



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY
Kakryal, Katra-182320, Jammu & Kashmir

Ref No: SMVDU/Exam/22/ 81
Dated: 22 July, 2022

Office Order

Sub.: Distribution of Degrees at School Level after 8th Convocation

It is hereby notified for the information of all concerned that after the conclusion of 8th Convocation of SMVD University on 29th July, 2022, issuance/handing over of individual degree(s) to the graduating students of UG/PG/Integrated programs, who are present during the Convocation ceremony to receive their respective degree, shall be carried out after the conclusion of Convocation in their respective School under the supervision of Head/I/c Head concerned.

The Head / I/c Head shall nominate a senior faculty member of his/her concerned School at their own level to oversee the distribution of Degrees to the students at the School level by the staff posted in that particular School.

In this regard, the following staff members shall be responsible for collection of Degrees from Examination Wing after the conclusion of Convocation for issuance/handing over of the respective degree to the student concerned after ascertaining his/her identity. Further, the following staff shall also be required to collect the Degree Folders on 28th July, 2022 from Examination Wing at 10:00 A.M. to 11:00 A.M, only.

While issuing/handing over the degree to the students, the concerned staff shall also obtain the receipt of the same from the students concerned. The record of receipts so obtained shall be forwarded by the Head/I/c Head concerned to the Examination Wing for records.

S.No.	Name of Staff member(s)	Name of the School	Degree(s) to be issued for Program	Batch(s)
1	Mr. Sanjeev Nagpal, Office Assistant & Mr. Himmat Raj Sharma, Lab. Assistant	SoCSE	B.Tech.(CSE) & M.Tech. (CSE)	2020 & 2021
2	Mr. Sanjeev Wadhawan, TA & Mr. Gurmel, Jr. Assistant	SoECE	B.Tech.(E&CE) & M.Tech. (E&CE)	2020 & 2021
3	Mr. Karan Vohra, TA & Mr. Dinesh Slathia, Office Assistant	SoME	B.Tech.(ME) & M.Tech. (ME/M&A)	2020 & 2021
4	Mr. Ankush Sharma, Jr. Assistant	SoEM	M.Tech. (ES)	2020 & 2021
5	Mr. Vishal Bhatti, STA	SoALD	B.Arch.	2020 & 2021
6	Ms. Anu Suri, Section Officer & Mr. Sandeep Singh, Office Assistant	SoB	MBA	2020 & 2021
7	Mr. Deepak Sharma, Section Officer & Mr. Kuldip Pandita, Jr. Assistant	SoL&L	M.A. (English)	2020 & 2021
8	Mr. Puneet Kumar Khanna, STA & Ms. Samta, Junior Assistant	SoBT	B.Tech. (IBT) & M.Sc. Biotechnology	2020 & 2021
9	Ms. Versha Gupta, Office Assistant & Ms. Shakti, LA	SoP	M.Sc. Physics	2020 & 2021
10	Mr. Mridul Prasher, Office Assistant & Mr. Rohit Uppal, LA	SoM	M.Sc. Mathematics	2020 & 2021
11	Mr. Rohit Govil, Jr. Assistant	SoE	M.Sc. (Integrated) Economics	2020 & 2021
12	Ms. Rupali, Nursing, Tutor, SMVDCoN & Mr. Sanak Singh, Senior Assistant, SMVDCoN	SMVDCoN	B.Sc. (Nursing)	2020 & 2021

All students concerned shall, *therefore*, be required to report at their School after conclusion of convocation for collecting his/her degree, which may be conveyed to them through the Contact Centre.


Registrar

Copy to:

1. All Dean(s), for information.
2. Dean (AA), for information.
3. Dean of Students Welfare, for information.
4. All Heads/I/c Heads, for information and n.a.
5. PS to VC for information the Hon'ble Vice Chancellor.
6. I/c Website for uploading the above on the University's website
7. Concerned _____, for compliance
8. Concerned file.