

SoS in Electronics & Photonics
Pt. Ravishankar Shukla University, Raipur (C.G.)

Raipur, Date 03/07/2023

ORDER

In compliance of recommendations of Staff Council held on 3rd July 2023 and for smooth functioning of the department, following committees have been constituted for the session 2023-24 and duties are assigned.

S.NO.	COMMITTEE	CONVENER	MEMBERS	DUTIES
1.	Discipline & Anti-Ragging Committee	Dr. Kavita Thakur	Dr. Sunandan Mandal Mr. K. Anil Mr. Mohnish Sahu Ms. Ayushi Soni Ms. Shalinee Verma Mr. Umesh Singh Thakur Mr. Surendra Singh Mr. AnandPrakash Tigga Mr. Satish Tiwari Maniram Sandeep Sahu Navita Sahu	<ol style="list-style-type: none">1. To ensure overall disciplined environment in the Department.2. To initiate timely action against erring students.3. To sensitize students about the evils of ragging and its prevention in the Department Campus by organizing talks/programmes etc.4. To address complaints about ragging as per the Govt. and University procedures.5. To maintain records of the cases investigated and submit the same to the IQAC Committee.
2.	Admission & Annual Plan Committee	Dr. Kavita Thakur	Dr. Sunandan Mandal Mr. Madhu Allalla Mr. K. Anil Mr. Mohnish Sahu Ms. Ayushi Soni Ms. Gunvati Sahu Mr. Umesh Singh Thakur Mr. Satish Tiwari	<ol style="list-style-type: none">1. To collect proposals/materials from the Department, Committees and lecturers to draft Annual plan of activities for the year for publication in the Department Calendar.2. To draft the Annual Plan of activities for the year 2020-21 and to incorporate the same in the Department Calendar.3. To assist the students and to interact with the parents during admissions for the year 2021-22.4. To provide proper Department identity Cards to the students after the reopening of the Department for the year 2021-22.5. To file and maintain the records of the admission and Annual Plan.6. To submit the enrollment records to the University.

03/07/2023

SoS in Electronics & Photonics
Pt. Ravishankar Shukla University, Raipur (C.G.)

3.	Students Counselling & Grievance Redressal Committee	Dr. Kavita Thakur	Dr. Sunandan Mandal Mr. K. Anil Mr. Mohnish Sahu Ms. Ayushi Soni Ms. Shalinee Verma Mr. Anand Prakash Tigga	<ol style="list-style-type: none"> 1. To attend to the general grievances of the students, public (related to the Department), Staff and suggest redressal measures within the framework of Department/University/Government rules. 2. To instruct the official/s concerned to attend to the grievances. 3. To refer/report the matters to the DSW or if necessary Vice-Chancellor. 4. To attend to Students' grievances related to Examination/s and recommend suitable redressal measures. 5. To maintain records of the Grievance redressed/reported/referred and submit the same to the IQAC Committee.
4.	Attendance Committee M.sc.	Dr. Kavita Thakur	Ms. Ayushi Soni Ms. Gunvati Sahu	<ol style="list-style-type: none"> 1. To ensure that daily attendance is recorded by the Teachers in the prescribed Attendance sheets and that the same are submitted within 2 days of the completion of the last lecture/s for the month. 2. To inform the Head of Department the name/s of the defaulting Lecturer/s by 3rd of the following month. 3. To ensure timely compilation of attendance record by the dealing clerks.
	M.tech.	Dr. Kavita Thakur	Mr. Madhu Allalla Mr. Mohnish Sahu	<ol style="list-style-type: none"> 4. To ensure periodic display of attendance on the Notice Boards. 5. To keep track of regular absentees and counsel them, if required, along with their parents. 6. To process genuine cases for condonation of attendance. 7. To maintain the records of the attendance compiled and submit the same to the IQAC Committee.

Collected
03/07/2023

SoS in Electronics & Photonics

Pt. Ravishankar Shukla University, Raipur (C.G.)

