

INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
JAMES CHURCH, NEW CHURCH ROAD,
KASHMERE GATE, DELHI - 110 006
TELEPHONE NOS: 011 2390 0220- 23900261 - 23900264

F.No.IGDTUW/Convocation/2018-19/ 451

Date: 12-12-18.

OFFICE ORDER

The following Committees are hereby constituted for arrangement/supervision of various works/activities for the smooth conduct of forthcoming Convocation on 18th Dec. 2018:-

Sl. No.	Name of the Committee	Arrangements/activities	Responsible Officer/Deptt/
1.	Maintenance / Face-lifting of University Campus	Committee will look after/supervise all the maintenance work related to building/campus viz. <ul style="list-style-type: none"> • Grooming and dressing of flowers beds and plants etc in campus inside and outside area. • Removal / Cleaning of unwanted waste from campus • Maintenance of washroom /classrooms/labs and building etc. • Display / maintenance of Trees/ plants indoor/ outdoor in the campus. 	Dean (Planning & Development) Ar. Jahnabi Kalitha, Asstt Prof. DAP Ar. Amit Agarwal Shri D P Singh Jr. Asstt. (P& D)
2.	VIP Reception Committee	<ul style="list-style-type: none"> • To receive VIPs • Felicitate for Hi Tea, Lunch • Assist in Robing area for gowns • Ensure Keeping of Mementoes in Vehicles • Team will also facilitate Procession members for Gowns 	<ol style="list-style-type: none"> 1. Prof. Ashwini, Dean (IA) 2. Dr. Ranu Gadi Associate Prof. ASH 3. Ar Vishal Rai, Associate Prof. DAP 4. Ms. Richa Yadav Astt Professor, ECE 5. Mr. Chandra Praksah Asstt. Professor, IT 6. Mr. Sunil, TA
3.	Rehearsal Committee	<ul style="list-style-type: none"> • Distribution of Convocation Gown • Preparation for full dress rehearsal activities • Marking of complete displaying of Seating arrangements for students and parents • Ushering/controllers of the 	<ol style="list-style-type: none"> 1. Dr. Chhaya Ravi Kant, Dy. Dean (R&C) 2. Dr. Akash Tayal, Asst. Prof., ECE 3. Dr. Vivek Chawla, Asst Prof., MAE, 4. Ms. Aarti Gambhir, STA, CSE 5. Mr. Balwan Singh, TA

12/12/18

		recipients of various Medals and Degree Certificates	
4.	Supervision and installation of Tents, Light, Backdrop, sound etc	To ensure Proper installation of Tentage, light and sound system, Photography area, backdrops,Flags, flex etc in the convocation venue	<ol style="list-style-type: none"> 1. Dr Arun Sharma HOD (IT) 2. Ar Preeti Chauhan DR(GA) 3. Ar Vishal Rai Asstt Professor (DAP) 4. Mr Thomas SO(GA) 5. Shri Naveen (APO) 6. Shri. Shiv LA-I 7. Mr Raju, Jr Asstt , GA Branch 8. Mr. Ankit, GA Branch 9. Mr. Naveen, MTS 10. Mr. Manish, MTS 11. Mr Rajiv Ranjjan, MTS
6.	Distribution of Degrees	<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/ spouse • make the arrangement for the distribution of the degrees to the students with proper receipts/acknowledgement. • Distribution of the food packets to the students and their parents/ spouse 	<ol style="list-style-type: none"> 1. Prof S R N Reddy Dean Examination 2. Prof Ela HOD (CSE) 3. Dr. Arun Sharma HOD (IT) 4. Dr. Nidhi HOD (ECE) 5. Dr. Manoj Soni HOD (MAE) 6. Dr. Sanjib Sahoo, Dy COE <p>Note: All HODs will in turn will constitute committees at their own level for smooth distribution of degrees in the respective department</p>
7.	Distribution of Medals	<ul style="list-style-type: none"> • The Committee will ensure that all the medallions are present (by making phone calls) and will provide the final attendance on 17.12.2018 by 05:00pm. • make all the arrangements for seating of the medallions and the distribution of various medals during the convocation ceremony • make the proper records of the distribution of the medals, awards and certificates 	<ol style="list-style-type: none"> 1. Prof. Devender Tayal Dean (Academic Affairs) 2. Dr Vanada Nirranjan Asstt Professor (ECE) 3. Dr Pankaj Gupta Asstt professor(ECE) 4. Ms. Neha Singh,Asstt. Prof. , ECE
8.	Security Committee	<ul style="list-style-type: none"> • Co-ordination with Local Police, Disaster Management, Fire Brigade etc. • Controlling the entries of the students and parents and maintenance of discipline • Management of Vehicle Parking • Map/sketch of venue indicating all entry and exit gates etc. with proper signages 	<ol style="list-style-type: none"> 1. Dr. N.R. Chauhan, Associate Professor, MAE 2. Dr. Dinesh Ganotra, Asstt. Prof., ASH 3. Mr. B. Indra Thannaya, Asstt. Prof, CSE 4. Ms. Deepti Jaiswal, Asstt. Prof. , MAE 5. Mr. Kanchan Sharma, Asstt. Prof., ECE 6. Mr. Gaurav Indra, Asstt. Prof., IT 7. Dr. Ravindra M., Asstt Prof. CSE

