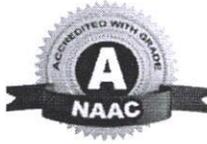




SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
UGC Approved
Meerut



AN ISO 21001: 2018 ORGANIZATION

OFFICE OF THE REGISTRAR
Gp Capt M Yakoob
M-in-D (Retd.), M.Tech.
REGISTRAR
registrar@subharti.org

Ref.No.U-07/SVSU/2026/2545

Date: 09.02.2026

OFFICE ORDER

In extension of order no. U-07/SVSU/2025/303 dated 15.09.2025 and in view of some of the committee members' resignation the new event management team is constituted as follows.

Event Management Department: Structure & Responsibilities

1. Prof. (Dr.) Renu Mavi (FOS)-HOD Event Management

- I. Serve as the face of the event, dealing with the university's higher authorities as the central coordinating authority.
- II. Ensuring the event meets the University required mission
- III. Plan the budgetary, logistical, and infrastructural requirements
- IV. Managing expectation of faculty, administration, and external partners by harmonious coordination among Members:
- V. Overall control over and responsibility of the team.

2. Mr. Sameer Singh (PRO)-Public Relation Officer

- I. Liaison with guests, visitors, and invitees
- II. Collection of Itinerary and other vital information as regards to the guests and invitees.
- III. Preparing a protocol for the event; confirming the date, time and venue of the event, preparing an invitation list, checking accommodation, arranging transportation and managing reception in a befitting manner.
- IV. Function as a link between HOD, and guests.
- V. Campus rounds

3. Er. Mayenkeshwar (SITE)-Logistics & operation coordinators -

- I. Ensuring Designing of posters and publishing material in collaboration with PPD & marketing and IT department.
- II. Ensuring all materials (presentation slides, program banners, bear the correct university fonts, logos, and colors).
- III. Will function as a link between HOD, PRO, CSO, PPD & others.
- IV. Volunteers' management.

4. Mr. Saurabh Tripathi-(HM) Tea/Food/Water etc. Coordinator:

Arrangement of accommodation & Food in coordination with the HOD event and PRO.



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Subhartipuram, NH-58, Delhi-Haridwar Bypass Road, Meerut-250005 (U.P.) INDIA

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5. Ms. Abhilasha, (SIFF)-Coordinator-Reception/Welcome, Hall Management, Bouquet/planter & Felicitation Materials

- For positioning and management of all PPD-related materials at venue.
- Arranging traditional welcome, planter, no bouquet tradition, Vandana & Deep Prajwalan,
- Managing felicitation materials and ensuring Rashtriya-Gaan/ Rashtra-Geet and Subharti-Gaan readiness.
- Checking the MC's (Master of Ceremony) script and creating the minute-by-minute schedule in consultation with the HOD.

6. Mr. Bintu Singh (AO – III)-Coordinator- between Security staff, Administration and Event management Team etc.-

- a. Venue management; booking of hall, arranging the layout and coordinating with AO – I & maintenance department.
- b. Vendor relation; arranging any outside rentable (Tents, Stage or specialized decor)

7. Ms. Mariyam Khan, Marketing Executive (IT Cell)-Ticket arrangement –

She will be responsible for arranging air / train tickets (both to and fro) for the invited guests / faculty as per the approval of the competent authority.

8. Central Photography Unit

- a. Media coordination and news management
- b. Coordination with the IT department for audio-visual needs, microphones and Wi-Fi access for live telecast and recording.
- c. Still photography and Videography Recording

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Registrar

Dated: 09. 02. 2026

Memo: No. U-07/SVSU/2026/

Copy forwarded to information of:-

1. Hon'ble Vice-Chancellor
2. The Chief Executive officer/Executive officer
3. All Deans/Principals/HODs /Directors
4. Registrar(s), Addl Registrar(s)
5. Admission cell
6. Chief Security Officer
7. Manager Transport
8. In-Charge, All Auditoriums.
9. All concerned Members
10. All Notice Board + Digital

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09.02
2026

Registrar