



Dear Parents/Guardians,

Please note that in case of an issue with the proceedings of Adamas World School, you are requested to follow the protocol mentioned below:

- Lodge a complaint, if any, with the concerned teacher and then wait two days for response/resolution.
- Lodge a complaint with the class teacher if no response/resolution is offered within two days from the concerned teacher.
- Lodge a complaint with the Principal or the Rector if no response/resolution is offered by the class teacher within two days.
- Lodge a complaint with the Chairman if no response/resolution is offered by the Principal or the Rector within two days.

Please wait for two working days for the concerned authority to respond before making a second complaint. Thank you for your cooperation.

With regards

A handwritten signature in black ink that reads 'Samit Ray'.

Prof. Samit Ray  
Chairman