



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)
Plot No. 147, Sector 44, Gurugram (Haryana) 122003, Email: info@svsu.ac.in

Ref. No. SVSU/24/Reg.off/SPL-1

Dated: 09.02.2024

OFFICE ORDER

Subject: Regarding the Second Convocation Function of the University

It is pleased to share that Hon'ble Chancellor, Governor of Haryana has given his consent to grace the 2nd convocation function of the university to be held on 26.02.2024. As per the approval from the Competent Authority, the following organizing committee, other initial level committees and various sub-committees are hereby constituted for the Second Convocation of the University.

Organizing Committee: -

Sr. No.	Committee	Members	Responsibility
1.	Overall coordination	<ul style="list-style-type: none">Prof. Jyoti Rana, RegistrarProf. R. S. Rathore, Dean AcademicsProf. Nirmal Singh, CoE	
2.	Organizing Committee	<ul style="list-style-type: none">Prof. R. S. Rathore, Dean Academics, ConvenerProf. Nirmal Singh, CoE, Co-ConvenerProf. Rishipal, Dean-SFMSR, PCBProf. Ashish Shrivastava, Dean SFETProf. Joy, Dean SFAMs. Anju Devi, Deputy RegistrarDr. Lalit Kumar Sharma, Deputy RegistrarMr. Naresh, SDOMr. Dheeraj Kamboj, SDOMr. Sunder, SuperintendentMr. Parveen Kumar, Superintendent	Coordination and management
3.	Infrastructure Committee	<ul style="list-style-type: none">Dr. Lalit Kumar Sharma, Deputy RegistrarDr. Mani Kanwar Singh, Skill Associate Professor; Director-Centre of ExcellenceMr. Amit Vashisht, Assistant RegistrarMr. Naresh, SDOMr. Dheeraj Kamboj, SDOMr. Parveen Kumar, Superintendent	Overall infrastructure setup at CSA & function venue at Gymnasium, SVSU Campus, Dudhola, Palwal



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)
Plot No. 147, Sector 44, Gurugram (Haryana) 122003, Email: info@svsu.ac.in

4.	Invitation Committee	<ul style="list-style-type: none"> • Dr. Ravinder Kumar, Skill Associate Prof., Convener • Ms. Chanchal Bhardwaj, Deputy Registrar • Ms. Anju Devi, Deputy Registrar • Mr. Vineet Suri, Joint Director • Dr. Vaishali Maheshwari, Deputy Director • Dr. Nakul, Skill Assistant Professor • Mr. Sanjeev Tayal, OSD to HVC • Mr. Bhoopendra Pratap Singh, Hindi Officer • Mr. Anil Kumar, PS to VC 	Make necessary arrangements of drafting & sending invitation letters (print and digital) & follow up with Organizing Committee as per requirements.
5.	Escorting, Travel and Stay arrangements	<ul style="list-style-type: none"> • Prof. Rishipal, Dean-SFMSR, PCB • Ms. Chanchal Bhardwaj, Deputy Registrar • Dr. Lalit Kumar Sharma, Deputy Registrar • Ms. Anju Devi, Deputy Registrar • Mr. Sanjeev Tayal, OSD to HVC • Mr. Jayant Sharma, Superintendent • Mr. Anil Kumar, PS to VC 	Escorting, follow up's, confirmation, travels & stay arrangements of Guests (VVIP, VIP or as per invitees)

Sub-Committee: -

Sr. No.	Committee	Members	Responsibility
1.	Stage Committee, Announcement and Lighting	<ul style="list-style-type: none"> • Dr. Samarth Singh, Skill Associate Professor, Convener • Dr. Preeti, Skill Assistant Professor, Co-Convener • Ms. Ekta, Skill Assistant Professor • Dr. Bhawna Rooprai, Skill Assistant Professor • Ms. Meenakshi Koul, Sr. Skill Instructor 	To ensure proper stage management, comparing/EMCEE, angavestra, planters, memento to Guest & certificates distribution
2.	Hospitality	<ul style="list-style-type: none"> • Dr. Mani Kanwar Singh, Skill Associate Professor, Convener • Dr. Vikas Singh Bhadoria, Deputy Training and Placement Officer, Co-Convener • Mr. Amish Ameya, Deputy Director 	Coordinate with vendor and food managements for VVIP, Guests, Students & Parents, staff etc.



