



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra -182320, J&K, India

(Recognized under section 12 (B) & 2 (f) of UGC Act, 1956)

No: SMVDU/Adm/ Est./19/6770-73

Dated: 27th September 2019

NOTIFICATION

As recommended by the Chairman Convocation Committee and as approved by the Hon'ble Vice Chancellor, the following Administrative Committees are *hereby* constituted for the conduction of various tasks allied with the 7th Convocation of SMVDU scheduled for 22nd October 2019 in a smooth, peaceful and orderly manner.

1. Coordination Committee

- i) Prof. V. K. Bhat, Dean, FoS/Registrar
- ii) Prof. D. Mukhopadhyay, Dean, FoM&FoHSS
- iii) Prof. Eswaramoorthy M, Dean, FoE
- iv) Prof. [Ar.] Rajeev Garg, Head SoALD
- v) Prof. Ashok Kumar Sharma, Head SoP
- vi) Dr. Yugal Khajuria Dean of Student Welfare
- vii) Dr. Sumeet Gupta, Dean (Academic Affairs)
- viii) Dr. Rakesh Kr Jha, Dean (R&D)
- ix) Dr. Manoj Kumar Gupta, Head SoCSE
- x) Dr. Kumud Ranjan Jha, Head SoECE & SoEE
- xi) Dr. Raghvendra Kumar Mishra, Head SoME
- xii) Dr. Uday Pratap Singh, Head SoM
- xiii) Dr. Saurabh, Head SoB
- xiv) Dr. Kakali Majumdar, Head SoE
- xv) Dr. V K Dogra, Head SoCE
- xvi) Dr. Anil Kr Tiwari, I/c. Head SoPC
- xvii) Dr. Amitabh Vikram Dwivedi, I/c. Head SoL&L
- xviii) Dr. Vineet Vir Tyagi, I/c. Head SoEM
- xix) Mr. Romesh Singh, KAS, Finance Officer
- xx) Mr. Vinod Sharma, Administrative Officer
- xxi) Mr. Kamal Sharma, University Engineer

Chairman

2. Committee for drafting comprehensive note on SMVD University, Address / Speech of the Chief Guest, Hon'ble Chancellor, Hon'ble CM, and Hon'ble Vice Chancellor

- i) Dr. Sumeet Gupta, Dean, AA
- ii) Dr. Amitabh Vikram Dwivedi, Head I/c. SoL&L
- iii) Dr. Anil Tiwari, AP, SoPC
- iv) Dr. Anurag Kuamr, AP, SoL&L
- v) Dr. Madhu Mangal Chaturvedi, AP, SoPC

Chairman

3. Committee for VVIP / VIP Stay Arrangements

- i) Mr. Vinod Sharma, Administrative Officer
- ii) Mr. B.K. Bhatia, T&P Officer
- iii) Mr. Rajan Badyal, PRO
- iv) Mr. JP Singh, Transport Assistant

Chairman



4. Committee for Printing (All printing related activities connected with Convocation including Degrees, Invitation Cards, Parking Slips, Brochures, Folders, Souvenirs, Medals, Mementoes, Flex Boards, Banners for gates and stage, Satin Flags with University Logo, etc.)

- Chairman**
- i) Dr. Sumeet Gupta, Dean (AA)
 - ii) Dr. Sharada M. Potokuchi, Head, SoBT
 - iii) Dr. Balbir Singh, Assoc. Prof. SoME
 - iv) Mr. Romesh Singh, KAS, Finance Officer
 - v) Dr. Vivek Kumar Singh, Asst. Prof. SoP
 - vi) Mr. Vinod Sharma, Administrative Officer
 - vii) Mr. Samir Vohra, Assistant Registrar (S&P)

5. Central Purchase Committee for the Convocation

- Chairman**
- i) Dr. R.K. Jha, Dean, R&D
 - ii) Mr. Romesh Singh, KAS, Finance Officer
 - iii) Ar. Anoop Sharma, AP SoALD
 - iv) Mr. Kamal Sharma, University Engineer
 - v) Indentor: Chairman of the concerned Convocation Committee
 - vi) Mr. Samir Vohra, Assistant Registrar (S&P)

AR[S&P] and his staff of S&P Wing, shall ensure smooth & timely procurement of all materials / equipment / furniture / fixtures / any service , etc. required for the Convocation.

