

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 XXXIII Convocation scheduled to be held on 11th August, 2023 to award the degree to the students who passed their examinations held in May, 2022.

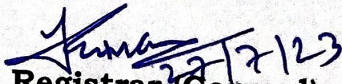
Encls. As Above

REGISTRAR

Endst. No. G-10/2023/8455-8504 Dated : 27-7-2023

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

1. All the 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, 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)


Assistant Registrar (General)
for Registrar

Organizing Committees for the XXXIII Convocation of the University-2023

Convocation Convener: Prof. Anil Vashisth, Dean Academic Affairs

Committees

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

- (i) Dr. Virender Pal (Convener)
- (ii) Assistant Registrar (General)
- (iii) Dr. Ankush Amberdar
- (iv) Dr. Megha Gupta, Dept. of Tourism & Hotel Management

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

- (i) Dr. Sushil Sharma, University School of Management (Convener)
- (ii) Dr. Hardeep Rai, Institute of Environmental Studies
- (iii) Dr. Manish Devgan, Institute of Pharmaceutical Sciences
- (iv) Sh. Surender Kumar, Assistant, General Branch
- (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 (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) Dr. Navneet Behl, Dept. of Mathematics, IIHS
- (iii) Dr. Mahesh, Dept. of Tourism & Hotel Management
- (iv) Dr. Manjeet Singh, Dept. of Tourism & Hotel Management
- (v) Mr. Rahul, Dept. of Tourism & Hotel Management
- (vi) 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) Dr. Rajesh Sobti, Asstt. Director Sports (Convener)
Some more members may be co-opted by the Convener as per his convenience from his office
(2 well-dressed waiters will be provided by the Chief Warden and one vehicle by the General Branch)

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

Overall In-charge : Dean Students Welfare

B-1: Sound and Light Arrangements:

- (i) Prof. Sunil Dhingra, Director, Institute of UIET (Convener)
- (ii) Dr. Deepak Malik, UIET
- (iii) S.D.O (Electricals)
- (iv) Sh. K.P.Walia, Junior Engineer(Electrical)

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. Hitender Tyagi, IIHS
- (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 DSW/DYCA Office

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

- (i) Dr. Suchismita, Dean Students Welfare (Convener)
- (ii) Dr. Neeraj Batish, Deptt. of Political Science
- (iii) Dr. Sangeeta Saini, Dept. of Chemistry
- (iv) Dr. Surjeet Kumar, Dept. of Tourism & Hotel Management Studies
- (v) Sh. Anuj Kumar, Clerk, DYCA Office
- (vi) Sh. Munish Kumar, Dy. Supdt., General Branch

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

- (i) Dr. Anita Bhatnagar, Dept. of Zoology (Convener)
- (ii) Dr. Neeraj, Dept. of Microbiology
- (iii) Dr. Kanwal Garg, Dept. Computer Sc. & Applications
- (iv) Sh. Rajesh Monga, SDO, Construction Branch
- (v) Ms. Suman, General Branch and one more person to be provided by the General Branch)

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

- (i) Dr. Deepak Sharma,(Estt.-T) (Convener)
- (ii) Sh. Jai Pal, Assistant (Estt-T)
- (iii) Sh. Girish Tiwari, Asstt. (Estt.-T)
- (iv) Peons of Estt. Branch

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

- (i) Dr. Jitender Kumar, Assistant Registrar (Academic Branch) (Convener)
- (ii) Mrs. Suman, Superintendent (Academic Branch)
- (iii) Sh. Pankaj, Assistant (Academic Branch)
- (iv) Mrs. Anu Saini, Assistant (Academic Branch)
- (v) Sh. Bhoop Singh, Assistant (Academic Branch)
- (vi) Sh. Rakesh Sethi, Assistant (Academic Br.)
- (vii) Sh. Narinder, Peon (Academic Branch)

Sh. Rakesh Sethi, Assistant (Academic Br.) and one male Clerk (former Data Entry Operator) Academic Br. will be present in the Bhagwadgita 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)

This committee will coordinate with B-5 & C-3 Committees

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

Overall In-charge Controller of Examinations-I

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

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

Faculty-wise duties will be assigned for distribution of Ph.D Degrees, medals, degree out of the staff of the Examination 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 of payment:

- (i) Sh. Prem Singh, Assistant Registrar-I (Accounts Branch) (Convener)
- (ii) Sh. Satya Narayan, Superintendent, UIET

Some more members may be co-opted by the Convener as per his convenience
Two clerks from Accounts Branch to be co-opted by convener

