



NOTICE

Date: 28th July, 2025

A meeting of the **Grievance and Redressal Cell** is scheduled to be held to discuss the **address and role of the cell during the upcoming Orientation Program** to be held on **4th August 2025**.






Meeting Details:

- **Date:** 30th July 2025
- **Time:** 11:00 AM
- **Venue:** Administrative Office

Agenda:

1. Planning the address/presentation by the Grievance Cell during the Orientation Program.
2. Responsibilities of faculty and student representatives during the session.
3. Discussion on common student grievances to be highlighted.
4. Open suggestions for making the grievance redressal process more accessible.
5. Any other point with the permission of the Convener.

Members to Attend:

- **Dr. Manjari Shukla** – Convener, B.Sc. 
- **Ms. Tanu Singh** – Assistant Professor, B.Com. 
- **Mr. Lokesh Kumar** – Assistant Professor, BFA 
- **Ms. Arthika Giri** – Student Representative, B.Com. (2023) 
- **Mr. Naveen** – Student Representative, BFA (2022) 

All members are requested to kindly make it convenient to attend the meeting on time.


(Dr. Manjari Shukla)
Convener

Grievance and Redressal Cell




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








Grievance and Redressal Cell Minutes of the Meeting

Date: 30th July 2025

Time: 11:00 AM

Venue: Administrative Office

Members Present:

1. **Dr. Manjari Shukla** – Convener, B.Sc. 
2. **Ms. Tanu Singh** – Assistant Professor, B.Com. 
3. **Mr. Lokesh Kumar** – Assistant Professor, BFA 
4. **Ms. Arthika Giri** – Student Representative, B.Com. (2023) 
5. **Mr. Naveen** – Student Representative, BFA (2022) 

Agenda:

Discussion on the address and responsibilities of the Grievance and Redressal Cell during the Orientation Program on **4th August, 2025**.

Proceedings:

1. Welcome and Opening Remarks:

The meeting was called to order by **Dr. Manjari Shukla**, who welcomed all members and outlined the purpose of the meeting.

2. Orientation Address Planning:

It was unanimously decided that **Dr. Manjari Shukla** will deliver a brief address introducing the objectives, functions, and structure of the Grievance and Redressal Cell during the orientation program.

3. Presentation Content:

The Cell will prepare a short **PowerPoint presentation (5–7 minutes)** to include:

- Importance of grievance redressal in academic spaces
- Steps to file a grievance

- Confidentiality and transparency in the redressal process
- Contact information of Cell members

4. Role of Student Representatives:

- **Ms. Arthika Giri** and **Mr. Naveen** will briefly share their experience with the grievance process and highlight the student-friendly approach of the cell.
- They will also assist in creating awareness among new students about support services available.

5. Printed Material:

A **one-page flyer** summarizing key grievance cell information will be distributed during the orientation. **Ms. Tanu Singh** and **Mr. Lokesh Kumar** will coordinate the content and printing.

6. Closing Remarks:

Dr. Manjari Shukla thanked all members for their input and encouraged prompt coordination for successful execution during the orientation.

Decisions Taken:

- **Dr. Shukla to present on behalf of the cell.**
- **Presentation and flyer to be finalized by 1st August 2025.**
- **Student representatives to prepare a short talk on their experience.**
- **QR code to be implemented post-orientation.**

Prepared by:

Mr. Subhash Chandra Tiwari

Approved by:

Dr. Manjari Shukla

Convener, Grievance and Redressal Cell

Principal
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