

**PROCEEDINGS OF THE MEETING HELD ON 10<sup>TH</sup> MAY, 2025 UNDER THE CHAIRMANSHIP OF HON'BLE VICE CHANCELLOR REGARDING THE PREPARATION OF DISASTER MANAGEMENT AS PER THE PREVAILING SITUATION.**

The following were present:-

1. The Registrar
2. The Director of Research
3. The Director of Extension Education
4. The Dean, College of Horticulture
5. The Dean, College of Forestry
6. The Dean, CoHF, Neri (Hamirpur) Online
7. The Dean, CoHF, Thunag (Mandi) Online
8. The Librarian, UHF, Nauni (Solan)
9. The Dean Students' Welfare
10. The Scientist Incharge, NCC/NCC/Scouts & Guides, CoH & CoF, Nauni
11. The OSD to the Vice Chancellor, UHF, Nauni

At the outset, the Hon'ble Vice Chancellor welcomed all the members present in the meeting. Thereafter, the Vice Chancellor apprised the members regarding ongoing prevailing circumstances in the country. He stated that the UHF Campus Nauni is an academic institution of National importance which houses thousands of students and staff members including international students. Periodical advisories and instructions are being issued by the State Government and District Administration Solan under various laws and Disaster Management Act, 2005 for the safety of public at large. Therefore, it becomes incumbent to have Disaster Management Plan of UHF Campus Nauni in the interest of student community, faculty/staff, campus dwellers and general public.

Accordingly, the Vice Chancellor of the University appointed **Nodal Officers**/issued following directions in the line of disaster "preparedness" and "management" to all concerned for immediate compliance and necessary action:-

1. **The Estate Officer:** He shall be the Nodal Officer and incharge of all physical infrastructure of UHF campus. He shall be responsible for carrying out necessary action for the safety and maintenance of all such physical Assets including academic buildings, Blocks, Library, Hostels, Residential Complexes, Shopping Complex, Laboratories, Rest Houses, Roads, Drainage System, Lighting System, Water Supply Lines etc. and shall undertake suitable steps according to the demand of the emerging situation while simultaneously ensuring/assessing the structural stability of buildings. He shall ensure the operational readiness of all the fire fighting equipments, implements, disaster management equipments, vehicles (category wise) etc. so that they can be utilized in the time of emergency. He is directed to ensure sufficient stock of diesel/batteries and operational readiness of Generators and their relative capacity in the UHF complex. He is the officer responsible for preparation of an Exit Plan in case of any emergency situation. He shall ensure the safety and security of all the campus dwellers and will also ensure that the entry/exit points of UHF campus are fully secured by the appropriate deployment of Security staff.
2. **Registrar :** He shall be the Nodal Officer and specifically the Incident Commander in case of any Disaster. He will oversee the Disaster Management Operation and give directions to various Teams under his control. He shall be responsible for coordination with State Government, District Administration, Central Government Agencies like ICAR, UGC, Embassy of different nations



whose students are studying in campus and its constituent colleges. He shall be assisted by the Vice Chancellor's Secretariat, Directors, Deans, HoDs, Estate Officer, Hostel Wardens and other Statutory Officers in the issues concerning safety and well being of the students and the campus dwellers. He will be responsible for sharing the latest updates/instructions of the Disaster Management Authority from time to time and shall be the main Coordinator of Disaster Management operations. He shall also carry out such other functions as directed by the Vice Chancellor from time to time.

3. **Deans of the Colleges:** All Deans shall be the Nodal Officers for preparing an emergency safety plan with respect to their respective colleges. They will ensure the identification and operationalization of suitable safe places preferably in the ground floor and taking such necessary measures to gather students/faculty/staff members as expeditiously as possible in case of any emergency.

They shall coordinate with the Estate Officer, Vice Chancellor's Secretariat, Registrar and other relevant officers for any emergency situation. They shall keep a complete and updated list of all the details of students/faculty/staff members/officials including Security Staff and share it with Registrar/Vice Chancellor's Secretariat immediately.

They will work as Chief Counsellors to the students so as to mitigate any risk of rumours /panic reaction etc.

All the HoDs of different departments shall be the Assistant Nodal Officers to their respective Deans and carry out all such functions as per the directions of Nodal Officers i.e. Deans respectively in their respective departments/blocks.

