

Student Grievance Handling SOP

Coaching, Tuition & Test-Prep

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Produce a grievance-handling SOP for a coaching institute — complaint channels, categorisation and resolution timelines, escalation, and prevention — including fee/refund and faculty/conduct issues, to resolve complaints fairly. Describe your context below.

Purpose of this tool & output

Resolve complaints fairly and fast

How the output is used

Use it to resolve complaints fairly and fast — a student grievance-handling SOP that records, responds and closes issues.

Important cautions

AI-generated SOP; handle safety/child-protection complaints per law (POCSO/POSH) and follow coaching-guideline redressal requirements.

Companion documents

- Student Retention Plan
- Parent Communication Plan
- Parent-Teacher Meeting Plan
- Student / Parent Feedback Survey
- Student Code of Conduct & Discipline Policy
- Student Motivation & Wellbeing Plan

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.