



SRI KRISHNA DUTT ACADEMY

Recognized by NCTE & Affiliated to University of Lucknow

2D/HS-1, Vrindavan Yojna, Raibareilly Road, Lucknow, Ph. : 2443963, 7080111596

Date: 19th August, 2023

NOTICE

A meeting of the Grievance & Redressal Committee will be held at 4:30pm ON 25th August, 2023 in the Administrative Office of the college to discuss the following agenda. All the concerned committee members are required to attend the meeting

AGENDA:

- 1. Welcome and Introduction**
- 2. Review of the Grievance & Redressal Policy**
- 3. Evaluation of the Grievance & Redressal Process**
- 4. Collaboration with Other Committees**
- 5. Awareness Campaign Review**
- 6. Future Plans and Strategies**

Convenor

Principal
SRI KRISHNA DUTT ACADEMY
2D/HS-1, Vrindavan Yojana
Raibareilly Road, Lucknow








Sri Krishna Dutt Academy
(Recognized by NCTE and affiliated by University of Lucknow)
Vrindavan Yojna, Raebareli Road
Lucknow (U.P.)

2023-24

MINUTES OF THE GRIEVANCE & REDRESSAL COMMITTEE MEETING:

A meeting of G&R committee members was held on 25.08.2023 at 4.30 p.m. in administrative office. Following members were present for the meeting:

1. Dr. Manjari Shukla 
2. Dr. Krishna Kumar 
3. Dr. Madhu Gupta 
4. Bhavana Shukla (B.Sc 2022) 
5. Samridhi Singh (B.Com. 2022) 

1. Welcome and Introduction

- The meeting began with a warm welcome by convener and introduction of new committee members.

2. Review of the Grievance Redressal Policy

- The Grievance Redressal Policy was reviewed and confirmed to be up-to-date and effective. Minor adjustments were made to enhance clarity on specific procedures. The members are requested to communicate immediately after they receive any grievances regarding

3. Evaluation of the Grievance Redressal Process

A notable reduction in grievances was observed, indicating an improvement in the college environment. However, continued attention was given to recurring issues.




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- Stakeholder Satisfaction: Feedback from students and faculty was positive, though there is room for further improvement in communication and transparency.

4. Collaboration with Other Committees

- Updates from the Discipline Committee: Reported a decrease in disciplinary issues, suggesting effective intervention strategies.
- Updates from the Anti-Ragging Committee: No significant incidents reported; ongoing preventive measures were discussed.
- Updates from the Women's Cell: Addressed several cases with positive outcomes; emphasized the need for continuous support and awareness.

5. Awareness Campaign Review

- Effectiveness of the Awareness Campaign: The campaign saw increased engagement through social media and interactive workshops. Plans for further enhancement were developed.
- Feedback from Students and Faculty: Generally positive, with requests for more frequent and varied sessions.
- Suggestions for Improvement: To introduce new methods such as digital storytelling and peer-led workshops to make the campaigns more engaging.

6. Future Plans and Strategies

- Periodic Surveys: Surveys were conducted to assess stakeholder satisfaction, with results used to make informed improvements.
- Online Grievance Registration System: Development of an online system was initiated to enhance accessibility and streamline the grievance process.
- Collaboration with External Experts: Partnerships with external experts and organizations were explored to adopt best practices and innovative solutions.

7. Conclusion and Next Steps

- Next Meeting: Scheduled after commencement of new session and intimated by notice.



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- Action Points: Implement proposed improvements, finalize the online grievance registration system, and continue collaboration with external experts.

Key Decisions and Action Points:

1. Policy Updates: Minor adjustments were made to the Grievance Redressal Policy for enhanced clarity.
2. Process Enhancements: Streamlining of the grievance registration process and establishment of clearer resolution timelines.
3. Awareness Campaign: Expanded and diversified methods to increase engagement and impact.
4. Training: Continued capacity building and sensitization for committee members, faculty, and staff.
5. Future Initiatives: Development of an online grievance system and exploration of best practices through external collaboration.

The committee expressed appreciation for the contributions of all members and committed to addressing the identified areas for improvement.



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Date:10th October, 2023

NOTICE

A meeting of the Grievance & Redressal Committee will be held at 4:30pm ON 14th October, 2023 in the Administrative Office of the college to discuss the following agenda. All the concerned committee members are required to attend the meeting

AGENDA:

- Regarding enrichment of library
- Any Other Issues raised by members

Principal
SRI KRISHNA DUTT ACADEMY
2D/HS-1, Vrindavan Yojana
Raibareilly Road, Lucknow



To
The Principal

Sul Krishna Dutt Academy

Date - 10 October 2023

Subject - Addition of Competitive Books to Library collection.

Madam,

I am writing to propose the addition of specific competitive books to our library's collection. These books are highly regarded and offer valuable resources for individuals preparing for competitive exams.

