



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

Date: 20<sup>th</sup> August, 2024

## NOTICE

A meeting of the Grievance & Redressal Committee will be held at 4:30pm ON 22<sup>nd</sup> August, 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 water logging issue in parking area
- Any other matters raised by members

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



To  
The Principal  
Sri Krishna Dutt Academy  
Lucknow.

20th August, 2024.  
Subject - Water logging issue in Parking area  
Ma'am,

This is to inform you that there is waterlogging issue on College parking. Due to this we are unable to park our vehicles in the parking area. As rainy season arrived, rainwater started accumulating which has made transportation troublesome. Even the clogged water contains many water borne diseases which can lead to spread of Typhoid, Cholera etc. Therefore, I kindly request you to do the needful as soon as possible. Hoping for quick & positive action.

Thanking You.

Yours Sincerely

Bhawna Shukla. (B.Sc. Sem5).

Bhawna  
20/8/24.

Apoorva Bajpai (B.Sc. Sem5).

Apoorva  
20/8/24.

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

**2024-25**

**MINUTES OF THE GRIEVANCE & REDRESSAL COMMITTEE MEETING:**

A meeting of G&R committee members was held on 22.08.2024 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. Samriddhi Singh (B.Com. 2022) 

**1. Welcome and Introduction**

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

**2. Urgent Improvement Needed for Parking Area Due to Rain-Related Issues**

The current parking facilities for cycles and bikes are inadequate, especially during rainy weather. Students have reported difficulties accessing their vehicles due to water accumulation and insufficient coverage in the parking area.



Principal  
SRI KRISHNA DUTT ACADEMY  
2D/HS-1, Vrindavan Yojna  
Raibareli Road, Lucknow

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**2024-25**

**Action Taken Report**

**Site Inspection and Evaluation:**

- **Action:** A site inspection of the parking area was conducted to assess the extent of the issue and identify specific areas of concern.
- **Findings:**
  - Significant water accumulation in certain sections.
  - Insufficient drainage causing prolonged waterlogging.

**Improvement Recommendations:**

- **Enhanced Drainage:** Improving drainage systems to prevent water accumulation and facilitate quick runoff.
- **Surface Upgrades:** Resurfacing the parking area with water-resistant materials to reduce mud and slippery conditions.
- **Provision to keep cycles till upgradation to other place:** As the session is on and repair work is not suitable in rainy season. So this will be done later. Students are urged to ensure that their cycles are parked in an orderly manner to avoid obstructing walkways.

The temporary relocation aims to prevent mishaps and provide a safer parking option during adverse weather conditions.



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

*Satisfactorily Done*

*Apnaana*



**2D/HS-1, Vrindavan Yojna, Raibareilly Road, Lucknow, Ph. : 2443963, 7060111596**

**Date: 3<sup>rd</sup> September, 2024**

## **NOTICE**

A meeting of the Grievance & Redressal Committee will be held at 4:30pm on 4<sup>th</sup> September, 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:**

- Issue regarding provision of Dress Material for Students
- Regarding extension in tenure to choose Major subjects
- Any other matters raised by members



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

To,  
The Principal,  
Shri Krishna Art Academy Degree College  
Raibareli Road, Varanasi Vijnana-2, Sector-5  
Lucknow.

Date - 2<sup>nd</sup> September 2024

Subject - For granting us the uniform

Respected Ma'am / Sir,

With due respect I beg to state that myself Rashmi and I am a student of B.Sc 1st semester Batch- 2024. I would like to inform you that some of the students had paid the fees of uniform but they haven't got the uniform yet. As we all know, that the uniform shows the equality and unity of each and every individual, and it also enhances the decorum of the college representatives. It abides students by the college's rules and regulation. As to inform you that only one set of uniform is provided.

It is a humble request to you, that please grant us uniform as soon as possible.

