

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

('A++' Grade, NAAC Accredited)

NOTIFICATION

The various committees have been constituted/duties assigned to various offices/officers as per Annexure-A (enclosed) by the Hon'ble Vice-Chancellor for organization of the XXXIVth Convocation scheduled to be held on 18th February, 2025 to award the degree to the students who passed their examinations held in May, 2024.

Encls. As above

REGISTRAR

Endst. No. G-10/2025/ 8159-8358

Dated: 05-2-25

A copy of the above is forwarded to the following for information and further necessary action:

1. All the members of the committees;
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 Vice-Chancellor, K.U. Kurukshetra (for kind information of the Hon'ble Vice-Chancellor);
4. Assistant Registrar, O/o the Registrar, K.U. Kurukshetra (for kind information of the Registrar).


Deputy Registrar (General)
for Registrar

Organizing Committee for the XXXIVth Convocation of the University - 2025

Convocation Convener: Prof. Dinesh Kumar, Dean Academic Affairs

A:1 Arrangements at the University Guest House: VVIP/ Old/ International Guest House & Faculty House:

- i. Dr. Ankush Ambardar, Deptt. of Tourism & Hotel Mgt.
(Incharge Guest House) - Convener
- ii. Dr. Manjeet Singh, Deptt. of Tourism & Hotel Mgt.
- iii. Dr. Megha Gupta, Deptt. of Tourism & Hotel Mgt.
- iv. Deputy Registrar (General)

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

- i. Prof. Sushil Sharma, University School of Mgt. – Convener
 - ii. Dr. Hardeep Rai, Institute of Environmental Studies
 - iii. Dr. Sandeep Gupta, Institute of Environmental Studies
 - iv. Dr. Manish Devgan, Inst. of Environmental Studies
 - v. Sh. Pankaj, Clerk, General Branch
- (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 (Boys) and one vehicle by the General Branch)

A-3: Arrangements of Lunch at University Community Centre:

- i. Prof. Anil Mittal, University School of Management – Convener
 - ii. Prof. Mahavir Singh, Department of Commerce
 - iii. Dr. Naveen Behl, Deptt. of Mathematics
 - iv. Dr. Mahesh, Deptt. of Tourism & Hotel Mgt.
 - v. Mr. Rahul, Dept. of Tourism & Hotel Mgt.
- (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 (Boys) and one vehicle by the General Branch)

A-4: All Arrangements for crew members and helipad at the University Sports Department:

- i. Prof. Dinesh Rana, Director Sport – Convener
- (Some more members may be co-opted by the Convener as per his convenience from his office and 2 well-dressed waiters will be provided by the Chief Warden (Boys) and one vehicle by the General Branch)

B: All Arrangements for the Guests and Dignitaries in the University Auditorium:

Overall Incharge: **Dean Research & Development**

B-1: Sound and Light Arrangements:

- i. Prof. Surinder Singh, Deptt. of Instrumentation – Convener
- ii. Dr. Deepak Malik, UIET
- iii. S.D.O. (Electrical)
- iv. Sh. K. P. Walia, Junior Engineer (Electrical)

B-2: Seating Arrangements and reservation of seats for VIPs and guest in the University Auditorium:

- i. Prof. Rakesh Kumar, Department of Comp. Sc. & Appl. - Convener
- ii. Dr. Hitender Tyagi, IIHS
- iii. Dr. Ajay Aggarwal, Inst. of Pharmaceutical Sciences
- iv. Sh. Neeraj, Assistant, DYCA
- v. Sh. Praveen Kumar, Clerk, DYCA
- vi. Peon/Helpers of DSW/DYCA Office

B-3: Seating arrangements of VVIPs on the dias of the University Auditorium:

- i. Prof. Anita Dua, IIHS – Convener
- ii. Dr. Manisha Sandhu, Department of Geophysics
- iii. Dr. Sangeeta Saini, Deptt. of Chemistry
- iv. Dr. Surjeet Kumar, Department of Tourism & Hotel Management
- v. Sh. Munish Kumar, Supdt., General Branch
- vi. Sh. Anuj Kumar, Clerk, DYCA