9	Sanitation Committee	<ul style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> Ms. Vibha, Asstt. Prof., CSE Dr. Shipra Aggarwal, Asst Prof. MAE Mr. Gaurav Indra, Asstt. Prof., IT Ms. Najme Zehra Naqvi Mr D.P. Singh, SO (Plg.) Mr . Paramveer Singh, TA, MAE Mr Hemant Bhardwaj
10.	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 Arrangement of still and video photography Display rate for still and video photography for the students on flex boards 	<ol style="list-style-type: none"> Ms. Deepti Chhabra, Asst. Prof., MAE Ar.Sneha Majhi, Asst. Prof. DAP
11.	Distribution of Convocation Booklets and Oath to the students	<ul style="list-style-type: none"> The committee will ensure the distribution of convocation booklets and oath to the students and maintain the proper records. Take the attendance of the students 	<ol style="list-style-type: none"> Prof Ela HOD (CSE) Dr. Arun Sharma HOD (IT) Dr. Nidhi HOD (ECE) Dr. Manoj Soni HOD (MAE) <p>Note: All HODs will in turn will constitute committees at their own level for smooth distribution of degrees in the respective department</p>
12.	Disciplinary Committee	<ul style="list-style-type: none"> The Committee will ensure the proper discipline during the Rehearsal and Convocation Making of complete seating arrangements of students and their parents/ spouse in the Convocation Venue 	<ol style="list-style-type: none"> Dr. Maria Jamal, Asstt Prof., ECE Dr. Kalpana Yadav, Asstt Prof. IT Mr. Rishabh Kaushal, Asstt. Prof. Dr. Pankaj Gupta, Asstt. Prof., ECE, Mr. Yusuf Parvez, Asst Prof. MAE Ms. Arunima Jaiswal, Asstt. Prof. ,CSE
13.	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 and National Anthem Distribution of mementoes 	<ol style="list-style-type: none"> Dr. O.K. Singh, Asstt. Prof. (MAE) Ar. Kshitij Kumar Sinha, Asst. Prof., DAP Ms. Tina Choudhary, Asst. Prof, MAE

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14.	Medical Assistance Committee	Will co-ordinate with the hospital and CATS for meeting out any medical emergency	1. Dr. Chhaya Ravi Kant, Incharge-Dispensary 2. Ms. Pooja Nurse
16.	Compare for the entire duration of Rehearsal and Convocation	Prepare the script for the comparing	1. Ar. Venus Kashyap, Asstt. Prof, DAP 2. Ar. Sneha Majhi, Asst. Prof. DAP

For any further clarification/query, please contact to undersigned/Dean (EA).

S. No.	Name of the Committee	Arrangements/Activities	Chairman
1	Maintenance & Facilitating of University

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[PROF. R.K. SINGH]
REGISTRAR

Copy to:

1. The PS to Vice Chancellor, IGDTUW, Delhi.
2. All the concerned for kind information & necessary compliance.
3. Guard File.

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[PROF. R.K. SINGH]
REGISTRAR