6. Committee to coordinate the meetings with Security Agencies & district administration on the Campus

- Chairman**
- i) Prof. V.K. Bhat, Dean, FoS/Registrar
 - ii) Dr. Sumeet Gupta, Dean (AA)
 - iii) Dr. Yugal Khajuria, DoSW
 - iv) Dr. Kuldip Raj, AP, SoM
 - v) Mr. Rajan Badyal, PRO
 - vi) Mr. Surinder Kumar, Security Officer

7. Committee for Erection of Flags & Flex Boards, Banners, Sign Boards, Building Names, Hall Signs, Cleaning, etc.

- Chairman**
- i) Prof. Rajeev Garg, Head, SoALD
 - ii) Mr. Kamal Sharma, University Engineer
 - iii) Dr. Sandeep Sharma, AP, SoM
 - iv) Dr. Anil Kumar, AP, SoBT
 - v) Mr. Ashok Sharma, Dy. UE
 - vi) Mr. Surinder Kumar, Security Officer

8. Landscaping & Beautification Committee

- Chairman**
- i) Prof. (Dr.) Rajeev Garg, Head SoALD
 - ii) Dr. V.K. Dogra, Head SoCE
 - iii) Ar. Aditya Kumar Singh, Associate Professor, SoALD
 - iv) Ar. Navin Gupta, AP, SoALD
 - v) Ar. Vishal Bhatti, STA, SoALD



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- 9. Stage/Auditorium Lighting & Air Conditioning Committee** **Chairman**
- Dr. Sanjeev Anand, AP, SoEM
 - Dr. Ankush Raina, AP, SoME
 - Mr. K. K. Gorkha, I/c. Executive Engineer
 - Mr. M. K Pandita, J.E, Electrical
- 10. Public Address System, Audio Arrangements, Background Music & Projection Management Committee** **Chairman**
- Dr. Amit Kant Pandit, Associate Professor, SoECE
 - Mr. Ashish Suri, I/c Audio, Visual & Projection
 - Mr. Sudesh, I/c Network
 - Mr. Gaurav Singh, Light & Projection Operator
 - Mr. Rakesh Magotra, Light & Projection Operator
- 11. Committee for Guest House and other Accommodation for General Guests & Students** **Chairman**
- Dr. Pabitra Kumar Jena, Assistant Prof., SoE, & I/c Guest House
 - Dr. Sunanda, AP, SoCSE
 - Mr. Sanjay Kumar Sharma, AP, SoME
 - Mr. Anil Bhardwaj, AP, SoECE
 - Mr. Dinesh Slathia, O.A, S&P
- 12. Committee for organizing Band (Army/Police) for playing the National Anthem** **Chairman**
- Dr. Supran K. Sharma, Assoc. Prof., SoB
 - Mr. Ashok Sharma, AE (Civil)/ Dy. UE
 - Mr. Surinder Kumar, Security Officer
- 13. Committee for Procession of the Convocation** **Chairman**
- Prof. V.K. Bhat, Registrar & Dean, FoS
 - Dr. Sumeet Gupta, Dean (AA)
 - Dr. R.K. Jha, Dean, R&D
- Ar. Abhiney Gupta & Ar. Abhimanyu Sharma, AP(s) shall ensure smooth conduct of the procession. They shall give cues to the music to start playing and also to the guards to open the door when the procession enters & departs the Auditorium.
- 14. Committee for Compering at stage:** **Chairman**
- Dr. Sakshi Arora, AP, SoCSE
 - Dr. Simranpreet, AP, SoL&L
- 15. Auditorium Seating & Management Committee** **Chairman**
- Dr. Sumeet Gupta, Dean (AA)
 - Mr. Sumanta Sarathi Sharma, AP, SoPC
 - Ar. Anoop Sharma, Assistant Professor, SoALD
 - Mr. Samir Vohra, Assistant Registrar (S&P)
 - Mr. Rajan Badyal, PRO
 - Mr. Rajesh Sharma, AR(Legal)
- 16. Reception Committee**



