

KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act XII of 1956)

NOTIFICATION

The various committees have been constituted/duties assigned to various offices/officers as per **Annexure-A** (enclosed) by the Vice-Chancellor for organization of the XXX Convocation proposed to be held in May, 2017 for the examinations held in April/May, 2016:

Encls: As above.


REGISTRAR

Endst.No. G-10/17/6161 to 6305

Dated: 27-4-2017

A copy of the above is forwarded to the following for information and necessary action through e-mail:

1. All members of the committee;
2. Director, IT Cell with a request to upload the above notification and list of committees/duties on the KU website, and also send a copy to the concerned through e-mail.
3. OSD to the Vice-Chancellor.
4. PA/PS to the Vice-Chancellor/Registrar (for kind information of the Vice-Chancellor/Registrar).


Assistant Registrar (General)
for Registrar

27/4

27/4

PROPOSED COMMITTEES FOR THE XXX CONVOCATION OF THE UNIVERSITY:

A. Boarding/Lodging arrangements for VVIPs and at the Helipad(s):

Over-all In-charge: Prof. S.S.Boora, Dept. of Tourism & Hotel Management Studies

Sub-Committee(s):

A-1: University Guest House: VVIP/Old/International Guest House & Faculty House:

- (i) Dr.Mohinder Chand, Professor, Dept. of Tourism & HM Studies, (Convener)
- (ii) Dr.Jitender Bhardwaj, Dept. of Zoology
- (iii) Dr.Ankush, Dept. of Tourism & HM Studies,
- (iv) Sh. Kuldeep Singh, Guest House Supervisor,

A-2: Arrangement of Tea/Soft drinks at Senate Hall:

- (i) Dr.Ajay Suneja, Dept. of Commerce (Convener)
- (ii) Dr. Hardeep Rai, Institute of Environmental Studies
- (iii) Dr. Parbodh Chander, Institute of Pharmaceutical Sciences
- (iv) Sh. Vijay Kumar, Retd. Supdt., Ph.D. Section
- (v) Some more members may be co-opted by the Convener as per his convenience.
(2 well dressed Waiters will be provided by the Chief Warden and one vehicle by the General Branch)

A-3: Arrangement of Lunch at University Community Centre.

- (i) Dr. C.P.Singh, Chief Warden (Convener)
 - (ii) Dr. Baljeet Saharan, Warden
 - (iii) Sh. S.K.Vashishtha, Warden
 - (iv) Dr.Sombir Jakhar, Warden
- Some more members may be co-opted by the Convener as per his convenience:
(2 well dressed Waiters will be provided by the Chief Warden)

A-4: Arrangement of Tea & Lunch for crew members at the University Sports Department.

- (i) Dr.D.S.Kala, Director, Sports (Convener)
Some more members may be co-opted by the Convener as per his convenience.
(2 well dressed Waiters will be provided by the Chief Warden and one vehicle by the General Branch)

A-5: Supervision of all arrangements at NIT Helipad & NIT Guest House including Tea, Lunch & Boarding arrangements.(if required)

- (i) Dr. Anil Mittal, Dept. of Management (Convener)
- (ii) Dr.Kuldeep Singh, Dept. of Panjabi
- (iii) Dr.Harjeet Singh, Finance Officer

Some more members may be co-opted by the Convener as per his convenience.

(2 well dressed Waiters will be provided by the Chief Warden and one vehicle by the General Branch)

B. Venue Arrangements for the Guests and Dignitaries on the dais.

Overall In-charge: Dean, Students Welfare

B-1: Sound and Light Arrangement:

- (i) Prof. Dinesh Rana, Department of Instrumentation (Convener)
- (ii) Dr. Sandeep Gupta, Institute of Environmental Studies
- (iii) Dr. Deepak Malik, U.I.E.T.
- (iv) S.D.O. (Electricals)

B-2: Seating arrangements and reservation of seats for VIPs and guests in the University Auditorium:

- (i) Dr.Sanjeev Aggarwal, Dept. of Physics (Convener)
- (ii) Dr. Anil Tyor, Dept. of Zoology
- (iii) Dr. Ajay Aggarwal, Institute of Pharmaceutical Sciences
- (iv) Sh. Parveen Kumar, Clerk DSW Office
- (v) Sh. Neeraj, Clerk, DYCA Office
- (vi) Peons/Helpers of DYCA Office

B-3: Seating arrangement of VVIPs on the dais of the University Auditorium:

- (i) Dean, Students' Welfare (Convener)
- (ii) Director, Youth & Cultural Affairs
- (iii) Dr. Neeraj Batish, Institute of Law
- (iv) Dr. Hardeep Lal, Dept. of Psychology
- (v) Dr. Sangeeta Saini, Dept. of Chemistry
- (vi) Dr. Surjit, Dept. of Tourism & Hotel Management Studies
- (vii) Sh. Parveen Kumar, Clerk, DSW Office
- (viii) Sh. Ram Bag, Peon, DSW Office.