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

- (i) Prof. Amit Ludri, Dept. of Law (Convener)
- (ii) Sh. Raj Rikhi, Assistant Registrar Retd. (Chief Warden Boys)
- (iii) Sh. Satpal, Superintendent, Colleges Branch
- (iv) Mrs. Seema Rani, Superintendent, DDE

C-4 Advertisement in News Paper:

- (i) Controller of Examinations –I (Convener)
- (ii) Controller of Examinations-II
- (iii) Deputy Director Public Relations

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

C-5A: Online consent and Registration of degree awardee:

- (i) Prof. Pardeep Kumar, Deptt. of Instrumentation (Convener)
- (ii) Assistant Registrar (Result)
- (iii) Superintendent, Certificate Section

One clerk from Result Branch to be co-opted by Assistant Registrar (Result) and convener may opt some other person(s) from IUMS Team

C-5B: Information, Display and Live telecast of Convocation:

- i) Director IT Cell (Convener)
- ii) Assistant/Clerk from IT Cell

One clerk from Result Branch to be co-opted by Assistant Registrar (Result)

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

- (i) Controller of Examinations-II
- (ii) Additional members may be co-opted by the COE-II

C-7: Handing over the Honoris Causa Degree to the Chancellor for conferment, distribution of medals/certificates (if any);

- (i) Controller of Examinations-I
- (ii) Additional members may be co-opted by the COE-I

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

- (i) Sh. Krishan Chander Pandey, Superintendent (Estt. Branch)
- (ii) Sh. Kuldeep Batra, STA, Estt. Branch
- (iii) Sh. Mandeep Sharma, Assistant, Estt. Branch
- (iv) Ms. Neha, Clerk, Estt. Branch

Two peons will be provided by the Establishment Br. (Non-Teaching) More numbers of persons, if required, will be deputed by the COEs.

C-9: Rehearsal Committee:

- (i) Controller of Examinations-I
- (ii) Controller of Examinations-II
- (iii) Prof. Sanjeev Arora, Deptt. of Chemistry
- (iv) Prof. Rajinder Moudgil, Deptt. of Physics
- (v) Prof. Ramesh Bhardwaj, Deptt. of Social Work
- (vi) Anchor

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

Overall Incharge, Director, Public Relations

D-1. Preparation and Display of Banners:

- (i) Director Youth & Cultural Affairs (Convener)
- (ii) Dr. Pawan Kumar, Deptt. of Fine Art
- (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) Controller of Examinations-II
- (iv) Prof. Omvir Singh, Deptt. of Geography
- (v) Dr. Gurcharan Singh, Asstt. Professor Fine Arts
- (vi) Manager, Printing & Publications
- (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-II (Convener)
- (ii) Sh. Raj Kumar Dhingra, Assistant Registrar(Exam)
- (iii) Sh. Ishwar Rawat, Superintendent(Exam)
- (iv) Manager, Printing & Publications

D-4 Distribution of Invitation and Lunch Cards:

- (i) Dr. Jasvinder Sidhu, Associate Prof. II&HS, (Convener)
- (ii) Dr. Vikash Sabharwal, Associate Prof. Dept. of Political Science
- (iii) Assistant Registrar (General) and staff of the General Branch

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

- (i) Deputy Director, Public Relations
- (ii) Dr. Sukhbir, Institute of Pharmaceutical Sciences
- (iii) Assistant DPR Office

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

D-6 Photography, Videography and Live Telecast:

- (i) Dr. Ashwani Kush, Director IT Cell (Convener)
- (ii) Deputy Director, Public Relations
- (iii) Assistants 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-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 In-charge of discipline):**

- (i) Assign duties to teachers in Auditorium in collaboration with the Controller of Examinations-I & II
- (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, Dept. of Home Sc. (Convener)
- (ii) Dr. Gurcharan, Dept. of Fine Arts
- (iii) Dr. Somveer Jakhar, Horticulture
- (iv) Dr. Jaya Daronde, Dept. of Fine Arts

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

(3) Saraswati Vandana and the National Anthem

Dean Students Welfare

(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

Incharge Horticulture will depute 4 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 personnel 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/guests

(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 handing over the same to Sanitation Incharge.
- (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 check and verify the fire extinguishers
- (vii) To offer the repair of furniture in the auditorium

(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) Assistant Registrar (General)

- i) To arrange for / purchase of mementoes and other items required for the Convocation as per requirement after seeking approval of the competent authority through the following purchase committee, as at Sr.No. 13 :
- 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, 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.
- iii) To set up Robbing Room of University Auditorium
- iv) Water arrangement for students on both sides of Auditorium

- (9) **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.
 - (i) To set up Robbing Room in the Committee Room, Opp. Senate Hall University Auditorium.

