



# Guru Gobind Singh Indraprastha University

Sector 16-C, Dwarka, New Delhi-110078, Website www.ipu.ac.in

## [Office of the Director-Development]

No.GGSIPU/DD/2023-24/Alumni-FEB-11/018

Dated: 12.02.2024

### NOTICE : PRE-LIASONING MEETING - SILVER JUBLEE GRAND ALUMNI MEET

The Competent authority , GGSIP University has constituted various Committee(s) for the smooth conduct of the **Silver Jubilee Grand Alumni Meet, 2024** [Joint Alumni Meet of University Schools and Affiliated Institutes] to be held on **18<sup>th</sup> February 2024** at Dwarka Campus (Main Auditorium and Open Air Theatre) as per the Order No. F.GGSIPU/IIQAC/2024/Alumni/ dated 1.02.2024.

In this regard, and continuation of previous meetings held, a pre-liasoning meeting of the following is scheduled to be held on 11.2.2024 at ~~12.30 pm~~ <sup>11.30 AM</sup> in University

#### Following members:

1. All Committee members of all Committees constituted as per the order dated 01.02.2024 for Silver Jubilee Grand Alumni Meet.
2. All Alumni Co-coordinators of University Schools of Studies/Centres
3. Sh. P. K. Gupta, COF Nominee(s)
4. Section Officer (DSW)
5. Chief Warden, GGSIPU / Representative
6. Sh. Dipin Arora, Deputy Registrar (S &S), Estate & Affiliation
7. Supervisor, Sanitary
8. Captain Rakesh Antil , OSD , SO/SC , Ms. Kore security Services
9. Mr Naveen Chandra, Manager (op) , Ms. Kore security Services
10. Mr Sanjeev Duggal, M/s Aroon Aviations Services
11. Mrs. Madhu Sharma/Representative, University Health Centre
12. Executive Engineer (UWD) for all necessary arrangements.
13. Deepesh Singh Bhati, AE(E)- UWD for for all necessary arrangements .
14. Sh Prabhat Mishra , GA- for E Block Seminar Hall booking & arrangements

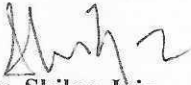
#### Agenda : For the smooth functioning of the Silver Jubilee Alumni Meet at Main Auditorium on 18.2.2024


1. **Parking:** Parking places , Entry and Exit instructions of Car parking during Alumni Meet (usage of Gate No. 1 to 4 for categories : VIP, USS Alumni , Affiliated Institutes Alumni , Affiliated Institutes Directors, Faculty , University Staff vehicles Parking )
2. **Security Measures** to be taken including information to Police and necessary arrangements required police staff (Male & Female) at Auditorium and Entry Gates.
3. **Event day (18.2.2024)** : Detailed Plan, Responsibilities and Action/Execution.
4. **Committee(s)** : To review responsibilities, progress and future activities of various Committee(s) and members.
5. **Health Centre** : To be operational on Alumni Event day(Sunday) with availability of Doctor , Nurse, Staff, Ambulance, First-Aid etc
6. **Guest House** : Booking on 17<sup>th</sup> and 18<sup>th</sup> February with arrangements like cleaning and other necessary etc.
7. **E block Seminar Hall** : Booking on 18.2.2024
8. **University main Auditorium and Open Air Theater** : a) **Main Auditorium** (upto 700 capacity): Booking for 16,17<sup>th</sup> & 18<sup>th</sup> Feb, 2024 . Arrangements for cleaning and other operations like all TV's working , Sanitation, Electricity, Plumbing, Standee Collection/Storage/Installation/Cleaning and testing well in advance. *Deputation of concerned atleast 2 or 3 cleaning/Operations Staff* for these for 16,17 and 18<sup>th</sup> Feb by UWD and for other activities like Flag Post Shifting etc.. b) **Open Air Theatre** (upto 300 capacity): Cleaning and other necessary. Installation of Big Screen of live Auditorium Pogram telecast, if required or budget allows.
9. **Seminar Hall (90 seats capacity)** in Auditorium : To test for its operations in terms of sitting, TV live cast of programme, internet, multimedia and podium screen working and activities.
10. **Additional Chairs & Tables** in Main Audi: Keeping in stock few additional good quality chairs

