



HOW TO APPLY – STUDENT GRIEVANCE / COMPLAINT

Follow the steps below to submit your grievance / complaint successfully.

Student Portal

- Dashboard
- Profile
- Academics
- Grievance**
 - Grievance Form
 - My Grievances
- Logout



Grievance Form

Click on this link to submit a new grievance / complaint.



My Grievances

Click on this link to view and track the status of your submitted grievances.



University will contact you through email regarding your grievance.

How to track:

1. Go to Student Portal → Grievance.
2. Click on **My Grievances** to view the status.

How to Apply (Step-by-Step)

Follow the steps below to submit your grievance / complaint successfully.

1 FILL COMPLAINT DETAILS



- Select Nature of Complaint (Ragging / Harassment / Non Release of Certificates / Fees / Other).
- If Other, specify the complaint type.
- Enter Mobile Number and Email Address.
- Choose if you want to keep your identity concealed.
- Enter Description (max 1000 characters).
- All fields marked with * are mandatory.

2 UPLOAD SUPPORTING DOCUMENTS (IF ANY)



Upload document if you have already submitted to GRC or any supporting file.

Allowed: PDF Only, Max 1 MB.



Ensure file size is less than 1 MB.

3 SEND OTP TO EMAIL



- Click on "Send OTP to Email".
- OTP will be sent to your registered email address.

4 ENTER 6-DIGIT OTP



1 2 3 4 5 6

- Enter the 6-digit OTP received in your email.
- Click "Verify OTP".

✓ Email verified successfully!



OTP is valid for a limited time. Do not share your OTP with anyone.

5 SUBMIT THE FORM



- After successful OTP verification, click on "Submit Complaint".
- Make sure all details are correct before submitting.

6 APPLICATION SUBMITTED



Your Reference No.

GRCXXXXXX

Your grievance / complaint has been submitted successfully.



Note: The University will contact you through email if any further information or clarification is required regarding your grievance.