



# CHANDIGARH COLLEGE OF ENGINEERING & TECHNOLOGY (DEGREE WING)

Sector-26, Chandigarh – 160019 (U.T.), INDIA

Approved by AICTE, New Delhi/Affiliated to Panjab University, Chandigarh  
(Government Institute under Chandigarh(UT) Administration)



## ORDER

In supersession of office order no. CCET/DG/Acds/RF-116/2023/2972-82, dated 01.09.2023, the following organizing committee is re-constituted with immediate effect:-

Sr. No.	NAME OF THE COMMITTEE	Head of Committee	Committee Members	Duties assigned
1.	Chief Guest Reception Committee	Dr. Jatinder Madan, HOD Mech.	Dr. Sunil.K. Singh, HOD CSE Dr. Rajesh Kumar, HOD Civil Dr. Varun Gupta, HOD App. Sci	1. To receive & escort chief guest to the venue. 2. To accompany chief guest during the function. 3. Any other related work.
2.	Academic Procession & Rehearsal Committee	Dr. Anil Kumar	Dr. Dheerendra Singh Dr. Ashwani Er. Poonam	1. To maintain academic procession. 2. To conduct full fledge rehearsal on the day of convocation at 11 AM (tentative). 3. To coordinate with hall management committee. 4. Any other related work.
3.	Academics Committee	Dr. Bhasker Gupta	Dr. Gulshan Goyal Mr. Gurjinder Singh Mr. Manish Kumar Mr. Ashish Kumar Kaundal	1. To prepare and process requirements for Ribbons/flap cover for degree distribution to the students. 2. Any other related work.
4.	Stage Inauguration & Announcement	Dr. Aradhana Mehta	Dr. Parvinder Kaur Dr. Manveen Kaur Dr. Parul Aggarwal AC(F&A)-cum-HOO Section Officer	1. Prepare & process requirement for stage inauguration & announcement (if required). 2. To prepare & finalize detail schedule of convocation & execute it accordingly. 3. Any other related work.
5.	Decoration Arrangement	Dr. K.G. Sharma	Dr. Ashwani Dr. Sarita Sharma Dr. Shilpa Jinda Er. Karuna Sharma AC(F&A)-cum-HOO Section Officer	1. Prepare & process requirement for full decoration inside & outside of MPH including stage. 2. To coordinate with Tent, Infrastructure, Backup Committee. 3. Any other related work.
6.	Hall Management (Seating & Queuing)	Dr. Varun Gupta	Dr. Anil Kumar Vaghmare Dr. Radhe Sham Dr. Gulshan Goyal Er. Vinod Chauhan Er. Mohd. Sakib Perwez Khan	1. To prepare & process requirement for Hall management. 2. To maintain proper seating & queuing of students branch wise & batch wise starting from 2022 passout students. 3. To coordinate with Tent, Infrastructure, Backup Committee. 4. Any other related work.
7.	Designing, Printing & Publicity	Dr. Sunil K. Singh	Dr. Dheerendra Singh Dr. Mukesh Kumar Dr. Ankit Gupta Er. Mohd. Sakib Perwez Khan AC(F&A)-cum-HOO Section Officer	1. To prepare & process requirement for designing, printing & publicity. 2. To design & print invitation card. 3. To design flex & banner for convocation. 4. To prepare mechanism and formats for publicising events through social media, internet & print media etc. 5. Any other related work.
8.	Refreshment, Catering	Dr. Sunil K. Singh	Dr. Amit Chhabra Dr. Mukesh Kumar Dr. Ankit Gupta Dr. Dinesh Sharma Er. Hardeep Saini	1. To arrange refreshment & lunch for all faculty, staff and students on the day of convocation. 2. Any other related work.

