

SECTION A

| DETAILS OF STUDENTS | |
|---------------------|----------|
| Student Name | : |
| Passport No | : |
| Nationality | : |
| Date of Birth | : |
| Course/ Programme | : |
| Student ID | : |
| Contact No | : |
| | Gender : |
| | Intake : |

SECTION B

| STUDENT GRIEVANCE AND SIGNATURE To be completed by the student | |
|---|-------------------|
| | |
| Signature _____ | Date _____ |
| Name _____ | Passport No _____ |

| STUDENT EXPECTATION |
|---------------------|
| |

| HOD COMMENT AND SIGNATURE | |
|---------------------------|-------------------|
| | |
| Signature _____ | Date _____ |
| Name _____ | Designation _____ |

| FOR IO USE ONLY |
|--|
| Notification received from Student |
| Date : |
| <u>Nature of grievance/ Problem :</u> |
| <input type="checkbox"/> Academic Grievance |
| <input type="checkbox"/> Discrimination, Sexual harassment and bullying. |
| <input type="checkbox"/> Administrative Grievance |
| <input type="checkbox"/> Others. |
| <u>Recommendation:</u> |
| |
| <u>Case Status</u> |
| Name: |
| Pending Date: |
| In Progress Date: |
| Closed Date: |