

**OFFICE OF THE DEAN, FACULTY OF MEDICINE
KING GEORGE'S MEDICAL UNIVERSITY U.P. LUCKNOW**

No. 335 /Dean-Academic/2025

Dated: - 29/10/2025

ORDER

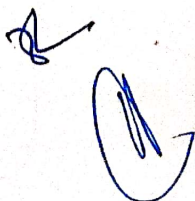
The King George's Medical University UP, Lucknow is celebrating its 21st Convocation which is scheduled to be held on 19th December, 2025 at 10:30 AM onwards in the Hall of 1000 capacity, Atal Bihari Bajpayee Scientific Convention Center, KGMUUP, Lucknow.

To manage/assist in the smooth celebration of the forthcoming Convocation of the University, the following faculty members/officers/staff have been entrusted / allocated with the work mentioned in column no. 02 & 03 for proper coordination, synergy & efficiency, as directed by Hon'ble Vice Chancellor.

1.	Degree	1. Preparation of Degree list. 2. Order for Degree printing 3. Degree Roll	All Deans Registrar to order
2.	Medal	1. Preparation of Medal list 2. Order for Medal.	All Deans Registrar
3.	Invitation of guest	1. Finalization of Invitee list and Invitation Card draft Finalization 2. Invitation Card Printing 3. Distribution	Dr. G.K. Singh (Dean- Dental) Dr. Punita Manik Dr.K.K.Singh
4.	Invitation of students & Parents	1. Invitation to students – Distribution	All Deans
5.	Stole	1. Finalization of Stole color 2. Order for stole 3. Stole Stitching	Dr. Tulika Chandra and Dean Office
6.	Stage Management	1. Finalization of Memento 2. Music 3. Mic/LED etc 4. Backdrop 5. Banners and Standees 6. Arrangement of Deep Trays for Degree covers 7. Ecal pusap 8- जल भरो 9. Material for Desks of Governor and other dignitaries. Dr. K.K. Singh 10. Seating arrangements on dias 11. Others like Q card	Prof. Apjit Kaur Prof. Amita Pandey Dr.K.K.Singh
7.	Preparation of Minute-to-Minute Program and Preparation of information to be given to Governor House.		Prof. Apjit Kaur Prof. Amita Pandey Dr.K.K.Singh
8.	Parking Management		Dr. R.A.S Kushwaha
9.	Media Information		Dr. K.K. Singh Dr. Pavitra Rastogi

10.	Letter to Administration		Dean-Academics
11.	Live Telecast on YouTube & Digilocker upload	1. Arrangement of Live Telecast on YouTube 2. Digilocker upload	Dr. Sandeep Bhattacharya Dr. Priti Agarwal
12.	Dinner	1. Arrangements of Dinner 2. Arrangements of VIP Dinner	Dr. Kirti Srivastava Dr. Mohd. Parvez Khan
13.	Arrangement of Band		Dr. Nitin Dutt Bharajwaj
14.	Citation of DSC/Honoris Causa		Mr. Amit Shukla, VC Office
15.	Photography of Faculty and students		Dr. B.K. Ojha Dr. R.A.S Kushwaha Dr. Sandeep Bhattacharya Dr. Ramesh Bharti Dr. R.K Diwan Dr. Manish Bajpai
16.	Faculty Procession		Prof. B.K.Ojha Dr. Shalni Bhalla Dr. Sandeep Bhattacharya
17.	Seating arrangements of students and Floor management of Degree and Medal recipients		Dr. R.A.S Kushwaha Dr. Manish Bajpai Dr. R.K. Diwan Dr. Ramesh Bharti
18.	VIP Guest hospitality		Dr. Sumit Rungta Dr. Tanmay Tiwari Dean-Research HOD Urology
19.	Decoration	1. Stage and Auditorium 2. VIP Tea area 3. Lounge	Dr. Anil Kumar Gupta Dr.K.K.Singh
20.	School Children	1. Arrangement of Pickup and drop of children 2. Seating arrangement of children 3. Gift for children	Dr. Sheetal Verma Dr. Deepti Shastri
21.	Arrangement of competition for adopted village's children	1. Organizing competition 2. Declaration of result 3. Prizes to be finalized	Dr. S.N.Singh Dr. Monika Agarwal Dr. Suryakant & their teams
22.	Annual Report Preparation and printing and Points for speech of Hon'ble Vice Chancellor		Dr. Rajiv Garg Dr. Anita Rani

All convenors/lead faculty members are requested to make their team and bring their team members for planning meetings. Registrar/Finance Officer/all Deans/ all Head of the department are requested to ensure full cooperation. All Heads are entrusted with the responsibility of ensuring 100% attendance of Faculty Members of Department for the present for rehearsal & Convocation



Dean student welfare / Chief Proctor is designated with the responsibility of ensuring 100% attendance of the students in the hall.



Dean
Faculty of Medicine

01/10/2025

Distribution:-

Order Book

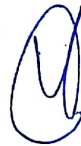
One copy to each above Committee Convenor and members/officers/Employees.

No. US /Dean-Academic/2025

of dated

Copy forwarded to the following for favour of information and further necessary action:-

1. Dean, Academic/Dental Sciences, /Paramedical/ Nursing/ student welfare/Dean Research and Development/Q & Control, KGMUUP, Lucknow
2. All Head of the Department of KGMUUP, Lucknow.
3. Chief Medical Superintendent/ Medical /Dental Superintendent/ Deputy Medical Superintendent, GM&AHs, KGMUUP, Lucknow.
4. Chief Medical Superintendent, Trauma Centre, KGMUUP, Lucknow
5. The Controller of Examination, KGMUUP, Lucknow
6. The Finance Officer, KGMUUP, Lucknow.
7. Chief Proctor, KGMUUP, Lucknow.
8. Chief Provost, KGMUUP, Lucknow.
9. Faculty Incharge, Central Library, KGMUUP, Lucknow.
10. Faculty Incharge, Education Department, KGMUUP, Lucknow.
11. Faculty Incharge, I.T.Cell with the request to kindly upload this order on the University website for vast circulation among the faculty members and officer/ employees.
12. Secretary, Atal Bihari Bajpayee Scientific Convention Center, KGMUUP, Lucknow.
13. Faculty Incharge, Kalam Centre, KGMUUP, Lucknow.
14. Sri Dinesh Kumar Raj, Superintendent Engineer (Civil) Nirman Vibhag, KGMU UP, Lucknow.
15. Sri D.D. Singh Executive Engineer (E/M) Vidyut Vibhag, KGMU UP, Lucknow.
16. PS to Hon'ble Vice Chancellor.
17. All Section Incharge, Registrar Office, KGMUUP, Lucknow.
18. PS to Registrar, KGMUUP, Lucknow.
19. PS to Finance Officer, KGMUUP, Lucknow.



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