



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University, Katra
Kakryal-182320, Katra (J&K)

No. SMVDU/Adm./Estt./17/3657-64

Dated: 20 July 2017

ORDER

In the interest of Administration and as approved by the Competent Authority, the following Officers / Officials shall hereby look after the following additional jobs/assignments with immediate effect:-

S No.	Name of Employee with Designation	Present place of posting	Additional Charge	Reporting Officer
1	Mr. Vivek Verma Assistant Registrar	Student Affairs	All matters concerning Training & Placement Wing & Alumni Association	Registrar through TPO [for T&P matters] & Dr. Saurabh [for Alumni Association]
2	Mr. Samir Vohra Assistant Registrar	Academic Affairs	Administrative Assistance to SMVDU-HRDC in the capacity of Technical Officer-HRDC	Director HRDC
3	Ms. Bhawna Mishra Assistant Registrar	Examination Wing & IQAC related matters	Additional charge of matters related to NAAC, NBA, Rankings, all Surveys & Awards	I/c. Director Quality Assurance
4	Mr. Rajesh Sharma Section Officer	Legal Wing	Additional Charge of Canteens, Food Outlets and Shops related work.	Registrar
5	Mr. Amit Gupta Section Officer	Academic Affairs	To assist AR[P&C] in all EC related matters	Registrar through AR[P&C]

The above officers/officials shall take charge of their additional assignments immediately and simultaneously, from the officers/officials currently holding them, with a copy to the registry for records.


Registrar

Copy to:

1. All Deans / Heads of Departments & Section Heads for information.
2. PS to VC for the kind information of Hon'ble Vice-Chancellor.
3. Concerned : _____ for information and immediate compliance.
4. Office order file.
5. I/c. website, for uploading on University Website.
6. Personal files of the concerned.