



Established as a State Private University under Govt.of Maharashtra Act no. XXXVIII dated 3rd May 2017

No. VU / VC / N-1/ 2018-19/ 012

Date: - 11<sup>th</sup> December 2018

**OFFICE ORDER:**

The meeting of Academic Council is scheduled on Thursday, 20<sup>th</sup> December 2018 at 11.00 a.m. Venue: Auditorium, Room No. 1206, Vishwakarma University.

For the smooth conduct of the meeting, a committee comprising of following staff members is convened.

Sr. No.	Name of staff member	Responsibility
1	Prof. Suraj Damre Prof. Madhavi Dachawar	➤ Logistics (Vehicle arrangements) for the Guests ➤ Overall cleaning / house keeping
2	Prof. Subodh Kharat Prof. Swati Patil	➤ Arrangement of Tea / Coffee, Snacks ➤ Lunch arrangement
3	Mr. Pravin Kasar	➤ Arrangements at Auditorium ➤ Welcome Board at Entrance Gate, Files, Name plates
4.	Mr. Mahesh Shinde	➤ Arrangements of Honorarium, TA /DA etc.
5	Mr.Swapnil Bhalerao	➤ Arrangement of LAPTOP, Projector, WIFI connection for presentation at Board Room
6	Mr. Akshay Polas Mr. Shailesh Chindake	➤ Air conditioner at Auditorium ➤ Generator backup ➤ Sound System at Auditorium

All the above faculty / staff members are hereby informed to work as per responsibility mentioned above and cooperate.



[Prof. (Dr.) Siddharth Jabade]  
Vice Chancellor

To  
The Concerned Staff Member (through Head of Department)

C.W.C., to the Head of Department.