



Staff Grievance Form (Teaching or Non-Teaching)

Instructions:

This form is designed for staff members to report any grievances related to workplace issues, discrimination, harassment, or any other matters. All grievances will be addressed confidentially and promptly by the Grievance Redressal Committee.

1. Personal Information

Name of the Staff Member: _____

Employee ID: _____

Designation/Position: _____

Department/Section: _____

Email Address: _____

Phone Number: _____

2. Nature of Grievance (Please select the appropriate category)

- Workplace harassment (verbal, physical, or emotional)
- Discrimination (based on gender, caste, religion, etc.)
- Salary, benefits, or payment-related issues
- Working conditions (safety, hygiene, etc.)
- Administrative delays or unfair treatment



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- Misconduct by supervisors or colleagues
 - Leave-related issues
 - Promotion, appraisal, or career progression issues
 - Other (Please specify): _____
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3. Description of Grievance

Please provide a detailed description of your grievance, including relevant dates, people involved, and any actions taken to resolve the issue prior to submitting this form:

(Attach additional sheets if necessary)

4. Have you previously reported this grievance?

- Yes
- No

If yes, please provide the following details:

Person/Department/Committee: _____

Date of Report: _____

Action Taken (if any): _____



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5. Desired Outcome

Please specify the outcome or resolution you are seeking for your grievance:

6. Declaration

I hereby declare that all the information provided in this form is accurate to the best of my knowledge. I understand that my grievance will be investigated confidentially and that I will be informed of the actions taken by the Grievance Redressal Committee.

Staff Member's Signature: _____

Date: _____

For Office Use Only

Date Received: _____

Received by (Name and Department): _____

Remarks: _____

Action Taken: _____

Resolution Date: _____

Note:

This form must be submitted to the **Staff Grievance Redressal Cell** or designated office. The committee will review your grievance and take appropriate actions as per institutional policies.