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

- i. Prof. Anita Bhatnagar, Department of Zoology – Convener
 - ii. Dr. Neeraj, Deptt of Microbiology
 - iii. Dr. Kanwal Garg, Deptt. of Comp. Sc. & Applications
 - iv. Sh. Rajesh Monga, SDO Construction Branch
- (Two persons (one male and one female) will be provided by the General Branch)

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

- i. Dr. Jitender Kumar, Deputy Registrar (Estt. T) – Convener
- ii. Sh. Mandeep Sharma, Assistant (Estt – T)
- iii. Sh. Jai Pal, Assistant (Estt – T)
(Peons of Estt. Branch)

B-6: Seating arrangements of EC, AC and Court Members in the Senate Hall and subsequently their seating on the Auditorium stage:

- i. Dr. Deepak Sharma, Deputy Registrar (Acad. Branch) – Convener
- ii. Mrs. Suman, Superintendent (Academic Branch)
- iii. Sh. Bhoop Singh, Assistant (Academic Branch)
- iv. Sh. Rakesh Sethi, Assistant (Academic Branch)
- v. Sh. Pankaj, Assistant (Academic Branch)
- vi. Mrs. Anu Saini, Assistant (Academic Branch)
- vii. Sh. Rajesh Kumar, Assistant (Academic Branch)
(Peons of Academic Branch)

(Sh. Rakesh Sethi, Assistant and Sh. Rajesh Kumar, Clerk, Academic Branch will be present in the 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)

This Committee will coordinate with B-5 and C-3 Committees.

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

Overall Incharge : Controller of Examinations

C-1: Seating Arrangements of Awards of students of various faculties for the award of degrees:

- i. Controller of Examinations – Convener
- ii. Deputy Registrar, Conduct Branch
- iii. Assistant Registrar(s), Examinations Branch
- iv. Superintendent(s), Examinations Branch
(Peons/helper of Examinations Branch)

Faculty-wise duties will be assigned for distribution of Ph.D. Degrees, medals, degrees out of the Staff of the examinations Wing.

C-2: To issue stoles to the students who have not received from their departments against payment and to take back stoles (if any) with return to payment:

- i. Sh. Baljinder Singh, Assistant Registrar, Accounts – Convener
- ii. Sh. Satya Narayan, Superintendent, IIHS
(Some more members may be co-opted by the Convener as per his convenience – Two clerks from Accounts Branch to be co-opted by the Convener)

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

- i. Prof. Amit Ludri, Deptt. of Law – Convener
- ii. Sh. Raj Rikhi, Assistant Registrar (Retd.), Chief Warden (B)
- iii. Shri Satpal, Assistant Registrar, College Branch
- iv. Mrs. Seema Rani, Superintendent, CDOE

C-4: Advertisement in News Paper:

- i. Controller of Examinations – Convener
- ii. Deputy Director, Public Relations
(Some more members may be co-opted by the Convener as per his convenience)

C-5: Online Consent and Registration of degree awardee:

- i. Dr. Pardeep Kumar, Incharge IUMS – Convener
- ii. Dr. Pardeep Mittal, Director, IT Cell
- iii. Assistant Registrar, Result Branch
- iv. Superintendent, Certificate Section
(One clerk from Result Branch and other person(s) from IUMS portal may be co-opted by the Convener as per his convenience)

C-6: Information, Display and Live telecast of Convocation:

- i. Director, IT Cell – Convener
- ii. Deputy Director, Public Relations
- iii. Assistant/clerk – IT Cell
(One clerk from Result Branch may be co-opted by the Convener as per his convenience)

C-7: Handing over the citation slips to the Chancellor, Vice-Chancellor, etc.:

