

Grievance Submission Form for PhD Scholars

Sikkim Manipal University

Grievance Redressal Committee

Section 1: Personal Information

1. **Name of the Scholar:** _____
2. **Registration Number:** _____
3. **Department/Institute:** _____
4. **Contact Information:**
 - Phone Number: _____
 - Email Address: _____

Section 2: Grievance Details

5. **Nature of Grievance:** (Check the appropriate box)
 - Academic
 - Administrative
 - Research-related
 - Other (Please specify): _____
6. **Details of the Grievance:** (Please provide a detailed description of the issue)

7. **Date of Incident:** _____

8. **Persons Involved:** (If applicable)

9. **Previous Attempts at Resolution:** (Describe any informal attempts to resolve the issue, including discussions with supervisors or department heads)

Section 3: Supporting Documents

10. **List of Attached Documents:** (Attach any relevant documents supporting your grievance)

Section 4: Desired Outcome

11. **Preferred Resolution/Outcome:** (Describe what resolution you are seeking)

Section 5: Declaration

12. **Declaration:**

- I hereby declare that the information provided in this form is true and accurate to the best of my knowledge.
- I understand that the university may require me to provide additional information or attend a hearing regarding my grievance.
- I acknowledge that the university will maintain the confidentiality of my grievance to the extent possible.

Signature of the Scholar: _____

Date: _____

Section 6: For Office Use Only

13. **Date of Receipt:** _____

14. **Grievance Reference Number:**

15. Acknowledgment Sent on:

16. Action Taken:

17. Final Resolution Date: _____

18. Comments:

Contact Information

For any assistance related to grievance redressal, please contact:

Grievance Redressal Committee (GRC)

[Sikkim Manipal University]

Phone: DoR Phone Number: **9641580247**

Email: ***director.dor@smu.edu.in***

Date:

To,

[Scholar's Name]

[Registration Number]

[Department/Institute]

[University Name]

Subject: Acknowledgment of Grievance Receipt

Dear [Scholar's Name],

We acknowledge the receipt of your grievance, letter dated [Date of Grievance Submission] regarding [brief description of the grievance]. Your grievance has been registered with the **Grievance Redressal Committee (GRC)** and is being processed under the reference number [Grievance Reference Number].

The details of your grievance are as follows:

- **Nature of Grievance:** [Academic/Administrative/Research-related/Other]
- **Summary of Grievance:** [Brief summary of the grievance provided by the scholar]

The SMU GRC will conduct a preliminary review of your grievance within the next 5 working days. If deemed valid, a hearing will be scheduled within 10 working days where you and any relevant parties will be given the opportunity to present your case.

We assure you that your grievance will be handled with the utmost confidentiality and impartiality. Should you have any queries or require further information, please feel free to contact us at [GRC Email Address] or [GRC Phone Number].

Thank you for bringing this matter to our attention.

Sincerely,

[Name of the Chairperson]

Chairperson, Grievance Redressal Committee

[Sikkim Manipal University]

Contact Information:

Grievance Redressal Committee (GRC),

Office of Director, Directorate of Research,
Sikkim Manipal University

Phone: GRC Phone Number: **9641580247**

Email: ***director.dor@smu.edu.in***