

**ANY COMPLAINT/GRIEVANCE AGAINST ANY OFFICIAL OR  
ACTION/DECISION OF THE INSTITUTE SHOULD STRICTLY BE  
SUBMITTED IN SEALED ENVELOPE TO THE COMPETENT AUTHORITY  
OF THE INSTITUTE. COMPLAINT/GRIEVANCE IN OTHER FORMS, FOR  
EXAMPLE EMAIL OR OVER TELEPHONE IS HIGHLY DISCOURAGED AND  
WILL NOT BE ENTERTAINED. ANONYMOUS COMPLAINT WILL BE  
REJECTED STRAIGHTWAY.**