5.	Time – Table Committee	Dr. Kavita Thakur	Dr. Sunandan Mandal Mr. K. Anil Ms. Ayushi Soni	<p>1. To frame a suitable, clash free time-table for conducting Theory/Practical Time-Table as per University rules.</p> <p>2. To attend to various complaints of clashes in the time table and make necessary adjustments.</p> <p>3. To scrutinize the work load of the individual faculty members/teachers and the Departments as per University rules.</p> <p>4. To maintain the records of the Time-Table framed and submit the same to the IQAC Committee.</p>
6.	Curriculum Review & Development/ Research Development Committee	Dr. Kavita Thakur	Dr. Sunandan Mandal Mr. Madhu Allalla Mr. K. Anil Mr. Mohnish Sahu Ms. Ayushi Soni Ms. Gunvati Sahu	To periodically review the Syllabi of existing courses and to examine the proposals for floating new courses/ programmes and suggest the recommendations to BOS.
7.	Students Seminar Distinguished Visitor/NAAC Preparation	Dr. Kavita Thakur M.Sc.	Dr. Sunandan Mandal Ms. Ayushi Soni Ms. Shalinee Verma Ms. Gunvati Sahu	To organize student Seminar Maintain Distinguish Visitors register Preparation of NAAC.
		Dr. Kavita Thakur M.Tech.	Mr. K. Anil Mr. Mohnish Sahu Mr. Umesh Singh Thakur Mr. Surendra Singh	
8.	Student's unit test results & feedback register/ records maintenance/ student election	Dr. Kavita Thakur	Mr. Madhu Allalla Mr. Mohnish Sahu Ms. Ayushi Soni Ms. Shalinee Verma Dr. Sunandan Mandal	To maintain record of Student's Unit test results compilation & feedback register/records & also student election/nomination processing.
9.	Attendance register for non-teaching staff, contract/ guest/part time teachers, staff leave register	Dr. Kavita Thakur	Mr. Umesh Singh Thakur	To maintain the attendance register for Non-Teaching Staff, Contrace/Guest/Part Time Teachers, Staff Leave Register.
10.	Maintenance of stock register, cash register	Dr. Kavita Thakur	Mr. Umesh Singh Thakur Mr. Surendra Singh	To maintain & update/physical verification every year of Stock Register, Cash Register
11.	Maintenance of imprest	Dr. Kavita Thakur	Mr. Umesh Singh Thakur	To prepare imprest & follow up at finance section.

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03/07/2023

SoS in Electronics & Photonics
Pt. Ravishankar Shukla University, Raipur (C.G.)

12.	Maintenance & safety of photonics research	Dr. Kavita Thakur	Mr. Surendra Singh Mr. K. Anil Mr. Mohnish Sahu	To maintain & upgrade concerned laboratory. To improve the safety situation in the Departmental Labs.
13.	M.Tech Lab Maintenance & Safety of Computer Lab & Microprocessor Lab	Dr. Kavita Thakur	Mr. Anand Prakash Tigga Dr. Sunandan Mandal Mr. Mohnish Sahu Mr. Surendra Singh	To maintain and upgrade concerned laboratory. To improve the safety situation in the Departmental Labs.
14.	Maintenance & Safety of Analog & Digital Electronics Lab	Dr. Kavita Thakur	Dr. Sunandan Mandal Mr. Madhu Allalla Mr. Mohnish Sahu Ms. Ayushi Soni Ms. Shalinee Verma Mr. Satish Tiwari	To maintain and upgrade concerned laboratory. To improve the safety situation in the Departmental Labs.
15.	Science Association	Dr. Kavita Thakur	Dr. Sunandan Mandal Mr. Madhu Allalla Mr. K. Anil Mr. Mohnish Sahu Ms. Ayushi Soni Ms. Shalinee Verma Ms. Gunvati Sahu Abdul Razzaque Akhil Kumar Nag Satish Kumar Singh Shrikant Satpathi Nidhi Sinha Navita Sahu	<ol style="list-style-type: none"> 1. To arrange guests/students' meet at least once in a month. 2. To encourage students to write articles for wall papers and for the Department Magazine and to train & motivate young researchers to develop a regular habit of critically studying papers. 3. To organise Science exhibitions 4. To display cuttings/photographs copies of important scientific achievements reported in magazines/journals on notice board. 5. To organise visits to appropriate institutions. 6. To bring out bulletin of activities conducted, articles written by the students, etc. 7. To arrange personality development programme for science students. 8. To organise activities such as training camps, awareness campaigns etc., in co-ordination with other committees. 9. To maintain records of the activities conducted and submit the same to the IQAC Committee.

03/10/2022

SoS in Electronics & Photonics
Pt. Ravishankar Shukla University, Raipur (C.G.)

