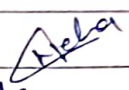


Grievance Redress Committee Meeting

Date: 10-03-2024

A meeting of grievance redressal committee was held on 10/3/2024 in the department at 3:00 pm onwards.

The following members of the committee were present:

S. No.	Name	Signature
1.	Dr. Sanjay Tiwari	
2.	Dr. Kavita Phakur	Other
3.	Mr. Anil Verma	
4.	Neha Dwangan	
5.	Sweta Minj	Sweta

- No grievances were found.
- All student were satisfied.

Other

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

No. 620A/Elect/2021

Raipur, Date 30/10/2021

ORDER

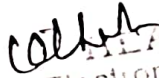
In compliance of recommendations of Staff Council held on 28th August 2021 and for smooth functioning of the department, following committees have been constituted for the session 2020-21 and duties are assigned.

S.NO.	COMMITTEE	CONVENER	MEMBERS	DUTIES
1.	Discipline & Anti-Ragging Committee	Dr. Kavita Thakur	Dr. Sanjany Tiwari Dr. Anil Kumar Verma Ms. Ankita Ms. Neha Dewangan Ms. Sweta Minj Mr. Samved Nayak Mr. Deepak Sharma Mr. Surendra Singh Mr. AnanadPrakash Tigga Mr. Ramdas Banjare Mr. Shekhar Kumar Ms. Thaneshwari Sahu Ms. Deepika 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. Sanjany Tiwari Dr. Anil Kumar Verma Ms. Ankita Ms. Neha Dewangan Ms. Sweta Minj Mr. Samved Nayak Mr. Deepak Sharma Mr. Surendra Singh	<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.

Colled
HEAD
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RAIPUR (C.G.) 492010

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<p>Students Counselling Grievance Redressal Committee</p>	<p>Dr. Kavita Thakur</p>	<p>Dr. Sanjany Tiwari Dr. Anil Kumar Verma Ms. Ankita Ms. Neha Dewangan Ms. Sweta Minj Mr. Samved Nayak</p>	<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.
<p>Attendance Committee</p> <p>M.sc.</p>	<p>Dr. Kavita Thakur Dr. Sanjay Tiwari</p>	<p>Dr. Anil Kumar Verma Ms. Neha Dewangan</p>	<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. 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.
<p>M.tech.</p>	<p>Dr. Sanjay Tiwari</p>	<p>Ms. Sweta Minj Mr. Samved Nayak</p>	<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.


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