



KAPTAN SINGH MEMORIAL EDUCATIONAL INSTITUTE

Bhagola, Kaptan Nagar-Ambedkar Nagar

email-info@kaptansinghinstitute.com

Ref.No.

Date.

Grievance Redressal Mechanism of KAPTAN SINGH MEMORIAL EDUCATIONAL INSTITUTE

The Kaptan Singh Memorial Educational Institute, Bhagola, Kaptan Nagar, Ambedkar Nagar (U.P.) are having their own Grievance Redressal System in an informal manner i.e through direct supervision of the principal of each school. But in formal sense along with the provision of suggestion boxes, the Grievance Redressal Cell of all the schools was created in 2019. The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance Cell 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' Grievance Cell. 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 Administrative Block as well as Academic Block of each school.

Member's Of Grievance Redressal Cell :-

S.No.	Name	Designation	Mobil No.
1.	Mr. Satya Jeet Singh	Member (School (Manager)	9335674516
2.	Ms. Jyoti Pandey	Committee Head (Principal)	7392055559
3.	Mr. Ravindra Gupta	Member (School Parent)	9450282044
4.	Mr. Shiv Pandey	Member (School Parent)	8932849496
5.	Ms. Sheela Yadav	Member (School Teacher)	7234953009
6.	Ms. Neha Singh	Member (School Teacher)	7552806676

Objective

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

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MANAGER
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A Grievance Cell 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.

Mechanism for Redressal of Grievances of Students and Staff

» Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules are urgently brought to the notice of the School Principal.

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 have the set mechanism for students for redressal of their grievances as under:

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

- Academic
- Non-Academic


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- c. Grievance related to Assessment
- d. Grievance related to Victimization
- e. Grievance related to Attendance
- f. Grievance related to charging of fees
- g. Grievance regarding conducting of Examinations
- h. Harassment by colleague students or the teachers etc.

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 redressal cell has been constituted. The cell is indented 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 Cell will act upon those cases which have been forwarded along with the necessary documents.
- » The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

Responsibility for Redressal

- » 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.

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» The grievance redressal cell 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.

Powers

» In case of any grievance the members of the cell 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 Principal / 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 redressal cell 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.


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