



# DOON INTERNATIONAL SCHOOL

Bhat Colony Singhpora, Pattan Baramulla – 193121

Ref/Adm/001/26

Dated:1<sup>st</sup> August 2024

To,

**Ms. Ishrat Zahoor**  
Teacher  
DISB

**Subject:** Appointment as In-charge Grievance Cell

We are pleased to inform you that you have been given additional charge of **In-charge Grievance Cell**

As the Grievance Cell In-charge, your responsibilities will include:

1. Listening to and addressing concerns raised by students, parents, and staff.
2. Facilitating a supportive and confidential environment for grievance resolution.
3. Ensuring fair and transparent procedures in line with school policies.
4. Coordinating with the school administration to implement corrective actions where necessary.

We are confident that you will handle this role with the utmost commitment and contribute positively to our school community. In case of any doubt please feel free to contact HR department.

**Best regards,**