Enhanced collection of book will meet the needs of users preparing for competitive exams.

I believe that adding these competitive books to our collection will significantly benefit our library users and support their educational goals. Thank you for considering my request. I look forward to your response, and I am happy to provide any further information if needed.

Thanking You

Sincerely

Samya

Saumya

Puljanshi

~~Samya~~
~~Samya~~

~~Prizanshi~~

Books


- 1) Books for Mental Ability Problem
- 2) Hindi Language Books and previous year question asked in competition
- 3) English Language Book and previous year question asked in competition
- 4) Arithmetic and Basic Algebra.
- 5) Monthly Crk Current Affairs).

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MINUTES OF THE GRIEVANCE & REDRESSAL COMMITTEE MEETING:

A meeting of G&R committee members was held on 14.10.2023 at 4.30 pm in administrative office. Following members were present for the meeting:

1. Dr. Manjari Shukla 
2. Dr. Krishna Kumar 
3. Dr. Madhu Gupta 
4. Bhavana Shukla (B.Sc 2022) *Bhavana Shukla*
5. Samridhi Singh (B.Com. 2022) *Samridhi*

1. Welcome and Introduction

The meeting commenced with a warm welcome to all attendees. The purpose of the meeting was to discuss the enrichment of the library collection with books focused on competitive exam preparation.

2. Review of Current Library Collection

- The existing library collection was reviewed. It was noted that while the library holds a significant number of books relevant to the subjects taught, there is a gap in resources specifically aimed at competitive exam preparation.
- Current books were deemed sufficient for subject knowledge but lacking in resources for exam-specific strategies and practice.



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3. Need for Competitive Exam Preparation Books

- It was discussed that incorporating books on competitive exam preparation is essential to support students aiming for various competitive exams.
- These books will provide students with practice materials, exam strategies, and insights into exam patterns.
- The inclusion of these resources aligns with the institution's objective to enhance students' competitiveness and success in their respective fields.

4. Selection Criteria for New Books

- **Relevance:** Books must cover a range of competitive exams relevant to the students' fields.
- **Quality:** Selection of well-reviewed and recommended titles from credible sources.
- **Current Edition:** Preference for the latest editions to ensure up-to-date content and practices.
- **Variety:** A mix of theory books, practice tests, and exam strategies.

5. Other issues raised

- There is demand by students and staff to change the badminton net.
- It was also suggested to start cricket academy in the college
- **Student Feedback:** It was suggested to gather feedback from students regarding their needs and preferences for competitive exam preparation materials.
- **Workshops and Seminars:** Consideration of organizing workshops and seminars to complement the new resources.

8. Conclusion and Next Steps

- The committee agreed on the need for additional books for competitive exam preparation and endorsed the proposed selection criteria.
- The next meeting will be scheduled to review progress and finalize the acquisition details.



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2023-24

Action Taken Report

RECOMMENDATION	ACTION TAKEN REPORT
Prepare Reference Library	More books have been added to text books in the library. One copy of reference book in each subject must be maintained always in the library and needs to be referred by students in library itself
Procurement of new competitive books	The order for competition books have been approved and placed. It will soon be
More sports activities required	Badminton net is changed with new. Cricket net is placed on ground for students interested to practice .



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Date: 4th November, 2023

NOTICE

A meeting of the Grievance & Redressal Committee will be held at 4:30pm ON 9th November, 2023 in the Administrative Office of the college to discuss the following agenda. All the concerned committee members are required to attend the meeting

AGENDA:

- Regarding Hygiene of washrooms
- Any other matters raised by members

Principal
SRI KRISHNA DUTT ACADEMY
2D/HS-1, Vrindavan Yojana
Raibareilly Road, Lucknow



To
The Principal,
Sri Krishna Dutt Academy
Vindavan Yojna
Lucknow.

Date :- 8th November, 2023

Subject :- Request for the maintenance of computer
in labs.

Dear Madam,

I am writing to bring your attention the need for maintenance and servicing of the computers in computer lab. Over the past few weeks, we have noticed several issues such as frequent system crashes, slow processing speed, outdated software, and some hardware malfunctioning, which are hindering the efficient use of lab for both teaching and learning purpose.

I kindly request you to arrange for the necessary maintenance and repairs at the earliest. Regular servicing and updates will ensure the systems functioning for better learning.

Thank you for considering this request. I look forward to your prompt action on this matter.

Yours Sincerely,

Semester - 3 B.Sc.

Anubha Mishra
Mansi Dubey
Palak Pandey
Bhavana Shukla
Priyanshi Soni

Anubha
Mansi Dubey
Palak Pandey
Bhavana
Priyanshi

To
The Principal
Sri Krishna Dutt Academy
Lucknow

31st Oct, 2023

Subject :- Leave Application for attending Workshop.
Sir/Ma'am,

This is to inform you that I Bhavna Shukla of BSc. Sem 3 student will not be able to attend the classes as I am going to attend 'Hands on Training on Biodiversity & Wildlife Conservation' conducted by University of Lucknow from 1st Oct, 2023 - 7th Oct, 2023.

