcbkohima.ac.in | E-mail: donboscollegkohima@gmail.com Ph. No. : 9436283185

ALUMNI GRIEVANCE FORM

Alumni Grievance Redressal Cell, DBCK
A Grievance is an official statement of a complaint over something believed to be wrong or unfair. It can be a real or imagined cause for complaint, especially unfair treatment.

The Alumni Grievance Redressal Cell, Don Bosco College, Kohima is responsible for looking into any grievance filed by all its alumni. It aims to listen, accept constructive criticisms and address all viable grievance related to the college.

All alumni of DBCK are eligible to fill up this form. All viable grievances brought forward will be addressed at its earliest.

Sd/-
Dr. Imtinaro Longkumer
Convener
Alumni Grievance Redressal Cell, DBCK

*Required

1. Student Name *

2. Contact number *

3. Roll Number *

<https://docs.google.com/forms/d/15vqwc03Eckd0aimk7annNHprgWyFFyBHhPGHvj00fo/edit>

Alumni Grievance Redressal Cell, DBCK

4. Batch *

Mark only one oval.

2015-2018
 2016-2019
 2017-2020
 2018-2021
 2019-2022

5. Department *

Mark only one oval.

Political Science
 History
 English
 Education
 Sociology
 General

6. e-mail address *

7. Is there any grievance you want to address? *

Mark only one oval.

Yes Skip to question 8
 No

Alumni Grievance Redressal Cell, DBCK

Alumni Grievance Redressal Cell, DBCK

8. Kindly address your grievance here *

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Google Forms

<https://docs.google.com/forms/d/15vqwc03Eckd0aimk7annNHprgWyFFyBHhPGHvj00fo/edit>

MECHANISM OF SUBMISSION OF ONLINE GRIEVANCES

Name

Gender
 Male Female

Phone Number

Select Role
--Please choose an option--
--Please choose an option--
Student Grievance
Parents Grievance
Staff Grievance
Alumni Grievance
Sexual Harassment
Anti-Ragging

Submit