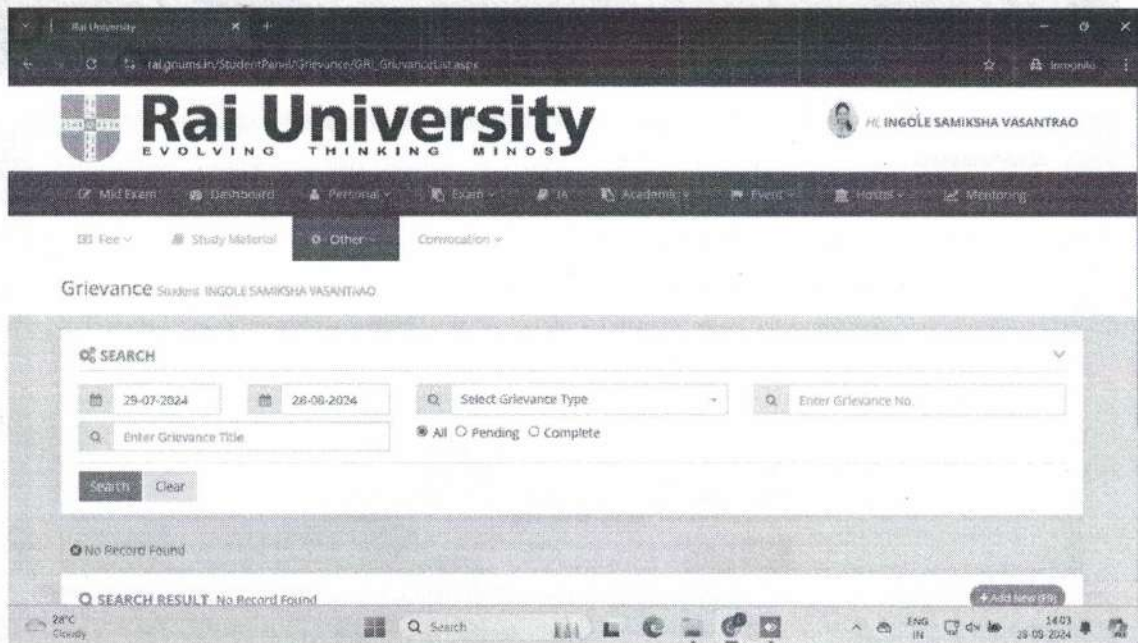



GRIEVANCE COMPLAINT STAGE STEP BY STEP PROCESS

➤ Step – 1/ Select personal.



➤ Step – 2 / select option Grievance.




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➤ Step – 3 / Enter Date, Type, Grievance Title & Description.

The screenshot shows a web browser window with the Rai University logo and navigation menu. The main content area is titled "Grievance" and contains an "ADD GRIEVANCE" form. The form has the following fields:

- Date: 28-08-2024 02:03 PM
- Type: Select Grievance Type
- Grievance Title: Enter Grievance Title
- Description: Enter Grievance Description

The Windows taskbar at the bottom shows the date as 28-08-2024 and the time as 14:03.

➤ Step – 4/ And Select file if have to upload & Save it.

This screenshot shows the same "ADD GRIEVANCE" form as above, but with an additional "Document" field. The field contains a "Select file" button. Below the field, there is a note: "NOTE: Allowed File Types : pdf, doc, JPG, jpg, JPEG, jpeg, PNG, png, GIF, gif, BMP, bmp, SVG, swf, mkv, mp4, MP4, MKV Max file size : 1 MB". At the bottom of the form, there are "Save" and "Cancel" buttons.

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