4. **Vice Chancellor's Secretariat:** The OSD to the Vice Chancellor shall be the Nodal Officer for keeping the information dossier related to public infrastructure facilities near the UHF Campus i.e. complete details of names and mobile numbers of the relevant Officers/officials of nearby PWD, HPSEB, JSV, Police, Administration, Health Centres, Civil Hospitals, Education Institutions, Petrol Pumps, Panchayat Official, Revenue Officials etc. He shall also maintain the information related to the coordinates of the ground in the UHF Campus.
5. **Dean, Students' Welfare:** The Dean, Students' Welfare shall be the Nodal Officer for all hostels, students facilities and Health Centre. The Dean, Students' Welfare shall be responsible for carrying out Safety Drills regularly. He should also have the contact details of all nearest Police Stations, Medical facility, District Disaster Management Authority etc. and shall take all necessary steps in Disaster Preparedness and Management.

- 5.1 **All Hostel Wardens:** They shall be the Co-Nodal Officers for the safety and well being of the residents. They will ensure that the hostels have sufficient quantity of essentials items like ration, first aid kits, power banks etc. and they should have complete list of the details of all the students/their parents/ guardians and they must take necessary action in issuance of different instructions to the occupants from time to time.

- 5.2 **Medical Officer:** He shall be the Co-Nodal Officer for health and other life saving parameters of the campus dwellers. He will ensure that the Public Health Centre in the campus is well stocked with essential



medicines, first aid kits, ORS sachets keeping in view the emergency situation. He shall continuously update himself about the latest instructions of the Department of Health especially the SoPs to be adopted in case of missile/drone attack on campus. He shall submit the requirements of life saving drugs/equipments/anti venom, CPR related instruments to the Vice Chancellor's Secretariat immediately through his Nodal Officer. He must ensure that all the basic medical equipments like BP apparatus, sugar testing kits and other test kits are in the state of operational readiness.

6. **Public Relations Officer:** He shall be the **Nodal Officer** for sharing of information among UHF and its constituent colleges. He shall ensure that all the relevant news are shared with the Vice Chancellor/other relevant Officers immediately. He shall be in constant touch with District Public Relations Officer Solan for latest updates from the Government. He shall be responsible for dissemination of message of Vice Chancellor and other Statutory Officers to the quarter concerned from time to time. He shall be responsible for conducting video conferences in UHF campus from time to time.
7. **Comptroller:** He shall be the **Nodal Officer** for any emergency procurement of essential goods and items which shall be assessed as per the requirement. He shall document all such financial decisions and take necessary action as per emergency financial rules and regulations with prior approval of the Vice Chancellor.
8. **Incharge, Computing and Instrumentation Centre:** The **OSD to the Vice Chancellor** shall be the Nodal Officer and Dr. Deepak Agnihotri, Assistant Professor (IT) will act as Co-Nodal Officer. They must ensure that VC facilities at different buildings are in an operational state of readiness and shall take all necessary measures for ensuring Cyber Security of the Software and will take steps to prevent any cyber attack on the University software/website.
9. The flow chart of Disaster Management structure of UHF campus has been attached as **Annexure-A** which provides the channels of authority and responsibility which includes formation of various teams like Response Team, Finance Team, Resource Team, and Documentation Team.
10. As per the prevalent Disaster Management Protocol, the University play ground shall be kept as **Staging Area** and Laxmi Narayan Temple will be the storage area under the direct control of Estate Officer.
11. All the aforesaid Teams will submit the requirements which are necessary during emergency and the same would be apprised to the Comptroller immediately. For this purpose, the Purchase Committee/Finance Team constituted as under:

i)	Comptroller	Chairman
ii)	Shri Madan, Deputy Comptroller	Member
	<b>(in the absence of the Comptroller Shri Madan, Deputy Comptroller will act as Chairman)</b>	
iii)	Shri Ashwani Sharma, Section Officer	Member
iv)	Shri Om Prakash, Section Officer	Member
v)	Er. Kishore Chand, AAE	Member

12. The different Teams as per Annexure-A have been formulated and are depicted as per **Annexure-B**.

- a) The Response Teams shall be responsible for taking necessary action of Disaster Preparedness and Management with respect to their respective blocks and buildings and discussed in the meeting. *colleges/campus*
- b) The Resource Team shall be responsible for providing equipments and disaster management material to the response teams as per their requirements.
- c) The Finance Team shall be responsible for proper assessment of any demand made by different teams with respect to procurement of any relevant items.
- d) The Documentation Team shall be responsible for preparation and maintenance of different documents, dossiers, and decisions with respect to Disaster Preparedness and Management.

