



INSTITUTE OF RENEWABLE ENERGY TECHNOLOGY & MANAGEMENT  
PT. RAVISHANKAR SHUKLA UNIVERSITY  
G.E. ROAD, AMANAKA, RAIPUR (C.G.)

Recognized by UGC, AICTE & Skill Council for Green Jobs

Website: [www.prsu.ac.in](http://www.prsu.ac.in)

E-Mail ID: [coordinator.prsu@gmail.com](mailto:coordinator.prsu@gmail.com)

Raipur, Date 04/07/2023

ORDER

In compliance of recommendations of Staff Council held on 4th 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	Mr. Gajendra Singh Rathore Dr. Basumati Nadig Mrs. S. Srividhya Dr. Swati Sahu Ms. Ankita Sao Ms. Aayushi Sharma Dr. Manisha Shrivastava	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	Mr. Gajendra Singh Rathore Dr. Swati Sahu Ms. Ankita Sao Ms. Aayushi Sharma Ms. Kusum Sonkar Mr. Ankur Shrivastava Mrs. Ritu Joshi	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 2023-24 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 2023-24.

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				<ol style="list-style-type: none"><li>4. To provide proper Department identity Cards to the students after the reopening of the Department for the year 2023-24.</li><li>5. To file and maintain the records of the admission and Annual Plan.</li><li>6. To submit the enrollment records to the University.</li></ol>
3.	Students Counseling Grievance Redressal Committee &	Dr. Kavita Thakur	Mr. Gajendra Singh Rathore Dr. Basumati Nadig Mrs. S. Srividhya Dr. Swati Sahu Mr. Yagya Kumar Sahu	<ol style="list-style-type: none"><li>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.</li><li>2. To instruct the official/s concerned to attend to the grievances.</li><li>3. To refer/report the matters to the DSW or if necessary Vice-Chancellor.</li><li>4. To attend to Students' grievances related to Examination/s and recommend suitable redressal measures.</li><li>5. To maintain records of the Grievance redressed/reported/referred and submit the same to the IQAC Committee.</li></ol>
4.	Attendance Committee	Dr. Kavita Thakur	Mr. Gajendra Singh Rathore Dr. Swati Sahu Ms. Ankita Sao Ms. Aayushi Sharma Mr. Ankur Shrivastava	<ol style="list-style-type: none"><li>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.</li></ol>

*coordinator*



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				<ol style="list-style-type: none"><li>2. To inform the Head of Department the name/s of the defaulting Lecturer/s by 3<sup>rd</sup> of the following month.</li><li>3. To ensure timely compilation of attendance record by the dealing clerks.</li><li>4. To ensure periodic display of attendance on the Notice Boards.</li><li>5. To keep track of regular absentees and counsel them, if required, along with their parents.</li><li>6. To process genuine cases for condonation of attendance.</li><li>7. To maintain the records of the attendance compiled and submit the same to the IQAC Committee.</li></ol>
5.	Time - Table Committee	Dr. Kavita Thakur	Mr. Gajendra Singh Rathore Ms. Preeti Nema Mrs. Ritu Joshi	<ol style="list-style-type: none"><li>1. To frame a suitable, clash free time-table for conducting Theory/Practical Time-Table as per University rules.</li><li>2. To attend to various complaints of clashes in the time table and make necessary adjustments.</li><li>3. To scrutinize the work load of the individual faculty members/teachers and the Departments as per University rules.</li><li>4. To maintain the records of the Time-Table framed and submit the same to the IQAC Committee.</li></ol>
6.	Curriculum Review & Development/ Research Development	Dr. Kavita Thakur	Mr. Gajendra Singh Rathore Dr. Basumati Nadig Dr. Swati Sahu Dr. Manisha Shrivastava	To periodically review the Syllabi of existing courses and to examine the proposals for floating new courses/ programmes and suggest the

