

**PRINCE SHRI VENKATESWARA PADMAVATHY ENGINEERING COLLEGE
PONMAR, CHENNAI-600127**

GRIEVANCES AND REDRESSAL ACTION REPORT (STAFFS)

Name of the faculty	:	
Department	:	
Grievances Received by	:	
Date & Time of Receipt	:	
Nature of Grievances	:	Personal / Official
Description of Grievance:		
Signature of the Staff (Before Enquiry)		Signature of the HOD with Date
Detail of Enquiry		Date
		Conducted by:
		Signature, Name with Date
Action taken:		
Signature of the Staff (After Enquiry)		

**Signature of the Grievance and
Redressal I/C With Date**

Signature of the Principal