- i. Controller of Examinations – Convener
(Additional Members may be co-opted by the Convener as per his convenience)

C-8: Handing over the Honoris Causa Degree to the Chancellor for conferment, distribution of medals/certificates (if any):

- i. Controller of Examination – Convener
(Additional Members may be co-opted by the Convener as per his convenience)

C-9: Distribution of folder containing printed/electronic material to the students (to be received from DPR, KUK):

- i. Shri Krishan Chander Pandey, Supdt., Estt. NT- Convener
- ii. Shri Kuldeep Batra, STA, Estt. NT
- iii. Shri Tanmay, Steno, Estt. Branch
Two Peons of Estt. NT
(More numbers of persons, if required, will be co-opted by the Convener as per his convenience)

C-9: Rehearsal Committee:

- i. Controller of Examinations – Convener
- ii. Prof. Manoj Joshi, Deptt. of Lib. & Inf. Sc.
- iii. Prof. Rajinder Moudgil, Deptt. Physics
- iv. Prof. Tejinder Sharma, Deptt. of Commerce
- v. Dr. Deepak Rai, Deptt. of Zoology
- vi. Anchor

D: Printing, Publications, Banners & Media etc.:

D-1: Preparation and Display of Banners:

- i. Director, Youth & Cultural Affairs – Convener
- ii. Dr. Pawan Kumar, Deptt. of Fine Arts
- iii. Dr. Anand Jaiswal, Deptt. of Fine Arts
- iv. Dr. Ram Chander, IHS
- v. Mr. Kanwaldeep, Technical Executive IMC & MT

D-2: Printing of Convocation Material, Invitation Cards, Duty Passes, Chief Guest's and Vice-Chancellor's addresses:

- i. Director, Public Relations – Convener
- ii. Deputy Director, Public Relations
- iii. Prof. Omvir Singh, Deptt. of Geography
- iv. Dr. Gurcharan Singh, Deptt. of Fine Arts
- v. Ms. Kanchan Bala, Deputy Registrar (Re-Ev.)
- vi. Incharge, Printing & Publication (Press)
- vii. Chief Security Officer

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

D-3: Citation, Honoris Causa Degree and Certificate of Distinction:

- i. Controller of Examinations – Convener
- ii. Sh. Ishwar Rawat, Assistant Registrar, Examination Branch
- iii. Superintendent(s), Examination Branch
- iv. Incharge, Printing & Publication (Press)

D-4: Distribution of Invitation and Lunch Cards:

- i. Prof. Rajesh Kharb, Department of Physics – Convener
- ii. Dr. Jasvinder Sidhu, IIHS
- iii. Dr. Vikash Sabharwal, Deptt. of Pol. Sc.
- iv. Deputy Registrar (General)
(Staff of General Branch)

D-5: Reception, issue of identification Cards and seating arrangements of T.V./AIR/Press Reporters and other related arrangements:

- i. Deputy Director, Public Relations - Convener
- ii. Dr. Meenakshi Suhag, Institute of Environmental Std.
- iii. Assistant, O/o DPR

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

D-6: Photography, Videography and Live Telecast:

- i. Dr. Pradeep Mittal, Director, IT Cell – Convener
- ii. Deputy Director, Public Relations
- iii. Assistant, O/o DPR

Note: The Committee will ensure the live telecast on TV channels.

E: Reception Committee at the Gate of Crush Hall

Overall Incharge: **Dean Academic Affairs**

- i. Dean Students Welfare
- ii. Dean of Colleges
- iii. Dean, Research & Development
- iv. All Deans of the Faculties

OTHER GENERAL ASSIGNMENTS

1: Proctor (Proctorial Duty and Incharge discipline):

- i. Assign duties to teachers in Auditorium in collaboration with the Controller of Examination
- 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. Tarvinderjeet Kaur, Department of Home Science
(Convener)
- ii. Dr. Gurcharan, Deptt. of Fine Arts
- iii. Dr. Somveer Jakkar, Horticulture
- iv. Dr. Jaya Daronde, Deptt. of Fine Arts
(Some more members may be co-opted by the Convener as per her convenience)

3: Saraswati Vandana and the National Anthem:

- i. Chairperson, Deptt. of Music & Dance - Convener
- ii. Dr. Aarti Sheokand, Department of Music & Dance

4: Horticulture 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. Prof. In-charge, Sanitation

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

In-charge, Horticulture will depute 04 labourers in General Branch for shifting of furniture with the tractor and trolley before and after the event.