Therefore, you are kindly requested to grant me leave for 7 days and please provide me notes. Hope this will not affect my attendance.

Thanking You

Yours Sincerely

Bhavna Shukla . (BSc. Sem 3).

Bhavna Shukla
31/10/23

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2023-24

MINUTES OF THE GRIEVANCE & REDRESSAL COMMITTEE MEETING:

A meeting of G&R committee members was held on 09.11.2023 at 4.30 pm in administrative office. Following members were present for the meeting:

1. Dr. Manjari Shukla 
2. Dr. Krishna Kumar 
3. Dr. Madhu Gupta 
4. Bhavana Shukla (B.Sc 2022) 
5. Samriddhi Singh (B.Com. 2022) 

1. Welcome and Introduction

The meeting commenced with a warm welcome extended to all attendees.

2. Hygiene of Washrooms

The issue of hygiene in the girls' washroom, specifically concerning leakage in the pipes, was raised. The matter has been reported to the management for prompt attention and resolution.

3. Issues Raised by Members

• **Workshop-Related Concerns:**

Students attending workshops during sessions reported the need for proper note-taking and attendance tracking. The committee discussed the importance of providing these students with relevant notes and ensuring their attendance is accurately recorded.



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- **Enhancement of Teaching Materials:**

Students requested that notes be made available in PDF format and that diagrams be displayed on smart boards for greater clarity. All teachers unanimously agreed to implement these changes to improve the quality of instruction and student comprehension.

- **Suggestion for Zero Period:**

A suggestion was made to introduce a "zero period" at the start of the day. This period would be used to address various administrative tasks, such as providing information, taking attendance, and disseminating circulars to students. The committee agreed that this could streamline daily operations and ensure that important information is communicated efficiently.

5. Conclusion and Next Steps

The meeting concluded with a review of the action items and an outline of the next steps. The committee will follow up on the issues discussed and reconvene as needed to address any further concerns.



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Action Taken Report

RECOMMENDATION	ACTION TAKEN REPORT
Hygiene of Washrooms	<ul style="list-style-type: none">• The progress of the management's response to the washroom hygiene problem was monitored and resolved. The follow ups will be done on regular basis of the washrooms.
Workshop Notes and Attendance	<ul style="list-style-type: none">• A system is developed to provide workshop notes and ensure attendance is managed effectively.• Relevant notes are now being distributed to ensure that students have access to necessary materials.• The administration has implemented a streamlined process to manage and record attendance.
Teaching Materials	<ul style="list-style-type: none">• The use of PDFs and smart boards as requested and evaluate the impact on student learning is implemented. Teachers have begun providing notes in PDF format as requested.• Diagrams and key points are now being displayed on smart boards during lectures. This initiative is intended to enhance clarity and support visual learning.

Suggestion for Zero Period:

- The suggestion to introduce a "zero period" was reviewed. The feasibility of incorporating this period into the daily schedule is under evaluation.
- The lunch break can be shortened to 30 minutes zero period time has been planned to be implemented by next week.



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Date: 5th February, 2024

NOTICE

A meeting of the Grievance & Redressal Committee will be held at 4:30pm ON 7th February, 2024 in the Administrative Office of the college to discuss the following agenda. All the concerned committee members are required to attend the meeting

AGENDA:

- Regarding sitting arrangement in the class
- Any other matters raised by members



Principal
SRI KRISHNA DUTT ACADEMY
2D/HS-1, Vrindavan Yojana
Raibareilly Road, Lucknow

To,
The Principal,
Sri Krishna Dutt Academy
Lucknow.

Subject - Application for fixed seating arrangement
due to height issue.

Ma'am,

This is to inform you that I am writing to request a fixed seating arrangement in the classroom due to a height-related issue that affects my ability to participate effectively in class. I found that my current seating arrangement does not adequately support my learning needs.

This issue has been impacting my concentration and overall classroom experience, as the desk and chair height are not adjustable, making it challenging for me to write comfortably and maintain proper posture.

I kindly request a fixed seat that better accommodates my needs.

Thanking you.

Yours sincerely,

Priyanshi Soni (Sem 4th)

Priyanshi






Dated: 5 Feb 2024

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2023-24

MINUTES OF THE GRIEVANCE & REDRESSAL COMMITTEE MEETING:

A meeting of G&R committee members was held on 07.02.2023 at 4.30 pm in administrative office. Following members were present for the meeting:

1. Dr. Manjari Shukla 
2. Dr. Krishna Kumar 
3. Dr. Madhu Gupta 
4. Bhavana Shukla (B.Sc 2022) 
5. Samridhi Singh (B.Com. 2022) 

1. Welcome and Introduction

The meeting commenced with a warm welcome extended to all attendees.