Thanking You,

Yours obediently,  
Rashmi  
B.Sc 1 semester Batch-2024

Sneha Singh Sneha  
Astha Astha  
Shivanshi Shivanshi  
Gautam Gautam  
Rashmi Rashmi

To  
The Principal  
Shri Krishna Dutt Academy,  
Vrindavan Yojna, LKO

Date: 3 Sep 2024

Subject: Date extensions for finalising major subjects

Sir,

This is with reference to our subject selection of major and minor among 3 subjects in sem-I BSc. We students are keen to enrol and benefit from the subjects of major courses run by the organisation for the welfare of students, and were told to decide and finalise till - 5 Sep 2024.

However we need more information and clarification in this regard. In welfare of all students, we request you to grant us more time to finalise our major subjects, as its a very important decision for all the students who have seek admission in the course.

We earnestly hope you will give due consideration to our request and extend the dates for finalising the subjects till - 30<sup>th</sup> Sep 2024.

Yours obediently

Shalini  
Neha Pal - Nehpal  
Priya - Priya  
Alok - Alok  
Sneha → Sneha

**Sri Krishna Dutt Academy**  
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Vrindavan Yojna, Raebareli Road  
Lucknow (U.P.)

**2024-25**

**MINUTES OF THE GRIEVANCE & REDRESSAL COMMITTEE MEETING:**

A meeting of G&R committee members was held on 04.09.2024 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)

  
Bhavana

5. Samriddhi Singh (B.Com. 2022)



**1. Welcome and Introduction**

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

**2. Issue regarding provision of Dress Material for Students**

Students have reported that they have not received the two sets of dress material that were assured to them.

The matter was escalated to management to determine the cause of the delay and the steps required to fulfill the commitment.

**3. Request for Extension of Deadline for Subject Selection in B.Sc. Program**

Request for Extension of Deadline for Subject Selection in B.Sc. Program. The period for subject selection was set from August 21 to September 5.

**Sri Krishna Dutt Academy**  
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Vrindavan Yojna, Raebareli Road  
Lucknow (U.P.)

**2024-25**

**Action Taken Report**

**Issue regarding provision of Dress Material for Students**

**Management Response:**

- **Reason for Delay:** Management has informed that the provision of two sets of dress material is pending due to the supplier has not given the supply for this session
- **Temporary Solution:** In the interim, to address students' immediate concerns, a single set of dress material is provided to each student. This measure aims to provide some level of satisfaction until the full provision can be made.
- Management has committed to providing the full sets of dress material as soon as the supplies are secured.
- Students are assured that the additional sets of dress material will be provided as soon as the procurement process is completed.

**Request for Extension of Deadline for Subject Selection in B.Sc. Program**

The B.Sc. staff supported the view and accepted the students' requests and ensure that all students have adequate time to make an informed decision, it is proposed to extend the deadline for subject selection.

The extension is proposed from September 5 to September 15. An official announcement will be made to all B.Sc. students informing them of the extended deadline and the new date for subject selection.



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

The resolution is  
satisfactory to w.  
Sneha Singh  
Neha Pal

**Sri Krishna Dutt Academy**  
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**Vrindavan Yojna, Raebareli Road**  
**Lucknow (U.P.)**

**2024-25**

**Action Taken Report**

ISSUE RAISED	ACTION TAKEN
<b>Regarding Cleaning of Classrooms</b>	<ul style="list-style-type: none"><li>• The facility management team will review and implement a fixed cleaning schedule for each classroom.</li><li>• A cleanliness audit will be carried out by the Grievance Redressal Cell.</li><li>• A suggestion box will be placed outside each classroom to gather feedback from students and staff.</li></ul>
<b>Organizing Online Classes for Certificate Course under SWAYAM Scheme</b>	<ul style="list-style-type: none"><li>• The ERP department will conduct a review of the technical setup and internet connectivity to ensure smooth access for students.</li><li>• Regular feedback will be taken from students to monitor the effectiveness of the solutions.</li></ul>