*Other*



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7.	<b>Students Seminar Distinguished Visitor/NAAC Preparation</b>	<b>Dr. Kavita Thakur M.Sc.</b>	Mr. Gajendra Singh Rathore Dr. Basumati Nadig Mrs. S. Srividhya Dr. Swati Sahu Mr. Yagya Kumar Sahu Mr. Ankur Shrivastava	recommendations to BOS. To organize student Seminar Maintain Distinguish Visitors register Preparation of NAAC.
8.	<b>Student's unit test results &amp; feedback register/ records maintenance/ student election</b>	<b>Dr. Kavita Thakur</b>	Mr. Gajendra Singh Rathore Ms. Ankita Sao Ms. Aayushi Sharma Ms. Kusum Sonkar	To maintain record of Student's Unit test results compilation & feedback register/records & also student election/nomination processing.
9.	<b>Attendance register for non-teaching staff, contract/ guest/part time teachers, staff leave register</b>	<b>Dr. Kavita Thakur</b>	Mrs. Ritu Joshi	To maintain the attendance register for Non-Teaching Staff, Contrace/Guest/Part Time Teachers, Staff Leave Register.
10.	<b>Maintenance of stock register, cash register</b>	<b>Dr. Kavita Thakur</b>	Mr. Gajendra Singh Rathore Mrs. Ritu Joshi	To maintain & update/physical verification every year of Stock Register, Cash Register
11.	<b>Maintenance of imprest</b>	<b>Dr. Kavita Thakur</b>	Mrs. Ritu Joshi	To prepare imprest & follow up at finance section.
12.	<b>Maintenance &amp; safety of Renewable Energy Lab</b>	<b>Dr. Kavita Thakur</b>	Ms. Aayushi Sharma Mr. Ankur Shrivastava Ms. Ankita Sao	To maintain & upgrade concerned laboratory. To improve the safety situation in the Departmental Labs.
13.	<b>Maintenance &amp; Safety of Computer Lab</b>	<b>Dr. Kavita Thakur</b>	Ms. Preeti Nema	To maintain and upgrade concerned laboratory. To improve the safety situation in the Departmental Labs.
14.	<b>Maintenance &amp; Safety of Analog &amp; Electronics Lab</b>	<b>Dr. Kavita Thakur</b>	Dr. Swati Sahu	To maintain and upgrade concerned laboratory. To improve the safety situation in the Departmental Labs.

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15.	Science Association	Dr. Kavita Thakur	Mr. Gajendra Singh Rathore Dr. Basumati Nadig Mrs. S. Srividhya Dr. Swati Sahu Ms. Ankita Sao Ms. Aayushi Sharma Dr. Manisha Shrivastava Mr. Yagya Kumar Sahu Ms. Preeti Nema Ms. Kusum Sonkar Mr. Ankur Shrivastava	<ol style="list-style-type: none"><li>1. To arrange guests/students' meet at least once in a month.</li><li>2. To encourage students to write articles for wall papers and for the Department Magazine and to train &amp; motivate young researchers to develop a regular habit of critically studying papers.</li><li>3. To organise Science exhibitions</li><li>4. To display cuttings/photographs copies of important scientific achievements reported in magazines/journals on notice board.</li><li>5. To organise visits to appropriate institutions.</li><li>6. To bring out bulletin of activities conducted, articles written by the students, etc.</li><li>7. To arrange personality development programme for science students.</li><li>8. To organise activities such as training camps, awareness campaigns etc., in co-ordination with other committees.</li><li>9. To maintain records of the activities conducted and submit the same to the IQAC Committee.</li></ol>
16.	National Days/ National Festivals Celebrations Committee	Dr. Kavita Thakur	Mr. Gajendra Singh Rathore Mrs. S. Srividhya Dr. Swati Sahu Ms. Ankita Sao Ms. Preeti Nema Mrs. Ritu Joshi	<ol style="list-style-type: none"><li>1. To make necessary arrangements for the flag hoisting ceremony to celebrate the National Days, Independence Day and Republic Day.</li><li>2. To celebrate National Festivals.</li><li>3. National Day Celebrations records should be submitted to the IQAC Committee.</li></ol>

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17.	<b>Career Guidance/ Placement/ Entrepreneur Development Cell</b>	<b>Dr. Kavita Thakur</b>	Mr. Gajendra Singh Rathore Dr. Basumati Nadig Mr. Yagya Kumar Sahu	<ol style="list-style-type: none"><li>1. To organize career oriented workshops for the outgoing students.</li><li>2. To organize coaching classes for competitive exams by inviting experts.</li><li>3. To organize programmes to create awareness on the importance of higher education in India and abroad.</li><li>4. To invite industries and companies for Campus placements.</li><li>5. To provide details of campus placements.</li><li>6. To conduct awareness programmes on entrepreneurship skills for students.</li><li>7. To invite experienced academicians, leading professionals with extensive corporate experience to address the students and thereby facilitate practical learning.</li><li>8. To arrange industrial visits to get practical exposure and knowledge of the industrial environment.</li><li>9. To file and submit the records to the IQAC Committee.</li></ol>
18.	<b>Healthy Practices/ Campus Eco- friendly Cell/ Sports Committee</b>	<b>Dr. Kavita Thakur</b>	Mr. Gajendra Singh Rathore Dr. Basumati Nadig Mrs. S. Srividhya Dr. Swati Sahu	<ol style="list-style-type: none"><li>1. To facilitate healthy practices.</li><li>2. To organize relevant programmes to promote healthy practices.</li><li>3. To facilitate rain water harvesting, energy conservation, Solar lights, LED lights.</li><li>4. To promote and maintain green ambience.</li><li>5. To organize department sports</li></ol>

