



**COER**  
**UNIVERSITY**  
FORMERLY KNOWN AS UETR

Post Box No. 27, 7<sup>th</sup> KM on Roorkee Haridwar Road, Vardhmanpuram,  
Roorkee 247 667 (Uttarakhand) **INDIA**

COERU/RO(03)/3005/2024/ 3190

**Dated** September 02, 2024

## **NOTICE : 1<sup>st</sup> Convocation of COER University**

The university is going to achieve another milestone celebrating the success of the **Pass Out** batches of the university through the Convocation ceremony. The **FIRST CONVOCATION CEREMONY** is being scheduled on **Saturday** i.e. **September 21, 2024**. The Hon'ble Governor **Lt. Gen. Gurmeet Singh** will confer the Degrees in various disciplines.

Keeping in view the significance of the Ceremony, a detailed **Work Plan** along with responsibility to each member has been worked out as per attached Enclosure 'A'. In case of requirement of extra team members, the concerned coordinators are required to propose the names of the faculty/ staff members as required.

Event coordinators are also requested to submit the estimated budget latest by **Saturday** i.e. **September 04, 2024** to the Office of the Registrar.

The cooperation and expertise of every member of the COER University will be of paramount importance to make the function a **GRAND SHOW**.

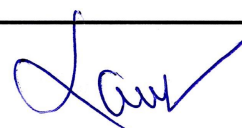
**Registrar**

**CC to:**

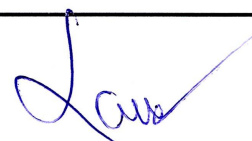
- |  |  |
|--|--|
| o <b>Hon'ble President</b>               | - for kind information please                      |
| o <b>Vice-President</b>                  | - for kind information please                      |
| o <b>Vice Chancellor</b>                 | - for kind information please                      |
| o <b>Director (Admissions)</b>           | - for kind information please                      |
| o <b>Deans &amp; HoDs</b>                | - for information please                           |
| o <b>Principal (Medical Courses)</b>     | - for information please                           |
| o <b>All Faculty &amp; Staff Members</b> | - for information please                           |
| o <b>Notice Boards</b>                   | - for student's information and compliance, please |
| o <b>Guard File</b>                      | - for records                                      |

**1<sup>st</sup> CONVOCATION CEREMONY ACTIVITY CHART**

<b>Sr. No.</b>	<b>Responsibility</b>	<b>Activity</b>
1)	Dr. Mohit Kumar	Compiling the Guest's List Designing and Printing of Invitation Cards Dispatch of Invitation Cards Printing of Convocation Souvenir o Mr. Naresh Pal, Mechanical Engineering o Mr. Ashok Kumar, IT & Infra o Mr. Raj Kumar Chauhan, Mechanical Engineering
2)	Dr. Veeralakshmi B. and Dr. Gesu Thakur	Drafting of Convocation Souvenir & Detailed Report on Bharat Gyan Samagam and Compile Report to be handover to Dr. Mohit Kumar for Printing
2)	Mr. Mayank Dev	Arrangement of Banners & Back Drops
3)		Ordering of Mementos and Arrangement for On Stage Presentation
4)	Dr. Gunjan Agarwal	National Anthem and University Kulgeet, Lamp Lighting and Back Stage Coordination
5)	Chief Proctor & Team	Maintaining Discipline in Auditorium
6)	Mr. Ravi Poswal	Dias Arrangements and Decoration
7)	Mr. Yogesh Semwal	High Tea at the Vardhman Lawn, Tent and Canopies
8)		Maintenance & Cleaning of Vardhman Auditorium
9)		Arrangement of Lunch
10)	Mr. Rakesh Kumar	Arrangement of Sound Systems
11)	Mr. Baleshwar Verma	Arrangement of Electricity and Generator Power Backup
12)	Dr. Amar Nath	Flower Decorations
13)		Marking of VIP Seats

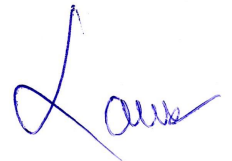


Sr. No.	Responsibility	Activity
14)	Dr. Amar Nath	Reception and Ushering of Guests & VVIPs o Ms. Preeti Tyagi o Ms. Shreya Arora
15)	Mr. Anurag Singh	Seating Arrangements in Auditorium and Face Lifting of the Campus
16)		Ceremony Gown Distribution to Students
17)	Dr. Kamal Kapoor	Academic Procession and Robbing Tent
18)	Mr. Nitin Chand	Counter Coordinator for Registration
19)		Seating Arrangement of Degree Recipients and List of Recipients Branch-wise o <b>BBA &amp; B.Com.</b> - Ms. Preeti Sharma o <b>MBA</b> - Dr. Himani Sharma o <b>BCA &amp; MCA</b> - Dr. Ankush Joshi
20)	Mr. Mahesh Pal Mr. Navneet Vivek	Media Coverage & Invitation to Press, Release of Press Notes in Hindi and English, Press Transport Arrangements and Arrangement of Refreshments for the Journalists
21)	Dr. Sushil K. Jindal	Arrangements of Photography & Videography
22)		Arrangement of Security Personnel, Tent & Canopy Manning Entry/Exit of Auditorium, Posting of Guards & Arrangement of Garlands and Bouquets
23)	Mr. Rakesh Marqus	Drafting of Speech for Chief Guest and President
24)	Dr. Ankush Joshi Mr. Manoj Dhiman Mr. Ritik Kumar	Arrangement of Presentation of Degree at the Dias and Distribution of Degree on <b>September 21, 2024</b> between <b>02:00 PM</b> to <b>05:00 PM</b> o <b>BBA</b> - Dr. Khaliqur Rehman Ansari o <b>B.Com.</b> - Ms. Preeti Sharma o <b>MBA</b> - Dr. Himani Sharma o <b>MCA</b> - Dr. Ankush Joshi
25)	Dr. Nitesh Dutt	Prize Distribution, Arrangement of Trophies, Medals, Certificates, Proficiency Awards and Arrangement of Students for Felicitations



Sr. No.	Responsibility	Activity
27)	Dr. Veeralakshmi B.	Activity Coordinator and MOC and Finalization of Minute-to-Minute Programme
28)	Dr. Gesu Thakur	Communicating with the Students through E-Mail, Post, WhatsApp Messages, SMS's and Calls <ul style="list-style-type: none"> <li>o Mr. Bhupendra Sharma</li> <li>o Mr. Ritik Kumar</li> <li>o Dr. Ankush Joshi</li> <li>o Dr. Himani Sharma</li> <li>o Dr. Khaliqur Rehman Ansari</li> <li>o Ms. Preeti Sharma</li> </ul>
29)	Dr. Manish Kumar	Liasioning Officer to the Chief Guest

**Dated** September 02, 2024



**Registrar**