



Vishnu Waman Thakur Charitable Trust's
VIVA Institute of Technology

Approved by AICTE, New Delhi, DTE, Government of Maharashtra
And Affiliated to University of Mumbai

Submission of student's grievances – online form is
available on institutional website.



Page numbers 1-6 are endorsed by Principal

PRINCIPAL
VIVA INSTITUTE OF TECHNOLOGY

Online Grievance Submission Form

Any files that are uploaded will be shared outside of the organization they belong to.

* Indicates required question

Application for Redressal of Grievance/s to CGRC

To,
The Chairman,
College Grievance Redressal Cell (CGRC),

Subject: **Application for Redressal of Grievance/s.**

Respected Sir/Madam,

I/We am/are hereby forwarding my/our application for Redressal of Grievance/s. Kindly accept it and do the further processing. My/our personal details and particulars about my/our grievances are as follows:

1. First Name of the Student *

2. Middle Name of the Student *

3. Last Name of the Student *



4. Department *

Mark only one oval.

- First Year Engineering
- EXTC Engineering
- Mechanical Engineering
- Computer Engineering
- Electrical Engineering
- Civil Engineering
- Computer Science & Engineering (AI & ML)
- Master of Computer Applications

5. Residential Address of the Student *

6. Permanent Address of the Student *

7. Email of the Student *

8. Mobile No of the Student *



9. WhatsApp No. of the Student *

10. Landline No. of the Student (If Any)

11. Programme of Study *

Mark only one oval.

UG (Undergraduate)

PG (Postgraduate)

12. Year of Study *

Mark only one oval.

First

Second

Third

Fourth

13. Semester *

Mark only one oval.

I

II

III

IV

V

VI

VII

VIII



14. Roll No. *

15. College ID *

16. Name of the Teacher/s / Officer/s / Staff /Section/s / Department/s against whom the Complaint is to be Lodged *

17. Nature of Grievance/s in which Redressal is Sought *

Write 'Grievance Uploaded' if uploading a written document explaining the nature of the Grievance

18. Nature of Grievance/s in which Redressal is Sought (Document Upload, If any)

Kindly upload a MS Word / PDF / Image file of the written Grievance, if any

Files submitted:

19. List of Supporting Documents Attached here with *

Kindly Upload all the supporting documents here (*At least one and a maximum of five supporting documents should be uploaded in support of the grievance claimed)

Files submitted:

Declaration from the Student/s

I/We hereby declare that the above information furnished by me/us is true to the best of my/our knowledge. In case if it is turned false I/We am/are personally responsible for the punishment.



20. Date: *

Example: January 7, 2019

21. Place *

22. Signature of the Student/s *

Kindly upload an image file of your signature (*File size should be less than 1MB)

Files submitted:

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