B-4: Robing Room, VVIPs (Seating arrangements, and providing stoles)

- (i) Dr. Neeraj, Dept. of Microbiology (Convener)
- (ii) Dr. Anita Bhatnagar, Dept. of Zoology
- (iii) Sh. Jai Krit Singh, Cook and Sh. Surinder, Helper, General Branch.

B-5: Providing stoles to EC, AC & Court Members in the Crush Hall:

- (i) Sh. Srinivas, Deputy Registrar (Estt. Teaching) (Convener)
- (ii) Sh. Pawan Kumar, Supdt. (Teaching)
- (iii) Sh. Jai Pal, Assistant (Estt. Teaching)
- (iv) Peons of Estt. Branch

B-6: Seating arrangement of EC, AC and Court Members in the Senate Hall, providing stoles to them and subsequently their seating on the auditorium stage:

- (i) Dr. Jaivir Singh, Deputy Registrar (Academic) (Convener)
- (ii) Sh. Brij Lal Munjal, Deputy Registrar (Retd.), Accounts
- (iii) Sh. Ram Karan Sharma, Supdt. (Academic)
- (iv) Sh. K.L. Narang, Supdt. (Retd.) Academic Branch
- (v) Peons of Academic Branch

Sh. Rakesh Sethi, Asstt. Academic Branch, and one male Clerk, (former Data Entry Operator) Academic Branch will be present in the Bhagvadgita Sadan/Crush Hall with Computer, Printer and Stationery for typing the list of Academic Procession. They will also arrange stickers on the seats for EC/AC/Court members on the University Stage.

C: Student Convocation Part: Assembly/seating of students as well as degrees to students and dignitaries:

Overall In-charge: Dean, Examination Affairs:

C-1: Seating arrangements of Awardees, students of various faculties for the award of degrees:

- i) Controller of Examinations-I (Convener)
- (ii) Controller of Examinations-II
- (iii) Assistant Registrar (Conduct)
- (iv) Superintendents of Examinations Branch

Faculty wise duties will be assigned for distribution of Ph.D. degrees, medals, degrees, out of the staff of the Examination Wing;

C-2: To issue stoles to the students against payment and to take back stoles (if any) with return of payment:

- (i) Sh. Rajender Kumar Sharma, Deputy Registrar (Accounts) (Convener)
- (ii) Sh. Baljinder Singh, Supdt. (Cheques)
- (iii) Sh. Sat Narain, Supdt. (PF Section)
- (iv) Sh. Ashok Kumar, Supdt. (Planning)
- (v) Two peons of Accounts Branch

Some more members may be co-opted by the Convener as per his convenience:

C-3: Forming and start of the Academic Procession:

- (i) Sh. Pankaj Gupta, Deputy Registrar (DDE) (Convener)
- (ii) Sh. Raj Rikhi, Asstt. Registrar (Retd.), Estt.
- (iii) Sh. Sat Pal, Supdt. DDE
- (iv) Mrs. Seema Rani, Supdt. DDE
- (v) Sh. K.L. Narang, Supdt. (Retd.) Academic Branch

One Clerk ^{of Acct. Br.} (former Data Entry Operator) will be present with Computer, Printer and Stationery for typing the lists.

C-4: Advertisement in News Papers:

- (i) Controller of Examinations-I (Convener)
- Some more members may be co-opted by the Convener as per his convenience.

C-5: Online consent of students, Convocation Information Display in consultation with the Controller of Examinations-I and Live Telecast of the function:

- (i) Director, IT Cell (Convener)
- (ii) Sh. Yogesh, IT Cell
- (iii) Some more members may be co-opted by the Convener as per his convenience.

C-6: Handing over the citation slips to the Chancellor, Vice-Chancellor etc.:

- (i) Controller of Examinations-I
- (ii) Controller of Examinations-II

C-7: Handing over the Honoris Causa Degrees to the Chancellor for conferment, distribution of medals/certificates:

- (i) Controller of Examinations-I
- (ii) Controller of Examinations-II

C-8: Distribution of folder containing printed/electronic material to the students (To be received from DPR, KUK):

- (i) Sh. Ram Lal, Asstt. Registrar (R-II), (Convener)
 - (ii) Mrs. Hirosh Bala, Admn. Officer (DDE)
 - (iii) Sh. Kuldeep Batra, STA, Estt. Branch
 - (iv) Sh. Mandeep Sharma, Asstt. Estt. Branch
 - (v) Sh. Balkar Singh, Clerk, General Branch
- 2 Peons will be provided by the Establishment (NT) Branch.