16.	National Days/ National Festivals Celebrations Committee	Dr. Kavita Thakur	Dr. Sunandan Mandal Mr. K. Anil Mr. Mohnish Sahu Ms. Ayushi Soni Ms. Gunvati Sahu Mr. Satish Tiwari Drishty Singh Sandeep Sahu Navita Sahu Satish Kumar Singh	<ol style="list-style-type: none"> 1. To make necessary arrangements for the flag hoisting ceremony to celebrate the National Days, Independence Day, Goa Liberation Day and Republic Day. 2. To celebrate National Festivals. 3. National Day Celebrations records should be submitted to the IQAC Committee.
17.	Career Guidance/ Placement/ Entrepreneur Development Cell	Dr. Kavita Thakur	Dr. Sunandan Mandal Mr. Madhu Allalla Mr. Mohnish Sahu Ms. Ayushi Soni Ms. Shalinee Verma	<ol style="list-style-type: none"> 1. To organize career oriented workshops for the outgoing students. 2. To organize coaching classes for competitive exams by inviting experts. 3. To organize programmes to create awareness on the importance of higher education in India and abroad. 4. To invite industries and companies for Campus placements. 5. To provide details of campus placements. 6. To conduct awareness programmes on entrepreneurship skills for students. 7. To invite experienced academicians, leading professionals with extensive corporate experience to address the students and thereby facilitate practical learning. 8. To arrange industrial visits to get practical exposure and knowledge of the industrial environment. 9. To file and submit the records to the IQAC Committee.
18.	Healthy Practices/ Campus Eco- friendly Cell/ Sports Committee	Dr. Kavita Thakur	Dr. Sunandan Mandal Mr. K. Anil Mr. Mohnish Sahu Ms. Ayushi Soni Ms. Gunvati Sahu Mr. Umesh Singh Thakur Mr. Surendra Singh Mr. AnandPrakash Tigga Mr. Satish Tiwari Mr. Rakesh Kumar Banjare	<ol style="list-style-type: none"> 1. To facilitate healthy practices. 2. To organize relevant programmes to promote healthy practices. 3. To facilitate rain water harvesting, energy conservation, Solar lights, LED lights. 4. To promote and maintain green ambience.

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03/07/2023

SoS in Electronics & Photonics
Pt. Ravishankar Shukla University, Raipur (C.G.)

				<p>5. To organize department sports</p> <p>6. To maintain the records of the activities conducted and submit the same to the IQAC Committee.</p>
19.	Scholarship Committee		Dr. Kavita Thakur	<p>Mr. Umesh Singh Thakur Mr. Surendra Singh Mr. AnandPrakash Tigga</p> <p>1. To make the students aware of the various schemes/assistance /scholarships available for students.</p> <p>2. To Scrutinize Scholarship forms of the students and ensure to submit/process the same on time to the respective Dept.</p> <p>3. To maintain the records and submit the same to the IQAC Committee.</p>
20.	Field Industry Transport Committee	Trips/ Visits	Dr. Kavita Thakur	<p>Dr. Sunandan Mandal Mr. Madhu Allalla Mr. Mohnish Sahu Ms. Ayushi Soni Ms. Shalinee Verma Mr. Surendra Singh Mr. AnandPrakash Tigga</p> <p>1. To co-ordinate the Educational Trips and held visits conducted by different Departments/ Associations.</p> <p>2. To provide Department Bus to students, teachers and the Departments after proper assessment of the requisition and ensure optimum use of bus facility.</p> <p>3. To maintain the records of the Study visits/ Educational Trips conducted and submit the same to the IQAC Committee.</p>
21.	Alumni/ Association	PTA	Dr. Kavita Thakur	<p>Dr. Sunandan Mandal Mr. K. Anil Mr. Mohnish Sahu Ms. Ayushi Soni Ms. Gunvati Sahu Drishty Singh Sandeep Sahu Akhil Kumar Nag Satish Kumar Singh Shrikant Satpathi Navita Sahu</p> <p>1. To invite the Alumni to visit the Department to interact with the students to enhance the knowledge and skills of the students.</p> <p>2. To encourage them to bring industries and companies for campus placements.</p> <p>3. To give an opportunity to the Alumni who are entrepreneurs to motivate the students.</p> <p>4. To suggest & on/ Certificate/ Diploma courses to be conducted by the Department with financial assistance from industries/commercial organisations & well placed Alumni.</p> <p>5. To conduct Alumni meet every year.</p> <p>6. To receive and attend to parents/guardians in the Department.</p>

10/11/2023
03/07/2023

SoS in Electronics & Photonics
Pt. Ravishankar Shukla University, Raipur (C.G.)

