

 <p>indian yoga association yoganushasanam</p>	<p>APPLICATION FORM FOR YOGA SCHOOLS Yoga School Certification Scheme</p>	<p>INDIAN YOGA ASSOCIATION</p>
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APPEAL HANDLING

1.0 PURPOSE: To ensure that Appeals are handled effectively and in accordance with the requirement of International Standard.

2.0 SCOPE: To handle Appeals against the decision of the IYA by a committee formulated by CEO

3.0 PROCEDURE:

3.1 GENERAL :

- a) This procedure will be made publically available on IYA web site.
- b) The appeal must be filed in writing within thirty days of receipt of the decision by the appellant. The appeal has to be substantiated by reasons and/ or documents as necessary.
- c) Upon receipt of Appeals, IYA will validate whether the appeal relates to Yoga School Certification Scheme for which it is responsible and, if the Appeal is found genuine, it will be registered and acknowledged within 2 days.
- d) The Technical manager will constitute a committee independent of those who examined and provide relevant papers related to appeal along with procedure for the appeal. If the appeal is to be dismissed or otherwise as decided by the Committee, the Technical manager will inform the appellant accordingly.
- e) The Appeals Committee should ask the appellant to present the facts in person, if he desires. The Committee will also consider any request by the appellant regarding presentation of fact in person. The Appeals committee decision will be final in this context.
- f) The Appeals Committee may also ask any of the staff, or empaneled examiners to help in discharging the appeal based on facts.
- g) After necessary investigation the Appeals committee will prepare a report including the recommendations pertaining to the Appeal. Technical manager will be informed about the recommendations.
- h) The CEO will consider the recommended actions. The decision of CEO will be final. Technical Manager will inform the decision to appellant.
- i) It is ensured that, results are non discriminatory in nature while investigation and decision on Appeals are made.

3.2 CLOSURE OF APPEALS

 <p>The logo of the Indian Yoga Association features a pink lotus flower with a white silhouette of a person in a yoga pose (Padmasana) in the center. The text "indian yoga association" is written in a circular arc above the lotus, and "yoganushasanam" is written below it, flanked by two small decorative symbols.</p>	<p>APPLICATION FORM FOR YOGA SCHOOLS Yoga School Certification Scheme</p>	<p>INDIAN YOGA ASSOCIATION</p>
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- a) Corrective and preventive actions are taken in case required.
- b) The appellant is informed about the proposed action/s and asked for comments and feedback.
- c) Appeal logbook is updated for action taken and appeal is closed.

4. DOCUMENTATION

4.1 Appeal Log Book