

# GRIEVANCE REPORT

(Please refer to the Institute's Grievance Policy.)

Date Submitted \_\_\_\_\_

Submitted to \_\_\_\_\_

**Concern/ complaint**      *( please add sheets, if needed)*

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\_\_\_\_\_  
Signature/ name of the Employee or Student

**Comments of supervisor/ managerial personnel**      *( please add sheets, if needed)*

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Problem was \_\_\_\_resolved \_\_\_\_unresolved \_\_\_\_needs more info./ time

\_\_\_\_\_  
Signature of supervisor/ manager

\_\_\_\_\_  
Date