



## ONLINE GRIEVANCE INSTRUCTION

### Step by Step Instruction

1. Go to [www.onlinegrievance.in](http://www.onlinegrievance.in)
2. Click Student/Parent/ Faculty member [ As Applicable]
3. Fill in the details with and give your email id
4. Submit the request
5. User Name and Password will be sent to your email id given in the online form
6. With the User Id and Pass Word you can REGISTER your Grievance
7. Once you request to submit the Grievance, alert will be sent to the ADMIN/ Other  
Committee Members.
8. Once they approve, YOU can Submit your Complete Grievance
9. The Committee will Resolve the Grievance at the earliest
10. In case it is not resolved you can again send a REMINDER or check the Grievance Status

**ONLINE GRIEVANCE PORTAL IS A VERY EFFCETIVE AND PRACTICAL WAY TO  
RESOLVE GRIEVANCES**

**WE PROMISE TO KEEP COMPLETE CONFIDENTIALITY AND PRIVACY**