



NALANDA ENGLISH MEDIUM HIGH SCHOOL

Recognised by the Govt. of A.P.

KAVALI - 524 201, NELLORE DT. (A.P.)

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Grievance Redressal 2023-24

Date 11/04/2023

The Nalanda E.M. High School 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.

Redressal Committee for Grievances of Students

S.No.	Name of the members	Designation	Mobile
1	Mrs. SHETTY.UMA	Principal	9121024992
2	Mrs.K.N.JYOSTHNA	TGT	9121714991
3	Mr.SK.SHAFI	TGT	8919230200
4	Mr. K.MANOJ	HOD Sports Dept	8712142184
5	Mr. D.VENKATESWARLU	PTI	9704346532
6	Mr.SD.GUFRANI	TGT	9052054693
7	Ms.SK.HUSSIAN BASHA	TGT	9912821460
8	Master KETAN GURU MANOJ	Head boy of the school	-
9	Kumari AFRIN	Head Girl of the school	-


PRINCIPAL
NALANDA E.M. HIGH SCHOOL
GAYATRI NAGAR
KAVALI - 524 201, SPSR. Nellore Dt.

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 school.

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 Principal Office 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 unkind manner towards any of them for any reason.
- ★ Ragging in any form is strictly prohibited in and outside the school. Any violation of disciplinary rules and ragging are urgently brought to the notice of the School Principal.

Mechanism for redressal of grievances of students and staff:

The students are the main stakeholders in any institution imparting education, and it's our endeavour 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 as under:

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. 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 Committee has been constituted. The Grievance Committee 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 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 for 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.

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 by competent authority on assessment and examination results.

Redressal Committee for Grievances of Parents

S.No.	Name of the members	Designation
1	Mrs. SHETTY UMA	Principal
2	Mrs. K.N. JYOSTHNA	TGT
3	Mr. SD. GUFRANI	TGT
4	Mr. SK. SHAFFI	TGT
5	Mr. SK. HUSSAIN BASHA	PRT

Principal
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