

To,

The Chairman  
Grievance Redressal Cell

Re: Complaint on vehicle parking

Respected Ma'am,

I am a student of 1<sup>st</sup> Semester B.Ed and I have been pleased to be a part of this institution. But there is one thing that I'd like to highlight conveyably, which is the problem in vehicle parking. Bus parking places seem to be congested invariably during the normal working days which directly results in difficulty in taking out the vehicles in urgent situations which further causes minor damage on vehicle.

Therefore, I would like to request you to take an appropriate step to fulfill the mentioned requirement.

Yours sincerely,  
Lalvinthanga  
B.Ed. 1<sup>st</sup> Semester  
2019-2021 Batch.

To,

The Chairman  
Grievances Redressal Cell

Subj: Grievance on rate of canteen items  
and limited menu

Respected Madam,

I, Remtawatpela B.Ed 3<sup>rd</sup> Semester Section B  
CR on behalf of B.Ed 3<sup>rd</sup> Semester students has  
complaint on our canteen regarding expensive items as  
compare to other canteen. Moreover the services  
provided to the students is not up to the mark  
and the menu is so limited.

I, therefore kindly request you to take  
necessary action as early as possible.

Yours Sincerely,  
Remtawatpela  
Class Representative  
Section B, 3<sup>rd</sup> Semester  
2017-2019 Batch

To,

The Chairman  
Grievances Redressal Cell

Subj: Complaint on unhygienic toilet.

Respected Maam,

The unhygienic condition of our toilet leads some problems for the students. At most times, there is no water to use and some unhygienic waste are to be seen at the toilet. Moreover, it stinks badly and it disgusts most of the students to go to the toilet due to this condition.

I, therefore kindly request you on behalf of B.Ed students to concern our problems and take necessary measures.

Yours Sincerely

R. Malsawmtuanga  
Class Representative  
B.Ed. Section A  
2nd Semester  
2016-2018 Batch.

To,

The Chairman  
Grievances Redressal Cell

Subj: Complaint on inadequate lighting in classroom.

Respected Madam,

We, the B.Ed students Section B has reported problems in our classroom due to the inadequate lighting, especially when there is power outage during classes, it can be pretty disappointing as the classroom is darker than the other rooms.

I, therefore kindly request you to take necessary action as soon as possible.

Yours sincerely,

Lalman Khanna  
Class Representative  
Section B, I<sup>st</sup> Semester  
2015-2017 Batch