

GRIEVANCE REDRESSAL COMMITTEE

School Details

School Name: Shanti Asiatic School, Jaipur

School Code: 11042

Session: 2026 – 2027

Office Circular

With the objective of providing a transparent, fair and effective mechanism for addressing grievances of students, parents and staff members, the following **Grievance Redressal Committee** is constituted for the current academic session.

The committee shall ensure that all grievances are heard patiently, examined carefully and resolved in a timely and appropriate manner, in accordance with school policies and guidelines issued by CBSE.

Members of the Grievance Redressal Committee

Name	Designation / Responsibility	Signature
Ms. Priya Jain	Chairperson (Director)	Priya Jain
Ms. Michael D'Souza	Presiding Officer (Principal)	Michael D'Souza
Ms. Ankita Hirawat	Incharge – Pre-Primary Wing	Ankita Hirawat
Ms. Riju Shrivastava	Incharge – Primary Wing	Riju Shrivastava
Ms. Aanchal Shukla	Incharge – Senior Wing	A. Shukla
Ms. Gurpreet Kaur	PRO	Gurpreet Kaur
Mr. Sonu Saini	IT Head	Sonu Saini
Mr. Mukesh Kumawat	IT Incharge	Mukesh Kumawat
Ms. Pooja Parashar	Teacher	Pooja Parashar
Ms. Neha Pareek	Teacher	Neha Pareek
Mr. Sangeet Das	Teacher	Sangeet Das
Mr. Vikaar Mohammad	Teacher	Vikaar Mohammad

Functions of the Committee

- To receive grievances from students, parents and staff members.
- To examine complaints in a fair, unbiased and confidential manner.
- To coordinate with concerned wings or departments for resolution.
- To ensure timely redressal of grievances and proper communication of outcomes.
- To maintain records of complaints received and actions taken.
- To suggest preventive measures to avoid recurrence of grievances.

Tenure

The Grievance Redressal Committee shall remain effective for the **academic session 2026– 2027** or until reconstituted by the school management.

Meeting Record

Date: 12 / 08 / 2026

Venue: School Campus

Brief Notes:

The committee reviewed the grievance redressal process, discussed coordination among various wings and agreed upon procedures for prompt handling of complaints.

Principal's Signature:
School Seal

[Handwritten Signature]
PRINCIPAL 12th Aug 2026
SHANTI ASIATIC SCHOOL
JAIPUR - 302013
Affi. No.: 1730695