



SUMITRA MODERN SCHOOL

Terwa Chillola, Lakhimpur Road, Sitapur
(Affiliated to CBSE, Affiliation No. 2130770)
Academic Session: 2026-27

Office Order # 03

SMS/2026/GRC/03

Grievance Redressal Committee

To ensure a fair, transparent, and time-bound system for addressing the concerns of students, parents, and staff, the **Grievance Redressal Committee** is hereby constituted for the Academic Session 2026-27 with immediate effect.

Committee Members

1. Chairperson – Dr. Raavee Tripathi, Principal *Raavee*
2. Member – Mr. Anurag Shukla (Teachers' Representative) *Anurag Shukla*
3. Member – Mr. Akhilesh Yadav (Non-Teaching Staff Representative) *Akhilesh*
4. Student Representative – Gurmeet Kaur (Student Grievance Incharge) *Gurmeet*
5. Parent Representative – Mr. Jyoti Trivedi *Jyoti*

Roles & Responsibilities

The committee shall be responsible for:

- Addressing and resolving grievances related to academics, discipline, administration, safety, or any other school-related concerns in a fair and time-bound manner.
- Maintaining complete confidentiality and impartiality while handling complaints.
- Ensuring that no student, parent, or staff member faces discrimination, fear, or unfair treatment for raising a grievance.
- Keeping proper records of complaints received, action taken, and resolution provided.
- Reviewing grievances submitted in writing or through the designated school grievance channel/portal.

All grievances shall be submitted in writing to the school office or through the designated grievance channel. The committee shall review the matter and take necessary action within 7 working days, wherever possible.

This order shall remain in force for the Academic Session 2026-27 or until further notice.

Principal
Dr. Raavee Tripathi
Sumitra Modern School
Terwa Chillola, Lakhimpur Road, Sitapur