

## ICT Grievance Proforma

Grievance Reference No.: CC/GRN/16-17/\_\_\_\_\_

<b>Students</b>	<b>S. No.</b>	<b>Student Personal Details</b>	
	1.	Enrolment Number	
	2.	Faculty Number / Roll Number	
	3.	Student Name	
	5.	Father/Guardian Name	
	6.	Department	
	7.	Course type Please (✓) your course type	Research Scholar <input type="checkbox"/> / PG <input type="checkbox"/> / UG <input type="checkbox"/>
	8.	Year/Semester	
	9.	Student E-mail	
	10.	Student Mobile Number	
	11.	Grievance Details	
	13.	Resident of	<input type="checkbox"/> _____ (Name of Hall) / <input type="checkbox"/> NRSC
	<b><u>Student Declaration</u></b> I hereby confirm and certify that the above information is correct to the best of my knowledge. I, also understand that if at any stage, it is detected that the information supplied by me is falsified, I will be liable for disciplinary actions as per the university rules.  Date: _____		
_____ Signature of the Student			
<b>Section In-charge</b>	<b>For official Use (Section In-charge)</b>		
	The above grievance has be addressed and the same is allocated to Mr./Ms. _____ on _____ (date).  Date: _____  <div style="text-align: right;">           _____            Signature of the Section In-charge         </div>		
<b>Computer Centre</b>	<b>For official Use (Computer Centre - Official)</b>		
	<input type="checkbox"/> The above mentioned grievance has been addressed and resolved by the undersigned. The user has been informed on the aforesaid email ID on _____ (Date). <input type="checkbox"/> The above mentioned grievance cannot be resolved as of now due to _____ _____  <div style="text-align: right;">           _____            Signature of Concerned Person, Computer Centre, Aligarh         </div>		