

MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE

GOLE KA MANDIR , GWALIOR – 474005

COMPLAINT FORM (GENERAL GRIEVANCES)

COMPLAINANT DETAILS – RECORD & RECEIVE	
COMPLAINANT NAME	
DETAILS OF COMPLAINANT	
PHONE NUMBER OF COMPLAINANT	
ADDRESS OF COMPLAINANT	
DESCRIPTION OF THE COMPLAINT(EXTRA PAGE MAY BE ATTACHED)	
DATE & TIME OF COMPLAINT	
PLACE OF COMPLAINT	
SIGNATURE OF COMPLAINANT	
COMPLAINT RECIEVED BY INCHARGE (SIGNATURE WITH DATE)	

TO BE FILLED BY COMMITTEE CHAIRPERSON ONLY		
FORMATION OF RAPID TASK FORCE	YES	NO
MEMBERS ALLOTTED FOR THE REVIEW OF INCIDENT		
VERIFICATION OF COMPLAIN BY TASK FORCE & ENQUIRY REPORT SUBMITTED (WITHIN 24 HOURS)		
LEVEL OF SERIOUSNESS	1 2 3 4 5 6 7 8 9 10	

INTERACTION WITH ALL STAKEHOLDERS IN THE COMPLAINT DONE	YES	NO
OBSERVATION / ENQUIRY REPORT WITH DATE & TIME		
FEEDBACK TO COMPLAINANT GIVEN	YES	NO
DETAILS OF FIR FILED WITH LOCAL POLICE STATION		
ESCALATION REQUEST (AT INSTITUTIONAL LEVEL)		
REQUEST RECEIVED	YES	NO
REQUEST RECEIVED FROM	REVIEW TEAM	COMPLAINANT
ESCALATION REQUIRED	YES	NO
ESCALATED TO		
OBSERVATION REPORT FROM ESCALATED LEVEL		
ANALYSE & ACTION (AT INSTITUTIONAL LEVEL)		
TYPE OF ACTION TAKEN IN CONSENSUS WITH OTHER OFFICIALS	CONCILIATION & SETTLEMENT	SANCTION & PENALTY
SUMMARY OF ACTION TAKEN WITH DATE / TIME		
MEDIATOR NAME (IF ANY)		
SIGNATURE OF INCHARGE		

MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE

GOLE KA MANDIR , GWALIOR – 700114

COMPLAINT FORM

(GGC - GIRLS GRIEVANCE CELL)

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MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE

GOLE KA MANDIR , GWALIOR – 700114

COMPLAINT FORM

(ICC -INTERNAL COMPLAINT COMMITTEE)

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MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE

GOLE KA MANDIR , GWALIOR – 700114

COMPLAINT FORM

(FOR RAGGING & MISCONDUCT- PROCTORIAL BOARD)

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