



Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi - 110075 Website: <http://ipu.ac.in>

(General Administration Branch)

GGSIU/12th Convocation /2016-17

1072

OFFICE ORDER

Dated: 31/11/16

Sub: Regarding arrangements for 12th Convocation 2016

The 12th Convocation -2016 of GGSIP University has been scheduled in first week of December 2016 at Dwarka campus, Delhi. Hon'ble Lieutenant Governor of Delhi would grace the occasion alongwith other dignitaries. In order to carry out this Convocation smoothly, different Committees have been constituted with the responsibilities of following activities / arrangements. The respective Chairpersons are requested to initiate the work related to their Committees:-


Committee code	Arrangements/Activities	Responsible Officer/Deptt
I. a	<ol style="list-style-type: none"> To ensure the cleaning of Grass, small shrubs from the ground of GGSIPU Proper maintenance of flower-beds around the convocation venue and outside the University Gate(s) Arrangement and placement of Flower Pots for periphery Control of Parking arrangements for VVIP, VIP & Staff Making Security arrangement- 20 Nos. of extra Security Guards (10 in ceremonial dress) on the day of the convocation To ensure that parameters related to security requirements is observed properly To ensure the Intimation & follow-up with the local authorities for the following arrangements & space allocation : <ol style="list-style-type: none"> Delhi Police Delhi Traffic Police Delhi Fire Service for arrangement of Fire Tender on the date of Convocation. South Delhi Municipal Corporation for cleaning outside area of University, Delhi Jal Board for arrangement of portable water tanker for catering. Ambulance from CATS Local Hospital for the Doctors SDMC / Delhi Govt. /DDA for the clearance of service roads, foot paths, etc., To arrange the pre-liaison security meeting in last week of November 2016 with the departments mentioned at S. No. 7. 	Sh. A.K. Verma, JR (E&S) Sh. Sunil Kumar, AR Sh. Sunil Kumar AR (Sports) Sh. Vijay Kumar AR Smt. Veeña Upadhyay, AAO
I.b	<ol style="list-style-type: none"> Map/sketch of venue indicating all the entry & Exit gates etc Preparation of site (Dressing, Leveling, Ramp, Painting of boundary wall and gate, covering of drains etc. Preparation of Robe Room including Dressing Table etc in Admin Block General Upkeep of campus and pest control for Pandal Ground Podium (02 Nos.) on dais- Standing / Color mikes / cordless mikes etc (Chancellor, VC, Deans and Comparer); Table arrangement for the dias (Drinking water, coaster and folders etc.) Tentage Hiring / Installation (pandal, dias, kannat, waterproof stage with table, chairs, carpet, Podium, seating arrangement of sofas and chairs for 750, Kitchen area, dining area for VVIP, Press and Media and University Staff, car calling, enquiry counter, Robe Counter, water counter for Recipients, red carpeting, lights for pandal, accessories, barricading, Sofa, carpet, Hiring of PA system with recording facility for pandal and parking area. Proper measurement and quantity of tentage arrangement before and after the ceremony. Hiring of LED screens with digital video LIVE coverage and recording Deployment of 20 nos. of Sanitation staff one day before and on the day of ceremony in proper uniform with ID cards High Tea arrangement for officials in procession before start of Academic Procession - 125 Nos. each to be arranged from DTTDC Lunch Arrangements of VVIPs guest, member of statutory bodies, Councils for 200 nos through DTTDC. Lunch arrangement for Deans, Director/Chairmen of affiliated institutes and University Officers, Professor, Faculty, staff, students and their spouse/parents through DTTDC on their approved rates and vendor for 600 nos. Packed Lunch Arrangements of officials of VIP Security, Air force/Army Band, Delhi Police, Delhi Traffic Police, Delhi Fire Deptt., Delhi Municipal Corporation, Delhi Jal Board, CATS, SDMC, DDA, University Mali's / Security Guards/ Sanitation Staff and Drivers to be arranged through University Caterer for 300 nos 2000 nos. of Mineral water bottles (200ml.) and 10 nos. of Jar with disposables glasses to be arranged through University Caterer Bouquet (Aster Lilies plus Carnation or English Roses etc.) -10 Nos. & flower petals to be handover to head of the committee code no VII. Flower Decoration of dais, backdrop, stage, podium, main gates, pandal gate, robe room, Admin block entry gate Backdrop for stage, Degree Scroll, students, Signage's for Roads, Poles, Parking, Dining Area, Robe room, VVIP etc Name Board, direction board. Podium Logos & banners, Flags with pipe To arrange Dressing Table, comb, Towel, Podium, Lighting lamp To arrange Mosquito Killer machines in Robe Room 	Sh. A.K. Verma, JR (E&S) Dr. Pankaj Agarwal, DR (GA) Sh. Ajay Gupta, EE (UWD) Sh. Shailash Gupta, FC Sh. Rajesh Sharma AR USMS

