

Complaint No.
(To be filled by Admin. Office)

Shri Ramswaroop Memorial
College of Engineering And Management

SRMCEM/PO/F/31
Ref. W/PO/17

STUDENT'S WELFARE CELL

REGISTRAR OFFICE

(Problem/complaint pertaining to Registrar Office)

• My complaint is pertaining to (Please tick mark the applicable box): -

- Return of documents
- Issue of certificate
- Request for readmission/cancellation of admission.
- Any other problem related to Registrar Office.

• Details of my complaint / request are as under (Describe Briefly): -

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St- Name : Father's Name -

UPTU Roll No. College Roll No.....

Course:

Year:

Date :

Contact No.....

(Student's Signature)

FOR OFFICE USE ONLY (Registrar Cell)

Remarks / Action taken by the cell are as under: -

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Date:
Receiving of the Student.....

Signature
Registrar

Remarks by the Principal