

**Manav Rachna University**  
**Estd. vide Haryana Act No. 26 of 2014**  
**(Formerly Manav Rachna College of Engineering)**  
**Sector-43, Aravali Hills, Faridabad**

**F.NO MRU/Convo./2018/1337**

**Dated: 07.12.2021**

**OFFICE ORDER**

The Fifth convocation of the University is scheduled to be held on December 18, 2021. To organize the function, Competent Authority is pleased to constitute the following committees to perform various functions relating to Convocation under overall supervision of the Dean Academics.

**1. V.I.P.Reception Committee.**

- Prof. Dharmendra S. Sengar, Pro Vice Chancellor
- Prof. (Dr.) Sangita Banga, Dean Academics
- Prof. (Dr.) Pradeep Varshney, Dean Research
- Prof. (Dr.) Shruti Vashisht, Dean, Student Welfare
- Prof.( Dr.) Parul Jhajharia , Dean Management & Humanities
- Dr. Babita Prashar Dean Education
- Dr. Kameshwar Singh, Registrar

**2. Printing and Web Committee.**

(For printing of invitation cards, Degree Folders and Website announcement.)

- Dr. Kameshwar Singh, Registrar, MRU
- Sh. Atul Kalra, Director, Administration MREI/ Nominee (9871384648)
- Ms. Pooja Gahotra, Deputy Director (Marketing & PR) (9205599116)

**3. Stage Preparation, Decoration and Sound & Light Committee.**

(For arranging mementoes, banner, Saraswati Bandana and National Anthem.)

- Dr. Chhavi Kulshreshtha Assistant Professor Humanities (9818846956)
- Ms. Gaganjot Kaur, Assistant Professor-CSE (9891523831)
- Dr. Savita Sharma, Assistant Professor, Education (9643354654)
- Dr. Ruchi Gupta, Assistant Professor-Maths (7042884515)

**4. Discipline and Seating Arrangement Committee.**

(For maintaining the discipline in the Auditorium and ensuring that graduands, invitees and guests sit at the seat / enclosure earmarked for them.)

- Dr. Ajit Katiyar, Proctor (9953237263)
- Ms. Meenakshi Gupta, Assoc. Professor ECE (9717116256)
- Mr. Bhanu Pratap, Assistant Professor -ECE (8802284236)
- Mr. Vijay Kumar Gill Assistant Professor-ECE (9958496208)
- Mr. Nazish Ahmad Shamsi, Assistant Professor-ME (9540183402)
- Mr. Piyush Mahindru, Assistant Professor-ME (9811288018)
- Ms. Deepanshi Gupta, Assistant Professor-CST (9990301849)
- Mr. Manoj Kumar, Assistant Professor -CST (9540321552)
- Mr. Narender, Assistant Professor-CST (9899810780)
- Ms. Anupriya, Assistant Professor -CST (9815820463)

- Mr. Sanjay Kumar , Assistant Professor –CST (9540402839)
- Prof. Anshuman Sahai , Assistant Professor, Physics (9211912300)
- Mr. Lokesh Bhardwaj, Assistant Professor –ECE (9999568002)
- Mr. Gianendar Kajal - Assistant Professor –ME (8800997655)
- Mr. Sudhir Singh Assistant Professor –ME (8447166147)
- Mr. J.P. Sharma, Assistant Professor –ME (9718109076)
- Dr. Shiv Kumar Dixit, Assistant Professor –Physics (9891615224)
- Dr. Aditya Sharma, Assistant Professor –Physics (8745864881)
- Ms. Seema Aggarwal, Assistant Professor – Maths (9971850120)

#### 5. Ph.D DEGREE DISTRIBUTION COMMITTEE:

(The committee for arranging the degrees, placing the degrees into the folders and to facilitate its distribution to the graduates at the time of convocation.)

- Dr. Megha Mittal, Coordinator (Ph.D) (8010544853)
- Dr. Jyoti Pruthi, Assoc. Professor –CST (9953700581)
- Dr. Pooja Kapoor, Assoc. Professor-Management (9911397733)
- Ms. Seema Aggarwal, Assistant Professor-Maths (9971850120)
- Ms. Bharti Jha, Assistant Professor-CST (9717049965)

#### 6. HOSPITALITY COMMITTEE:

(Arrangements of snacks and lunch to VIPs, refreshments to students & Staff)

- Dr. Hardeo Thakur, Associate Professor –CST (9560794409)
- Dr. Advin Masih, Assistant Professor -Mathematics (9278230119)
- Mr. A.K.Mishra, Sports Officer, MRU. (9560299031)
- Mr. Prashant Bhardwaj, Assistant Professor –ME
- Ms. Priyanka Gupta Assistant Professor –CSE
- Mr. Mandeep Bhadana, Assistant Professor –ME

#### 7. GOWN AND ROBBING & ACADEMIC PROCESSION COMMITTEE

(Finalizing the vendor, rates for the Gown for VIPs, members of the Academic procession, Students, seating arrangement of stage and organizing rehearsal.)

- Dr. Babita Prashar, Dean Edu., Coordinator (8377872075)
- Dr. Sachin Lakra, Associate Professor -CST (9899400694)
- Ms Riya Sapra, Assistant Professor-CST. (9654889582)
- Dr. Vinayak Pathak, Assistant Professor-CST. (9871560668)
- Ms Ridhi Khanna, Assistant Professor-Edu. (9871299211)

#### 8. REGISTRATION COMMITTEE

(For registering the candidates on –line / off line interested for joining the convocation and liasioning with the degree distribution committee.)

- Dr. Prinima Gupta, Assoc. Professor -CST. (9971405007)
- Ms. Sakshi Bahuguna, Assistant Professor –Law (9818083051)
- Sh. Sanjay Taneja, Associate Professor -M.E. (9971276681)
- Sh. Ram Chatterjee, Assistant Professor -CST (8901520769)

**9. PURCHASE COMMITTEE.**

(For purchasing Mementoes, Medals, Shawls, saplings and Booking of Band)

- Dr. Kameshwar Singh, Registrar, Coordinator (8527202262)
- Sh. Ashish Luthra Manager Admin MREI (8800734239)
- Sh. Varun Mohan Mehta, Executive, Admin

**13. SECURITY, PARKING AND AMBULANCE COMMITTEE.**

(For looking after the security arrangement, parking of vehicles of the guests, students and VIPs in and to look any emergency related to health.)

- Sh. Satish Arora, CVO & Coordinator. (9871591856)
- Sh. Raju Kesana, Security Officer (7042402092)
- Sh. Akhilesh Singh-Transport (8527140684)
- Sh. A.K.Mishra, Sports Officer, MRU (9560299031)

The committees would be required to coordinate with Dean (Academics) & Registrar for any kind of information /guidance, work out the budget requirements and submit the same to this office within 2 days time. The heads of the committees may take separate meetings to decide their action plan and may apprise in the next meeting.

  
(Dr. K. Singh)  
Registrar

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**Dated: 07.12.2021**

Copy to:

1. PS to Vice Chancellor for the information of Hon'ble Vice Chancellor
2. Pro Vice Chancellor for the information.
3. All Deans/Directors /HoDs
4. All the members of the committee

  
(Dr. K. Singh)  
Registrar