

Ref. No./SMS/CEO/ADMN/CIR(D&R)/2023-24/01

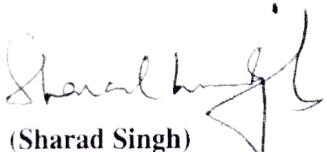
Dated : 17-10-2023

CIRCULAR

In order to ensure smooth and effective functioning of different activities of the institute, activity specific committees have been constituted. The roles and responsibilities of these committees are to implement the academic as well as extra - curricular activities during the academic year of 2023-24, effectively.

1. All the Committee coordinators are required to make their concerned committee members aware about their functions.
2. All the Departmental HODs/Coordinators are required to prepare their departmental plans for professional growth by introducing Value Added Courses, Industry visits, Guest Lectures, Workshops on various themes, additional Technical/Social Activities and other relevant activities for holistic development of students.
3. The meeting of committee members would be convened on regular basis for effective functioning/review by the Reporting Officer/ Committee Coordinator.
4. The details of committee coordinators and members along with their roles and responsibilities have been e-mailed to all faculty and staff for their easy access.

Compliance of the herein mentioned duties & responsibilities is to be ensured by all concerned to the best of their capabilities for continuous progressive enhancement of the overall quality and goodwill of the Institute.


(Sharad Singh)
Secretary & CEO
SMS Lucknow
17.10.2023

CC:

- Director-SMS Lko
- DG (Technical), SMS Lko
- Director (Administration & Admissions)
- Associate Director
- Registrar-SMS Lko
- Dean- Engg, SMS Lucknow
- Dean Student Welfare
- Principal- LU Programs
- GM (Corp. Affairs), SMS Lucknow
- All concerned

23.	<p>Campus Grievance Redressal Cell</p> <p>Chairman</p> <p>Co-ordinators:</p> <p>Members:</p>	<p>Director</p> <p>1. Ms. Sujata Sinha-HAS 2. Mr. Abhishek Srivastava-EC</p> <p>Dr. Amarjeet Singh Mr. Rahul Singh Mr. Aditya Pratap Singh Mr. Ravi Ms. Shruti Chandra Prof. O.P. Singh (HAS-IET)- <i>University Representative</i> Mr. Saurabh Singh (Asstt. Registrar-AKTU)-<i>V.C. Nominee</i></p>	<ul style="list-style-type: none"> • To monitor the Grievance Portal and adhere to monthly reporting required by AICTE • To ensure the speedy redressal of student grievances or from any other stakeholder. • Maintain proper records of the grievances received and disposal / action initiated. 	<p>Director, SMS & D.G. (Tech.)</p>
-----	------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------