

CENTRAL UNIVERSITY OF PUNJAB

Ref No.: CUPB/CC/15/00//0

Dated: 31.8.2015

ORDER NO.110

Duty List for Foundation Stone Laying Ceremony on 07.9.2015.

This is for the kind information that **Smt. Smriti Zubin Irani, Hon'ble Minister of Human Resource Development** has kindly consented to lay the Foundation Stone of the Central University of Punjab on **7th September 2015**. The following staff is detailed to perform various duties for the subject programme:

S.No	Activity	Duty
1.	Overall monitoring	Vice-Chancellor, DAA, Registrar, CoE
2.	Coordination Committee with District administration	DAA, CoE, Mr. Tarsem Singh
3.	Invitation cards Printing	Dr. Sunil Mittal & CoE
4.	Invitation Cards distribution	
	Overall In charge	Prof. R. C. Sharma
	VVIP/VIP	Mr. Rajinder Singh
	University Guests	Mr. Nivedan Salwan, UDC
	Educational Institutes	Prof. R.C. Sharma & Dr. J. N. Babu
	Judiciary/Lawyers/Media	Dr. Tarun Arora
	Other local cards	Sh. Amrik Singh & Sh. Gurmail Singh
5.	Backdrop, Banners	Dr. Felix Bast & Dr. Anil K. Mantha
6.	Plaque, Podium etc	Dr. Jagdeep Singh, Er. Daljit Singh, Er. Puneet
7.	Coordination with Tenting,	Prof.S.K Bawa & Dr. Shireesh Pal Singh
8.	Coordination With Caterer	Dr. Deepak Kumar & Mr. Sweet Singh
9.	Reception & seating of University guests and media Persons	Dr. Sanjeev Kumar, Dr. Ramanpreet Kaur, Ms. Shweta Arora, Sh. Bhupinder Singh, Mr. Dinesh Bassi and Student Council
10.	Seating arrangement for students, faculty & staff in the Pandal	Prof. S. K. Bawa, Dr. Shireesh Pal Singh, NSS Volunteers, Students Council, Mr. Gautam Sharma
11.	Stage Management	Prof. Jagdeep Singh, Prof P. Ramarao & Dr. Pankaj Khare
12.	Assisting VC on Stage for felicitations	Ms. Jyoti, Ms. Simranpreet Kaur Sidhu; Ms. Karmajeet Kaur
13.	Purchase of Bouquets	Dr. Yogalakshmi K.N.& Dr. Puneeta Pandey
14.	Purchase of Mementos, Loi, Phulkari	Dr. Sandeep Kaur, Dr. Ramanpreet Kaur, Er. Daljit Singh, Er. Punnet
15.	Plantation	Dr. J.S.Bilga, Sh. Tarsem Singh
16.	Projection	Mr. Amandeep Maan, Mr. Yadwinder Singh, Mr. Vinod Kumar and Mr. Mandeep Singh
17.	Refreshment for Students	Dr. Deepak Kumar, Dr. Sandeep Singh, Dr.S.Pany, Dr. Akank Jain and NSS volunteers
18.	Transport Arrangements (Hiring of Buses)	Mr. Tarsem Singh and Mr. Ranbir Singh
19.	Transportation of students	Dr. Deepak Kumar, Dr. Gagandeep , Dr. Sandeep Kaur, Dr. Zameer Pal Kaur, Dr. Harish Chander, Dr. H.R.Arora, Sh. Sweet Singh

20.	Transportation of students from Ghudda Hostel to site	Dr. Dinesh Babu P.& Sh. Mandeep Singh
21.	Students sitting and discipline	Student Council, NSS volunteers, , Dr. Gagandeep, Dr. Amandeep Brar, Mr. Dinesh Bassi, Sh. Mandeep Singh
22.	Students Volunteer	Student Council, Mr. Bibekanad Sarkar, Mr. Gajendra Vishwakarma, Mr. rabinder kumar, Mr. kovld kumar, Mr. Ramanprret Singh, Mr. Dinesh Bassi, Mr. jatinder singh.
23.	Refreshment In the University Pandal	Students Volunteer

This is issued with the approval from the competent authority.

Relaxo
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Registrar

Copy to:

1. VC Secretariat: for kind information of the Vice Chancellor
2. Dean, Academic Affairs: for information
3. All Deans/ COCs/OICs: for information
4. Controller of Examinations: for information
5. All Faculty and staff
6. All concerned
7. Notice Boards