

Achieving Through Believing

क्रमांक / No. CUH/2022/Reg./1366

कार्यालय आदेश/OFFICE ORDER

दिनांक / Date: 31/01/2022

With the approval of the competent authority following committees are constituted for smooth conduction of 8th Annual Convocation of the University, scheduled to be held on 27th Feb 2022:

Sr. No.	Name of the Committee	Responsibilities	Names
1.	Steering Committee	To coordinate with the Conveners of all Committees, to brief them and update the Hon'ble Vice-Chancellor about the progress of the same.	<ul style="list-style-type: none"> Prof. Sarika Sharma, Registrar(I/c) (Convener) Prof. Rajiv Kaushik, COE Prof. Neelam Singh Sangwan Prof. Sunita Srivastava Prof. Suneel Kumar
2.	Stage Arrangement Committee	Stage arrangement as per Protocol. Seating arrangement of dignitaries, EC, AC, Deans and Directors etc. Arrangement for Space for Media/Video/Audio/Announcer. Decoration of Stage Arrangement of flower pots/other pots/Bouquet Photographs at the time of presentation/speech of HVC. Arrangement of Stage Light/Sound/Decoration etc.	<ul style="list-style-type: none"> Prof. Dinesh Kumar- Dean Academics Prof. Anand Sharma, (Convener) Prof. Parmod Kumar Dr. Payal Chandel Dr. Puja Yadav Ms. Sangeeta, SoET
3.	Technical Support Committee	Liaison with vendor responsible for Webcasting/Video recording/Virtual System arrangement/ LED Display/ Live Streaming of event. Arrangement of Recording/ Photography etc. To ensure the Electrical/Internet Connection including standby power supply.	<ul style="list-style-type: none"> Prof. Pawan K. Maurya- Convener Prof. Phool Singh Dr. Manoj Kumar, DR (E&GA) Dr. Rakesh Dhiman, SoET Dr. Ran Bir Singh- Infra Dr. A. S. Nayak, JMC Mr. Shailender, PRO Sh. Radhey Shyam Mr. Amit Kumar, STA
4.	Press/Media Coordination Committee	Seating arrangement of Media persons material/Publicity Press Note/Press releases Invitation to the media persons Briefing/Conference & preparation of brief material (before convocation). Entire arrangement of Media for providing required material/snakes/ Press conference during and after convocation. Meeting of the Media people with VIP Guests etc.	<ul style="list-style-type: none"> Prof. Santosh C.H., Convener Dr. Ajay Pal Sharma Dr. S. S. Rai Dr. Sudeep Kumar Mr. Shailender Singh, PRO Mr. Rajesh Bansal
5.	Preparation of Draft Speeches and Messages	Preparation of Drafts Speeches and Messages of Vice-Chancellor and dignitaries Preparation of documentary	<ul style="list-style-type: none"> Prof. Chanchal Kumar Sharma, Convener Dr. Santosh C.H. Dr. Ajay Pal Sh. Shailender Singh, PRO

6.	Lunch Arrangement Committee	Lunch for Chief Guest and VVIPs, Lunch o Invitees (If planned)	<ul style="list-style-type: none"> • Prof. Gunjan Goel • Dr. Ranvir, THM, Convener • Dr. Dilbag Singh • Sh. P. K. Dhull • Sh. Balbir Singh
7.	Invitation, Printing and Editorial Committee	Preparation of list of dignitaries Invitation card text Drafting/letter drafting, approval and dispatch. Providing the list of dignitaries and invitees to the VIPs' Arrangement committee, Distribution of Invitation Card through Speed Post/Fax/Email/By Hand etc. Compilation of necessary inputs regarding Souvenir and printing of Souvenir and Printing of Invitation cards	<ul style="list-style-type: none"> • Prof. Dinesh Kumar Gupta-DSW, Convener • Dr. Ramesh Kumar, Political Science • Dr. Ajay Kumar, Management • Mr. Tarun • Mr. Sandeep Boora, PPT
8.	Medals distribution committee	Purchase & Procurement of Gold Medal's as per list given by the Examination Branch well in time. To provide list of candidates, Gold Medalists to the respective Deans in coordination with Stage Committee School wise for announcing by Deans of the respective School	<ul style="list-style-type: none"> • Prof. Vinod Kumar, Convener • Dr. Anju • Dr. Jaswant Singh • Dr. Anoop Yadav
9.	Dressing Room Committee	Arrangement for Ceremonial robing of VVIP's, members of University Authorities and Officers of the University	<ul style="list-style-type: none"> • Prof. Kalpana Chauhan, Convener • Dr. V. N. Yadav • Dr. Rajesh Dubey • Dr. Manish (Geography)
10.	Purchase of any other item related to Convocation	Purchase and procurement of any other item related to convocation function	<ul style="list-style-type: none"> • Dr. Manoj K. Singh, DR (E&GA) Branch- Convener • Dr. Ranbir Singh-THM, • Sh. Radhey Shyam
11.	Payment Committee	Payments of VVIP's and Special Guest and any other finance related obligation related to convocation	<ul style="list-style-type: none"> • Prof. Ajay Kumar Bansal • Sh. S. K. Singh, Assistant • Sh. Sanjeev Kumar, LDC
12.	Parallel Stage Arrangement	To maintain COVID protocol	<ul style="list-style-type: none"> • Prof. Bijender Singh- Convener • Dr. Manoj Kumar

Note: Proctor to submit proctorial committees as per programmes.

Sarika
31.1.22
प्रो. सारिका शर्मा/Prof. Sarika Sharma
कुलसचिव (प्रभारी) Registrar (I/c)

Copy to the above is forwarded to the following for information and necessary action:

1. Concerned committee members, CUH, Mahendergarh.
2. Assistant Registrar, VC Office (for information of the Vice-Chancellor), CUH, Mahendergarh.

Sarika
31.1.22
प्रो. सारिका शर्मा/Prof. Sarika Sharma
कुलसचिव (प्रभारी) Registrar (I/c)