



OFFICE ORDER

The following Committees are hereby constituted for various arrangements/look-after works/activities for the forthcoming Convocation on 07th November, 2023:

Sl. No.	Name of the Committee	Arrangements/activities	Responsible Faculty/Officer/Deptt.
1	Decoration, Supervision and installation of Tentages items etc., Cleaning and Sanitation of the Campus Security etc.	<ul style="list-style-type: none">To ensure the cleaning of grass, cutting of small shrubs etc. in an around Central Lawn and AuditoriumGrooming and dressing of flowers beds and plants around the Convocation venue, main gate and around passage to Convocation venueProper decoration of the Convocation VenueInstallation of banners and poles flags etc.To ensure proper cleanliness of entire campus (buildings and open area), proper working of all washrooms, proper arrangement of water, placing of dustbins at appropriate places etc	GA Branch and Official of Registrar Office.
2	Distribution of Gowns to VVIPs and students	<ul style="list-style-type: none">The Committee will ensure proper arrangements for gowns, its distribution to VVIPs and students	1) Dr. Himanshu Mittal, Asst. Prof., CSE-AI 2) Dr. Bhawna Jain, Asst. Prof., CSE-AI
3	Distribution of Degrees, Degree Folders and Convocation Booklets	<ul style="list-style-type: none">The Committees will take the degrees from the Dean (Examination Affairs) and manage the reception counter for recipients-students and their parents/spouseMake the arrangement for the distribution of the degrees & degree folders to the Dept level team with proper receipts/acknowledgement.	1) Dr. Sanjib Sahu, Dy COE 2) Mr. Sagar Goel SA 3) Mr. Raman Devesh, Asst. CoE 4) Two Officials from Exam Branch

Sl. No.	Name of the Committee	Arrangements/activities	Responsible Faculty/Officer/Deptt.
4	Distribution of Medals	<ul style="list-style-type: none"> The Committee will ensure that all the medalist are present (by making phone calls) and will provide the final attendance on 07-11-2023 Make all the arrangements for seating of the medalist and the distribution of various medals during the convocation ceremony Make the proper records of the distribution of the medals, awards and certificates Make all the arrangements for seating of the all-Ph.D Awardees and the distribution of their degrees during the convocation ceremony 	1) Dr. Nonita Sharma, Associate Prof., CSE-AI 2) Ar. Kshitij Kumar Sinha, Asst. Prof., DAP 3) Ms. Karuna Kadian, Asst. Prof.
5	Press Media	<ul style="list-style-type: none"> To ensure the delivery of press note one day before the convocation to DIP approved Press and Media (invitation, press release, TV Coverage etc.) Publicity in newspaper, press note, press release etc. Preparation of the list of invitees of press and media 	1) Dr. Deepti Chhabra, Asst. Prof., MAE
6	Comparer for the entire duration of Rehearsal & Convocation and Dais/Stage Management Committee	<ul style="list-style-type: none"> Proper seating arrangement on the dais with labeling Co-ordinate with medal distribution committee for the proper sequencing and distribution of medals and award of Ph.D Make arrangements for the play of Saraswati Vandana kulgeet and National Anthem Distribution of mementoes 	1) Dr. Pooja Bhati, Asst. Prof., MAE along with two students
7	Medical Assistance Committee	<ul style="list-style-type: none"> Will co-ordinate with the hospital and CATS for meeting out any medical emergency 	1) Ms. Greeshma Arya, Asstt. Prof., ECE 2) Ms. Pooja, Nurse

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8	Discipline Committee	<ul style="list-style-type: none"> Will be responsible for maintaining the discipline and decorum in the Convocation venue Members of the Discipline Committee will be seated in each row earmarked for the students for maintaining the complete discipline during the entire function. Everyone to be seated by 10 AM. Will ensure that no one gets up and maintain silence during the function. 	<p><u>Computer Science & Engineering</u></p> <ol style="list-style-type: none"> Dr. V N Jha Ms Najme Zehra Naqvi Ms Vibha P Singh Ms Bhawna Jain Dr. Vijay K Yadav <p><u>Information Technology</u></p> <ol style="list-style-type: none"> Dr. Gaurav Indra Ms Nidhi Arora Dr Bhawna Narwal Dr Bhawani P (ASH) <p><u>Electronics and Communication Engineering</u></p> <ol style="list-style-type: none"> Dr. Kanchan Sharma Dr Pankaj Gupta Dr Richa Yadav Ms Neha Singh <p><u>Architecture & Planning</u></p> <ol style="list-style-type: none"> Ar. Jahnabi Kalita Ar. Venus Kashyap Ar. Sneha Maji <p><u>Mechanical & Automation Engineering</u></p> <ol style="list-style-type: none"> Dr Subhash Singh Dr Teena Chaudhary Dr. Himanshu Mittal (AI and DS) <p><u>Management</u></p> <ol style="list-style-type: none"> Dr Dhanjay Yadav Dr Priyanka Lochab (ASH) Ms Ritika Kumari (AI and DS)
9	Distribution of Degrees	<ul style="list-style-type: none"> Will be responsible for distributing degrees in their respective Department. 	<p><u>Computer Science & Engineering</u></p> <ol style="list-style-type: none"> Dr. S. R. N. Reddy Mr Indra Thanaya Dr Ravinder M Mr Bala Chander Ms Arti Gambhir <p><u>Information Technology</u></p> <ol style="list-style-type: none"> Dr Ankita Singh Dr Alongbar Wary Mr Muninder Singh Mr Dronacharya <p><u>Electronics and Communication Engineering</u></p> <ol style="list-style-type: none"> Dr Greeshma Arya Mr Balwan Mr Madhur Gupta

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			<u>Architecture & Planning</u> 1) Ar Vishal Rai 2) Ar Kshitiz Kumar <u>Mechanical & Automation Engineering</u> 1) Dr Shipra Aggrawal 2) Dr Viveak Chawla <u>Management</u> 1) Dr Dhanjay Yadav Dr Shailesh Kamble (AI & DS)

The meeting of the committee is Scheduled on 06th Nov, 2023 at 03:00 pm in the Seminar Hall, Admin Block. All Deans, HoDs and all the above committee members are also requested to attend the meeting.


(Prof. Manoj Soni)
Registrar

To

All Concerned Faculty/Officers/Officials for information & necessary compliance

Reg.Off./62/IGDTUW/6th Convocation/2023-24/ 1484

Dated: 06.11.2023

Copy to the following for kind information please:

1. PS to Hon'ble Vice Chancellor, IGDTUW
2. PA to Registrar, IGDTUW
3. Guard File