



**NOORUL ISLAM COLLEGE OF ENGINEERING AND TECHNOLOGY**  
(Approved by AICTE, New Delhi & Affiliated to ANNA UNIVERSITY, Chennai)

Pookadai, Punkarai, Thiruvithancode,  
Kanyakumari District– 629 174 Ph. No.: 04651-211011  
Email: [info@niceindia.com](mailto:info@niceindia.com) Website : [www.niceindia.com](http://www.niceindia.com)

**Staff Grievance form**

Name of the faculty	:	
Designation	:	
Department	:	
Employee ID	:	
Email ID	:	
Mobile Number	:	
Grievance Subject	:	
Description:		
<i>Attach separate sheet if necessary</i>		
Supporting Evidences		
<i>Attach separate sheet if necessary</i>		
Steps you have taken to resolve this		
<i>Attach separate sheet if necessary</i>		
Your expectation / suggestion to resolve this grievance		
<i>Attach separate sheet if necessary</i>		

Place :

Signature of the faculty

Date :

Name:

<i>Details of person supporting your grievance</i>		
<i>Name</i>	:	
<i>Designation / Roll No.</i>	:	
<i>Department</i>	:	
<i>Employee ID / Year &amp; Sem</i>	:	
<i>Email ID</i>	:	
<i>Mobile Number</i>	:	
<i>Signature</i>	:	

**DECLARATION**

- I have read and understood the Grievance Redressal Policy of NICE Tech.
- I hereby declare that
  - the information mentioned is correct,
  - the information in this form can be used to investigate my complaints
  - this form can be supplied to the person whom the complaint is made.
- I will co-operate for further enquiry.
- I know that disciplinary action will be charge against me if I have furnished the wrong information.

***\*Note:***

All fields are mandatory. If possible, complete this form by typing. Anonymous complaint will not be accepted. Keep a duplicate copy of this filled-in form for future reference.

*Place :*

*Signature of the faculty*

*Date :*

*Name:*

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**Grievance Committee report submission**

*Grievance Resolved status* : Yes / No

*If resolved, attach Action Taken Report* : Yes / No

*If not resolved, attach description of appeal* : Yes / No

**Principal**