



श्री माता वैष्णो देवी विश्वविद्यालय  
Shri Mata Vaishno Devi University

Sub Post Office, Katra – 182 320 (J&K)

(A State University established under J&K State Legislature Act No. XII of 1999)

No: SMVDU/Adm./Estt./NT/2024/2736-46

Dated: 3-12-2024

**ORDER**

**Subject: Assignment of additional duties for forthcoming Convocation – reg.**

In the interest of administration, following officials in addition to their own duties shall also assist to the Faculty In-charge (Examination), Examination Wing, SMVDU, for the work related to the forthcoming 10<sup>th</sup> Convocation, with immediate effect, till the conclusion of the Convocation.

S.No.	Name & Designation	Present place of posting School/ Section	Reporting Officer
1.	Mrs. Antima Kohli Office Assistant	Academic Affairs	Dean (AA)
2.	Mr. Vishal Gandotra Junior Assistant	Research & Development	Dean (R&D)
3.	Mr. Ankush Sharma Junior Assistant	School of Energy Management	Head, SoEM

Further, Mr. Amit Gupta, Section Officer, presently posted in O/o the Dean, FoH&SS & addl. duties in DQA, shall also assist to the Faculty I/c Examination as and when his services are required in the Examination Wing till the conclusion of 10<sup>th</sup> Convocation.

This issues with approval of the Competent Authority.

  
Registrar  
(S/16)

**Copy to:**

1. Dean, Academic Affairs, for information.
2. Dean, R&D Wing, for information.
3. Director, DQA, for information.
4. Faculty I/c, Examination, Examination Wing, for information.
5. Head, SoEM, for information.
6. AR (VC Secretariat) for information of the Hon'ble Vice-Chancellor.
7. I/c Website for uploading on the University website.
8. Concerned: \_\_\_\_\_, for information and compliance.
9. Office order file.
10. Personal files of the concerned.