(10) **Collection of Mementoes and other relevant material from University Store for Dais:**

- (i) Dr. Neeraj Batish, Deptt. of Political Science
- (ii) Sh. Surender Kumar, Assistant, General Branch
- iii) Sh. Deepak Kumar, Clerk, General Branch
- iv) Sh. Yogesh Juneja, Clerk, General Branch
- v) Sh. Mohan Bisht, General Branch

2 Peons to be provided by the General Branch

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

- (i) Sh. Ajmer Singh, Supdt. Accounts Branch
- (ii) Sh. Deep Chand, Asstt. Registration Branch
- (iii) Sh. Baldev Saini, Asstt. University Store
- (iv) Sh. Arvind Kumar, Clerk, Certificate Section
- (v) Sh. Pankaj, Clerk, General Branch

4 Labourers will be provided by the Horticulture Dept. along with the Tractor Trolley

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

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

(13) **Keeping in view of the short span of time the following standing Purchase Committees for all the purchases wherever required may also be constituted :**

(a) General Purchase Committee

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

One member from concerned committee of the Convocation

(b) Purchase Committee for Stoles / jackets for VVIPs

- (i) Prof. Sanjeev Aggarwal, Deptt. of Physics
- (ii) Dr. Ajay Aggarwal, Inst. of Pharmacy
- (iii) Assistant Register (General) / Nominee
- (iv) F.O. Nominee

Note:

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

Important Notes :

- (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 Bhagwad Gita 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

Endst. No. G-10/2023/ 8505-8535 Dated : 27-7-2023

REGISTRAR

Copy of the above i.e. Conveners/functionaries of arrangements Committees for the XXXIII Convocation of the University-2023 is forwarded to the following for their kind information, further forwarding to members of their committees and taking further necessary actions. They are also requested to liaison with their Committee for the purpose:

1. Convocation Convener : Prof. Anil Vashisth, Dean Academic Affairs, K.U.K
2. Prof. Suchismita, Dean Students Welfare, K.U.K
3. Controller of Examinations-I (7082113180)
4. Controller of Examinations-II (7082113080)
5. Prof. Sushil Sharma, University School of Mgt. (9416544299)
6. Prof. Anil Mittal, University School of Mgt. (9812093320)
7. Prof. Sunil Dhingra, Proctor (9416362401)
8. Prof. Amit Ludri, Deptt. of Law (9729374198)
9. Dr. Ashwani Kush, Director, IT Cell (9896210014)
10. Prof. Sanjeev Aggarwal, Dept. of Physics (94162-27111)
11. Dr. Maha Singh Punia, Director, Youth & Cultural Affairs (7082113037)
12. Prof. Brijesh Sawhney, Director, Public Relations (9896130411)
13. Dr. Deepak Rai, Dy. Director, Public Relations (9991892171)

14. Dr. Virender Pal, Incharge University Guest House (8295035500)
15. Dr. Ankush Ambardar, Deptt. of Tourism & Hotel Mgt. (9466942556)
16. Dr. Megha Gupta, Deptt. of Tourism & Hotel Mgt.) (9466620791)
17. Dr. Hardeep Rai, Institute of Environmental Studies (9034941121)
18. Dr. Rajesh Sobti, Director Sports (9467054670)
19. Dr. Pawan Kumar, Dept. of Fine Arts (989653731)
20. Dr. Anil Gupta, Chief Security Officer (8295544488)
21. Dr. Neeraj Batish, Deptt. of Political Science (98126-00860)
22. Prof. Anita Bhatnagar, Dept. of Zoology (9896634580)
23. Dr. Jitender Kumar, Assistant Registrar (General) (7082113114)
24. Sh. Raj Pal, Executive Engineer (7082113052)
25. Sh. Vinod Kumar, Assistant Registrar (Estt. NT)(7082113010)
26. Dr. Deepak Sharma, Assistant Registrar (Academic)(99960-42847)
27. Sh. Prem Singh, Assistant Registrar (Accounts) (9996434376)
28. Sh. Rakesh Kumar, Superintendent (Academic)(9896896161)
29. OSD to Vice-Chancellor, K.U.K
30. PA to Vice-Chancellor, K.U.K (for kind information of the Vice-Chancellor).
31. Assistant Registrar O/o the Registrar, K.U.K(for kind information of the Registrar)


27/7/23
Assistant Registrar (General)
for Registrar