



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

Student Complaint Form

Stage II – Review by Principal

Form C2

- Please ensure that you have read the [Grievance Redressal Policy](#) before you complete this form.
- Advice on completion of the form can be obtained from the I/C Grievances and Redressal and we recommend that you contact them by E-mail: dean-grc@iare.ac.in or contact at **9490244578**
- Stage 2 complaint constitutes a review and not a re-investigation of your stage 1 complaint. Please indicate below the valid grounds for the review of your stage 1 complaint by selecting one of the following:
 1. There were procedural irregularities in the investigation of the complaint; or
 2. Fresh evidence can be presented which could not have reasonable have been made available with submissions of the stage 1 form; or
 3. The outcome of the investigation was not reasonable in all the circumstances.

Please provide the detailed reasons for your indicated grounds in the dedicated section of this form.

If possible, please complete this form by typing in. If completing by hand, please make sure your handwriting is easy to read.

Once completed, please submit this form with all relevant evidence to principal@iare.ac.in

Details:

Title (select one)	Mr / Ms
Name of the Student	
Roll Number	
Department	

Contact information:

Institute Domain Email	
Alternative Email	
Phone Number	
Contact Address	

Student Council:

If you have sought advice from the IARE Students Council, please complete this part of the form.

Name or your student Council advisor	
Do you consent to us sharing the outcome of your complaint with your Student Council advisor?	Yes / No

Representative:

If you are being represented by another person, who should be contacted directly regarding this complaint, please provide their details below. They will also need to sign this form on the last page.

Title (select one)	Mr / Ms
Name of representative	

Relationship to student	
Email	
Phone number	
Contact address	

Reasons for your request to review your stage 2 complaint investigation

Please indicate which findings / statements / actions detailed in the outcome of your stage 2 complaint investigation you disagree with and provide the reasons why. If you are completing this form by hand and require more space, continue writing on a separate sheet of paper and attach it to this form.

Supporting evidence that was not available when submitting stage 1 complaint (if applicable)

Please attached any relevant documents, for example, email correspondence, to this form. Please list below the evidence you are attaching to support your complaint.

Requested outcome:

Please indicate what outcome you are expecting in order to resolve your complaint.

Declaration

By signing this document, you agree that:

- I have read and understood the [Grievance Redressal Policy](#)
- I declare that the information given in this form is true and accurate to the best of my knowledge.
- I am willing to answer further question relating to this matter if required.
- In order for this complaint to be investigated without prejudice, I give my consent for:
 - The Institute to use the information provided on and with this form to investigate my complains and the details provided to support services within the institute if necessary to conduct a thorough investigation.
 - Any member of staff mentioned in my complaint to be made aware and given the opportunity to comment.
 - Any person about whom the complaint is made to be supplied with a copy of my complaint and supporting evidence.
- I understand that the Stage 2 complaint review exhausts the IARE internal procedures and there will be no further opportunity to pursue the complaint within the Institute.

Student signature:

Representative's signature (if applicable):

Date:

Date: