

**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)

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**D. Date & Venue of Hearing:** \_\_\_\_\_

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

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

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\* 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):

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

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

**(Complainant):** \_\_\_\_\_

**(Accused):** \_\_\_\_\_

**(Admin):** \_\_\_\_\_

**(Academic):** \_\_\_\_\_

**(Other):** \_\_\_\_\_

\_\_\_\_\_  
Head of Admin  
(Signature & Date)

\_\_\_\_\_  
Students Adviser  
(Signature & Date)

\_\_\_\_\_  
Program Manager  
(Signature & Date)

\_\_\_\_\_  
Other Member (if any)  
(Signature & Date)  
Designation: \_\_\_\_\_