

# MINUTES OF MEETING STAFF COUNCIL

A meeting of Staff Council was held on 04.09.2018 at 4.00 pm in the Chair of Head of Department.

Following members were present:

1. Dr. Sanjay Tiwari : Chairman S. Tiwari  
4.9.18
2. G.S. Behera G.S. Behera  
04/09/18
3. Anand Prakash Tigga Anand  
4/9/18
4. Ramdas Banjase R. Banjase  
04/09/18
5. Susendra Singh Susendra Singh  
04/09/2018
6. Naman Shukla Naman Shukla  
04/09/2018
7. Dharmendra Kumar Dh
8. Neha Dewangan Neha
9. Ankita Tiwari Ankita
10. Anil Kumar Verma Anil

At the outset, the members observed two minutes silence to pay homage to Shri Atal Bihari Vajpayee Former Prime Minister and Shri Balramdas Tandon C.G. Governor & Kulechhipati of Pt. Ravishankar Shukla University, Raipur.



Dr. Sanjay Tiwari Chairman & head they welcome the newly appointed Guest Faculty members.

BUSINESS TRANSACTED :

Agenda Item No 1 : Formation of Anti-Ragging Committee and Anti-Ragging Squad.

The Chair constituted Anti-Ragging Committee and Anti-Ragging Squad in compliance of UGC Regulation of curbing the menace of ragging in higher educational institutions 2009 and revised as per UGC Notification vide The Gazette of India Part II Section-4, New Delhi Dt June 29, 2016. The composition of Anti Ragging Committee & Squad is as follows.

- 1) **Anti-ragging Committee:** An Anti-Ragging Committee, S.O.S. in Electronics & Photonics, consisting of the following members has been framed with effect from 4<sup>th</sup> Sept. 2018.

S.No	Name	Designation	Contact Details
1.	Dr.Sanjay Tiwari	Professor & Head	Cell:09424225771 Email:stiwari@fulbrightmail.org
2.	Dr. Kavita Thakur	Professor	Cell: 9926801119 kavithakur67@gmail.com
3.	Anil Kumar Verma	Guest Teacher	Cell:8225827323 Email: akv.gkp@gmail.com
4.	Shri Naman Shukla	Guest Teacher	Cell:626184199 Email: naman.shukla43@gmail.com

The committee shall consider the recommendations of the Anti-Ragging Squad and report the matter to University Anti Ragging Committee and Proctor.

- 2) **Anti-ragging Squad:** An Anti-Ragging Squad, S.O.S. in Electronics & Photonics, consisting of the following members has been framed with effect from 4<sup>th</sup> Sept. 2018.

S.No.	Name	Designation	Contact Details
1.	Ms. Ankita Tiwari	Guest Teacher	Cell: 9131192664 Email:
2.	Dharmendra Kumar	Guest Teacher	Cell:7047329604 Email: dharmendra.mar26@gmail.com
3.	Shri Anand Prakash Tigga	Tech.Grade-1	Cell:7828147794 Email:anandprakashtiggagmail.com
4.	Shri Surendra Singh	Lab Technician	Cell: 7415690902 surendravisingh@gmail.com
4.	Shri. Ramdas Banjare	Lab Attendant	9926545348 ramdasbanjare0@gmail.com

The Departmental Anti Ragging Squad shall investigate incidents of ragging and make recommendations to the Departmental anti ragging committee and shall work under the overall guidance of the said committee.



DATE: / /

Agenda Item No 2: Dates of Internal Tests  
 The dates of internal tests were decided as per following schedule

**Internal Exam - I**

Date	Semester - I	Semester - III
11/09/2018	Analog Integrated Electronics and Physics of Electronics Materials	Advanced Microprocessor and Interfacing
12/09/2018	Digital Design and Application	Data Communication, Mobile and Wireless Communication
17/09/2018	Signals, Mathematical and Computational Methods in Electronics	Photonics
18/09/2018	Optical, Quantum and Organic Electronics	Power Electronics, Information Theory and Coding

**Internal Exam - II**

Date	Semester - I	Semester - III
09/10/2018	Analog Integrated Electronics and Physics of Electronics Materials	Advanced Microprocessor and Interfacing
10/10/2018	Digital Design and Application	Data Communication, Mobile and Wireless Communication
11/10/2018	Signals, Mathematical and Computational Methods in Electronics	Photonics
12/10/2018	Optical, Quantum and Organic Electronics	Power Electronics, Information Theory and Coding

**Internal Exam - III**

Date	Semester - I	Semester - III
29/10/2018	Analog Integrated Electronics and Physics of Electronics Materials	Advanced Microprocessor and Interfacing
30/10/2018	Digital Design and Application	Data Communication, Mobile and Wireless Communication
31/10/2018	Signals, Mathematical and Computational Methods in Electronics	Photonics
01/11/2018	Optical, Quantum and Organic Electronics	Power Electronics, Information Theory and Coding

Agenda Item No 3: Organisation of Parent Teacher meet.

