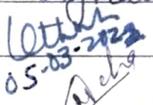
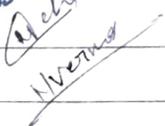


## Grievances Redress Committee Meets

Date : 05.03.2022

A meeting was held on 05.03.2022 of grievances Redressal Committee in the department at 3:00 pm.

The following members of the committee were present :-

S.N.	Name	Signature
1.	Dr. Kavita Thakur	
2.	Ms. Neha Dewangan	
3.	Ms. Neha Verma	

Following disputes were found on the meeting -

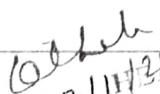
- ① Dispute between faculty and Staff
- ② Dispute between faculty and girl student

First dispute between faculty and Staff have been settled by the committee members by calling both of them for counselling individually as well as combined, they gave their consent. On the basis of their consent committee settled it.

Second dispute between faculty and girl student which comes under gender cell. For this also both of them have been called for counselling individually as well as combined, and gave their consent, committee resolved the dispute.

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3.	Students Counselling & Complaints/ Grievance Redressal Committee	Dr. Kavita Thakur	Dr. Sanjany Tiwari Dr. Anil Kumar Verma Ms. Neha Verma Ms. Neha Dewangan Ms. Sweta Minj Mr. Naman Shukla Mr. AnanadPrakash Tigga	<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  M.sc.	Dr. Kavita Thakur Dr. Sanjay Tiwari	Dr. Anil Kumar Verma Ms. Neha Verma	<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 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>
	M.tech.	Dr. Sanjay Tiwari	Ms. Sweta Minj Mr. Naman Shukla	

  
 27/11/2021  
 S.O.S. in Electronics & Photonics  
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 RAIPUR (C.G.) 492010