



श्री माता वैष्णो देवी विश्वविद्यालय SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Ref No: SMVDU/AA/18/ 1604

Dated: 12th April, 2018

Office Order

Sub.: Distribution of Degrees at School Level after Convocation

It is hereby notified for the information of all concerned that after the conclusion of 6th Convocation of SMVD University on 18th April, 2018, issuance/handling over of individual degree(s) to the graduating students of UG/PG programs, who are present during the Convocation ceremony to receive their respective degree, shall be carried out after the conclusion of Convocation in their respective School under the supervision of Head/I/c Head concerned.

The Head/I/c Head shall nominate a senior responsible faculty member of his concerned School at their own level to oversee the distribution of Degrees to the students at the School level by the staff posted in that particular School.

In this regard, the following staff shall be responsible for collection of Degrees from Academic Affairs Wing after the conclusion of Convocation for issuance/handling over of the respective degree to the student concerned after ascertaining his/her identity. Further, the following staff shall also be required to collect the Degree Folders on 16/04/2018 from 10:00 A.M. to 11:00 A.M, only.

While issuing/handling over the degree to the students, the concerned staff shall also obtain the receipt of the same from the students concerned. The record of receipts so obtained shall be forwarded by the Head/I/c Head concerned to the Academic Affairs Wing for records.

S.No.	Name of Staff member(s)	Name of the School	Degree(s) to be issued for Program
1	Mr. Kapil Gupta, Office Assistant & Ms. Priyanka Sharma, LA	SoCSE	B.Tech.(CSE) & M.Tech. (CSE)
2	Mr. Shardindu Shekhar, Jr. Assistant & Mr. Sanjeev Wadhawan, TA	SoECE	B.Tech.(E&CE) & M.Tech. (E&CE)
3	Mr. Sanjeev Suri, Office Assistant & Mr. Karan Vohra, STA	SoME	B.Tech.(ME) & M.Tech. (M&A)
4	Mr. Ankush Sharma, Jr. Assistant	SoEM	M.Tech. (EM)
5	Mr. Surinder, Jr. Assistant & Mr. Vishal Bhatti, STA	SoALD	B.Arch.
6	Mr. Dheeraj Anand, Jr. Assistant & Mr. Sanjeev Nagpal, Office Assistant	SoB	MBA
7	Mr. Kuldip Pandita, Jr. Assistant & Mr. Jaipal Singh Jamwal, Jr. Assistant	SoL&L	M.A. (English)
8	Mr. Tinku Pawar, Office Assistant & Mr. Vishnu Gupta, STA	SoBT	B.Tech. (IBT) & M.Sc. Biotechnology
9	Mr. Rohit Govil, Jr. Assistant & Ms. Shakti, LA	SoP	M.Sc. Physics
10	Mr. Rohit Gupta, Section Officer	SoM	M.Sc. Mathematics

All students concerned shall, *therefore*, be required to report at their School after conclusion of convocation for collecting his/her degree, which may be conveyed to them through the Contact Centre.


Registrar

Copy to:

1. I/c Associate Dean (AA), for information.
2. Dean, Students welfare for information
3. All Heads/I/c Heads, for information and n.a.
4. PS to VC for information the Hon'ble Vice Chancellor.
5. I/c Website for uploading the above on the University's website
6. Concerned _____, for compliance
7. Concerned file.