			Er. Mohd. Sakib Perwez Khan AC(F&A)-cum-HOO Section Officer	
9.	Registration & Invitation	Dr. Anil Kumar	Dr. Ashwani Kumar Er. Karuna Dr. Dinesh Sharma Er. Animesh Singh Ms. Neha Mr. Manish Kumar Mr. Ashish Kumar Kaundal Mr. Puneet Mr. Amarjeet Yadav	<ol style="list-style-type: none"> <li>1. To prepare mechanism and formats for registering students.</li> <li>2. To create google form for all batches well in time &amp; take physical attendance on the day of convocation at 09:30 AM &amp; circulate to all committees.</li> <li>3. To circulate invitation card to students &amp; coordinate with Designing, Printing &amp; Publicity committee.</li> <li>4. Any other related work.</li> </ol>
10.	Convocation ROBES committee	Dr. Dheerendra Singh	Dr. Amit Chhabra Dr. Mukesh Kumar Er. Anil Kumar AC(F&A)-cum-HOO Section Officer	<ol style="list-style-type: none"> <li>1. To prepare &amp; process requirements for robes.</li> <li>2. To arrange robes for chief guest, other dignitaries &amp; students.</li> <li>3. Any other related work.</li> </ol>
11.	Sound Audio, Video Project & Photography Committee	Dr. Varun Gupta	Dr. S.C Vettivel Dr. Sunita Prashar Dr. Sarabjeet Singh Er. Harmeet Singh AC(F&A)-cum-HOO Section Officer	<ol style="list-style-type: none"> <li>1. To prepare &amp; process requirement for sound audio, video project &amp; photography etc.</li> <li>2. To make necessary arrangement inside &amp; outside MPH &amp; coordinate with Stage Inauguration &amp; Announcement committee.</li> <li>3. Photography of annual convocation.</li> <li>4. Any other related work.</li> </ol>
12.	Memento, Trophy Committee	Dr. D.S. Saini	Dr. R.B. Patel Dr. Amit Chhabra Dr. Sarabjeet Singh Er. Vinod Chauhan AC(F&A)-cum-HOO Section Officer	<ol style="list-style-type: none"> <li>1. To prepare &amp; process requirement for memento &amp; trophy etc.</li> <li>2. To arrange memento, trophy for chief guest, other dignitaries &amp; top 3 students of each branch of batch 2018-22.</li> <li>3. Any other related work.</li> </ol>
13.	Tent, Infrastructure, Backup Committee	Dr. Jatinder Madan	Dr. Radhey Sham Dr. Amit Chhabra Dr. Ankit Gupta Er. Vinod Chauhan Er. Mohd. Sakib Perwez Khan AC(F&A)-cum-HOO Section Officer	<ol style="list-style-type: none"> <li>1. To prepare &amp; process requirement for Tent, Infrastructure, Backup etc.</li> <li>2. LCD display (if required) at various point in MPH Hall.</li> <li>3. To arrange proper seating for chief &amp; other dignitaries at stage &amp; hall.</li> <li>4. To arrange seating for 500 students in MPH.</li> <li>5. To arrange proper carpeting inside &amp; outside MPH.</li> <li>6. To maintain coordination with decoration arrangement &amp; Hall management &amp; refreshment, catering committee.</li> <li>7. Any other related work.</li> </ol>
14.	Annual Report Committee	Dr. R.B. Patel	Dr. Gulshan Goyal Dr. Mukesh Kumar Dr. Sunita Prashar Er. Karuna Sharma	<ol style="list-style-type: none"> <li>1. To maintain proper record &amp; prepare annual report of convocation - 2023.</li> <li>2. Any other related work.</li> </ol>
15.	Website & Press Committee	Dr. Dheerendra Singh	Dr. Ankit Gupta Er. Sudhakar Kumar Er. Animesh Singh	<ol style="list-style-type: none"> <li>1. To prepare &amp; publish advertisement in print media, social handle &amp; other electronics media.</li> <li>2. To share advertisement in whatsapp group in coordination with registration &amp; invitation committee.</li> <li>3. Any other related work.</li> </ol>
16.	Discipline	Dr. Rajesh Kumar	Dr. Radhey Sham Dr. Sarita Sharma Dr. Ashwani Kumar	<ol style="list-style-type: none"> <li>1. To maintain discipline &amp; arrangement of additional security needed during the fest.</li> </ol>



			Dr. S.C Vettivel Dr. Anil Kumar Waghmare Er. Nipun Sharma Er. Hardeep Saini Er. Arfat Ahmed	2. To maintain discipline inside & outside MPH 3. Any other related work.
17.	Data Collection Centre	Dr. K.G. Sharma	Ms. Mokesh Kumari Mr. Maninder Singh Mr. Yuvraj	1. To maintain complete details of passout students including their employment status. 2. To coordinate with Registration & invitation committee. 3. Any other related work.
18.	Degree Verification	Dr. Bhasker Gupta	Mr. Gurjinder Singh Mr. Manish Kumar Mr. Ashish Kumar Kaundal Ms. Vandana	1. To maintain degree of all students. 2. Any other related work.
19.	Official work	Mr. Rajesh Kumar, LT Mr. Preet Karan Singh, LT Mr. Gurpreet Singh, LT Mr. Maninder Singh, LT	Attached with committee mentioned at Sr. No. 1, 4, 6, 7, 8, 11, 13, 16.	1. To do typing/paper work as & when required by the committees. 2. Any other related work.
		Ms. Vandana, LT Mr. Harmeet Singh, LT Ms. Mokesh Kumari, LA Mr. Yuvraj, LA	Attached with committee mentioned at Sr. No. 2, 5, 9, 10, 12, 14, 15, 17.	

All respective committee heads are requested to prepare and submit the proposed budget to the Coordinator, (Dr. D.S. Saini) by 20<sup>th</sup> September, 2023 (Wednesday).

Chandigarh dated the  
14<sup>th</sup> September, 2023

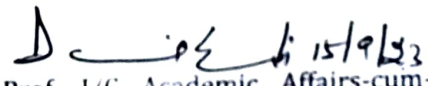
Endst No. CCET/DG/Acds/RF-116/2023/3188-97

A copy of above is forwarded to the following for information and necessary action.

1. All HOD's (CSE, ECE, Civil, Mech, Applied Science).
2. Dr. D.S. Saini, Professor-cum-HOD (ECE), CCET.
3. Dr. Bhasker Gupta, Professor (ECE) CCET.
4. Prof. I/C Student Welfare, CCET, Chandigarh.
5. President Student Council, CCET, Chandigarh.
6. Secretary, Student Council, CCET, Chandigarh.
7. Incharge website, CCET, Chandigarh.
8. Head of Office, CCET, Chandigarh.
9. Officer/Official concerned.
10. PA to Principal, CCET, Chandigarh.

Dr. Manpreet Singh  
Principal,  
Chd. College of Engg. & Tech.,  
Sector-26, Chandigarh

Dated: 15/09/23

  
Prof. I/C Academic Affairs-cum-  
Coordinator, Convocation - 2023  
Chd. College of Engg. & Tech.  
Sec-26, Chandigarh