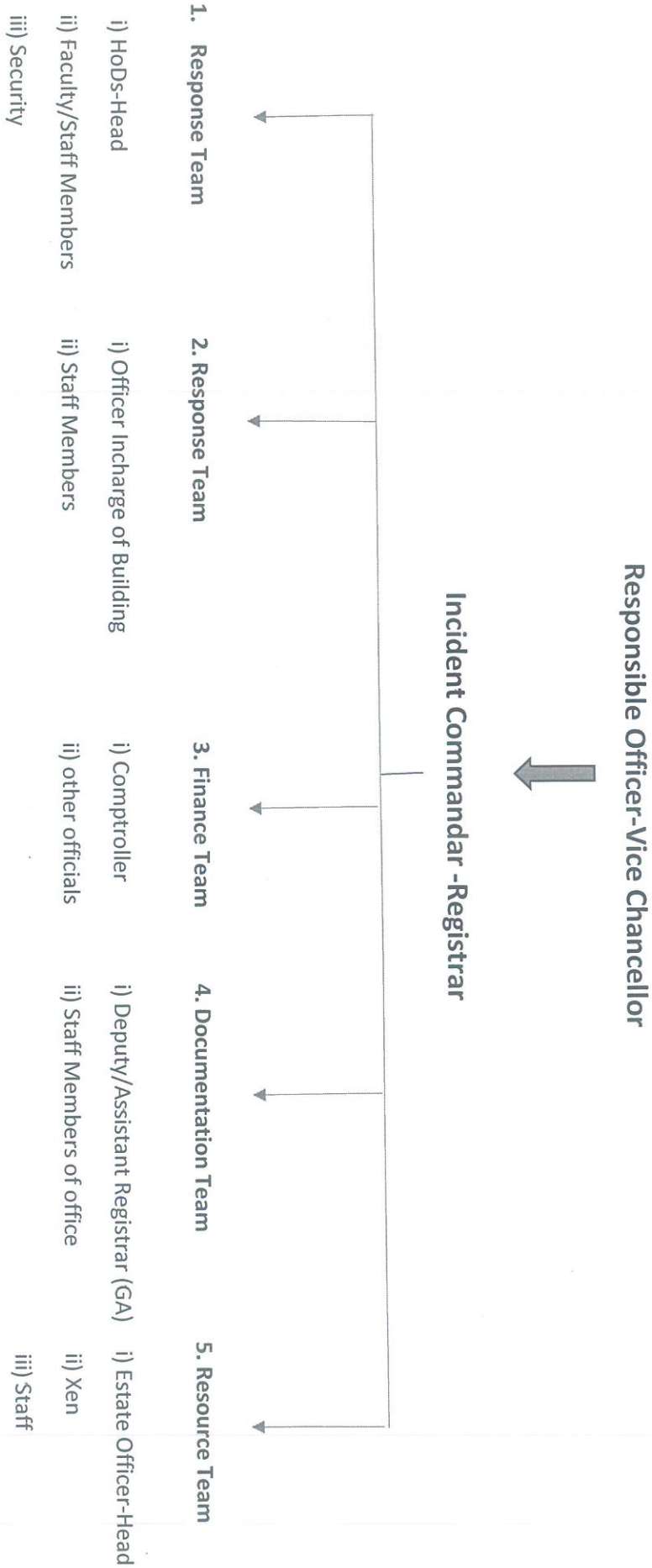
13. The Estate Officer emphasised the need of suitable number of Helmets, Torches, Radios, Power Banks, one Concrete Breaker, Steel Cutter etc. to manage emergency situation. He was directed by the Vice Chancellor to submit the said requirement to the Purchase Committee and further directed the Heads of all the said Teams to submit the requirements of equipments etc. immediately to the Purchase Committee so that timely action may be taken in the interest of safety of students/campus dwellers/faculty/staff accordingly.

The meeting ended with a vote of thanks to and from the Chair.

