

St. Joseph's College for Women, Tirupur-641604

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

(For the use of the Grievance Cell)

1	Date of the scrutiny of the application	
2	Date of the enquiry	
3	Action Taken:	
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	