

GRIEVANCE/COMPLAINT REDRESSAL COMMITTEE

OBJECTIVE

A Grievance Redressal Committee has been formed in our school to settle genuine grievance of students, parents and staff. The grievance will include any matter relating to students and staff. The committee is requested to contribute effectively to dispose of the grievances at the earliest.

RULES

- To deal with all the genuine grievances of students and staff of the school.
- All the complaints should submit their grievances to the committee in writing.
- The committee will meet at least once a month to resolve the grievances.
- To take the conclusive decision and submit its recommendations to the deciding authority for removal of alleged grievances.
- The student/staff shall bring up his/her grievance in prescribed format immediately to the grievance cell without fail. The no of grievances settled or pending will be reported to the Principal/Director every month.

PROCEDURE

A complaint box is provided in the ground floor for students to submit grievances in writing.

The committee will also timely meetings, to discuss the plan of the plan of action, potential cases, queries and updates which will be supervised by the principal. This will be ensuring the functioning and progress of the implemented ideas within the school.

S.NO	Name of the Staff Member	Official Position	Designation
1	Sr. A.Kodieswari alias Sakthi Leela	Principal	Member Secretary
2	Ms. Manicka Devi	Counselor	Member
3	Mrs. Vennila	TGT	Member
4	Ms. Sabeena Ummar	PRT	Member
5	Ms. Swetha	NTT	Member



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