



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

Ref No: SMVDU/A&R/14/1787
Dated: 4th February, 2014

Office Order

It is hereby notified for the information of all concerned that after the conclusion of 4th Convocation of SMVD University on 8th February, 2014, issuance/handing over of degree(s) to all the graduating students of UG/PG programme, who shall be present during the Convocation ceremony to receive their respective degree, shall be carried out on the same day in their respective School under the supervision of Directors/l/c Directors concerned.

The following Dealing Assistant(s) shall be responsible for the issuance/handing over of the respective degree to the students concerned after ascertaining their identity under the supervision of Directors/l/c Directors of that particular School. Further, while issuing/handing over the degree to the student concerned, the concerned dealing assistant shall obtain the receipt of the same from the students concerned. The record of receipts so obtained shall be forwarded by the Directors/l/c Directors concerned to the A&R Wing for records.

S.No.	Name of Staff member(s)	Name of the School	Degree(s) to be issued
1	Mr. Deepak Sharma, Office Assistant & Mr. Vishal Koul, LA	School of CSE	B.Tech.(CSE) & M.Tech. (CSE)
2	Mr. Shardindu Shekhar, Jr. Assistant & Mr. Sanjeev Wadhawan, TA	School of E&CE	B.Tech.(E&CE) & M.Tech. (E&CE)
3	Mr. Rohit Govil, Jr. Assistant & Mr. Ved Raj Khullar, STA	School of Mechanical Engineering	B.Tech.(ME) M.Tech. (M&A) & M.Tech. (Energy Mgt.)
4	Mr. Vishal Bhatti, STA	School of ALD	B.Arch.
5	Ms. Ritu Sharma, Office Assistant & Mr. Girish Sharma, STA	School of Business	MBA & MBA(BE)
6	Mr. Dinesh Singh Salathia, Office Assistant	School of Philosophy & Culture and School of Languages & Literature	M.A. (Philosophy) & M.A. (English)
7	Mr. Tinku Pawar, Jr. Assistant & Mr. Punit Khanna, STA	School of Biotechnology	B.Tech. (IBT) & M.Sc. Biotechnology
8	Mr. Surinder Singh, Jr. Assistant	School of Physics	M.Sc. Physics
9	Mr. Kuldip Pandita, Jr. Assistant	School of Mathematics	M.Sc. Mathematics

4.2.14
Registrar

Copy to :

1. All Deans, for information.
2. All Directors/l/c Directors, for n.a.
3. PS to VC for information the Hon'ble Vice Chancellor.
4. l/c Website for uploading of the above on the website of the University.
5. Concerned Dealing Assistant _____, for compliance.
6. Concerned file.