



**KLE SOCIETY'S
KLE SCHOOL CHIKODI
BANANTIKODI ROAD, CHIKODI-591201**

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DISE CODE: 29300504018

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STAFF & STUDENTS GRIEVANCE CELL

The KLE School Chikodi are having their own Grievance Redressal System in a formal manner i.e through direct supervision of the Principal of school. The function of the cell is to look into the complaints lodged by any staff/ 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 Staff /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.

S.no.	Name of the Member	Designation	Mobile no.
1	Mr. Chetan Alawade	Chairman	7038583183
2	Mrs. Shobha Koteppagol	Ex. Member	9901552990
3	Mrs. Padmashree Kamkar	Tr. Member	9945941790
4	Mr. Anil Gadeppa	Member	8971016024

Mechanism for Redressal of Grievances of Students and Staff:

The students are the main stakeholders in any institution imparting education, and its our endeavour 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 & staff for Redressal of their grievances. The final responsibility for grievance Redressal rests with the Principal of the School.

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

- 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 etc.

Procedure for lodging complaint:

- » The students / Staff may feel free to put up a grievance in writing and drop it in boxes or approach directly to Principal or Executive committee member.
- » 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 and not being partial to any one.

Roles:

- » 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.
- » 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.

PRINCIPAL

**K.L.E. SCHOOL,
CHIKODI - 591201**