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- and tables , if required to be installed on one side of Audi in case of more Registrations from GA or shifting from some School on temporary basis or any other.
11. **Main Stage activities** to be finalized , time wise point by point schedule and responsibilities on the event day.
  12. **Entry Main Auditorium:** Welcome Team and activities. Required items like Flowers, decoration, thaali, match box, ghee, oil lamps, haldi, teeka, bayched, chunni, shawl etc.
  13. **Main Audi Central Area :** Tea, snacks, sitting, interaction , TV, activities
  14. **Tent/Stall arrangements:** Status, Progress and plan, consumption at different locations.
  15. **Hospitality:** a) Breakfast Tea and Snacks: DTDC or some other economical quality arrangements.  
b) **Lunch** c) **Evening:** Tea & Snacks: To be discussed
  16. **University Gates:** List of all activities at different University Gates like Registrations , welcome , escort Guests etc.
  17. **Registrations:** Entry Gates and Main Audi Entrance: List of all activities.
  18. Any instructions or messages to be given
  19. **Standee:** Collection/Storage/recording/Installation of Standees of affiliated institutes and Banners of USS on 16<sup>th</sup> Feb. Provision of Staff and necessary arrangements.
  20. **Stalls:** Assistance in Fixation of Stalls at locations , deputation required 2 to 3 boys for 16<sup>th</sup>, 17<sup>th</sup> & 18<sup>th</sup> Feb by some agency in University.
  21. **Event Co-ordination Committee-Administration:** Status, Role and responsibilities, Execution steps and distribution.
  22. **Affiliated Colleges Co-ordination Committee:** Steps taken till date and in future. Role and responsibilities, communication by email, website, whatsapp etc.
  23. **Finance Budget Committee:** Activity done till date and requirement of budget approval for various committee and activities or revised additional budget framed.
  24. **Committees:** meeting, stautus, role, responsibilities, action.
  25. Any sub-committees/committee additional may be formulated by Chairman, Silver Jublee Grand Alumni Meet, if required for smooth functioning of Alumni Event.
  26. **All Alumni Co-ordinators, USS**
- Note:** Minutes of meeting to be prepared by Sarvesh Mishra [O/o DD] in consultation with Dr. Shilpa Jain, assisted by Sh. Deepak Chauhan /Sh Rajeev Singh for other necessary arrangements.

  
Dr. Shilpa Jain,  
Convener, Silver  
Jublee Alumni Meet

  
Prof. C. S. Rai  
Advisor & Director-  
Academic Affairs

  
Prof. A. K. Saini  
Advisor & Director-  
Development.

  
Prof. Sanjay K. Malik  
Professor-USICT &  
Chairman-Silver  
Jublee Alumni Meet

**Copy to:**

1. All Deans/Directors of University Schools/Centres
2. Controller of Finance, GGSIP University for kind information please.
3. A.R., VC Secretariat, GGSIPU (for booking request of Main Auditorium and Open Air Theatre and for kind information of Hon'ble Vice Chancellor)
4. P.S. to the Registrar, GGSIPU (for kind information of Registrar, and instructions , if any)
5. AR, Registrar for information and necessary.
6. All Committee members of the Silver Jublee Grand Alumni meet.
7. All Deans/Directors of University Schools of Studies/Centres
8. COF Nominee(s)
9. Director, DSW
10. Associate Director, DSW, Section Officer (DSW)
11. Director, NSS
12. Proctor, GGSIPU
13. Chief Warden, GGSIPU
14. Dr. Pankaj Aggarwal, Dyp Registrar
15. Dr Abha Virmani , Dyp Registrar, Affiliation
16. Sh Dipin Arora, Deputy Registrar (SS), Estate
17. Asst Registrar , Security & Sanitation
18. Supervisor , Sanitory
19. Captain Rakesh Antil , OSD , SO/SC , Ms. Kore security Services
20. Mr Naveen Chandra, Manager (op) , Ms. Kore security Services
21. Mr Sanjeev Duggal, M/s Aroon Aviations Services
22. Medical Officer/Representative , University Health Centre
23. Executive Engineer (UWD)
24. Deepessh Singh Bhati, AE(E)- UWD
25. Head, UITs, to upload the notice on the University Website.
26. Guard file/Office copy.