It was decided that the department will organise Parent - Teacher meeting on 15.09.2018  
 The following committee was constituted for the purpose

1. Dr. Sanjay Tiwari
  2. Dr. Kanta Shukla
  3. Ms. Ankita Tiwari
  4. Sh. Naman Shukla
- } M.T.C. 'A'



5. Mr. Anil Verma

6. Mr Dharmendra Kumar

7. Ms. Neha Devangon

} M.Sr 'B'

The members 'A' & 'B' were assigned responsibility to prepare students attendance and academic performance and of students of M.tech and MSc respectively and also plan special programmes / training programmes for the students to share with parents.

### Agenda Item No 4: Formation of Academic Committees.

The following committees have been constituted for smooth functioning of the department with the consultation of staff Council. The duties & responsibilities of each committee are will be mentioned

S. NO.	COMMITTEE	CONVENER	MEMBERS
1.	DISCIPLINE & ANTI-RAGGING COMMITTEE	Dr.Sanjay Tiwari	Dr.Kavita Thakur Sh Anil Verma Sh. NamanShukla Ms.AnkitaTiwari Sh.Dharmendra Kumar Ms NehaDevangon Sh. G.S.Bavankar Sh.AnandPrakashTigga Sh.Ramdas Banjare ShVivek Kumar Yadav Sh. SamvedNaik Ms. Monika Sahu NomeshwarSahu
2.	ADMISSION & ANNUAL PLAN COMMITTEE	Dr.Sanjay Tiwari	Dr.Kavita Thakur Mr.AnilVerma Sh.Dharmendra Kumar Ms. NehaDevangon Sh. G.S.Bavankar Mr.Surendra Singh
3.	STUDENTS COUNSELLING & GRIEVANCE REDRESSAL COMMITTEE	Dr.Sanjay Tiwari	Dr.Kavita Thakur Sh. NamanShukla Ms.AnkitaTiwari Sh.Dharmendra Kumar Sh. G.S.Bavankar

4.	<b>ATTENDANCE COMMITTEE</b>	Dr.Sanjay Tiwari Dr.Kavita Thakur	Mr.Anil Verma Sh.Dharmendra Kumar Ms Neha Devangon
	M.Sc.		
	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
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
7.	<b>STUDENTS Seminar, Distinguished Visitor/NAAC preparation</b>	Dr.Sanjay Tiwari M.Tech.	Mr..NamanShukla Ms.AnkitaTiwari
		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
9.	<b>Attendance Register for Non-Teaching Staff, Contract / Guest/Part Time Teachers, Staff Leave Register</b>	Dr.Sanjay Tiwari	Sh. G.S.Bavankar
10.	<b>Maintenance of Stock Register, Cash Register</b>	Dr.Sanjay Tiwari	Sh. G.S.Bavankar Sh. Surendra Singh
11.	<b>Maintenance of Imprest</b>	Dr.Sanjay Tiwari	Sh. G.S.Bavankar
12.	<b>Maintenance &amp; Safety of Photonics Research &amp;M.Tech Lab</b>	Dr.Sanjay Tiwari	Sh. NamanShukla Ms.AnkitaTiwari Sh. Surendra Singh
13.	<b>Maintenance&amp; Safety of Computer Lab &amp; Microprocessor Lab</b>	Dr.Kavita Thakur	Sh.Anand Prakash Tigga