**SRI KRISHNA DUTT ACADEMY**  
2D/HS-1, Vrindavan Yojna  
Raibareilly Road, Lucknow





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

Date: 20<sup>th</sup> October, 2024

## NOTICE

A meeting of the Grievance & Redressal Committee will be held at 4:30pm ON 22<sup>nd</sup> October, 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 remedial classes for commerce students
- Issues Faced by students in Samarth portal Login
- Any other matters raised by members

  
Convener

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

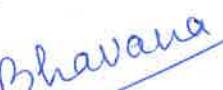


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Vrindavan Yojna, Raebareli Road  
Lucknow (U.P.)

**2024-25**

**MINUTES OF THE GRIEVANCE &REDRESSAL COMMITTEE MEETING:**

A meeting of G&R committee members was held on 22.10.2024 at 4.30 pm in administrative office. Following members were present for the meeting:

6. Dr. Manjari Shukla 
7. Dr. Krishna Kumar 
8. Dr. Madhu Gupta 
9. Bhavana Shukla (B.Sc 2022) 
10. Samriddhi Singh (B.Com. 2022) 

**1. Welcome and Introduction**

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

**2. Regarding remedial classes for commerce students**

It was noted that many students are facing difficulties in understanding key accounting concepts, and extra practice is required to ensure they keep up with the curriculum. A 1-hour extra class will be conducted for all students who need assistance, especially in numerical subjects.

**3. Issues Faced by students in Samarth portal Login**

Student complaints and applications regarding these issues will be compiled and formally submitted to the University's academic support team.

A detailed report highlighting the specific problems faced by students, including technical and navigational challenges, will be shared with the University for prompt action by Mr. Sarvesh Pandey.

Meanwhile, students will be kept informed about the progress of their applications, with updates provided through email or the official communication channels.



Principal  
SP1 KRISHNA DUTT ACADEMY  
20/HS-1, Vrindavan Yojna  
Raibareilly Road, Lucknow



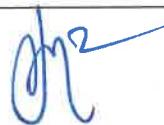
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Vrindavan Yojna, Raebareli Road  
Lucknow (U.P.)

2024-25

### Action Taken Report

ISSUE RAISED	ACTION TAKEN
Regarding remedial classes for commerce students	A 1-hour extra class will be conducted for all students who need assistance, especially in numerical subjects.
Issues Faced by students in Samarth portal Login	A detailed report, including descriptions of the login problems faced by students, was prepared and submitted to the University, with a request for urgent action. Mr. Sarvesh Pandey has been appointed as the primary person responsible for coordinating the resolution of this issue. Mr. Pandey will work directly with the University's IT team to ensure that the login problems are addressed in a timely and effective manner.
Issue regarding provision of Dress Material for Students	The delay is due to late supply of dress material and it is claimed that dress will be provided to students by this Monday



Principal  
SRI KRISHNA DUTT ACADEMY  
2DIHS-1, Vrindavan Yojna  
Raibareilly Road, Lucknow





# SRI KRISHNA DUTT ACADEMY

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Accredited GRADE "A" by NAAC

2D/HS-1, Vrindavan Yojana, Raebareli Road, Lucknow (U.P.) - 226025

Date: 10<sup>th</sup> December, 2024

## NOTICE

A meeting of the Grievance & Redressal Committee will be held at 4:30pm ON 14<sup>th</sup> December, 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 the organization of sports classes during the ongoing academic term.
- Concerning the late fee payments submitted by students.
- Any other issues raised by the members.

Convener

Principal

**SRI KRISHNA DUTT ACADEMY**  
2D/HS-1, Vrindavan Yojna  
Raibareilly Road, Lucknow





## MINUTES OF THE GRIEVANCE & REDRESSAL COMMITTEE MEETING

A meeting of G&R committee members was held on 14.12.2024 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. Samriddhi Singh (B.Com. 2022)

### **1. Organization of Sports Classes during the Ongoing Academic Term:**

- Discussion was held regarding the scheduling and arrangement of sports classes during the current academic term. It was agreed that sports classes will be arranged at appropriate times to avoid clashes with academic sessions. A proposal was made to integrate sports activities more effectively with the regular curriculum, ensuring students can participate without disrupting their studies.

