



USHA MARTIN UNIVERSITY

Village Narayansoso, Near Angara Block Office, Ranchi - Purulia Highway, Angara,
Ranchi - 835103, Jharkhand

COMPLAINT FORM

(MISCONDUCT & DISCIPLINARY ISSUES ONLY)

COMPLAINANT DETAILS – RECORD & RECEIVE	
COMPLAINANT NAME (OPTIONAL)	
DETAILS OF COMPLAINANT (OPTIONAL)	
PHONE NUMBER OF COMPLAINANT (OPTIONAL)	
ADDRESS OF COMPLAINANT (OPTIONAL)	
DESCRIPTION OF THE COMPLAINT	
DATE & TIME OF COMPLAINT	
PLACE OF COMPLAINT	
SIGNATURE OF COMPLAINANT	
COMPLAINT RECIEVED BY INCHARGE OF COCD COMMITTEE – SIGNATURE WITH DATE	

TO BE FILLED BY INCHARGE OF COCD COMMITTEE ONLY		
FORMATION OF REVIEW TEAM	YES	NO
DATE OF FORMATION		

MEMBERS ALLOTTED FOR THE REVIEW OF INCIDENT										
VERIFICATION OF COMPLAINT BY REVIEW TEAM & REPORT SUBMITTED										
LEVEL OF SERIOUSNESS	1	2	3	4	5	6	7	8	9	10
INTERACTION WITH ALL STAKEHOLDERS IN THE COMPLAINT DONE	YES					NO				
BREACH OF CODE NOTED	YES					NO				
OBSERVATION REPORT WITH DATE										
FEEDBACK TO COMPLAINANT GIVEN	YES					NO				
ESCALATION REQUEST										
REQUEST RECEIVED	YES					NO				
REQUEST RECEIVED FROM	REVIEW TEAM					COMPLAINANT				
ESCALATED TO										
OBSERVATION REPORT FROM ESCALATED LEVEL										
ANALYSE & ACTION										
TYPE OF ACTION TAKEN	CONCILIATION & SETTLEMENT					SANCTION & PENALTY				

SUMMARY OF ACTION TAKEN WITH DATE / TIME	
MEDIATOR NAME (IF ANY)	
SIGNATURE OF INCHARGE	