

JINDAL VIDYA MANDIR

KALMESHWAR

CBSE Affiliation No. 1130743

REDRESSAL

An effective communication system for all our patrons at Jindal Vidya Mandir is essential to ensure that it is imperative that an escalation process is followed, to ensure that queries and concerns are handled by the right people at the right time. This will facilitate the development of effective solution

	Issues	Whom to contact	How
1.	Concern about students progress Home work & circulars	Class Teacher and subject Teacher	Note in diary/By appointment/visiting days/Timings Provided.
2	Absenteeism	Class Teacher	Note in diary for a day. Written application to the principal for more than 3 days for medical reasons, medical certificate to be attached.

3	Concern about academic issues	Academic coordinator / Principal	With Prior Appointment.
4	General Information	Admin.	Telephone call/Email/Letter
5	Redressal	Principal	Note in diary to seek appointment written application

If issues are not resolved at the first level, only then the matter will move up for the redressal.

WEB SITE : To know all about the students activities and achievements, parents can visit

website : www.jvm.in