



Viswam Engineering College

(UGC - AUTONOMOUS INSTITUTION)

Approved by AICTE, new Delhi & Affiliated to JNTUA, Ananthapuramu
Accredited by NAAC with A-Grade

Recognized under 2 (f) UGC | ISO 9001:2015 Certified Institution

Student's Grievance Form

NAME (IN CAPITAL LETTERS ONLY)	
COLLEGE ROLL NO. (Please attach a copy of College Identity Card)	
COURSE	
YEAR OF ADMISSION	
EMAIL ID	
CONTACT NUMBER	
PRESENT ADDRESS	
POSTAL ADDRESS	
PARENT'S/GUARDIAN'S NAME	
PARENT'S/GUARDIAN'S CONTACT NO.	
GRIEVANCE:	

DISCLAIMER: I hereby undertake that the information provided hereby is up to the best of my knowledge and belief. I will be completely liable for any disciplinary action, if any false information furnished.

SIGNATURE OF THE STUDENT

NOTE :

1. Complaints/Grievances are required to be submitted in the above prescribed format (handwritten) after downloading from the college website only (with relevant documents/proof). Form should be complete in all respects; incomplete forms will not be entertained (Maximum Words Limit 250).
2. Complaints are required to be submitted in person by the complainant in a sealed envelope only on 2nd and 4th Friday of every month in the P.A. Principal's office.
3. Complainant will be contacted on given contact number only for the redressal of the grievance.
4. Complainant should retain a copy of the grievance with himself/herself.
5. Decision of the committee will be final and binding.