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				6. To maintain the records of the activities conducted and submit the same to the IQAC Committee.
19.	Scholarship Committee	Dr. Kavita Thakur	Mr. Gajendra Singh Rathore Mrs. Ritu Joshi	1. To make the students aware of the various schemes/assistance /scholarships available for students. 2. To Scrutinize Scholarship forms of the students and ensure to submit/process the same on time to the respective Dept. 3. To maintain the records and submit the same to the IQAC Committee.
20.	Field Trips/ Industry Visits Transport Committee	Dr. Kavita Thakur	Mr. Gajendra Singh Rathore Ms.Kusum Sonkar Mr. Ankur Shrivastava	1. To co-ordinate the Educational Trips and held visits conducted by different Departments/ Associations. 2. To provide Department Bus to students, teachers and the Departments after proper assessment of the requisition and ensure optimum use of bus facility. 3. To maintain the records of the Study visits/ Educational Trips conducted and submit the same to the IQAC Committee.
21.	Alumni/ Association PTA	Dr. Kavita Thakur	Mr. Gajendra Singh Rathore Ms. Ankita Sao Ms.Kusum Sonkar	1. To invite the Alumni to visit the Department to interact with the students to enhance the knowledge and skills of the students. 2. To encourage them to bring industries and companies for campus placements. 3. To give an opportunity to the Alumni who are entrepreneurs to motivate the students.

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				<p>4. To suggest &amp; on/ Certificate/ Diploma courses to be conducted by the Department with financial assistance from industries/commercial organisations &amp; well placed Alumni.</p> <p>5. To conduct Alumni meet every year.</p> <p>6. To receive and attend to parents/gurdians in the Department.</p>
				<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 &amp; November) to discuss issues regarding students.</p> <p>9. To file and submit the records to the IQAC Committee.</p>
22.	<b>Faculty Assessment/ Remedial/ Mentoring Committee</b>	<b>Dr. Kavita Thakur</b>	Mr. Gajendra Singh Rathore Dr. Basumati Nadig Dr. Swati Sahu Dr. Manisha Shrivastava Ms. Preeti Nema	<p>1. To obtain objective opinion from the students about the effectiveness of the faculty &amp; the facilities in the Department.</p> <p>2. To promote mentoring &amp; 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.	<b>Magazine Committee</b>	<b>Dr. Kavita Thakur</b>	Mr. Gajendra Singh Rathore Dr. Basumati Nadig Dr. Swati Sahu Dr. Manisha Shrivastava	<p>1. To raise resources for publication of the maganie.</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>

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				<ol style="list-style-type: none"><li>4. To appoint students as sectional editors.</li><li>5. To arrange to have photographs of staff &amp; students required for the magazine on Department Day and on the send-off day.</li><li>6. To get the magazine printed by April end and distribute the same to students and staff.</li></ol>
24.	Website Development, AICTE/MOOCs Committee	Dr. Kavita Thakur	Mr. Gajendra Singh Rathore Dr. Swati Sahu Mrs. Ritu Joshi	<ol style="list-style-type: none"><li>1. To develop and maintain the Department website.</li><li>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.</li><li>3. To maintain the records of the activities conducted and submit the same to the IQAC Committee.</li></ol>
25.	Purchase & Grant Utilization/ Infrastructure Maintenance & Development Committee	Dr. Kavita Thakur	Mr. Gajendra Singh Rathore Mrs. Ritu Joshi	<ol style="list-style-type: none"><li>1. To scrutinize the indents put forth by the Depts./Labs/ Committees/ and various sections of the Department from time to time.</li><li>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.</li><li>3. To fix the responsibility on erroneous payments, orders and issue warnings to improper suppliers.</li><li>4. To suggest measures for the safety, development and maintenance of Department building infrastructure.</li><li>5. To ensure optimal use of the Department resources, get defective gadgets repaired.</li></ol>

