



University School of Information, Communication & Technology
Guru Gobind Singh Indraprastha University
Sector -16 C, Dwarka, New Delhi-110078

IPU/USICT/2017/ 8022
Dated.06.12.2017

NOTICE

A committee of following is constituted for smooth conduction of Alumni meet of USICT to be held on 6th January, 2018 (Saturday) at 11:00 AM:

S. No.	Particular	Committee Members	Duties and Responsibility
1	Tent/PA System	1. Dr. P. S. Bharti-Incharge	Arrangement of Tent, Tables, sofa, chairs, tables for catering and PA systems for stage from vendor
		2. Dr. Ashish Payal	
		3. Dr. Anurag Jain	
		4. Sh. Chakresh Kumar	
		5. Sh. Onkar Chawla	
		6. DR (GA)	
		7. Sh. EE, UWD	
		8. Sh. Munish Gambhir, CoF nominee	
2.	Cultural organizing team	1. Mrs. Jyotsna -Incharge	Arrangement of cultural activities through students or professional during the event
		2. Dr. Kamaldeep Kaur	
		3. Ms. Ruchi Sehrawat	
		4. Ms. Jaspreeti Singh	
		5. Ms. Khyati Ahlawat	
		6. Sh. Syed Aamiruddin	
		7. Ms. Varsha Siaudia	
3.	Compereing/ Invitation cards to Guest Stage Management Committee	1. Prof. Bharti Suri-Incharge	Selection of student for Compereing the event and preparation of minute to minute programme Planning of seating arrangement for chief guests Preparation and delivery of Invitation cards to Guests
		2. Mrs. Priyanka Bhutani	
		3. Mrs. Mansi Jhamb	
		4. Mrs. Asna Furqan	
		5. Ms. Priyanka Singh	
		6. Mrs. Geetanjali Chopra	
		7. Sh. Shiv Ram Meena	
		8. Sh. Koushik Midya	
4.	Conduction of Election for Alumni Associate	1. Prof. Amit Prakash Singh—Incharge	Preparation of application form for conducting election of Alumni Association Notification of new Alumni Association
		2. Dr. R. Rama Kishore	
		3. Dr. S. S. Sodhi,	
		4. Mrs. Shweta Dabas	
		5. Sh. Pankaj Singh	
		6. Sh. Anuj Kumar	
5.	Food Committee	1. Dr. Sanjay Kumar Malik-Incharge	Supervision of catering services during the event All the catergin shall be done by University Canteen.
		2. Dr. R. L. Ujjawal	
		3. Sh. Sanjib K. Sahu, AR (Exam)	
6.	Memento Committee	1. Dr. Vandana Nath-Incharge	Purchase of memento for guest and Alumni
		2. Dr. Anuradha Chug	
		3. Mrs. Reena Gupta	
		4. Sh. Amrit Pal Singh	
		5. Mr. Munish Gambhir, CoF nominee	

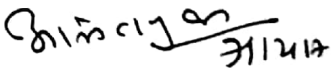
S. No.	Particular	Committee Members	Duties and Responsibility
7.	Banner/ Stage Decoration/ Photography	1. Dr. Manoj Kumar—Incharge 2. Sh. Dileep Kumar Dwivedi 3. Sh. Avinash 4. Sh. Sanjib K. Sahu, A R.(Exam)	Preparation of Banner/Stage Decoration, Photography and arrangement of bucket
8.	Registration Committee and Web management	1. Sh. Rahul Johari 2. Dr. M. K. Satyarthi 3. Sh. Amrit Pal Singh 4. Ms. Nidhi Goyal 5. Ms. Anam Saiyeda	Preparation of List of Alumini and publishing the list on university website Communication with Alumini through email.
9.	Fund/Sponsorship Committee	1. Prof. B. V. R. Reddy 2. Prof. Navin Rajpal 3. Prof. C. S. Rai 4. Prof. Pravin Chandra 5. Prof. Anjana Gosain 6. Prof. Udayan Ghose 7. Dr. Anju Saha 8. Dr. Ravindra Kr. Purwar 7. Dr. V. P. Vishwakarma 8. Dr. Rinkaj Goyal 9. Dr. M. Bala Krishna 10. Mr. Parijat Mathur	Alumni shall be encouraged to create a fund for scholarship to USICT students.

All Incharge(s) are hereby informed to draw the advance wherever required.


(Prof. Arvinder Kaur)
Dean, USIC&T

Copy to:

1. All concerned through e-mail.
2. Head, UITS with the request to upload the same in the notices/circulars of the School.
3. Guard File.


(Prof. Amit Prakash Singh)
Coordinator, Alumni Association, USIC&T