II. a	(i). Purchase of Folders and Pen for dignitaries on dais	Dr. Sunita Shiva, JR(Pur.)
II. b	i) Taking size and preparation of Robes for Chief Guests, Chancellor, Vice Chancellor, Pro-Vice Chancellor, Registrar, COF (To arrange two extra robes for Chief Minister & Education Minister). To ensure about the dryclean and ironing of Robes ii) Complete Robe Arrangement of Robes for the Academic Procession & handover to Prof A. K. Saini, Head of <i>committee code no XI</i> iii) To ensure about issue of Robes to the Students/faculty/Recipients (Students) of Medal/Degree	Dr. Abha Vermani, DR (S) Sh. Amit Ahuja, Asst Prof
III	Saraswati- Vandana with Dholak, Tabla, Harmonium etc. & arrangement of for performance (practice & final performance)	Dr. Sangeeta Chauhan Dean (USE) Dr. Ruchika Minocna, AR Dr. Shalini Yadav, Asso Prof Sh. Amit Ahuja, Asst Prof
IV	<u>Display of Seating Arrangement on the Notice/Pin Board</u> a. Marking of complete sitting arrangement in the convocation pandal b. Ushering / Controllers, Seating arrangements and control inside the pandal for VVIPs, VIPs, Members of statutory Bodies, Directors of Affiliated Institutes, and officers of Delhi Govt., Press and media person etc arrangement of Student Volunteers from USS c. Ushering / controllers for the recipient of Degree Certificate & Gold Medals with the seating arrangement & in coordination with <i>Committee number VII, VIII & X. Takeover the list of the recipient from Prof Pravin Chandra, Head of committee no. X and list of invitees/ VVIP to be seated on sofas from Sh Sushil Kumar Vern head of committee no. VIII.</i>	Ms. Shikha Agarwal, AR Dr. Rekha Bhaskaran, Assoc. Prof. Dr. Neelima Markandey, AR Ms. Sonali, Asst Prof., USAP Sh. Vishal Kumar, Asst Prof Sh. Sumant Sharma, Asst Prof
V	(i). Overall in-charge for controlling the entries and maintaining discipline outside the Pandal. (ii). To ensure the entry in the venue shall be allowed only to those who possess necessary Identity Card. (iii). Vehicles with VVIP Car Park Labels shall be allowed in the University. (iv). All other vehicles shall be parked outside the University (v). To manage the Car Calling Counter & management of parking inside the University as per Parking Plan Sh A.K. Verma, head of <i>committee no I</i>	Sh. A.D. Lamba Deputy Registrar Sh Anuj Vaksh, Asst Prof Sh. Khushpreet Singh, AR Sh. Sunil Kumar, AR(Sports) Sh. Rajiv Dwivedi, Tech Asst Sh. Madan, Prof. Lib Asstt Sh. Vishal Mehta, Jr. Asstt. Sh. Jitender, Jr. Asstt. Ms. Madhulika, UIRC Ms. Ronika, AR (Admission)
VI	(i). To ensure the delivery of press note one day before of the Convocation to DIP approved Press and Media (invitation, press release, TV coverage etc.) Publicity in Newspaper, Press Note, Press Release etc. (ii). Preparation of the list of invitees of Press & Media (approved under DIP) and handover the same to Ms. Shikha Aggarwal & Dr. Nitin Malik heads of <i>committee no. IV & V respectively</i> (iii). Arrangement of Still & video photography and display the rates on the flex board	Sh Ahtesham Ullaha DR Sh. Nalini Ranjan, PRO Sh. Ajay Sharma, AR (Pers)
VII	Complete Stage management & related activities After the approval of Competent Authority, (i). Preparation of brief note of the function, Written statement for Chief Guests, Chancellor, Hon'ble VC, (ii). Take-over of Degree Certificate/Gold Medals for distribution and final list of recipients from <i>committee no. X</i> (iii). Minute to Minute Programme for approval of VIP (iv). Sequence of Event (v). Presentation of Bouquets to chief guest, Chancellor (vi). Arrangement & Distribution for Degree Certificate, Gold Medals (vii). Name plates for dignitaries on dais viii). Arrangement of wicks, camphor, match box, drip less candles, Lightening lamp, chowki, trays. (ix). Printing of Invitation Cards, Envelops and Parking Sticker(all three should be same serial numbered) (x). Printing of Vice Chancellor's Report / Chancellor's Address / Convocation Address (xi). Printing of University Profile/Annual Report (xii). Any other matter to be discussed with Competent Authority	Prof RK Mittal Director Development Prof. C.S. Rai, Director (Student Welfare) Prof Neena Sinha USMS Prof Meenu Kapoor Dr Kamal Aggarwal, Assoc Prof Dr Sanjay Dhingra Assoc Prof. Dr S. Sanjay Kumar Asst Prof Sh Pushpender Kumar, AR Smt. Veena Upadhaya
VIII	i. Preparation of the list of members of the Academic Procession with order of sitting arrangement & inform to Dr Abha Vermani and Prof A.K. Saini Heads of <i>committee no. II & XI</i> respectively two days before the date of convocation. ii. Preparations of full & final list of Invitees in close coordination and take the approval of Competent Authority iii. To ensure the distribution & Dispatch of Invitation Cards (serial numbered and by name & designation) to all the Invitees (Statutory body members, Director/Principal of affiliated Institute of the University, other guests, Recipients of Degree/Gold Medals with their spouse/parents (to be received from COE), committee members, University Staff, Media Persons etc, Prepare the list of invitees and hand over to Ms Shikha Aggarwal & Dr Nitin Malik head of <i>Committee number IV & V respectively</i> two days before the date of convocation.	Sh Sushil Kumar Vern, Jt. Registrar