**Decision:** Sports classes for all departments will be scheduled together, along with the lunch break, to allow all students to participate in group activities. This will ensure that everyone can practice collectively for the upcoming annual sports meet, rather than having separate sessions.

All the departments will be informed to finalize the schedule, incorporate into their time table and communicate it to all students and faculty.

## 2. Late Fee Payments by Students:

Concerns were raised regarding late fee payments from some students. A few students were unable to pay the full fees on time due to financial difficulties and have requested additional time for submission. The matter has been escalated to the Finance Department for further review and consideration..

A reminder will be sent to students about the importance of paying fees on time.



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





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2D/HS-1, Vrindavan Yojana, Raebareli Road, Lucknow (U.P.) - 226025

Date: 28<sup>th</sup> January, 2025

## NOTICE

A meeting of the Grievance & Redressal Committee will be held at 4:30pm ON 13<sup>th</sup> February, 2025 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. Regarding cleaning of classrooms
2. Regarding organising online classes for certificate course under SWAYAM Scheme
3. Any other issues raised by the members.

Convener



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



# SRI KRISHNA DUTT ACADEMY

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2D/HS-1, Vrindavan Yojana, Raebareli Road, Lucknow (U.P.) - 226025

## MINUTES OF THE GRIEVANCE & REDRESSAL COMMITTEE MEETING

A meeting of G&R committee members was held on 13.02.2025 at 4.30 pm in administrative office. Following members were present for the meeting:

### **Attendees:**

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

### **Opening Remarks:**

- The Convenor welcomed all members and emphasized the importance of addressing the grievances raised by students and faculty related to classroom cleanliness and the organization of online classes.
- The members were reminded to provide suggestions and solutions for smooth implementation.

### **Agenda Points:**

#### **A. Cleaning of Classrooms:**

- **Grievance Raised:**

- Students and faculty members have expressed concerns over the cleanliness and sanitation of classrooms. Some classrooms have been reported to have poor ventilation, dust accumulation, and unhygienic conditions.
- **Points Discussed:**
  - The need for regular cleaning schedules to be strictly adhered to.
  - Ensuring the availability of cleaning supplies (sanitizers, disinfectants, etc.) in all classrooms.
  - Checking air quality and proper ventilation in classrooms.

## **B. Organizing Online Classes for Certificate Course under SWAYAM Scheme:**

- **Grievance Raised:**
  - Students enrolled in certificate courses under the SWAYAM Scheme have reported difficulties in accessing online classes due to technical issues, lack of infrastructure, and insufficient support for troubleshooting.
- **Points Discussed:**
  - The importance of streamlining the process for online classes.
  - Identifying and addressing issues related to internet connectivity, online platforms, and technical glitches.
  - Providing more guidance for students on navigating the SWAYAM platform and offering live support channels.

### **Conclusion:**

- The Chairperson emphasized that all concerns raised in the meeting will be promptly addressed.
- A follow-up meeting will be scheduled in two weeks to assess the progress of the implemented actions.
- The Grievance & Redressal Cell will continue to monitor and ensure timely resolution of any issues.

Convenor



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





# SRI KRISHNA DUTT ACADEMY

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2D/HS-1, Vrindavan Yojana, Raebareli Road, Lucknow (U.P.) - 226025

Date: 27<sup>th</sup> February, 2025

## NOTICE

A meeting of the Grievance & Redressal Committee will be held at 4:30pm ON 15<sup>th</sup> March, 2025 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. Regarding remedial classes for statistics in commerce
2. Regarding assignment discussion of the Swayam courses
3. Any other issues raised by the members.