D: Printing, Publication, Banners, Media etc.

Overall-In-charge, Director, Public Relations:

D-1: Preparation and Display of Banners:

- (i) Dr. Ram Viranjan, Prof. Fine Arts (Convener)
- (ii) Deputy Director, Public Relations
- (iii) Dr. Madhu Deep, Institute of Mass Communication & MT
- (iv) Dr. Ram Chander, University College, Kurukshetra

D-2: Printing of Convocation material, Invitation Cards, Duty Passes, Chief Guest's and Vice-Chancellor's addresses, Citation, Honoris Causa, Degree, Certificate of Distinction:

- (i) Director, Public Relations, (Convener)
- (ii) Deputy Director, Public Relations
- (iii) Controller of Examinations-I
- (iv) Controller of Examinations- II
- (v) Prof. Ram Viranjan, Fine Arts
- (vi) Dr. Vikas Sabharwal, Dept. of Pol. Sc.
- (vii) D. Deepak Babbar, Dept. of Zoology
- (viii) Manager, Printing & Publications,
- (ix) Chief Security Officer

Some more members may be co-opted by the Convener as per his convenience.

D-3: Distribution of Invitation and Lunch Cards:

- (i) Dr. Rajesh Kharab, Dept. of Physics (Convener)
- (ii) Dr. Ankush, Dept. of Tourism & Hotel Management Studies
- (iii) Dr. Deepak Malik, U.I.E.T.
- (iv) Asstt. Registrar (General) and staff of the General Branch.

D-4: Reception, Issue of Identification Cards and seating arrangement of T.V./AIR/Press Reporters and other related arrangements:

- (i) Deputy Director, Public Relations
- (ii) Director, Youth & Cultural Affairs
- (iii) Dr. Sukhbir, Institute of Pharmaceutical Sciences
- (iv) Supdt. DPR Office.

Some more members may be co-opted by the Convener as per his convenience.

D-5: Photography, Videography, and Live Telecast:

- (i) Deputy Director, Public Relations. (Convener)
- (ii) Supdt., DPR Office;

Note: The committee will ensure the live telecast on TV channels in consultation with the Director, IT Cell.

E. Reception Committee at the Gate of Crush Hall:

Over-all In-charge: Dean, Academic Affairs

- i) Dean, Students Welfare,
- ii) Dean of Colleges
- iii) Dean, Research & Development
- iv) Dean, Examination Affairs;
- v) All Deans of the Faculties

OTHER GENERAL ASSIGNMENTS

(1) Proctor (Proctorial duty and In-charge of discipline):

- (i) Assign duties to teachers in Auditorium in collaboration with the Dean, Examination Affairs.
- (ii) To take all necessary measures to maintain discipline in and around the Convocation Hall.

(2) Rangoli and Decoration at the University Auditorium and University Guest House:

- (i) Dr. Narinder, Botany Department (Convener)
- (ii) Dr. Gurcharan, Dept. of Fine Arts
- (iii) Dr. Jaya Daronde, Dept. of Fine Arts

Some more members may be co-opted by the Convener as per his convenience.

(3) Chairperson, Dept. of Music & Dance:

To prepare students for Saraswati Vandana and the National Anthem.

(4) Horticultural Department:

The following committee will look after the landscaping of the University Campus in general and general upkeep on the route of the Chief Guest in particular:

- (i) Prof. In-charge, Horticulture
- (ii) Officer-In-charge, Sanitation

Some more members may be co-opted by the Convener as per his convenience.

Sprinkling of water on the roads as per need and requirement.

To depute 4 labourers in General Branch for shifting of furniture with tractor and trolley.

(5) Chief Security Officer:

- (i) To issue duty passes under his signatures to all the Officers/Officials on the basis of lists supplied by the Conveners of the Committees, Examination Branches, General Branch, Construction Branch, Horticulture Department and Sanitation Department:
- (ii) To provide 4 security-men to keep watch over the stay and security of the material in the Bhagwadgita Sadan and in the Guest House.
- (iii) To deploy security man at all parking place venues, and Nakas.
- (iv) To ensure that no stray animal enters the venues of functions/Convocation/University Guest House/Helipad etc.

