

**S.O.S. in Electronics & Photonics**  
**Pt Ravishankar Shukla University, Raipur (C.G.)**

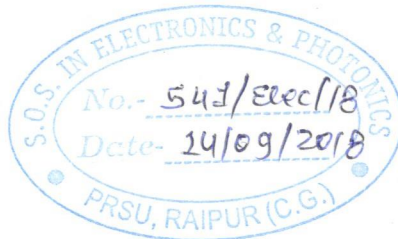
No. 541 /SOSElex/2018

04-09-18

**ORDER**

In compliance of recommendations of Staff Council and for smooth functioning of the department, following committees have been constituted for the session 2018-19 and duties are assigned:

S. NO.	COMMITTEE	CONVENER	MEMBERS	DUTIES
1.	DISCIPLINE & ANTI-RAGGING COMMITTEE	Dr.Sanjay Tiwari	Dr.Kavita Thakur Sh Anil Verma Sh. NamanShukla Ms.AnkitaTiwari Sh.Dharmendra Kumar MsNehaDevangon Sh. G.S.Bawankar Sh.AnandPrakashTigga Sh Ramdas Sh Surendra Singh ShVivek Kumar Yadav Sh. SamvedNaik Ms. Monika Sahu NomeshwarSahu	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.	<b>ADMISSION &amp; ANNUAL PLAN COMMITTEE</b>	Dr.Sanjay Tiwari	Dr.Kavita Thakur Mr.AnilVerma Sh.Dharmendra Kumar Ms. NehaDevangon Sh. G.S.Bavankar Mr.Surendra	<ol style="list-style-type: none"> <li>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.</li> <li>2. To draft the Annual Plan of activities for the year 2018-19 and to incorporate the same in the Department Calendar.</li> <li>3. To assist the students and to interact with the parents during admissions for the year 2019-20.</li> <li>5. To provide proper Department Identity Cards to the students after the reopening of the Department for the year 2019-20.</li> <li>6. To file and maintain the records of the admissions and Annual Plan.</li> <li>7. To submit the enrollment records to the University.</li> </ol>
3.	<b>STUDENTS COUNSELLING &amp; GRIEVANCE REDRESSAL COMMITTEE</b>	Dr.Sanjay Tiwari	Dr.Kavita Thakur Sh. NamanShukla Ms.AnkitaTiwari Sh.Dharmendra Kumar Sh. G.S.Bavankar	<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 Grievances redressed/ reported / referred and submit the same to the IQAC Committee.</li> </ol>

4.	<b>ATTENDANCE COMMITTEE</b>  M.Sc.	Dr.Sanjay Tiwari Dr.Kavita Thakur	Mr.AnilVerma Sh.Dharmendra Kumar	<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> <li>2. To inform the Head of Department the name/s of the defaulting Lecturer/s by 3rd of the following month.</li> <li>3. To ensure timely compilation of attendance record by the dealing clerks.</li> <li>5. To ensure periodic display of attendance on the Notice Boards.</li> <li>6. To keep track of regular absentees and counsel them, if required, along with their parents.</li> <li>7. To process genuine cases for condonation of attendance.</li> <li>8. To maintain the records of the attendance compiled and submit the same to the IQAC Committee.</li> </ol>
	M.Tech.	Dr.Sanjay Tiwari	Sh. NamanShukla Ms. AnkitaTiwari	
5.	<b>TIME- TABLE COMMITTEE</b>	Dr.Sanjay Tiwari	Mr.AnilVerma Sh. NamanShukla Sh.Dharmendra Kumar	<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.	<b>Curriculum Review &amp; Development/Research Development Committee</b>	Dr.Sanjay Tiwari	Dr.Kavita Thakur Mr..NamanShukla Ms.AnkitaTiwari Mr. Anil Verma Sh.Dharmendra Kumar Ms. NehaDevangon	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.	<b>STUDENTs Seminar, Distinguished Visitor/NAAC preparation</b>	Dr.Sanjay Tiwari M.Tech.	Mr..NamanShukla Ms.AnkitaTiwari	To organize student Seminar Maintain Distinguish Visitors register Preparation of NAAC
		Dr.Kavita Thakur M.Sc.	Sh Anil Verma Sh.Dharmendra Kumar Ms. NehaDevangon	
8.	<b>Student's Unit test results &amp; feedback register/records maintenance / Student Election</b>	Dr.Sanjay Tiwari Dr.Kavita Thakur	Sh. G.S.Bavankar Sh. NamanShukla MsAnkitaTiwari Sh.Dharmendra Kumar MsNehaDevangon	To maintain record of Student'sUnit test results compilation & feedback register/records and also student election/nomination processing.
9.	<b>Attendance Register for Non-Teaching Staff, Contract / Guest/Part Time Teachers, Staff Leave Register</b>	Dr.Sanjay Tiwari	Sh. G.S.Bavankar	To maintain the attendance register for Non-Teaching Staff, Contract / Guest/Part Time Teachers, Staff Leave Register
0.	<b>Maintenance of Stock Register, Cash Register</b>	Dr.Sanjay Tiwari	Sh. G.S.Bavankar Sh. Surendra Singh	To maintain and update /physical verification every year of Stock Register, Cash Register
1.	<b>Maintenance of Imprest</b>	Dr.Sanjay Tiwari	Sh. G.S.Bavankar	To prepare imprest and follow up at finance section.
12.	<b>Maintenance &amp; Safety of Photonics Research</b>	Dr.Sanjay Tiwari	Sh. NamanShukla Ms.AnkitaTiwari Sh. Surendra Singh	To maintain and upgrade concerned laboratory To improve the safety situation in the Departmental Labs.