  
Registrar

Approved  
  
Vice-Chancellor  
10.5.25

A Disaster Management set up of the UHF Campus as per latest SOPs is depicted below:-





DR YASHWANT SINGH PARMAR UHF, NAUNI (SOLAN)

**COLLEGE OF HORTICULTURE**

The following Disaster Management Team has been constituted in the College of Horticulture:

**The Dean College of Horticulture - Coordinator**

I. Department of Floriculture & Landscape Arch. (A Block)

1. Dr. S. R. Dhiman, Prof. & Head - Co-coordinator
2. Dr. B.S. Datta, Principal Scientist
3. Shri Sushil Singh, Supdt (EC), O/o Dean, CoH
4. Shri Pawan Kumar, Clerk, O/o Dean, CoH
5. Shri Kuldeep Bhatia, Peon, O/o Dean, CoH

Safe Place: Reception of CoH/Lobby

II. Department of Fruit Science

1. Dr. R.K. Dogra, Associate Prof. - Co-coordinator
2. Shri Praveen Negi, SO
3. Shri Prem Kumar, Peon

Safe Place: Ground Floor Corridor and lobby of O/o Dean, CoH

III. Department of Biotechnology

1. Dr. Rajnish, Head - Co-coordinator
2. Dr. Pankaj Kumar, Asstt. Prof.
3. Shri Nek Ram, Sr. TA(G-II)
4. Shri Ramesh Kumar, Peon

Safe Place: Corridor and class room

IV. Department of Entomology

1. Dr. Subhash Chander Verma - Co-coordinator

2. Dr. Sumit Vashist, Scientist
3. Shri Som Dutt, Supdt
4. Shri Diwan Chand, Peon

Safe Place: UG Lab of ground floor and Bee Keeping Lab & Lobby

V. Department of Plant Pathology

- |                                     |   |                |
|-------------------------------------|---|----------------|
| 1. Dr. Satish Sharma, Prof. & Head  | - | Co-coordinator |
| 2. Dr. Bhupesh Gupta, Sr. Scientist |   |                |
| 3. Shri Om Prakash, SA              |   |                |
| 4. Shri Shailender Tomar, Peon      |   |                |

Safe Place: Ground Floor Corridor

VI. Department of Vegetable Science

- |                                     |   |                |
|-------------------------------------|---|----------------|
| 1. Dr. Happy Dev, Prof. & Head      | - | Co-coordinator |
| 2. Dr. Ramesh K Bhardwaj, Professor |   |                |
| 3. Shri Arun Sharma, SO             |   |                |
| 4. Shri Devi Chand, Peon            |   |                |

Safe Place: Ground floor, Corridor and office Room

VII Department of FST

- |                                    |   |                |
|------------------------------------|---|----------------|
| 1. Dr. Rakesh Sharma, Head         | - | Co-coordinator |
| 2. Dr. Satish Sharma, Asstt. Prof. |   |                |
| 3. Shri Lekh Raj, Supdt.           |   |                |
| 4. Shri Diwan Chand, Beldar        |   |                |

Safe Place : Ground Floor, Corridor and PHT Lab.

VIII Department of Business Management

- |  |   |                |
|--|---|----------------|
| 1. Dr. Kapil Kathuria, Prof. & Head      | - | Co-coordinator |
| 2. Dr. Rashmi Chaudhary, Associate Prof. |   |                |
| 3. Dr. Rahul Dhiman, Asstt. Prof.        |   |                |
| 4. Smt. Kamla Devi, Beldar               |   |                |

Safe Place: Ground Floor MBA Class room

IX Department of Seed Science & Technology

- |                                  |   |                |
|----------------------------------|---|----------------|
| 1. Dr. N.K. Bharat, Prof. & Head | - | Co-coordinator |
| 2. Dr. Rohit Verma, Asstt. Prof. |   |                |
| 3. Shri Rajat Chauhan, JSS       |   |                |
| 4. Shri Rajender Kumar, Peon     |   |                |

Safe Place: Ground floor laboratory block and bakery block.




A-B

**RESPONCE TEAM FOR COLLEGE OF FORESTRY PHASE- I AND II****Phase (I)**

Sr. No	Name	Designation		Contact No.
1	Dr. C L Thakur	Dean COF	Coordinator	7018599576
2	Dr. Rohit Bishist	Assoc. Professor & Head, SAF	Co-ordinator	9418030118
3	Dr. Yash Pal Sharma	Professor & Head, Forest Product	Member	9418148114
4	Dr. Prem Prakesh	Asstt. Professor, SAF	Member	9805321226
5	Dr. Anita	Asstt. Professor, TIGR	Member	9817167062
6	Sh. Tara Chnad	Superintendent, SAF	Member	8580981287
7	Sh. Neem Chand Verma	Sr. Assistant, COF	Member	9805446970
8	Sh. Sushil kumar	JOA (IT), SAF	Member	7876479024
9	Sh. Vinod kuamr	Daily Paid Store-mate, COF	Member	8219287841
10	Ms. Dhiriti	B.Sc. 3 <sup>rd</sup> Year Student	Member	

