



Suggestion Form

AMERICAN INTERNATIONAL UNIVERSITY-BANGLADESH (AIUB)

Dear Employee,

The information provided by you would be confidential and restricted to office use only. Your name and identity will not be used as reference without your concern. This is the system we are implementing for your feedback and betterment. Feel free to write down your comments/suggestions. It would help us to improve the service quality of AIUB. For verification you might be called on closed room discussion. It is not compulsory to mention your information. However, your comments/suggestion will be considered as unofficial without your information.

Employee Information (Optional)

Name _____

ID _____ Program _____

Address _____

Mobile _____ Email _____

Comments/ Suggestions

Incident occurred on (Date/ Time/Place, if any) _____

Date of Submission _____

For Office Use Only

Category Major Moderate Minor

Action proposed _____

Action Summary

Date	Remark	Sign
_____	_____	_____
_____	_____	_____
_____	_____	_____

Comments _____

Signature _____

* Include additional papers/ documents if required.