



**Indira Gandhi Delhi Technical University For Women**  
(Established by Govt. of Delhi vide Act 09 of 2012)  
Kashmere Gate, Delhi-110006



F.No.47/IGDTUW/5<sup>th</sup> Convocation/order/2022-23/1515

Date: 31.10.2022

**OFFICE ORDER**

The following Committees are hereby constituted for various arrangements/look-after works/activities for the forthcoming Convocation on 03<sup>rd</sup> November, 2022:

Sl. No.	Name of the Committee	Arrangements/activities	Responsible Officer/Deptt.
1	Decoration, Supervision and installation Of Tentages items etc., Cleaning and Sanitation of the Campus Security etc.	<ul style="list-style-type: none"><li>To ensure the cleaning of grass, cutting of small shrubs etc. in an around Central Lawn and Auditorium</li><li>Grooming and dressing of flowers beds and plants around the Convocation venue, main gate and around passage to Convocation venue</li><li>Proper decoration of the Convocation Venue</li><li>Installation of banners and poles flags etc.</li><li>To ensure proper cleanliness of entire campus (buildings and open area), proper working of all washrooms, proper arrangement of water, placing of dustbins at appropriate places etc</li></ul>	GA Branch and Official of Registrar Office.
2	Distribution of Gowns to VVIPs and students	<ul style="list-style-type: none"><li>The Committee will ensure proper arrangements for gowns, its distribution to VVIPs and students</li></ul>	1) Dr. Himanshu Mittal, Asst. Prof., CSE-AI 2) Dr. Bhawna Jain, Asst. Prof., CSE-AI
3	Distribution of Degrees and Convocation Booklets	<ul style="list-style-type: none"><li>The Committees will take the degrees from the Dean (Examination Affairs) and manage the reception counter for recipients-students and their parents/spouse</li><li>Make the arrangement for the distribution of the degrees to the students with proper receipts/acknowledgement.</li></ul>	1) Dr. Sanjib Sahoo, Dy COE 2) Mr. Sagar Goel AR Exam 3) Mr. Raman Devesh, Asst. CoE 4) Two Officials from Exam Branch

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Sl. No.	Name of the Committee	Arrangements/activities	Responsible Officer/Deptt.
4	Distribution of Medals	<ul style="list-style-type: none"> <li>The Committee will ensure that all the medalist are present (by making phone calls) and will provide the final attendance on 03-11-2022</li> <li>Make all the arrangements for seating of the medalist and the distribution of various medals during the convocation ceremony</li> <li>Make the proper records of the distribution of the medals, awards and certificates</li> </ul>	1) Dr. Nonita Sharma, Associate Prof., CSE-AI 2) Ar. Kshitij Kumar Sinha, Asst. Prof., DAP 3) Ms. Karuna Kadian, Asst. Prof. 4) Dr. Ankush Jain, Asst. Prof.
5	Press Media	<ul style="list-style-type: none"> <li>To ensure the delivery of press note one day before the convocation to DIP approved Press and Media (invitation, press release, TV Coverage etc.) Publicity in newspaper, press note, press release etc.</li> <li>Preparation of the list of invitees of press and media</li> </ul>	1) Dr. Deepti Chhabra, Asst. Prof., MAE
6	Comarper for the entire duration of Rehearsal & Convocation and Dais/Stage Management Committee	<ul style="list-style-type: none"> <li>Proper seating arrangement on the dais with labeling</li> <li>Co-ordinate with medal with medal distribution committee for the proper sequencing and distribution of medals and award of Ph.D</li> <li>Make arrangements for the play of Saraswati Vandana and National Anthem</li> <li>Distribution of mementoes</li> </ul>	1) Dr. Pooja Bhati, Asst. Prof., MAE alongwith two students
7	Medical Assistance Committee	<ul style="list-style-type: none"> <li>Will co-ordinate with the hospital and CATS for meeting out any medical emergency</li> </ul>	1) Ms. Greeshma Arya, Asstt. Prof., ECE 2) Ms. Pooja, Nurse

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Sl. No.	Name of the Committee	Arrangements/activities	Responsible Officer/Deptt.
8	Discipline Committee	<ul style="list-style-type: none"> <li>Will be responsible for maintaining the discipline and decorum in the Convocation venue</li> <li>Members of the Discipline Committee will be seated in each row earmarked for the students for maintaining the complete discipline during the entire function. The <b>Seating Plan</b> is enclosed</li> </ul>	<p><b>Computer Science &amp; Engineering</b></p> <ol style="list-style-type: none"> <li>Dr. Arunima Jaiswal, Asst. Prof., CSE</li> <li>Ms. Kiran Malik, Asst. Prof., CSE-AI</li> <li>Ms. Ritika Kumari, Asst. Prof., CSE-AI</li> <li>Mr. Vijay Kumar Yadav, Asst. Prof., CSE-AI</li> </ol> <p><b>Information Technology</b></p> <ol style="list-style-type: none"> <li>Ms. Ankita, Asst. Prof., IT</li> <li>Ms. Nidhi Arora, Asst. Prof., IT</li> <li>Dr. Alongbar Wari, Asst. Prof., IT</li> <li>Dr. Bhawna Narwal, Asst. Prof., IT</li> </ol> <p><b>Electronics and Communication Engineering</b></p> <ol style="list-style-type: none"> <li>Dr. Pankaj Gupta, Asst. Prof., ECE</li> <li>Dr. Kanchan Sharma, Asst. Prof., ECE</li> <li>Ms. Richa Yadav, Asst. Prof., ECE</li> <li>Ms. Neha Singh, Asst. Prof., ECE</li> </ol> <p><b>Architecture &amp; Planning</b></p> <ol style="list-style-type: none"> <li>Ar. Monali, Associate. Prof., Arch. &amp; Plg.</li> <li>Ar. Venus Kashyap, Asst. Prof., Arch. &amp; Plg.</li> <li>Ar. Rupesh, Asst. Prof., Arch. &amp; Plg.</li> <li>Ar. Jaiprakash, Asst. Prof., Arch. &amp; Plg.</li> </ol> <p><b>Mechanical &amp; Automation Engineering</b></p> <ol style="list-style-type: none"> <li>Mr. Ravinder Kumar, Asst. Prof., MAE</li> <li>Dr. Tina Chaudhary, Asst. Prof., MAE</li> <li>Dr. Urfi Khan, Asst. Prof., MAE</li> </ol> <p><b>Management</b></p> <ol style="list-style-type: none"> <li>Dr. Dhananjay Yadav, Asst. Prof., ASH</li> <li>Dr. Priyanka Lochab, Asst. Prof., ASH</li> <li>Dr. Shivani, Asst. Prof., ASH</li> </ol>

The first meeting of the committee is convened on 01<sup>st</sup> Nov 2022 at 04:30 pm in the Seminar Hall, Admin Block. All deans and HoDs are also requested to attend the meeting.

[PROF. R.K. SINGH]  
REGISTRAR

Copy to:

- PS to Vice Chancellor, IGDTUW, Delhi.
- All Concerned Faculty/Staff for information & necessary compliance.
- Guard File.