	<b>&amp;M.Tech Lab</b>			
13.	<b>Maintenance&amp; Safety of Computer Lab &amp; Microprocessor Lab</b>	Dr.Kavita Thakur	Sh.AnandPrakashTigga	To maintain and upgrade concerned laboratory To improve the safety situation in the Departmental Labs.
14.	<b>Maintenance&amp; Safety of Analog &amp; Digital Electronics Lab</b>	Dr.Sanjay Tiwari Dr.Kavita Thakur	Mr.AnilVerma Sh.Dharmendra Kumar Ms. NehaDevangon Ramdas	To maintain and upgrade concerned laboratories. To improve the safety situation in the Departmental Labs.
15.	<b>SCIENCE ASSOCIATION</b>	Dr.Kavita Thakur	Sh. NamanShukla MsAnkitaTiwari Mr.AnilVerma Sh.Dharmendra Kumar Ms. NehaDevangon Ms.AditiPathak Mr. KishanOgare GurucharanSahu AaliyaTaranum Monika ShubhamDevangon AartiSahu Priyanka BhumikaSahu ManyaSonkar VedVerma Tusharkumar JitendraSahu Sushma Sandey Samved Naik	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.
16.	<b>NATIONAL DAYS/ NATIONAL FESTIVALS CELEBRATIONS</b>	Dr.Sanjay Tiwari	Sh. NamanShukla Sh. G.S.Bavankar Ramdas SamvedNaik	1.To make necessary arrangements for the flag hoisting ceremony to celebrate the National Days i.e.Independence Day, Goa Liberation Day and Republic day.



	<b>COMMITTEE</b>		GurucharanSahu AaliyaTaranum Monika ShubhamDevangon Girish Kumar Sahu	2. To celebrate National festivals. 3. National Days Celebrations records should be submitted to the IQAC Committee.
17.	<b>CAREER GUIDANCE/ PLACEMENT / ENTREPRENEUR DEVELOPMENT CELL</b>	Dr.Sanjay Tiwari Dr.Kavita Thakur	Sh. NamanShukla MsAnkitaTiwari Mr.AnilVerma Sh.Dharmendra Kumar Ms. NehaDevangon	1. To organise career oriented workshops for the outgoing students. 2. To organise coaching classes for competitive exams by inviting experts. 3. To organise 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.	<b>HEALTHY PRACTICES/ CAMPUS ECO- FRIENDLY CELL/Sports Committee</b>	Dr.Sanjay Tiwari Dr.Kavita Thakur	Ms.AnkitaTiwari Sh. NamanShukla Vivek Kumar Yadav SushmaSandey Nomesh Kumar Sahu NehaChandrakar Mr. KishanOgare ChandreshSonkar Geetanjali Ankita GayatriSinha	1. To facilitate healthy practices. 2. To organise 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. 5. To organize departmental sports 6. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

