



## APPLICATION FOR ACADEMIC GRIEVANCE

*(This format is to be submitted by the student along with all relevant supporting documents to the office of the Dean Academic)*

1.	Name of the Student		Department								
2.	Register No.		Year and Semester								
3.	Nature of Grievance	General / Academic / Exam/ Attendance/ Internal Marks / ERP/ ML/ OD / Practical / others									
4.	<b>Description / Appeal :</b>										
										Signature of the Student	
5.	No. of Arrears till date (semester wise)	I	II	III	IV	V	VI	VII	VIII	Total	
6.	Detention history if any during Previous semesters & why?										
7.	Attendance details -over all %	Overall attendance %									
8.	Disciplinary Action during the semester (if any)										
9.	Late payment of fee	Date(s) of Payment	Reason for delay in payment	Prior approval obtained if any or whether any request for approval submitted earlier							
10.	Late submission of ML/OD	ML/OD Dates	Date of Submission	Reason for late submission							

**FOR OFFICE USE ONLY**

<b>11</b>	<b>Recommendation by the Class teacher and the grounds and merit for recommendation</b>			
12	Remarks by the HOD with merits for review			
13	Remarks by the ERP Head	% attendance in the previous sem.	Category	Last warning issued, if any

Committee Member's Remarks and Signature