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 the functions/convocation/ University Guest House/Helipad etc.
- v. To deploy security personnel in co-ordination with police personnel at entry gate for identification of student / staff/ guest.
- vi. To maintain overall discipline and law & order in the campus.

6: Executive Engineer (Civil) & (Ph&E):

- 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 repair and maintenance of all the toilets and handling over the same to Sanitation in-charge.
- 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.
- vi. To offer the repair of furniture in the auditorium.

7: Deputy Registrar (General):

- i. To arrange for / purchase mementoes and other items required for the Convocation as per requirement after seeking approval of the competent authority through the purchase committee as at Sr.No.12;
- ii. 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, Bislari 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;

- iii. To set up Robbing Room of University Auditorium;
- iv. Water arrangement for students on both sides of Auditorium.

8: Director, Youth & Cultural Affairs & Executive Engineer (Civil) & (PH & E):

- 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 rest room as per requirement of the District Administration.
- iii. To set up Robbing Room in the Committee Room, Opp. Senate Hall University Auditorium.

9. Collection of Mementoes and other relevant material from University Store for Dias:

- i. Dr. Neeraj Batish, Institute of Law – Convener
- ii. Sh. Surender Kumar, Assistant, General Branch
- iii. Sh. Vijay Kumar, Clerk, General Branch
- iv. Sh. Yogesh, Clerk, General Branch
- v. Sh. Mohan Bisht, General Branch
(2 Peons to be provided by the Establishment Branch)

10: Collection of Furniture, Stationery and other items and also provide the same in the Crush Hall, University Auditorium:

- i. Sh. Ajmer Singh, Assistant Registrar, Accounts Branch
- ii. Sh. Deep Chand, Asstt. Registration Branch
- iii. Sh. Baldev Saini, Asstt. University Store
- iv. Sh. Arvind Kumar, Certificate Section
- v. Sh. Pankaj, Clerk, General Branch
(4 Labourers will be provided by the Horticulture Dept. along with the Tractor Trolley)

11: Administrator, University Health Centre :

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

12: Keeping in view of the short span of time the following standing Purchase Committee for all the Committees where required may also be constituted:

(a) General Purchase Committee

- i. Dr. Vivek Chawla, IHS (Convener)
- ii. Deputy Registrar (General) / Nominee
- iii. Finance Officer's Nominee
- iv. SDO (Civil)

One member from concerned committee of the Convocation

(b) Purchase Committee for Stole / jackets for VVIPs

- i. Prof. Sanjeev Aggarwal, Deptt. of Physics – Convener
- ii. Prof. Pradeep Kumar, Deptt. of Instrumentation
- iii. Dr. Ajay Aggarwal, Institute of Pharmaceutical Sciences
- iv. Deputy Registrar (General) / Nominee
- v. Finance Officer's Nominee

Note:

Prior sanction/ approval for expenditure may be obtained from the competent authority through the Accounts Branch, wherever required

Important Note :

- i. Officials deputed for the Convocation duty are required to report to their respective Conveners immediately;
- ii. Official / Personnel on duty at the gate must ensure that no person without a proper Invitation Card/Identity Card/Duty Pass is allowed to enter the Bhagwadgita Sadan or other venues of the function;
- iii. 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/ White Turban in case of Sikh

OR

White Color full sleeves shirt and White Trousers and black shoes/ sandals/ White Turban in case of Sikh