

# Institute of Renewable Energy Technology and Management Pt. Ravishankar Shukla University, Raipur (C.G.)

No. 110 | /B.Voc./2024

Raipur, Date 30/09/2024

## ORDER

In compliance of recommendations of Staff Council held on 30<sup>th</sup> September 2024 and for smooth functioning of the department, following committees have been constituted for the session 2024-25 and duties are assigned.

S.NO.	COMMITTEE	CONVENER	MEMBERS	DUTIES
1.	Discipline & Anti-Ragging Committee	Dr. Kavita Thakur	Dr. Basumati Nadig Dr. Manisha Shrivastava Ms Gunvati Sahu Ms.Preeti Nema Mrs. Ritu Joshi Ms.Meenal Sahu Mr. Devraj Patil Mr. Khileshwar Sahu Ms.Sakshi Chandrawanshi Mr. Ayush Khare	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. Basumati Nadig Dr. Anjali Deshpande Dr. Kavita Das Dr. Manisha Shrivastava Ms Gunvati Sahu Ms. Preeti Nema Mr. Madhu Allala Mrs. Ritu Joshi Ms. Soniya Sahu Mr. Devraj Patil Mr. Kantey Pardhi Ms. Nimisha Dhandekar Mr. Khileshwar Sahu	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.

*K. Thakur*  
**COORDINATOR**  
Institute of Renewable Energy Technology & Management  
Pt. Ravishankar Shukla University, Raipur (C.G.)