

Affiliation No. : 1530020
School No. : 15331
U-DISE CODE : 21111000752



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229723(P)

DAV PUBLIC SCHOOL

PPL TOWNSHIP, PARADEEP - 754145

(10 +2 ENGLISH MEDIUM, AFFILIATED TO C.B.S.E., NEW DELHI)
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Ref No. ...2026/59/98(3)

Date : 01/07/2026

COMPLAINT/GRIEVANCE REDRESSAL COMMITTEE

For students, Staff and Parents

The following members of the staff are hereby constituted Complaint/Grievance Redressal Committee w.e.f. 01/07/2026. They are required to follow the procedures as mentioned below to investigate complaints/grievance and redressal the same.

Sl. No	Name of the Members	Mobile No.	E-mail ID
01	Sh. Sanjeeb Kumar Sahu, Principal	9437107250	sanjeebchemistry@gmail.com
02	Ms. Ranjita Kar, TGT	7325892775	ranjita993@gmail.com
03	Mr. Subash Kumar Dash, TGT	9777292141	subashd2013@gmail.com
04	Mr. Saroj Kumar Behera, Office Assistant	9668157892	skbctk@yahoo.in
05	Mr. Sai Krishna Rout-XII student	7653049571	bunirout13@gmail.com
06	Mr. Sanatan Jena-Parent	9938814776	sanatanjena@adventz.com

Procedure to be followed:

- Every Educational Institution must have a Complaint/Grievance Redressal Committee comprising the Head of the institutions, Supervisory Heads (if any). Two Senior teachers in the event of non-availability of Supervisory Heads and One Non-Teaching staff member.
- A Complaint Register must be available in the school to record complaints and the actions taken in response for Redressal.
- The Committee must assign a person to record the complaints received whether verbal or written in the Complaint register.
- The complaints, verbal/minor in nature, should be addressed by the concerned members immediately.
- The complaints which attract intervention of the Committee must be recorded and placed before the Complaint Redressal Committee for deliberation and minutes of the deliberation must be recorded.
- If required the Committee may call for the complainant and the defender to have a discussion across the table to address the issue.
- Action so taken by the Committee must be recorded and communicated to the parties.

PRINCIPAL

CC:- Member concerned

CC:- Committee file

CC:- Office