

**CAREER GUIDE ACADEMY, DIYAGANJ,
RAMPUR KODARKATTI, ARARIA, BIHAR**

Session: 2025-26

Grievance Redressal Committee:

The Grievance Redressal Committee comprises of the Principal, senior faculties and a student representative. Any aggrieved student may make an application to the Principal at the Grievance Redressal Cell seeking redressal of grievance. The Grievance Redressal Cell shall receive the complaint and the Committee shall fix a date for hearing the complaint and communicate its decision within ten days of receipt of complaint. The Grievance Redressal Committee shall ensure disposal of every application as speedily as possible, and not later than a month of receipt of the grievance. On the conclusion of proceedings, the Committee shall pass such order, as may be deemed fit to redress the grievance and provide relief as may be desirable to the affected party at issue. In case of false or frivolous complaint, the Committee may take appropriate action against the complainant.

Grievance Committee Member :-

S.N	Name	Designation	Mob. No
1.	Mr. Sufiyan Ahmad	Principle	8521405005
2.	Mr. Uday Kant Mishra	Vice Principle	8294602224
3.	Mr. Prabhat Ranjan Verma	Exam. Controller	7004815412
4.	Mrs. Samar Fatima	Special Educator	9204638121
5.	Md. Moazzam	Student Representative	

GUIDELINES FOR GRIEVANCE REDRESSAL COMMITTEE

1. Objective: To provide a mechanism to students of the school to raise their grievances and to provide redressal for the same so that they have smooth tenure at the school from the day of admission till they leave school.

2. Definition: "Aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these guidelines, and includes a person seeking admission to the school.

3. "Grievances": Grievances include the following complaints of the aggrieved students, namely:

i) Making admission contrary to merit determined in accordance with the declared admission policy of the school;

ii) Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by the school.

iii) Breach of the policy for reservation in admission as may be applicable

iv) Complaints, of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or Disabled categories;

v) Non payment or delay in payment of scholarships to any student that the school is committed.

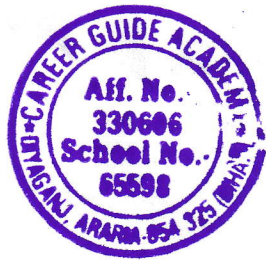
vi) Delay in conduct of examinations or declaration of results beyond that specified in the academic

vii) Non provision of student amenities as may have been promised or required to be provided by the school;

viii) Denial of quality education as promised at the time of admission or required to be provided;

ix) Non transparent or unfair evaluation practices;

x) Harassment and victimisation of students, including sexual harassment;



A handwritten signature in blue ink, appearing to be 'H. S. S. S.' with a flourish.

Principle
Principal
Career Guide Academy
School No.-65598