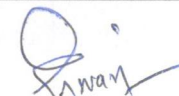
			Sarita Sahu Dhanendrayadu Bhanupriyasahu Soora Jaiswal Yash Chandrakar	
19.	<b>SCHOLARSHIP COMMITTEE</b>	Dr. Sanjay Tiwari	Sh. Naman Shukla Sh. G.S. Bavankar Sh. Surendra Singh Mr. A.P. Tigga Ms. Ankita Tiwari	<ol style="list-style-type: none"> <li>1. To make the students aware of the various schemes / assistance / scholarships available for students.</li> <li>2. To scrutinize scholarship forms of the students and ensure to submit / process the same on time to the respective Dept.</li> <li>3. To maintain the records and submit the same to the IQAC Committee.</li> </ol>
20.	<b>FIELD TRIPS/INDUSTRY VISITS TRANSPORT COMMITTEE</b>	Dr. Kavita Thakur	Sh. Naman Shukla Ms. Ankita Tiwari Mr. Anil Verma Sh. Dharmendra Kumar Ms. Neha Devangon	<ol style="list-style-type: none"> <li>1. To co-ordinate the Educational Trips and field visits conducted by different Departments / Associations.</li> <li>2. To provide Department Bus to students, teachers and the Departments after proper assessment of the requisition and ensure optimum use of bus facility.</li> <li>3. To maintain the records of the Study Visits/ Educational Trips conducted and submit the same to the IQAC Committee.</li> </ol>
21.	<b>ALUMNI/PTA ASSOCIATION</b>	Dr. Sanjay Tiwari Dr. Kavita Thakur	Sh. Naman Shukla Ms. Ankita Tiwari Mr. Anil Verma Sh. Dharmendra Kumar Ms. Neha Devangon Tushar Shah Monica Mishra Monika Sahu Ankita Vivek Kumar Yadav	<ol style="list-style-type: none"> <li>1. To invite the Alumni to visit the Department to interact with the students to enhance the knowledge and skills of the students.</li> <li>2. To encourage them to bring industries and companies for campus placements.</li> <li>3. To give an opportunity to the Alumni who are entrepreneurs to motivate the students.</li> <li>4. To suggest Add On / Certificate / Diploma courses to be conducted by the Department with financial assistance from industries/commercial organisations</li> </ol>

			Jharna Agrawal Mohit Sinha	and well placed Alumni. 5. To conduct Alumni meet every year. 6. To receive and attend to parents / guardians in the Department. 7. To inform about the low attendance or poor Marks of the students, if any, to the concerned Parents. 8. To hold at least Two General Body Meetings (August & November) to discuss issues regarding Students. 9. To file and submit the records to the IQAC Committee.
22.	<b>FACULTY ASSESSMENT / REMEDIAL/ MENTORING COMMITTEE</b>	Dr.Sanjay Tiwari	Dr.Kavita Thakur Mr. Anil Verma Sh. NamanShukla	2. To obtain objective opinion from the students about the effectiveness of the faculty and the facilities in the Department. 3. To promote mentoring and maintain the records regarding the same. 4. To see that remedial classes are conducted by teachers for weaker students and maintain records regarding the same. 5. To submit all the records to the IQAC Committee.
23.	<b>MAGAZINE COMMITTEE</b>	Dr.Kavita Thakur	MsAnkitaTiwari Sh. NamanShukla Monika Sahu Monika Mishra MohitSinha Soora Jaiswal Yash Chandrakar Jharna Agrawal	1. To raise resources for publication of the magazine. 2. To receive the articles / reports from the students/staff and edit the same. 3. To ensure that no reports/articles objectionable in nature are published. 4. To appoint students as sectional editors. 5. To arrange to have photographs of staff and students required for the magazine on Department Day and on the send-off day. 6. To get the magazine printed by April end and distribute the same to students and staff.



24.	<b>WEBSITE DEVELOPMENT, AICTE/ MOOCS COMMITTEE</b>	Dr.Sanjay Tiwari	Sh. Naman Shukla AnandPrakashTigga	<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 updates, 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.	<b>PURCHASE AND GRANT UTILIZATION / INFRASTRUCTURE MAINTENANCE &amp; DEVELOPMENT COMMITTEE</b>	Dr.Sanjay Tiwari	Dr.Kavita Thakur Sh. G.S.Bavankar Mr. Surendra Singh Mr.A P Tigga	<ol style="list-style-type: none"> <li>1. To scrutinise 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> <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 internet facility with Wi-Fi connectivity.</li> <li>10. To provide details of infrastructure facilities to the IQAC Committee.</li> <li>11. To maintain the records of the purchase and grant utilisation and submit the same to the</li> </ol>

				IQAC Committee.
26.	<b>INSTITUTIONAL INDUSTRY COLLABORATION &amp; MoUs COMMITTEE</b>	Dr.Sanjay Tiwari	Dr.Kavita Thakur Ms. AnkitaTiwari Vivek Kumar Yadav	Promotion of Academia Industry Collaboration and set up of MoUs .



(Dr. Sanjay Tiwari)  
Head

Copy forwarded to:

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

**HEAD**  
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