

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

Session : 2019-20

1. Career Guide Academy, Diyaganj, Rampur Kodarkatti, Araria is running under the aegis of Quayam Educational and Welfare Trust. It is co-education institute upto 10 level and affiliated to CBSE, New Delhi. As on date strength of the school is 7 women employees and 131 girls (students). As per the provisions of Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013, it is obligatory for the school to constitute a Sexual Harassment Committee for female employees/girls (students) in the school.

2. The present members of the complaints committee to deal with the complaints of sexual harassment in accordance with the guidelines laid down by the supreme court of India and the Act mentioned at Para 1 above relating to sexual harassment of women workers at work places and girls (students).

Composition/Members of Committee

S.No	Members	Designation	Mobile Number
1	Sibtain Ahmad	Principal CGA	9006924259
2	Imtiyaz Alam	P.R	9931020651
3	Md. Israil	P.R	8651728056
4	Md. Nizamuddin Khan	T.R	8860115904
5	Gopal Pd Barnwal	T.R	9304574808
6	Umme Kulsum	Nominated by Trust	
7	Arshad Anwer Alif	Nominated by Trust	7488505458
8	Dinesh Kumar Sahu	Nominated by Trust under section 25a	
9	Dr. Jayprakash Mallick	Nominated by Trust under section 25a	

N.B: Grievances may be sent to cga.araria@gmail.com via email.

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.

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 calendar;
- 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*;

Principal