Classroom Seating Arrangements:

Students complained about seating arrangements, noting that short-sighted students struggle to see the board if they arrive late, while tall students often occupy the front seats.

Lab Upgrade Request

The Zoology lab requires an upgrade, including additional glassware to properly organize reagents and molecular modelling kit and other requirements of non-consumables.



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Action Taken Report

RECOMMENDATION	ACTION TAKEN REPORT
Classroom Seating Arrangements	<ul style="list-style-type: none">• Recommendation: It was recommended to assign specific seats to students to address these issues. Taller students will be seated in corner seats, while shorter students will be placed in the middle rows to ensure visibility. • Consideration: The recommendation also includes encouraging timely arrival to class. However, it acknowledges the potential constraints faced by students with long commutes. • Implementation Plan: The seating arrangement plan will be developed and communicated to students, with adjustments made as necessary to accommodate individual needs and constraints.
Lab Upgrade Request	<p>A comprehensive list of required glassware was compiled, including quantities and specifications.</p> <p>A purchase order was placed with Baba Scientific distributor 20 x 250 mL beakers</p> <ul style="list-style-type: none">• Dissolved oxygen bottles• Reagent bottles for staining• Burettes for titrations• Cavity blocks



Principal
SRI KRISHNA DUTT ACADEMY
2D/HS-1, Vrindavan Yojana
Raibareilly Road, Lucknow

To
The Principal
Sri Krishna Dutt Academy
Lucknow.

26 April, 2024

Subject - Leave Application for Workshop.
Ma'am,


This is to inform you that I BHAVNA SHUKLA of BSc. Sem 4, Roll no. 2212394010008 is selected for the workshop on Butterfly & Moth Identification & Curation organised by ONGC Department, University of Lucknow from 24-27th April, 2024. Therefore, I will not be able to attend the classes on the dates mentioned above. Hope this will not affect my attendance. And please provide me with the class notes.

Thanking You

Yours Sincerely

Bhavna Shukla (BSc. Sem 4).

26/4/2024


26/4/24



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Date: 1st March, 2024

NOTICE

A meeting of the Grievance & Redressal Committee will be held at 4:30pm ON 7th march, 2024 in the Administrative Office of the college to discuss the following agenda. All the concerned committee members are required to attend the meeting

AGENDA:

- Regarding change in dress for sports



Principal
SRI KRISHNA DUTT ACADEMY
2D/HS-1, Vrindavan Yojana
Raibareilly Road, Lucknow

To, The Principal
Sri Krishna Dutt Academy
Vindavan Yojna
Lucknow.

Date - 28/feb/2024

Subject - Request for Issuance of sports Dress
(Lower and T-shirt)

Dear Madam,

I am writing to request the issuance of a lower and T-shirt as a part of the sports dress for sports activities.

Previously, The sports dress issued included a Salwar Kuita, but for our current needs a lower and T-shirt would be more appropriate.

I would appreciate it if you could process this request at your earliest convenience.

Thankyou

Yours Sincerely,

B.Sc, Sem-I

Divyanshi - Divyanshi,

Anuska Kasyap - Anuska

Ishanvi - Ishanvi






Shreyas Singh - Shreyas Singh

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2023-24

MINUTES OF THE GRIEVANCE & REDRESSAL COMMITTEE MEETING:

A meeting of G&R committee members was held on 07.03.2024 at 4.30 pm in administrative office. Following members were present for the meeting:

1. Dr. Manjari Shukla 
2. Dr. Krishna Kumar 
3. Dr. Madhu Gupta 
4. Bhavana Shukla (B.Sc 2022) 
5. Samridhi Singh (B.Com. 2022) 

1. Welcome and Introduction

The meeting commenced with a warm welcome extended to all attendees.

2. Regarding change in sports-dress

With the upcoming annual sports event, there has been a notable increase in enthusiasm and participation among students. To accommodate this heightened interest and ensure that all participants are suitably equipped, it has become necessary to upgrade the sports attire provided. The matter is escalated to management for kind perusal.



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Action Taken Report

RECOMMENDATION	ACTION TAKEN REPORT
Regarding change in sports-dress	A survey was conducted among students to assess their needs and preferences regarding sports attire. The survey revealed a strong desire for modern, comfortable, and high-quality sports uniforms. Additionally, there was a need for a greater variety of sizes and specific gear for different sports.
Procurement of Dress	The procurement process will be initiated, and orders will be placed with supplier. An order of yellow colored T shirt and Indigo Colored Track pant is to be placed. New sports attire will be distributed to students well in advance of the annual sports event to ensure adequate preparation time.



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