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)
Plot No. 147, Sector 44, Gurugram (Haryana) 122003, Email: info@svsu.ac.in

		<ul style="list-style-type: none"> • Mr. Ajay Kumar, Skill Assistant Professor • Ms. Shikha, Assistant Registrar • Mr. Parveen Kumar, Superintendent • Mr. Sandeep Kumar, Skill Instructor 	
3.	Transportation Committee	<ul style="list-style-type: none"> • Dr. Neeti Arora, Assistant Registrar • Ms. Sonal, Dy. Superintendent 	To arrange smooth Transportation facilities for Students, Staff, Dignitaries and participants and necessary arrangements.
4.	Discipline Committee	<ul style="list-style-type: none"> • Dr. Sanjay Singh Rathore, Associate Professor, Convener • Dr. Lalit Kumar, Skill Assistant Professor, Co-Convener • Dr. Mohit Shrivastva, Skill Assistant Professor, Co-Convener • Dr. Dalip Raina, Skill Assistant Professor, Co-Convener • Dr. Lalit Kumar Sharma, Deputy Registrar • Mr. Amit Vashisht, Assistant Registrar • Mr. Parveen Kumar, Superintendent • Mr. Jayant Sharma, Superintendent • Mr. Lakhmi Chand, Law Assistant 	Overall discipline & management on site at CSA & function venue and coordinate with mentors and Academic staff for proper strength and venue
5.	Academic Procession Committee	<ul style="list-style-type: none"> • Prof. Nirmal Singh, CoE, Convener • Prof. Rishipal, Dean-SFMSR, PCB • Dr. Sanjay Singh Rathore, Skill Associate Professor and IT Team Convener 	Final selection of music and its proper management during program
6.	Certification and Momentous	<ul style="list-style-type: none"> • Dr. Dalip Raina, Skill Assistant Professor, Convener • Mr. Puneet Raghav, Foreman Electronics • Ms. Meenakshi Koul, Sr. Skill Instructor 	To ensure proper arrangement of certificates & mementoes and distribution



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)
Plot No. 147, Sector 44, Gurugram (Haryana) 122003, Email: info@svsu.ac.in

		<ul style="list-style-type: none"> Ms. Madhuri, Skill Instructor 	
7.	Media	<ul style="list-style-type: none"> Dr. Rajesh Chauhan, PRO, Convener Mr. Parveen, Website Administrator 	<ol style="list-style-type: none"> Make necessary arrangement sending invite (Print & digital) To invite Media Team and coverage of event, All branding and print matters. Public (Newspaper) Announcement of Convocation
8.	IT and Designing Committee	<ul style="list-style-type: none"> Dr. Ravinder Kumar, Skill Associate Professor, Convener Ms. Pooja Sharma, ADD Mr. Neeraj, Network Administrator Mr. Parveen Kumar, Superintendent 	<ol style="list-style-type: none"> Generation of registration form for Registration of students along with management of data of student Designing of Invitation, back drop, Social Media Matter etc.
9.	Committee for University Anthem/ Geet	<ul style="list-style-type: none"> Dr. Bhawna Rooprai, Skill Assistant Professor Dr. Raj Kumar, Skill Instructor 	Preparation of Kulgeet and Play during function.
10.	Existing Student Participation	<ul style="list-style-type: none"> Dr. Rajesh Kumar, Assistant Registrar Mr. Shakeel Ahmad, Superintendent Mr. Devender Giri, Assistant 	Confirmation the strength of student participation and maintain discipline during function.
11.	Student registration (awardee)	<ul style="list-style-type: none"> Dr. Ravinder Kumar, Skill Associate Professor, Convener Dr. Mohit Shrivastva, Skill Assistant Professor, Co-Convener Dr. Dalip Raina, Skill Assistant Professor 	Confirm maintain the final list of the students registration



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)
Plot No. 147, Sector 44, Gurugram (Haryana) 122003, Email: info@svsu.ac.in

12.	Final list of awardee & their Mentors	<ul style="list-style-type: none">• Prof. Nirmal Singh, CoE• Ms. Anju Devi, Deputy Registrar• Mr. Sunder, Superintendent• Mr. Parveen Kumar, Superintendent	Providing final list of awardees and their mentors and issue necessary instructions in this regard
-----	---------------------------------------	--	--

The Committee are also directed to prepare the budget and list of items required for procurement for the smooth functioning of the event. The convener of all committee will make a presentation on the progress of activities on 20-02-2024.


REGISTRAR
SVSU

Copy to:

1. Dean Academic Affairs (for information)
2. All concerned (for information and compliance)
3. Website Administrator (for updating on website)
4. OSD to HVC (for information to HVC)
5. Registrar Office (for office record)

Assistant