



SUJAY INSC SCHOOL

#142, Saraswathi Education Trust, Siddaganga's Brain Factory , Opp. Sugarcane Fields, 4Km Mile Stone,
Kamalapur Road, Sitarama Thanda Village, Hospete Taluk, Vijayanagara District, Karnataka-583215.
DISE Code: 29120514602

Date:19/05/2026

Grievance Redressal

The (School Name) has their own Grievance Redressal System in an informal manner i.e. through direct supervision of the principal school. In formal sense along with the provision of suggestion boxes. The function of the Grievance Committee is to look into the complaints lodged by any student, and judge its merit. The Grievance Committee is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the School Principal or address his/her grievances to the students'. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox / suggestion box of the Grievance Cell placed at the principal office in the school.

Objective: -

The objective of the Grievance Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Committee has been constituted for the Redressal of the problems reported by the students of the school with the following objectives:

- » Upholding the dignity of the school by ensuring strife free atmosphere in the school through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- » Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- » Suggestion / complaint Box is installed in front of the Administrative Block and Academic Block in which the students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the school.
- » Advising Students of the school to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- » Advising All the Students to refrain from inciting Students against other Students, teachers and school administration.
- » Advising all staffs to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- » Ragging in any form is strictly prohibited in and outside the institution. Any violation of disciplinary rules and ragging are urgently brought to the notice of the School Principal.



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Mechanism for redressal of grievances of students and staff

The students are the main stakeholders in any institution imparting education, and it's our endeavor to make all efforts to ensure transparency in all the activities at different stages. Taking this spirit in consideration the school has the set mechanism for students for Redressal of their grievances asunder:

The Grievances may broadly include the following complaints of the aggrieved students

- a. Academic
- b. Non-Academic
- c. Grievance related to Assessment
- d. Grievance related to Victimization
- e. Grievance related to Attendance
- f. Grievance regarding conducting of Examinations
- g. Harassment by colleague students or the teachers.

It is good to air a grievance rather than to keep it bottled up. Protection of human rights is essential for all round development of an individual's personality to realize the primary needs of the students and staff and secure civil liberties for everybody; a Grievance Committee has been constituted. The Grievance Committee is intended to find solutions for problems like sexual harassment –any kind of physical or mental harassment, complaints regarding class room teaching-class room management, completion of syllabus, teaching methods etc., if and when they arise. The grievance Redressal cell convenes meetings periodically and takes steps to redress the grievance.

Procedure for lodging complaint

- » The students may feel free to put up a grievance in writing/or in the format available in the admin dept. and drop it in boxes.
- » The Grievance Committee will act upon those cases which have been forwarded along with the necessary documents.
- » The Grievance Committee will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

Responsibility of Grievance Committee :

- » The final responsibility for grievance Redressal rests with the Principal of the School.
- » The school expects that grievance Redressal be time bound and result oriented. Every grievance is expected to be resolved within a reasonably period.
- » The Grievance Committee of the school shall monitor status and progress of grievance Redressal and shall furnish report on grievance Redressal position to the Chairman of the school.



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Powers

- » In case of any grievance the members of the Grievance Committee are empowered to sort out the problems at their level through discussion with students.
- » In case the members fail to find out any solution then the matter is referred to the Director / Chairman for final commitment on the matter.
- » Considering the nature and depth of the grievances due inquiry is made by the members of the cell and through personal discussion the matter is solved. If anybody is found to be guilty for any kind of nuisance, immediate action is being taken by the School Management.

Exclusions

The Grievance Committee shall not entertain the following issues:

- » Decisions with regard to award of scholarship, fee concessions, medals etc.;
- » Decisions made by the school with regard to disciplinary matters and misconduct.
- » Decisions of the university about admissions in any courses offered by the school.
- » Decisions by competent authority on assessment and examination results.

Redressal Committee for Grievances of Students

Sr.No.	Name of the members	Designation
1	NETHRAVATHI M G	Principal
2	JANAKI N S	NTT
3	RAMYA S M	PRT
4	DIVYA K B	PRT
5	M GEETHA	TGT
6	NAYANA B	TGT
7	KOTRAPPA ACHAR PATHAR	PET
8	RITHEESH K	Head boy of the school
9	SRUSTI B	Head Girl of the school



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Redressal Committee for Grievances of Parents

S.No.	Name of the members	Designation
1	NETHRAVATHI M G	Principal
2	AFROJ BEGUM B	NTT
3	RAMYA S M	PRT
4	M GEETHA	TGT
5	H SHARANA KUMAR	Parent Member
6	I SRIDHAR	Parent Member


Principal
Sujav INSC School
Sitarama Thanda Village
HOSAPETE - 583 221