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				<ol style="list-style-type: none"><li>6. To suggest measures to dispose off outdated and unusable items.</li><li>7. To be in charge of the AV systems, LCD Copier Machines, Laptops etc.</li><li>8. To ensure Computerization/ Automation of Administration/ Technology upgradation (overall)</li><li>9. To provide details facility with Wi-Fi connectivit.</li><li>10. To provide details of infrastruture facilities to the IQAC Committee.</li><li>11. To maintain the records of the purchase and grant utilization and submit the same to the IQAC Committee.</li></ol>
26.	<b>Institutional Industry Collaboration &amp; MoUs Committee</b>	<b>Dr. Kavita Thakur</b>	Mr. Gajendra Singh Rathore Dr. Basumati Nadig Mrs. S. Srividhya Dr. Swati Sahu Ms. Ankita Sao	Promotion of Academia Industry Collaboration and set up of MoUs.
27.	<b>Anti-Ranging Squad</b>	<b>Dr. Kavita Thakur</b>	Mr. Yagya Kumar Sahu Ms. Preeti Nema Ms.Kusum Sonkar Mr. Ankur Shrivastava Mrs. Ritu Joshi	<ol style="list-style-type: none"><li>1. To initiate timely action against erring students</li><li>2. To sensitize students about the evils of ragging and its prevention in the Department Campus by organizing talks/programmes etc.</li><li>3. To address complaints about ragging as per the Govt. and Unviersity procedures.</li></ol>
28.	<b>Sports &amp; Training Commitee</b>	<b>Dr. Kavita Thakur</b>	Mr. Gajendra Singh Rathore Mrs. S. Srividhya Mr. Yagya Kumar Sahu Ms.Kusum Sonkar Mr. Ankur Shrivastava Mrs. Ritu Joshi	<ol style="list-style-type: none"><li>1.To Maintain the sports kit.</li><li>2. Team Sprit</li><li>3. Daily Practises</li></ol>

*(Handwritten signature)*  
24/07/2023  
(Dr. Kavita Thakur)

**COORDINATOR**

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Coordinator

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.

*04/07/2023*

**COORDINATOR**

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**Raipur, Date 04/07/2023**

**ORDER**

In compliance of recommendations of Staff Council held on 4th July 2023 for for prevention from harassment, an Anti-Harassment Committee has been constituted and duties are assigned to the following teachers and office staffs:

1. Dr. Kavita Thakur (Professor & Coordinator)
2. Mr. Gajendra Singh Rathore (Assistant Professor Contract, Member)
3. Dr. Swati Sahu (Guest Faculty, Member)
4. Ms. Preeti Nema (Guest Faculty, Member)
5. Mr. Ankur Shrivastava (Guest Faculty, Member)
6. Mrs. S. Srividhya (Guest Faculty, Member)
7. Mr. Yagya Kumar Sahu (Guest Faculty, Member)
8. Mrs. Ritu Joshi (LDC, Member)

*Kavita Thakur*  
04/07/2023  
(Dr. Kavita Thakur)  
Coordinator

**COORDINATOR**  
Institute of Renewable Energy Technology & Management  
Pt. Ravishankar Shukla University, Raipur (C.G.) 492010

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1. Director, IQAC, Pt. Ravishankar Shukla University, Raipur
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**Raipur, Date 04/07/2023**

**ORDER**

In compliance of recommendations of Staff Council held on 4<sup>th</sup> July 2023 for maintaining the quality of academic activities of the department, a Departmental Quality Assessment Cell (DQAC) has been constituted and duties are assigned to the following teachers and office staffs –

1. Dr. Kavita Thakur (Professor & Coordinator)
2. Mr. Gajendra Singh Rathore (Assistant Professor Contract, Member)
3. Dr. Swati Sahu (Guest Faculty, Member)
4. Ms. Preeti Nema (Guest Faculty, Member)
5. Ms. Ankita Sao (Guest Faculty, Member)
6. Mr. Ankur Shrivastava (Guest Faculty, Member)
7. Ms. Ayushi Sharma (Guest Faculty, Member)
8. Mrs. S. Srividhya (Guest Faculty, Member)
9. Ms. Kusum Sonkar (Guest Faculty, Member)
10. Mr. Yagya Kumar Sahu (Guest Faculty, Member)
11. Mrs. Ritu Joshi (LDC, Member)

*K. Thakur*  
*04/07/2023*

(Dr. Kavita Thakur)  
Coordinator

**COORDINATOR**

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