14.	<b>Maintenance &amp; Safety of Analog &amp; Digital Electronics Lab</b>	Dr.Sanjay Tiwari Dr.Kavita Thakur	Mr.Anil Verma Sh.Dharmendra Kumar Ms. Neha Devangon Ramdas
15.	<b>SCIENCE ASSOCIATION</b>	Dr.Kavita Thakur	Sh. Naman Shukla Ms Ankita Tiwari Mr.Anil Verma Sh.Dharmendra Kumar Ms. Neha Devangon Ms.Aditi Pathak Mr. Kishan Ogare Gurucharan Sahu Aaliya Taranum Monika Shubham Devangon Aarti Sahu Priyanka Bhumika Sahu Manya Sonkar Ved Verma Tushar kumar Jitendra Sahu Sushma Sandey Samved Naik
16.	<b>NATIONAL DAYS/ NATIONAL FESTIVALS CELEBRATIONS COMMITTEE</b>	Dr.Sanjay Tiwari	Sh. Naman Shukla Sh. G.S.Bavankar Ramdas Samved Naik Gurucharan Sahu Aaliya Taranum Monika Shubham Devangon Girish Kumar Sahu Khemendra
17.	<b>CAREER GUIDANCE/ PLACEMENT / ENTREPRENEUR DEVELOPMENT CELL</b>	Dr.Sanjay Tiwari Dr.Kavita Thakur	Sh. Naman Shukla Ms Ankita Tiwari Mr.Anil Verma Sh.Dharmendra Kumar Ms. Neha Devangon
18.	<b>HEALTHY PRACTICES/ CAMPUS ECO-FRIENDLY CELL/Sports Committee</b>	Dr.Sanjay Tiwari Dr.Kavita Thakur	Ms.Ankita Tiwari Sh. Naman Shukla Vivek Kumar Yadav Sushma Sandey Nomesh Kumar Sahu Neha Chandrakar Mr. Kishan Ogare Chandresh Sonkar
			Geetanjali Ankita Gayatri Sinha 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

20.	<b>FIELD TRIPS/INDUSTRY VISITS TRANSPORT COMMITTEE</b>	Dr.Kavita Thakur	Sh. NamanShukla Ms.AnkitaTiwari Mr.AnilVerma Sh.Dharmendra Kumar Ms. NehaDevangon
21.	<b>ALUMNI/PTA ASSOCIATION</b>	Dr.Sanjay Tiwari Dr.Kavita Thakur	Sh. Naman Shukla Ms.Ankita Tiwari Mr.AnilVerma Sh.Dharmendra Kumar Ms. Neha Devangon Tushar Shah Monica Mishra Monika Sahu Ankita Vivek Kumar Yadav Jharna Agrawal , Mohit Sinha
22.	<b>FACULTY ASSESSMENT / REMEDIAL/ MENTORING COMMITTEE</b>	Dr.Sanjay Tiwari	Dr.Kavita Thakur Mr. Anil Verma Sh. NamanShukla
23.	<b>MAGAZINE COMMITTEE</b>	Dr.Kavita Thakur	MsAnkitaTiwari Sh. NamanShukla Monika Sahu Monika Mishra MohitSinha Soora Jaiswal Yash Chandrakar Jharna Agrawal
24.	<b>WEBSITE DEVELOPMENT, AI CTE/ MOOCS COMMITTEE</b>	Dr.Sanjay Tiwari	Sh. Naman Shukla AnandPrakashTigga
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
26.	<b>INSTITUTIONAL INDUSTRY COLLABORATION &amp; MoUs COMMITTEE</b>	Dr.Sanjay Tiwari	Dr.Kavita Thakur Ms. AnkitaTiwari Vivek Kumar Yadav



## Agenda No 5: Maintenance of Daily Diary

The teachers were asked to maintain Daily Diary on daily basis and have complete overview of Scholastic and Co-scholastic attributes of his/her students. The Chairman said the maintenance of daily diary will help them in designing corrective measures/remedial programmes for improving the performance of the concerned students. The teachers are also required to plan the topics help the plans to teach, in advance and keep record of performance of students in the diary should be get checked by head every week.

## Agenda No 6: Workload of Faculty.

The chair informed the members that as per UGC Regulation the direct teaching learning hours for Professors/ Assoc Professor is 14 hours and Asst. Professors 16 hours. The workload of teachers should not be less than 40 hours a week in a 180 teaching days academic year.

The teachers chair said the teachers should perform their duties sincerely, honestly and <sup>to the</sup> best of their abilities in theory, laboratories and other activities.

The chair gave special emphasis on ~~the~~ improvement of Laboratory skills of students.

There being no other matter, the meeting was concluded with a vote of thanks.

Sharda

Shikha

Indira

Jyoti

Pravin