A. Case/Complaint launched by:

Name of Complainant: ____________________________________________

Designation / Registration # (in case of student): _____________________________

Department / Program of Study/ Section (in case of student): _______________________

Date of Complaint: _______________________________________________________

Contact Number and Email Address of Complainant: ______________________________

B. Case/Complaint launched against:

Name of Accused: ________________________________

Designation / Registration # (in case of student): _____________________________

Department / Program of Study/Section (in case of student): _______________________

Contact Number and Email Address of Accused: ________________________________

C. Brief Description of the Complaint/Case (to be described in not more than 4 lines): (Attach supporting letter or any relevant documentation)

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

D. Date & Venue of Hearing: _____________________________

E. Complainant/Complainant’s Representative*Position (to be described in not more than 4 lines):
F. **Accused / Accused’s Representative* Position** (to be described in not more than 4 lines):

________________________________________________________

________________________________________________________

________________________________________________________

* Representative means a parent or an elder sibling in case of student. The complainant can have a representative only after the DC Chairperson approval. The DC Chairperson will decide if a representative is required, and who the representative will be (if required).

G. **Disciplinary Committee Decision** (to be described in not more than 4 lines):

________________________________________________________

________________________________________________________

________________________________________________________

H. **Decision Implementation Details** (to be described in not more than 4 lines):

________________________________________________________

________________________________________________________

________________________________________________________

I. **Decision Communicated to (with date):**

(Complainant): _________________________________________

(Accused): _____________________________________________

(Admin): _______________________________________________

(Academic): _____________________________________________

(Other): _______________________________________________

________________________  ________________  ________________
Head of Admin
(Student Adviser)
(Program Coordinator)

________________________  ________________  ________________
Manager Systems / Head of IT
(Other Member (if any))

________________________  __________________
(Signature & Date)  (Signature & Date)

Designation: ____________________________