



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir
Recognized under Section 2(f) & 12(B) of the UGC Act, 1956
registrar@smdvu.ac.in

Ref. No.: SMVDU/AA/20/1172

Date: 8th June, 2020

Notification

Subject: Constitution of Committee for preparation of Standard Operating Procedure

With reference to the Notification regarding mechanism for conduct of Major Exams issued vide SMVDU/AA/20/1169 dated 6th June 2020, sanction of the competent authority is conveyed for the constitution of the committee for preparation of the Standard Operating Procedure to be followed by all concerned for safe stay of the final year students in the campus and their subsequent exit:

1. Dr. Yugal Khajuria, Dean of Student Welfare – **Chairman**
2. Prof. Rajeev Garg, Head, School of Architecture
3. Dr. Sunil K. Wanchoo, Faculty I/C Examination
4. Dr. A.K. Das, Director, DQA & Associate Dean of Student Welfare
5. Dr. Jyoti Sharma, Associate Dean of Student Welfare
6. Dr. Sharda P., Head, School of Biotechnology & Warden, Shivalik Hostel
7. Dr. Saurabh, Head, School of Business
8. Dr. Anil K. Tiwari, I/C Head, School of Philosophy & Culture
9. Dr. Anju Sharma, Dy. Medical Officer
10. Mr. Surinder Kumar, Security Officer
11. Ms. Tripti Saitu Gupta, AR(Student Welfare)

The SoP will lay down the detailed process to be followed, including the input needed from the student prior to his/her commencement of journey, arrival at the campus and till the time of departure from the campus, including all necessary considerations for stay in campus, conduct of doubt clearing sessions and examination and exit from hostel with bag and baggage. All necessary safety guidelines issued by the government agencies may be kept in view. The SoP will also indicate the requisite date of arrival of the student to the campus.

The recommendations of the committee in the form of draft copy of the SoP shall reach the office of undersigned by 12th June 2020.

**Sd/-
Registrar**

Copy to:

1. All Deans/ HOD's, for information
2. Chairman and Members of the Committee
3. Establishment Section
4. PS to VC, for kind information of the Hon'ble Vice Chancellor
5. I/c Website, or information and uploading of the same on the University website
6. Concerned File.