

**MAHARSHI DAYANAND UNIVERSITY ROHTAK  
OFFICE ORDER**

The Vice-Chancellor has been pleased to constitute the following committees/assignment of duties to the officials for conducting 2<sup>nd</sup> Manual Counselling for admission to M.Ed (Regular) course for the session 2014-15 to be held on 13<sup>th</sup> and 14<sup>th</sup> January, 2015 in the DDE Conference Hall, M.D. University, Rohtak in two shifts (Morning and Evening):-

- 1. Seat Allotment Committee/Counselling Committee**
  - i) Prof. Sewa Singh Dahiya, Dept. of Public Admn.
  - ii) Dr. Jitender, Dept. of Education
  - iii) Dr. Umender Malik, Dept. of Education
- 2. Eligibility Checking Committee**
  - i) Sh. Shanti Lal Sikka, Dy. Supdt (R&S), Convener
  - ii) Mrs. Sunita, Clerk (R&S)
  - iii) Sh. Ajit Singh, Asstt. (R-IV)
  - iv) Sh. Anil Kumar, JDEO (R-IV)
- 3. Computer Committee**
  - i) Dr. Satish Malik, University Librarian, Convener
  - ii) Four officials to be appointed by the Convener
- 4. Announcement Committee**

Sh. Naveen Kumar, Statistical Assistant
- 5. Grievance Redressal Committee**
  - i) Prof. Indira Dhull, DCDC Convener
  - ii) Sh. V.P. Nandal, OSD (Academic)
  - iii) Sh. Satnarain Sharma, Incharge (Colleges)
- 6. Record Committee**
  - i) Sh. Ramesh Kumar, Assistant
  - ii) Sh. Sukhbir Sheoran, Assistant
7. Sh. Raj Kumar Sharma Superintendent (Colleges) may work as Coordinator assisted by Sh. Tej Pal, Assistant.
8. Assistant Registrar (General Admn.) may make the arrangements of two sets of Sound System (Mike), 100 chairs and depute two sweepers for smooth cleanliness of the venue.
9. Controller Security may depute two Security Personnel.
10. Finance Officer may depute two officials to collect fee on the spot from the students at the time of Counselling.
11. Transport Officer may provide University vehicle as per need.
12. The Executive Engineer may make the arrangements of light inside and outside the Counselling Hall and Generator. He may also ensure regular electricity and water supply on the venue of the Counselling.

13. Sh. Kharati Lal, Senior Scale Stenographer, Academic Branch and Sh. Rajesh Sood may make the arrangements of Computers and allied items from the Department of Computer Science and Application/Computer Centre/Central Library at the Venue of the Counselling. on 12/11/15
14. Sh. Subhash and Smt Kamlesh, Peon, Colleges Branch may serve water and tea to the members of the Counselling Committee.

**DEAN COLLEGES DEV. COUNCIL**

Endst.No.CB-V/2015/ 51-90 Dated 01-01-2015

Copy of the above is forwarded to the following for information and necessary action, please:-

1. Head, Department of Education/ Public Administration/ Computer Science and Applications, M.D. University, Rohtak.
2. Director, University Computer Centre, MDU, Rohtak
3. University Librarian, M.D. University, Rohtak
4. Finance Officer, M.D. University, Rohtak
5. Controller Security, M.D. University, Rohtak
6. Executive Engineer, M.D. University, Rohtak
7. Asstt. Registrar (R&S/R-IV/General Admn.), M.D. University, Rohtak
8. OSD (Academic), M.D. University, Rohtak
9. Transport Officer, M.D. University, Rohtak
10. Public Relations Officer, M.D. University, Rohtak
11. PA to Vice-Chancellor/Registrar/Controller of Exams (for kind information of the Vice-Chancellor/Registrar/COE), MDU, Rohtak
12. Persons concerned.

*Sure*  
Incharge (Colleges) 11/15  
for Dean Colleges Dev. Council

*Uce/7*  
*21/11/15*

*G. Sood*  
*21/11/15*

*CO*