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The following will be responsible for escorting the guests from the Auditorium Entrance to the Ground floor of the Auditorium, namely:

i) Ms. Sonika Gupta	AP, SoCSE	Chairman
ii) Dr. Kamni	AP, SoP	
iii) Dr. Ekta Rai	AP, SoBT	
iv) Ms. Monia	AP, SoCSE-TEQIP	
v) Mr. Punit Khanna	STA, SoBT	
vi) Mr. Atul Sharma	TA, SOECE	
vii) Mr. Raman Nagyal	OA, TPO	
viii) Mr. Kuldip Kumar	JA, Registrar Office	
ix) Mr. Vishal Gandotra	JA, DoSW	

They shall co-opt student volunteers in consultation with Dean Student Welfare.

17. Faculty who will guide the degree holders to the stage for collecting their degrees & return to their allotted seats, namely

1.	Ph.D.	Dr. Rakesh Kumar	AP, SoBT
		Dr. Vinod Singh	AP, SoBT
2.	MBA	Dr. Sanjay Mishra	AP, SoB
		Dr. Arti	AP, SoB
3.	M.Sc. (Mathematics)	Dr. Surinder Singh	AP, SoM
		Dr. Rakesh Sharma	AP, SoM
4.	M.Sc.(Physics)	Dr. Ram Prakash	AP, SoP
		Dr. Vivek Kumar Singh	AP, SoP
5.	M.Sc. (Biotechnology)	Dr. Preeti Sharma	AP, SoBT
		Dr. Narendra Bairwa	AP, SoBT
6.	M.A. (English)	Dr. Ashoka Kumar Tarai	AP, SoP&C
		Ms. Isha Malhotra	AP, SoL&L
7.	M.Tech.(CSE)	Dr. Abhishek Gupta	AP, SoCSE
8.	M.Tech.(EEC)	Dr. Sachin Kumar Gupta	AP, SoECE
9.	M.Tech. (M&A)	Mr. Varun Dutta	AP, SoME
10.	M.Tech. (EM/ES)	Dr. Vineet Veer Tyagi	AP, SoEM
11.	B.Tech. (CSE)	Mr. Anuj Mahajan	AP, SoCSE
		Mr. Deo Prakash	AP, SoCSE
12.	B.Tech.(EEC)	Dr. Neeraj Tripathi	AP, SoECE
		Dr. Vijay Kumar Sharma	AP, SoECE
13.	B.Tech.(ME)	Mr. Irfan Ul Haq	AP, SoME
		Mr. Sanjay Sharma	AP, SoME
14.	B.Tech.(IBT)	Dr. Indu Bhushan	AP, SoBT
15.	B.Arch.	Ar. Navin Gupta	AP, SoALD
		Ar. Vinod Kumar Singh	AP, SoALD
16.	5 years Integrated M.Sc. Economics	Dr. Meenakshi Gupta	AP, SoE
17.	All Medal Holders	Dr. Rashi Tagger	AP, SoB
		Dr. Kuldip Raj	AP, SoM
		Mr. Swastik Gupta	AP, SoECE



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18. Committee for Printing and Distribution of Degree/Medals

