

**Suryadatta Education Foundation's
Suryadatta Institute of Business Management & Technology**

Student's Grievance Form

NAME (IN CAPITAL LETTERS ONLY)	
STUDENT ROLL NO. (Please attach a copy of your College Identity Card)	
COURSE	
YEAR OF ADMISSION	
EMAIL ID	
CONTACT NUMBER	
PRESENT ADDRESS	
POSTAL ADDRESS	
PARENT'S/GUARDIAN'S NAME	
PARENT'S/GUARDIAN'S CONTACT NO.	
GRIEVANCE:	

DISCLAIMER: I hereby undertake that the information provided hereby is up to the best of my knowledge and belief. I will be completely liable for any disciplinary action if any false information is furnished.

NAME & SIGNATURE OF THE STUDENT:

NOTE:

1. Complaints/Grievances are required to be submitted in the above-prescribed format (handwritten) after downloading from the college website only (with relevant documents/proof). The form should be complete in all respects; incomplete forms will not be entertained (Maximum Words Limit 250).
2. Complaints are required to be submitted in person by the complainant in a sealed envelope to the Director's Office/Dean Academics Office.
3. Complainant will be contacted on the given contact number only for the redressal of the grievance.
4. Complainant should retain a copy of the grievance with himself/herself.
5. Decision of the committee will be final and binding.