Convener

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



To,  
The Principal,  
Sri Krishna Dutt Academy  
Krushnayan Yojna  
Lucknow

Date: 21/02/25

Subject: Request for extra class of Statistics

Respected Sir,

We, the students of B.com Semester 3rd, we are writing to request an extra class for the subject of Statistical Method as it is a crucial component of our course and we feel that additional guidance would greatly benefit our understanding in the subject.

We kindly request to arrange an extra class for Statistical Methods. We shall be highly grateful to you.

Yours sincerely

Shivani Yadav

(Sh.n)

Anshika Yadav

Anshika

Astha Shukla

Astha  
Shukla

Yarwana Bist

Yarwana Bist



# SRI KRISHNA DUTT ACADEMY

Affiliated to University of Lucknow and Recognised by NCTE



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2D/HS-1, Vrindavan Yojana, Raebareli Road, Lucknow (U.P.) - 226025

## MINUTES OF THE GRIEVANCE & REDRESSAL COMMITTEE MEETING

A meeting of G&R committee members was held on 15.03.2025 at 4.30 pm in administrative office. Following members were present for the meeting:

### **Attendees:**

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

### **Agenda:**

- o Remedial classes for Statistics in Commerce
- o Assignment discussions for SWAYAM courses
- o Any other issues

### **Discussion and Resolutions:**

- o **Remedial Classes for Statistics in Commerce:**

Students requested an increase in the number of teaching hours for Statistics, citing the need for additional time to perform detailed calculations. The matter has been escalated to the Department of Commerce for further action and necessary arrangements.

- **Assignment Support for SWAYAM Courses:**

Students proposed that separate classes be conducted to assist with weekly SWAYAM assignments. Faculty members informed that course coordinators of the respective SWAYAM programs also conduct live online sessions to address queries. Students are encouraged to attend these sessions. Additionally, if further clarification is needed, students may approach faculty members individually for support.

- **Any Other Issues:**

No other concerns or issues were raised by the members during the meeting.

- **Conclusion:**

The meeting concluded with an agreement to follow up on the action items discussed. Students were advised to remain proactive in attending support sessions and communicating their needs with faculty when required.

  
Convener

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



**Sri Krishna Dutt Academy**  
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Vrindavan Yojna, Raebareli Road  
Lucknow (U.P.)

**2024-25**

**Action Taken Report**

<b>ISSUE RAISED</b>	<b>ACTION TAKEN</b>
<b>Request for Increased Statistics Teaching Hours (Commerce)</b>	The Statistics class has been extended to 1 hour every day to address the students' concerns and provide sufficient time for calculations and problem-solving.
<b>Support for SWAYAM Course Assignments</b>	Students have been encouraged to attend SWAYAM live sessions for assignment support. Additionally, students may directly approach teachers for individual help. It is left to the discretion of each faculty member to arrange remedial sessions if deemed necessary.
<b>Any Other Issues Raised by Members</b>	Not applicable.

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





# SRI KRISHNA DUTT ACADEMY

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2D/HS-1, Vrindavan Yojana, Raebareli Road, Lucknow (U.P.) - 226025

Date: 29<sup>th</sup> March, 2025

## NOTICE

A meeting of the Grievance & Redressal Committee will be held at 4:30pm ON 10<sup>th</sup> April, 2025 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. Discussion on induction of new student members
2. Inclusion of additional members in the committee
3. Review of any complaints received

  
Convener



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



# SRI KRISHNA DUTT ACADEMY

Affiliated to University of Lucknow and Recognised by NCTE



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2D/HS-1, Vrindavan Yojana, Raebareli Road, Lucknow (U.P.) - 226025

## Grievance & Redressal Committee Meeting

A meeting of the **Grievance & Redressal Committee** was held on **10th April 2025 at 4:30 PM** in the **Administrative Office** of the college to discuss key updates and matters concerning the functioning of the committee.