- i) Dr. S.K. Wanchoo, Faculty I/c Examination
- ii) Dr. Sumeet Gupta, Dean [AA]
- iii) Dr. Yugal Khajuria, DoSW
- iv) Dr. K. R. Jha, Head SoECE
- v) Dr. Sharda Potokuchi, Head SoBT
- vi) Ms. Bhawana Mishra, Assistant Registrar (Exam)
- vii) Mr. Amit Gupta, SO (AA)
- viii) Mr. Rohit Gupta, SO (Exam)

Chairman

19. Balcony Management Committee

- i) Mr. Sumanta Sharthi Sharma, AP, SoPC
- ii) Dr. Preeti Sharma, AP, SoBT
- iii) Dr. Surender Singh, AP, SoM
- iv) Dr. Anurag Kumar, AP, SoL&L
- v) Dr. Sandeep Bhougal, AP, SoM
- vi) Dr. Madhu Mangal Chaturvedi, AP, SoPC

Chairman

20. Gown Committees

a) Committee for Preparation of Gowns

- i) Dr. Hari Govind Mishra, AP, SoB
- ii) Dr. Sanjay Mohan Sharma, AP, SoME
- iii) Ms. Tripti Satiu Gupta, Assistant Registrar [Establishment]

Chairman

b) Committee for facilitating VVIPs in robing of gowns

- i) Dr. Manoj Kumar Gupta, Assoc. Professor., SoCSE
- ii) Dr. Ashutosh Vashishtha, Assoc. Professor., SoB
- iii) Dr. Swarkar Sharma, AP, SoBT
- iv) Mr. Vinod Sharma, Administrative Officer
- v) Ms. Tripti Saitu Gupta, AR [Establishment]

Chairman

c) Committee for facilitating Executive Council, Academic Council (External) members in robing of gowns

- i) Dr. Ajay Koul, Assoc. Professor, SoCSE
- ii) Mr. B.K.Bhatia, Training & Placement Officer

Chairman

d) Committee for facilitating Executive Council, Academic Council (Internal) & Faculty members in robing of gowns

- i) Dr. Shafaq Rasool, AP, SoBT
- ii) Dr. Raju Shankarayan, AP, SoBT

Chairman

e) Committee for facilitating Students in robing of gowns

- i) Dr. Ankush Anand, Assoc.Prof., SoME
- ii) Mr. Sanjay Kumar Sharma, AP, SoCSE
- iii) Dr. Gopinath R, AP, SoE
- iv) Mr. Deo Prakash, AP, SoCSE
- v) Dr. Arif Billah Dar, AP, SoE
- vi) Mr. Vivek Verma, AR[Student Welfare]

Chairman



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- vii) Mr. Samir Vohra, AR[S&P]
- viii) Mr. Joginder Sharma, SO, S&P
- ix) Mr. Sushil Trisal, STA, SoCSE
- x) Mr. Tinku Kumar, OA, Finance
- xi) Mr. Sudesh Kumar, LA, SoME
- xii) Mr. Abhay Gandotra, LA SoBT
- xiii) Mr. Shardindu Shakher, JA, SoECE
- xiv) Mr. Dheeraj Anand, OA, Engineering Wing
- xv) Mr. Rohit Givil, JA, SoE
- xvi) Mr. Surinder Singh, JA, DSW
- xvii) Mr. Avdhesh Gupta, JA, Central Library

21. Committee for Photography, Audio- Video & Print Coverage

- i) Dr. Amitabh V. Dwivedi, Head Sol&L & Chairman Media Cell **Chairman**
- ii) Mr. Vinod Sharma, Administrative Officer
- iii) Dr. Kakali Majumdar, AP, SoE
- iv) Mr. Rajan Badyal, PRO

They would also identify a photographer who would be responsible for covering the whole event & would also take individual snaps for a cost.

Adequate publicity shall be generated by means of print advertisements before the event. They would ensure maximum coverage in television, both local as well as national media. Efforts should be made to ensure live transmission on Door-Darshan/DD News/DD Kashmir.

