

**(Suggested format for submitting Grievances including complaints by the aggrieved students to University Students Grievances Redressal Committee (USGRC))**

To

The Chairperson,  
University Students Grievances Redressal Committee (USGRC),  
Office of the Proctor / ICC / USGRC, Library block,  
Guru Gobind Singh Indraprastha University,  
Sector 16/C, Dwarka,  
New Delhi – 110 078

Subject: \_\_\_\_\_

1. Details of the aggrieved students:
  - (i) Name of the Students:
  - (ii) Enrollment no.: (if allotted / Registration no.:
  - (iii) Program / Branch Studying / Applied for alongwith academic session:
  - (iv) Name of the University Schools / Affiliated Institutes:
  - (v) Complete Address alongwith Mobile number & email Address:
2. Fact of the case alongwith relevant document:
3. Whether the student has represented his / her grievance at the appropriate level i.e. Collegiate Students Grievances Redressal Committee (CSGRC) at the College level or Departmental Students Grievance Redressal Committee (DSGRC) at the University School Level or to the concern branch Heads e.g. Incharge, Admission, GGSIPU / Controller of Examination, etc. (as the case may be) GGSIP University to resolve his grievance. **If yes**, please attach the disposal / decision of the same.
4. Specific request of the Student as part of Redressal of Grievance.
5. Any other information:

Yours faithfully

Name of the Student:

Signature:

Dated:

Note-1: The students may forward hard copy or send his/her representation through Email ID i.e. [usgrc@ipu.ac.in](mailto:usgrc@ipu.ac.in)

Note-2: The above format is suggestive to gather maximum information however a student is free to make a representation as deemed fit