				<p>7. To inform about the low attendance or poor marks of the students if any to the concerned parents.</p> <p>8. To hold at least two general body meetings (August & November) to discuss issues regarding students.</p> <p>9. To file and submit the records to the IQAC Committee.</p>
22.	Faculty Assessment/ Remedial/ Mentoring Committee	Dr. Kavita Thakur	Dr. Sunandan Mandal Mr. Madhu Allalla Mr. Mohnish Sahu Ms. Ayushi Soni Ms. Shalinee Verma	<p>1. To obtain objective opinion from the students about the effectiveness of the faculty & the facilities in the Department.</p> <p>2. To promote mentoring & maintain the records regarding the same.</p> <p>3. To see that remedial classes are conducted by teachers for weaker students and maintain records regarding the same.</p> <p>4. To submit all the records to the IQAC Committee.</p>
23.	Magazine Committee	Dr. Kavita Thakur	Dr. Sunandan Mandal Mr. Mohnish Sahu Mr. Umesh Singh Thakur Sandeep Sahu Akhil Kumar Nag Satish Kumar Singh Shrikant Satpathi Mani Ram	<p>1. To raise resources for publication of the magazine.</p> <p>2. To receive the articles/reports from the students/staff and edit the same.</p> <p>3. To ensure that no reports/articles objectionable in nature are published.</p> <p>4. To appoint students as sectional editors.</p> <p>5. To arrange to have photographs of staff & students required for the magazine on Department Day and on the send-off day.</p> <p>6. To get the magazine printed by April end and distribute the same to students and staff.</p>
24.	Website Development, AICTE/MOOCs Committee	Dr. Kavita Thakur	Dr. Sunandan Mandal Mr. K. Anil Mr. Mohnish Sahu Ms. Ayushi Soni Ms. Gunvati Sahu Mr. Anand Prakash Tigga	<p>1. To develop and maintain the Department website.</p> <p>2. To disseminate the efforts and the achievements of the Department, Students and Staff to the outer world through website updated, publicity through Media, News Papers, etc.</p> <p>3. To maintain the records of the activities conducted and submit the same to the IQAC Committee.</p>

Collected
03/07/2023

SoS in Electronics & Photonics
Pt. Ravishankar Shukla University, Raipur (C.G.)

25.	Purchase & Grant Utilization/ Infrastructure Maintenance & Development Committee	Dr. Kavita Thakur	Mr. Surendra Singh Mr. Anand Prakash Tigga Mr. Umesh Singh Thakur Mr. Satish Tiwari	<ol style="list-style-type: none"> 1. To scrutinize the indents put forth by the Depts./Labs/ Committees/ and various sections of the Department from time to time. 2. To supervise the process of finding out the suppliers, inviting quotations, preparation of comparative statements, placing of orders and settlement of bills following relevant rules. 3. To fix the responsibility on erroneous payments, orders and issue warnings to improper suppliers. 4. To suggest measures for the safety, development and maintenance of Department building infrastructure. 5. To ensure optimal use of the Department resources, get defective gadgets repaired. 6. To suggest measures to dispose off outdated and unusable items. 7. To be in charge of the AV systems, LCD Copier Machines, Laptops etc. 8. To ensure Computerization/ Automation of Administration/ Technology upgradation (overall) 9. To provide details facility with Wi-Fi connectivit. 10. To provide details of infrastruture facilities to the IQAC Committee. 11. To maintain the records of the purchase and grant utilization and submit the same to the IQAC Committee.
26.	Institutional Industry Collaboration & MoUs Committee	Dr. Kavita Thakur	Dr. Sunandan Mandal Mr. Mohnish Sahu Ms. Ayushi Soni Mr. Madhu Allalla	Promotion of Academia Industry Collaboration and set up of MoUs.
27.	Anti-Ranging Squard	Dr. Kavita Thakur	Dr. Sunandan Mandal Mr. Mohnish Sahu Ms. Ayushi Soni Mr. K. Anil Ms. Shalinee Verma	<ol style="list-style-type: none"> 1. To initiate timely action against erring students 2. To sensitize students about the evils of ragging and its prevention in the Department Campus by organizing talks/programmes etc. 3. To address complaints about ragging as per the Govt. and

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SoS in Electronics & Photonics
Pt. Ravishankar Shukla University, Raipur (C.G.)

28.	Sports & Training Committee	Dr. Kavita Thakur	Dr. Sunandan Mandal Mr. Madhu Allalla Mr. Mohanish Sahu Mr. K. Anil Ms. Ayushi Soni Ms. Shalinee Verma Ms. Gunvati Sahu Mr. Umesh Singh Thakur Mr. Surendra Singh Mr. AnandPrakash Tigga Mr. Satish Tiwari Mr. Rakesh Ku. Banjare Harsh Singh Sandeep Sahu Dristhi Singh Navita Sahu Shrikant Satpathi Mani Ram Akhil Kumar Nag Vikash Manuraj	Unviersity procedures. 1. To Maintain the sports kit. 2. Team Sprit 3. Daily Practises
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K. Thakur
03/07/2023
(Dr. Kavita Thakur)
HEAD

S.O.S. in Electronics & Photonics
Pt. Ravishankar Shukla University
RAIPUR (C.G.) 492 010

Copy forwarded to:

1. Secretary to VC/P.A. to Registrar, Pt. Ravishankar Shukla University, Raipur
2. Director, IQAC, Pt. Ravishankar Shukla University, Raipur
3. Head, SoS in Computer Science & IT, Pt. Ravishankar Shukla University, Raipur with request to upload on website.
4. Notice Board for information and necessary action.