

S.G.G.S. KHALSA COLLEGE MAHILPUR, HOSHIARPUR

Complaint Application Form

(To be used for Computer Hardware, Software, Lab Equipment, Electrician, Carpenter Complaints filed under **S.G.G.S. KHALSA COLLEGE MAHILPUR**)

Complainant Contact Information

1. **Department Name**

2. If concerning person filling out this form on behalf of the Complainant and relationship to Complainant.

Description of Problem

1. Please provide a detailed description of problem that you have found to be inaccessible. (Location of System or Equipment, type of System or Equipment)

2. Please provide the date of when you encountered the problem.

3. Please provide any other relevant information (i.e. suggestions for improvement)

Signature of Complainant

Date _____

Tech-Head (Signature)

Signature of the Principal