



K.L.E. SOCIETY'S
KLE SMT. MALUTAI SHIVAPUTRA SHIRAKOL
SCHOOL, SANKESHWAR

E-Mail : kleschoolsankeshwar@gmail.com

At: Gavanal Post: Kamatnur, Chikkodi – Gotur Road
 Sankeshwar– 591340, Tq: Hukkeri, Dist :Belagavi.

(Karnataka State)

STAFF & STUDENTS GRIEVANCE CELL

The KLE Smt. Malutai Shivaputra Shirakoli School, Sankeshwar are having their own Grievance Redressal System in a formal 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 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	Mrs.Kalyani S Sanikop	Chairman	7760452252
2	Mrs. Isha Doshi	Tr. member	7338153662
3	Mr. Santosh Patil	Tr. member	9945550774
4	Mrs. Kirti Jarali	Tr. member	9742875115

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 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.

- Academic
- Non-Academic
- Grievance related to Assessment
- Grievance related to Victimization
- Grievance related to Attendance
- Grievance regarding conducting of Examinations
- 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.



Banikop.
PRINCIPAL

K.L.E. Smt. Malutai Shivaputra Shirakoli School
 At:Gavanal, Post: Kamatnur, Chikkodi-Gotur Road,
 Sankeshwar-591340, Tal.Hukkeri, Dist.Belagavi, Karnataka.