**Phase (II)**

Sr. No	Name	Designation		Contact No.
1	Dr. C L Thakur	Dean COF	Coordinator	7018599576
2	Dr. S.K. Bhardwaj	Professor & Head, EVS	Co-ordinator	9418144092
3	Dr. Subhash Sharma	Assoc. Professor & Head, SS	Member	9817049803
4	Dr. M. S. Jangra	Principle Scientist, EVS	Member	9468098506
5	Dr. Hukam Chand Sharma	Assistant Professor, EVS	Member	8580672872
6	Dr. Samiriti	Assistant Professor, SS	Member	7590075610
7	Sh. Raj Kumar	Superintendent	Member	8580454796
8	Sh. Shyam Singh	Peon, SS	Member	8278807031
9	Ms. Madulika Thakur	Ph.D 3 <sup>rd</sup> Year, SS	Member	7018729056

  
 Dean  
 College of Forestry  
 UHF, Mount-Solan H.P.



**Dr. Yashwant Singh Parmar University of Horticulture & Forestry  
Nauni (Solan) – 173230, Himachal Pradesh  
Estate Organization**

No. UHF/EO/Disaster Management/2025/- 413-424

Dated: 10/05/2025

**OFFICE ORDER**

The following Response Team is hereby constituted under the chairmanship of the undersigned to carry out rescue related activities etc. in the University residential area (Type-V, Type-IV, Type-III and Teachers Hostel) before and during the Disaster likely to take place due to war between India and Pakistan, under the Disaster Management Act: -

- |    |   |        |
|----|---|--------|
| 1. | Er. Vijay Kumar Sharma, Executive Engineer (D)                        | Member |
| 2. | Er. Kishore Chand, Additional Assistant Engineer-cum-Security Officer | Member |
| 3. | Dr. Hukum Sharma, Deptt. Of Environment Science                       | Member |
| 4. | Dr. Pankaj Sharma, Deptt. Of Biotech                                  | Member |
| 5. | Dr. Subhash Sharma, Deptt. Of Social Sciences                         | Member |
| 6. | Dr. Satish Sharma, Deptt. Of Foot Science & Tech.                     | Member |
| 7. | Dr. Abhimanyu, Deptt. Of Food Science & Tech.                         | Member |
| 8. | Dr. Chandresh Guleria, Deptt. Of Social Sciences                      | Member |
| 9. | Dr. Prem Prakash, Deptt. Of Silviculture and Agroforestry             | Member |

Please note that for any kind of negligence before and during the disaster, action will be taken as per Disaster Management Act.

  
(CE, Bibhan Datta)  
SE-cum-Estate Officer

Endst No. Even/- 413-424

Dated 10/05/2025

Copy of the above is forwarded to the following:

1. All the Statutory Officers, UHF, Nauni (Solan).
2. Secretary to Vice-Chancellor, UHF, Nauni (Solan).
3. All the individual concerned.
4. Personal Assistant, O/o the undersigned.

  
(CE, Bibhan Datta)  
SE-cum-Estate Officer

A-B



**Dr. Yashwant Singh Parmar University of Horticulture & Forestry  
Nauni (Solan) – 173230, Himachal Pradesh  
Estate Organization**

No. UHF/EO/Disaster Management/2025/- 404-412

Dated: 10/05/2025

**OFFICE ORDER**

The following Response Team is hereby constituted under the chairmanship of the undersigned to carry out rescue related activities etc. in the main campus Nauni before and during the Disaster likely to take place due to war between India and Pakistan, under the Disaster Management Act: -

- |    |   |        |
|----|---|--------|
| 1. | Er. Vijay Kumar Sharma, Executive Engineer (D)                        | Member |
| 2. | Er. Vinod Kumar Sharma, Assistant Engineer (C)                        | Member |
| 3. | Er. Man Chand, Assistant Engineer (D)                                 | Member |
| 4. | Er. Kishore Chand, Additional Assistant Engineer-cum-Security Officer | Member |
| 5. | Er. Rakesh Kumar Sharma, Additional Assistant Engineer                | Member |
| 6. | Er. Baldev Singh, Junior Engineer (Mt.)                               | Member |
| 7. | Er. Murari Lal, Junior Engineer (C)                                   | Member |
| 8. | Er. Rajindera Devi, Junior Engineer (C)                               | Member |
| 9. | Er. Nagu Ram, Junior Engineer (PH)                                    | Member |

Please note that for any kind of negligence before and during the disaster, action will be taken as per Disaster Management Act.

