

F.No.40/SPAV/Dir/Duties/2019-20

Dt: May 15, 2020

Office Order

In pursuance of the "UGC Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown" issued dt:29.04.2020 and UGC Public Notice dt:10.05.2020, the following 'Students' Grievance Cell' has been constituted for handling the grievances of the students related to examinations and other academic activities arising due to this pandemic:

S.No.	Name and Designation	nominated as
1	Prof. Dr. Abdul Razak Mohamed	Member
	Professor of Planning	
2	Dr. Ayon K Tarafdar	Member
	Dean Planning & Development	
3	Dr. Lilly Rose A	Member
	Dean Academic	
4	Dr. Adinarayanane R	Member
	Head, Dept. of Planning	
5	Dr. Janmejoy Gupta	Member
	Head, Dept. of Architecture	
6	Dr. Amitava Sarkar	Member
	Registrar I/c.	
7	Shri P Prashanth Vardhan	Member Secretary
	Associate Dean	

The 'Students' Grievance Cell' shall look into all the grievances of students and monitor through the e-mail **COVID19help@spav.ac.in.**

The 'Students' Grievance Cell' shall work with immediate effect till further orders.

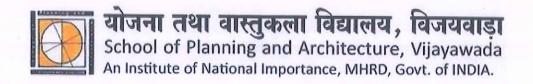
(Prof. Dr. Minakshi Jain)

Director

To

Members of the Cell

(P.T.O)



Copy to

- 1. Dean Student Affairs
- 2. Chief Warden/Wardens, Hostels
- 3. System Administrator to create e-mail id & password and to send to the

 Cell and to upload the order in SPAV website Shaper Charles and to send to the
- 4. Academic and Examination Section
- 5. All students grievances related to academics and examinations if any may reach us to **COVID19help@spav.ac.in.**
- 6. Guard file

-Sd/-Director