



VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
ADVIKA
FORMAT FOR REPORTING UNTOWARD INCIDENTS IN CONNECTION WITH
ARTS

Date:

1. Name of the Staff/Student :
2. Branch, semester and admission number :
3. Contact number :
4. Email address :
5. Nature of complaint : Discipline/Violation of manual/others
6. Location of incident occurred :
7. Time of incident :
8. The persons who involved in the incident (Specify Name, Branch and Semester):

9. Any eye witness for the incident (If any, mention the details)

10. A brief description of the incident (Use separate sheet if necessary)

Signature of the complainant

Name and Signature of Dept. Captain

Date and time:

Name and Signature of Dept. Senate Representative:

Note: The Senate Advisory Committee will require a minimum of two hours to respond to the complaint.