22. Committee for Catering Arrangements.

- i) Mr. Vinod Sharma, Administrative Officer **Chairman**
- ii) Mr. Romesh Singh, KAS, Finance Officer
- iii) Dr. Pabitra Kumar Jena, AP, SoE
- iv) Ms. Tripti Saitu Gupta Assistant Registrar (Estt.)

They shall be assisted by Mr. Ashok Sharma, AE (Civil)/ Dy. UE

23. Contact facility Centre

A contact facility centre shall be setup in the Office of Dean, Student Welfare from the date to be decided by the Chairman Convocation Committee, which shall be equipped with a telephone line and 02 PCs in order to contact the degree recipients, handle any inquiry related to the event and as instructed during the preparation. Mr. Vivek Verma, Assistant Registrar (Student Welfare) shall co-ordinate the entire work under the supervision of Chairman, Convocation Committee. DoSW shall be co-opted by Mr. Vishal Gandotra & Mr. Surinder Singh in the above duties.

24. Transport Committee

- i) Dr. Ashutosh Vashishtha, Assoc. Professor, SoB **Chairman**
- ii) Mr. Rajesh Sharma, AR (Legal)& I/c Transport
- iii) Mr. J P Singh, Transport Assistant
- iv) Mr. Kapil Gupta, OA (Transport Section)

Buses will have to be provided from Jammu to facilitate the graduating students.



They shall also engage vehicles for pick-up of EC/AC & Shrine Board Members.

- 25. Parking Committee to manage parking of vehicles of VVIPs, Invitees & General Public** **Chairman**
- i) Dr. Naveen Gondhi, AP, SoCSE
 - ii) Mr. Parvez Singh Salathia, AP, SoBT
 - iii) Mr. Surinder Kumar, Security Officer
 - iv) Security Supervisors
- 26. Discipline Committee and Committee to provide Student Volunteers** **Chairman**
- i) Dr. Yugal Khajuria, Dean of Students Welfare
 - ii) Dr. Jyoti Sharma, Associate Dean of Students (Girls)
 - iii) Dr. A. K. Das, Associate Dean of Students (Boys)
 - iv) Dr. Sharada M. Potukuchi, Head, SoBT
 - v) Mr. Sumantha S. Sharma, AP, SoPC
- 27. Committee for Distribution of Invitation cards** **Chairman**
- i) Dr. Sumeet Gupta, Dean(AA)
 - ii) Dr. R. K. Jha, Dean (R&D)
 - iii) Dr. Mr. Vinod Sharma, Administrative Officer
 - iv) Mr. Sameer Vohra, AR (S&P)
 - v) Mr. Deepak Sharma, SO, FoS
 - vi) Mr. Vishal Bhatti, STA, SoA&LD
 - vii) Mr. Sugal Kishore, STA, SoME
 - viii) Mr. Atul Sharma, TA, SoECE
 - ix) Mr. Rajan Badyal, PRO
 - x) Mr. Dinesh Slathia, OA(S&P)
 - xi) Mr. Opinder Sharma, OA, Sports
 - xii) Mr. J P Singh, Transport Assistant
 - xiii) Mr. Yogeshwar, SO, VC Office
 - xiv) Ms. Tripti Saitu Gupta, AR (E) and her team for inviting Faculty & Staff members to the event along with their family members.
- 28. Campus Decoration Committee (including Stage)** **Chairman**
- i) Dr. Supran K. Sharma, Assoc. Professor, SoB
 - ii) Dr. Saurabh, Head, SoB
 - iii) Ms. Isha Malhotra, AP, SoL&L
 - iv) Dr. Sandeep Bhougal, AP, SoM
 - v) Mr. Deepak Sharma, JE (Civil)
 - vi) Mr. Sumit Gandotra, JE (Civil)
- 29. Committee for Collection of DDs and Application Forms.** **Chairman**
- i) Dr. Yugal Khajuria, Dean of Student Welfare
 - ii) Mr. Vivek Verma, Assistant Registrar (Student Welfare)
 - iii) Mr. Vishal Gandotra, JA, DoSW
 - iv) Mr. Surinder Singh, JA, DoSW
- The collected DDs shall be forwarded to the Finance Wing from the O/o Dean Students welfare and the application forms shall be sent to Examination Wing.



