



श्री माता वैष्णो देवी विश्वविद्यालय  
SHRI MATA VAISHNO DEVI UNIVERSITY  
Kakryal, Katra-182320, Jammu & Kashmir

Ref No: SMVDU/A&R/16/41  
Dated: 15th April, 2016

**Office Order**

It is hereby notified for the information of all concerned that after the conclusion of 5<sup>th</sup> Convocation of SMVD University on 19<sup>th</sup> April, 2016, issuance/handing 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 Department/School under the supervision of Head/I/c Head concerned.

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

The following assistants shall be responsible for collecting of Degrees from Academics Section after the conclusion of Convocation for issuance/handing over of the respective degree to the students concerned after ascertaining his/her identity.

While issuing/handing over the degree to the students, the concerned assistant 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 Section for record.

S.No.	Name of Staff member(s)	Name of the Department/School	Degree(s) to be issued for Program
1	Mr. Kapil Gupta, Office Assistant & Ms. Priyanka Sharma, LA	DoCSE	B.Tech.(CSE) & M.Tech. (CSE)
2	Mr. Shardindu Shekhar, Jr. Assistant & Mr. Sanjeev Wadhawan, TA	DoECE	B.Tech.(E&CE) & M.Tech. (E&CE)
3	Mr. Sanjeev Suri, Office Assistant & Mr. Karan Vohra, TA	DoME	B.Tech.(ME)
4	Mr. Rohit Govil, Jr. Assistant & Mr. Vishal Bhatti, STA	DoALD	B.Arch.
5	Mr. Dheeraj Anand, Jr. Assistant & Mr. Sanjeev Nagpal, Office Assistant	SoB DoE	MBA & MBA(BE)
6	Mr. Kuldip Pandita, Jr. Assistant & Mr. Varun Raina, LA	DoPC & DoL&L	M.A. (Philosophy) & M.A. (English)
7	Mr. Tinku Pawar, Office Assistant & Mr. Punit Khanna, STA	DoBT	B.Tech. (IBT) & M.Sc. Biotechnology
8	Mr. Surinder Singh, Jr. Assistant & Ms. Shakti, LA	DoP	M.Sc. Physics
9	Mr. Rohit Gupta, Section Officer & Ms. Sakshi, Office Assistant	DoM	M.Sc. Mathematics

All students concerned shall therefore be required to report at their Department/School after conclusion of convocation for collecting his/her degree.

*Deep Chauria*  
Registrar

Copy to:

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