	iv. Preparation of confirmation list of the members of the Academic Procession, hand over to Ms Shikha Aggarwal & Prof A. K. Saini <i>Committee number IV & XI respectively</i> v. <i>To Book of vehicles if required for the guests and members of Statutory Bodies</i>	
IX	Comperer for the entire duration of Convocation	Prof. Vaishali Singh, USBAS Prof. Dhananjay Joshi, USE
X	i. To open and manage the Reception counter for recipients- students with their parents / spouse ii. Preparation of Gold Medals, Degree Certificates, Folders, Scroll, list of Meritorious students (Gold Medalist) iii. To prepare a Confirmation list of recipients of Degrees/Gold medalists with their parents & spouse. iv. Handover the Final Attendance on the Convocation Day (two Hrs before) to <i>committee no. VII</i>	Prof. Pravin Chandra, COE and officers/Officials of Examination Division
XI	i. In charge of Academic Procession and control of Robe room ii. Takeover of Robe for Academic Procession from Dr Abha Vermani head of <i>Committee number II</i> iii. Preparation of Robe Room for Academic Procession in coordination with <i>committee number I</i> iv. <i>To finalize the assembly point and queuing of the Academic Procession</i> v. <i>To arrange the pin up boards with stands</i>	Prof A K Saini USMS Prof. Puja Khatri, USMS Dr. Ravinder Kumar, USLLS Dr. Sanchita, USMS Dr. Gagandeep Sharma, USMS Mr. R.L. Ujjawal, USICT Sh. Amit Sharma, USMS Dr. Savita Mittal, UIRC Dr. Sachin Bharti, USMS Sh. Deepak Sharma, Cameraman, USMC
XII	Escorts for the Hon'ble Chancellor and Chief Guest & co-ordinate with the O/o Registrar	Prof. Udhyan Gosh Dr Puspender Bharti Assoc Prof Dr. Naresh K. Vats, Asst. Prof. Sh. Ashish Payal, Asst. Prof.

All the Heads of committees may include the University Officials/faculty to execute the work under intimation to O/o Registrar and will report the progress of their work to the Registrar.
This issue with the approval of Competent Authority



(C. Arvind)
(Registrar)

Copy for necessary action to:

1. All concerned heads and members of the committees

Copy for information:

1. AR, VC Sectt. for kind information of Vice Chancellor
2. PS to Pro-Vice-Chancellor
3. PS to Registrar
4. PS to Controller of Finance
5. Office Copy


(Dr. Pankaj Agrawal)
Deputy Registrar (GA) 21/11/14