30. Committee for Return of DDs, compilation of online payment

- i) Mr. Romesh Singh, KAS, Finance Officer
- ii) Mr. Pankaj Nargotra, AAO
- iii) Mr. Biswajit Swain, Account Assistant
- iv) Mr. Ajay Bhan, Account Assistant
- v) Ms. Shivani, Account Assistant
- vi) Mr. Tinku Kumar, OA
- vii) Mr. Rakesh Pathania, JA

Chairman

31. Alumni Coordination Committee

- i) Dr. Saurabh, Head, SoB
- ii) Mr. Ashish Suri, AP, SoECE
- iii) Mr. Sudesh, AP, SoCSE

Chairman

32. Cloak Room:

Mr. Surinder Kumar, Security Officer, shall erect a shamiana outside the auditorium to serve as a cloak room for keeping purses, bags and mobile of guests as well as students. Security persons shall be made responsible for the facility along-with Student Volunteers in consultation with Dean, Student Welfare.

33. Committee for issuing Special Security ID cards, to Employees, Students volunteers, Outsourcing Staff & Other

- i) Dr. S. K. Wanchoo, AP, SoP
- ii) Mr. Samir Vohra, AR (S&P)
- iii) Mr. Surinder Kumar, Security Officer
- iv) Mr. Joginder Sharma, SO, S&P

Chairman

34. Telephone Directory

- i) Dr. Amit Kant Pandit, Assoc. Professor, SoECE
- ii) Dr. Vijay Kumar Sharma, AP, SoECE
- iii) Mr. Jitender Gupta, TA, Telecom

Chairman

35. Internet Maintenance Committee

- i) Mr. Sudesh, AP, SoCSE & I/c Network Centre
- ii) Mr. Rajnish Kumar, NTA
- iii) Mr. Dinesh Sharma, LA
- iv) Mr. Paramjeet Singh, NTA

Chairman

36. Medical Assistance Committee

- i) Dr. Swarkar Sharma, I/c MAC & CEO- TBIC
- ii) Dr. Anju Sharma, Dy. MO
- iii) Dr. Supinder Singh, Dy. MO

Chairman

They along with the staff, shall remain ready for all possible medical assistance as per the need related to the event.

37. Committee for organizing rehearsals for distribution of degrees/ Medals

- i) Dr. Rajeev Garg, Head, SoALD
- ii) Dr. Sunil K Wanchoo, Faculty I/c. Examination

Chairman



- iii) Ar. Naveen Gupta, AP, SoALD
- iv) Dr. Rashi Taggar, AP, SoB
- v) Mr. Amit Gupta, SO, (AA)
- vi) Ms. Bhawna Mishra, AR (Examination)

The staff of Exam Wing & AA Wing shall coordinate in the above rehearsals.

38. Security & House Keeping Committee.

- i) Dr. A. K. Das, Assoc. DoSW
- ii) Dr. Ashutosh Vashishtha, AP, SoB
- iii) Mr. Surinder Kumar, Security Officer along with his team members

[Handwritten signature]
Registrar
[Handwritten initials]

Copy to:

1. Chairman, Convocation Committee, for information.
2. All Deans/Heads/Section Heads/Committee In-charges for information & circulation amongst the concerned staff under their control. The Member In-charges of various Committees should hold meetings with their members of the respective committees to accomplish the task assigned to them in the most orderly manner.
3. PS to VC for information of Hon'ble Vice Chancellor.
4. AR [Planning & Coordination], for information and coordination with the Chairman Coordination Committee for ensuring smooth conduct of the 7th Convocation. He shall assist the Chairman in the conduct of regular meetings, issuance of minutes and over all coordination.
5. Concerned file.