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## Application

**To**

**The Chairman**

College Grievance Redressal Cell,  
Vasantrya Naik College,  
Aurangabad.

Applicant Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone : \_\_\_\_\_

**Sub :** Submission of Grievance regarding college admission.

**Sir,**

I, am a prospective student of college and my admission application number is \_\_\_\_\_. I have applied for \_\_\_\_\_ (program code) programme of study. I have faced the following nature of problem on \_\_\_\_\_ date in the process of admission.

- Making admission contrary to merit determined in accordance with the declared admission policy of the State and university ;
  - Irregularity in the admission process by the university or college or recognized institution;
  - Refusing admission in accordance with the declared admission policy as published in prospectus ;
  - Non-publication of prospectus either hard copy or online, as specified in para 3 of this Statute ;
  - Publishing any information in the prospectus, which is false or misleading, and not based on facts ;
  - Withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with the university or college or recognized institution by a person while seeking admission in such university or college or recognized institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such
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person does not intend to pursue ;

- Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such university or college or recognized institution ;
- Breach of the policy for reservations in admission as may be applicable ;
- Insisting upon students to submit the original academic and personal certificates and testimonials like mark sheets, school leaving certificate and other such documents at the time of admission, wherever such original documents are not compulsorily required ;
- Complaints of alleged discrimination of students on the grounds of gender, race, caste, class, creed, place of birth, religion and disability;
- Non-payment or delay in payment of scholarships to any student by the university or college or recognized institution after receiving the same from concerned authority;
- Non-adherence of rules of refund of fees in case of cancellation of admission;
- Undue delay in conduct of examinations or declaration of results beyond that specified in the academic calendar ;  
Failure to provide student amenities as may have been promised or required to be provided by the university or college or recognized institution ;
- Non-transparent or unfair evaluation practices ;

I look forward to your reply and a resolution to any problem and will wait for fifteen days before my problem. Seeking help from UGRC/ombudsperson. Please contact me at the above address or by phone.

Signature

### **Declaration**

I hereby give undertaking that I am aware that complaint is not frivolous or vexations and if found to be frivolous or vexations and I know the consequences and its subsequent actions.

**Deponent**