### **Agenda Discussed:**

1. Induction of new student members
2. Inclusion of new faculty members in the committee
3. Review of complaints, if any

### **Resolutions & Updates:**

#### **1. New Student Members Inducted:**

Two student representatives have been newly inducted into the **Grievance & Redressal Committee**:

- o **Ms. Arthika Giri** – B.Com., Batch of 2023
- o **Mr. Naveen** – BFA, Batch of 2022

The committee welcomed both members and extended warm greetings for their co-operation and commitment. They were appreciated for their willingness to contribute actively to the welfare and smooth functioning of the student body through this important platform.

**Guidelines and responsibilities** were shared with the new student members, including confidentiality, impartial handling of student concerns, and timely reporting and feedback in meetings.

#### **2. New Faculty Members Included:**

- **Ms. Tanu Singh**, Assistant Professor, B.Com., has been appointed in place of Dr. Madhu Gupta.
- **Mr. Lokesh Kumar**, Assistant Professor, BFA, has also been added to the committee to strengthen representation from various departments.

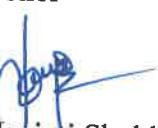
The new faculty members were formally welcomed and briefed on the objectives, responsibilities, and operating procedures of the committee.

### 3. Final Composition of the Grievance & Redressal Committee for the Academic Session 2025-26:

Name	Designation	Department
Dr. Manjari Shukla	Convener	B.Sc. <i>M&gt;2</i>
Ms. Tanu Singh	Assistant Professor	B.Com. <i>Tanu Singh</i>
Mr. Lokesh Kumar	Assistant Professor	BFA <i>Lokesh</i>
Ms. Arthika Giri	Student Representative	B.Com. (2023) <i>Arthika</i>
Mr. Naveen	Student Representative	BFA (2022) <i>Naveen</i>

Any further grievances or concerns may be directed to the committee through the proper channel for prompt and fair redressal.

#### Convener

  
Dr. Manjari Shukla,

Grievance & Redressal Committee

Sri Krishna Dutt Academy



Principal  
SRI KRISHNA DUTT ACADEMY  
2D/HS-1, Vrindavan Vanya  
Raibareilly Road, LUCKNOW



# SRI KRISHNA DUTT ACADEMY

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2D/HS-1, Vrindavan Yojana, Raebareli Road, Lucknow (U.P.) - 226025

## NOTICE

Date: 30th April 2025

A meeting of the **Grievance & Redressal Committee** is scheduled to be held on **10th May 2025 (Saturday) at 4:30 PM** in the **Administrative Office** of the college.

All concerned committee members are requested to attend the meeting without fail.

### **Agenda:**

1. Discussion on classroom hygiene and cleanliness
2. Emphasis on personal hygiene measures (e.g., use of masks and sanitizers)
3. Review of any complaints received

  
Convener



Principal  
SRI KRISHNA DUTT ACADEMY  
2D/HS-1, Vrindavan Yojna  
Raebareilly Road, Lucknow



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Affiliated to University of Lucknow and Recognised by NCTE



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2D/HS-1, Vrindavan Yojana, Raebareli Road, Lucknow (U.P.) - 226025

## Minutes of the Meeting of Grievance & Redressal Committee

Date: 10<sup>th</sup> May 2025

A meeting of the Grievance & Redressal Committee was held on 10th May, 2025 at 4:30 PM in the Administrative Office of the college to discuss key updates and matters concerning the functioning of the committee.

### Attendees:

Dr. Manjari Shukla

Ms. Tanu Singh

Mr. Lokesh Kumar

Ms. Arthika Giri

Mr. Naveen

### Agenda Discussed:

1. Hygiene and cleanliness of classrooms
2. Reinforcement of personal hygiene practices (use of masks and sanitizers)
3. Review of complaints, if any

### Proceedings and Resolutions:

#### 1. Classroom Hygiene:

Several concerns were raised regarding the cleanliness and maintenance of classrooms, particularly in light of the recent resurgence of COVID-19 cases across the country. The committee acknowledged these concerns, and the matter has been escalated to the Internal

Quality Assurance Cell (IQAC) for appropriate and immediate action. Regular cleaning schedules and sanitation protocols are to be reviewed and strengthened.

