

INDIAN NATIONAL PUBLIC SCHOOL

E-78A SECTOR 20 NOIDA

Circular No. General / 06/

Date 03-07-2017.

OFFICE ORDER

Sub: Grievance redressal Mechanism

A committee is hereby formed consisting of following staff of the school for redressal of grievances of Parents, Teachers and Students.

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| 1. Sh. V.K.Gupta | Convener |
| 2. Sh Amitava Datta | Member |
| 3. Smt Upma Jain | member |
| 4. Smt Madhu Chandra | member |

The committee shall deal with the complaints received from Parents, Teachers or/ and Students. The grievances raised should be addressed to the satisfaction of the complainants. If the matter concern to some policy decisions, that should be referred to the management committee for further action.

It is important to take timely action on all the complaints to instill the confidence among parents, teachers and the students. Therefore it is expected to call the meeting of grievances redressal committee as soon as any complaint is received or any grievance comes to light.

All teachers and students should be apprised with this circular.

A register should be maintained for record of all Complaints and their disposal with action taken report.

Manager

Copy to all members of the committee.

Copy to all teachers.

Copy to Notice Board