(6) Executive Engineer

- (i) To ensure un-interrupted power supply at the University Auditorium, University Guest House and other venues of the function;
- (ii) To visit all the venues of the function for making all electrical fittings/points functional properly;
- (iii) To ensure proper maintenance of all the premises, buildings and all the venues etc.
- (iv) To ensure proper maintenance of all the toilets and sanitation works.
- (v) To ensure that the lift in the crush hall is properly maintained and the attendant with Uniform remain present at least one hour before the start of the Convocation till the end of the programme.

(7) Chairperson, Dept. of Education:

To provide a room near the main gate of the Education Dept. to the General Branch for supply of stoles to the students.

(8) Asstt. Director Sports:

To escort the pipe band of H.A.P., Madhuban in the Convocation Hall & at Lunch/Tea time etc. at the University Guest House, if required.

(9) Asstt. Registrar (General):

- (i) To Book the pipe band of H.A.P. after seeking approval of the competent authority through the Dean, Student's Welfare.
- (ii) To purchase mementoes as per requirement after seeking approval of the competent authority after consultation with the Dean, Students Welfare through the following purchase committee:
 - (a) Dean of Colleges
 - (b) Dr.Taruna Dhall, Principal, University College of Education
 - (c) Dr.Maha Singh Punia, Curator, Dharohar
 - (d) Deputy Registrar (Accounts)
- (iii) All Furniture/general items, like sofa sets, single beds, chair covers, sofa covers, indicators, centre tables, red carpet outside the University Auditorium, towels, Hangers, Mirrors, Combs, Jug, Bisleri water, tumblers, ceremonial chairs, tables for the dais, Adequate no. of plastic chairs in Crush Hall and 200 Plastic Chairs for additional seats or any other such items to be provided by the General Branch, as per practice:

(10) Director, Youth & Cultural Affairs & Executive Engineer

- (i) To ensure that the committee Room, Senate Hall are set with proper furniture, sofa for the purpose of using them as Robbing Room.
- (ii) To set up two green rooms near the dais of the Auditorium as drawing room and bed room as per requirement of the District Administration.
- (iii) To set up Robing Room in the committee Room, Opp. Senate Hall, University Auditorium.

(11) Collection of Mementoes and other relevant material from University Store for Dias:

- (i) Dr.Neeraj Batish, Institute of Law
 - (ii) Sh. Pawan Rohilla, Supdt. Certificate Section
 - (iii) Sh. Naresh Chaudhary, Asstt. General Branch
 - (iv) Sh. Pankaj Arora, Clerk, Certificate Section
 - (v) Sh.Anil Kumar, Clerk, Establishment(NT)
- 2 Peons to be provided by the Establishment Branch.

(12) **Collection of Furniture, Stationery and other items and also provide the same in the Crush Hall, University Auditorium:**

- (i) Sh.Kulbhushan Gulati, Asstt. Registrar(Estt. NT)
- (ii) Sh.M.L.Kathuria, Supdt. (Accounts)
- (iii) Sh.Suraj Bhan, Deputy Supdt. (Retd.), General Branch
- (iv) Sh.Deep Chand, Asstt., Regn. Branch
- (v) Sh. Baldev Saini, Asstt. University Store
- (vi) Sh.Azad Singh, Asstt. (Retd.), Certificate Section

4 Labourers will be provided by the Horticulture Dept. along-with the tractor trolley.

(13) **Administrator, University Health Centre:**

To provide Mobile Medical Van fully equipped with Doctor and Pharmacist at the venues of the functions.

Important Note:

- (i) Officials deputed for the Convocation duty are required to report to their respective Conveners immediately,
- (ii) Officers on duty at the gate must ensure that no person without a proper Invitation Card/Identity Card/Duty Pass is allowed to enter the Bhagwad Gita Sadan or other venues of the function.
- (iii) Prior sanction/approval for expenditures may be obtained from the competent authority through the Accounts Branch, wherever required and nominee of the Finance Officer may also be included in committees.
- (iv) All persons on duty inside the Auditorium during the Convocation function are required to comply with the dress code which is as follows:

A) Dress for Women :

Cream Kasavu Sari and Cream Blouse with 1 to 1.5 inch wide Golden Border and black shoes/sandals:

OR

White Kurta/Shirt, White Salwar/Trousers, White Dupatta and black shoes/sandals.

B) Dress for Men

White Kurta, White Dhoti/Pyjama and black shoes/sandals

OR

White Colour full sleeves shirt and White Trousers and black shoes/sandals

REGISTRAR