## 2. Personal Hygiene Measures:

With a new variant of the coronavirus spreading and a rise in reported cases across India, the committee discussed preventive steps to safeguard students and staff on campus. In response to parental concerns regarding health and safety, students have been advised to strictly adhere to personal hygiene protocols, including:

- Wearing face masks on campus
- Using hand sanitizers regularly
- Avoiding overcrowded spaces within the college premises

The faculty and administrative staff were requested to assist in ensuring compliance.

## 3. Review of Complaints:

No new formal complaints were submitted by students at the time of the meeting. However, general suggestions regarding health and cleanliness were noted and addressed under the first two agenda points.

## Conclusion:

The committee emphasized the importance of proactive health measures and committed to maintaining a safe and hygienic environment on campus. Follow-up action from the IQAC will be monitored, and updates will be shared with students and staff as necessary.

  
Convener

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



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

**2024-25**

**Action Taken Report**

**Based on the Grievance & Redressal Committee Meeting Held on 10th May 2025**

<b>ISSUE RAISED</b>	<b>ACTION TAKEN</b>
Hygiene and Cleanliness of Classrooms	The IQAC, after discussion with the college management, has made it <b>mandatory to clean all classrooms and desks daily</b> . Cleaning staff have been instructed to follow an updated cleaning protocol.
Personal Hygiene (Masks and Sanitizers)	A circular has been issued making it <b>mandatory for all staff and students to wear masks</b> on campus. Use of <b>hand sanitizers</b> is <b>strongly encouraged</b> , and dispensers have been refilled and placed at key locations.
Health and Safety Protocols for Cleaning Staff	All cleaning staff are now required to <b>wear non-reusable aprons</b> while on duty. Additional protective equipment, including gloves and masks, has been provided. Used aprons are safely discarded as per the updated protocol.

Prepared by: Grievance & Redressal Committee

In Coordination with: IQAC & College Management



Principal  
SRI KRISHNA DUTT ACADEMY  
2D/HB-1, Vrindavan Yojna  
Raebareilly Road, LUCKNOW



# SRI KRISHNA DUTT ACADEMY

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Date: 11<sup>th</sup> May, 2025

## CIRCULAR

### Mandatory Hygiene and Safety Protocols on Campus

In light of the recent rise in COVID-19 cases and the spread of a new variant across the country, and in response to concerns raised by parents and the student body, the college has implemented the following **mandatory hygiene and safety protocols** to ensure the well-being of all students and staff:

#### 1. Classroom Sanitation

- All classrooms and desks will be cleaned and disinfected **daily**.
- Cleaning staff have been instructed to follow strict hygiene protocols, including wearing **non-reusable aprons, gloves, and face masks** while on duty.

#### 2. Use of Face Masks

- All students are **required to wear face masks** at all times while on campus.
- Entry to classrooms and college premises will not be allowed without a mask.

#### 3. Hand Hygiene

- Students must **use hand sanitizers regularly**, especially before entering classrooms and common areas.
- Sanitizer dispensers have been placed at all key locations throughout the campus.

#### 4. Physical Distancing

- Students are advised to maintain appropriate physical distance in classrooms, corridors, and during all college-related activities.

We request your full cooperation in following these measures strictly. These protocols have been put in place for your safety and the collective well-being of the campus community.

For any concerns or clarifications, you may contact the college administration.

Stay safe and healthy.



Principal By Order  
SRI KRISHNA DUTT ACADEMY  
2D/HS-1, Vrindavan Yojana, Principal  
Raibareilly Road, Lucknow Sri Krishna Dutt Academy