(Er. Bishan Dass)  
SE-cum-Estate Officer

Endst No. Even/- 404-412

Dated 10/05/2025

Copy of the above is forwarded to the following:

1. All the Statutory Officers, UHF, Nauni (Solan).
2. Secretary to Vice-Chancellor, UHF, Nauni (Solan).
3. All the individual concerned.
4. Personal Assistant, O/o the undersigned.

(Er. Bishan Dass)  
SE-cum-Estate Officer





A-B

No. UHF/EO/Disaster Management/2025/- 399-403  
Dr. Yashwant Singh Parmar University of Horticulture & Forestry  
Nauni (Solan) – 173230, Himachal Pradesh  
Estate Organization

To

Smt. Swarna Devi,  
W/o Late Sh. Ravinder Kumar,  
Shop No. 10, Shopping Centre,  
UHF, Nauni (Solan).

Dated: Nauni (Solan), the 10/05/2025

Subject: Regarding precautionary measures to be taken during the Disaster likely to take place due to war between India and Pakistan.

Under the Disaster Management Act, you are hereby advised to take precautionary measures during disaster likely to take place due to war between India and Pakistan:

1. After closing of shop, the gas cylinders shall be placed outside the shop, in the safe custody of someone, whose phone number be shared with Er. Kishore Chand, AAE-cum-Security Officer (Mob. No.: 9418163717), so that in case of disaster, required measures may be taken.

SE-cum-Estate Officer

Endst No. Even/- 399-403

Dated 10/05/2025

Copy of the above is forwarded to the following:

1. Registrar, UHF, Nauni (Solan).
2. Executive Engineer (D), O/o the undersigned.
3. Er. Kishore Chand, Additional Assistant Engineer (PH)-cum-Security Officer, O/o the undersigned.
4. Er. Vinod Sharma, Assistant Engineer (Maintenance), O/o the undersigned.

SE-cum-Estate Officer

A-B



No. UHF/EO/Disaster Management/2025/- 394-398  
Dr. Yashwant Singh Parmar University of Horticulture & Forestry  
Nauni (Solan) – 173230, Himachal Pradesh  
Estate Organization

To

Smt. Sneha Bala Negi,  
University Cafeteria,  
UHF, Nauni (Solan).

Dated: Nauni (Solan), the 10/05/2025

Subject: Regarding precautionary measures to be taken during the Disaster likely to take place due to war between India and Pakistan.

Under the Disaster Management Act, you are hereby advised to take precautionary measures during disaster likely to take place due to war between India and Pakistan:

1. After closing of cafeteria, the gas cylinders shall be placed outside the cafeteria, in the safe custody of someone, whose phone number be shared with Er. Kishore Chand, AAE-cum-Security Officer (Mob. No.: 9418163717), so that in case of disaster required measures may be taken.

SE-cum-Estate Officer

Endst No. Even/- 394-398

Dated 10/05/2025

Copy of the above is forwarded to the following:

1. Registrar, UHF, Nauni (Solan).
2. Executive Engineer (D), O/o the undersigned.
3. Er. Kishore Chand, Additional Assistant Engineer (PH)-cum-Security Officer, O/o the undersigned.
4. Er. Vinod Sharma, Assistant Engineer (Maintenance), O/o the undersigned.

SE-cum-Estate Officer

A-B

### Response Team in respect of Library

- |                                  |   |                |
|----------------------------------|---|----------------|
| 1. Dr. D.R. Bhardwaj, Librarian  | - | Coordinator    |
| 2. Ms. Parul Nandal, Asstt. Lib. | - | Co-coordinator |
| 3. Shri Nikhil, Tech Asstt       |   |                |
| 4. Shri Tek Chand, Supdt (EC)    |   |                |
| 5. Shri Babu Ram, Peon           |   |                |

### Response Team in respect of Dean Students Welfare Organization, Health Centre/Hostels

- |                                   |   |                |
|-----------------------------------|---|----------------|
| 1. Dr. H.P Sankhyan, DSW          | - | Coordinator    |
| 2. Shri Prit Paul                 | - | Co-coordinator |
| 3. All Warden (Boys/Girls Hostel) |   |                |
| 4. Chief Perfect of Hostels       |   |                |
| 5. Shri Manish, Caretaker         |   |                |
| 6. Shri Pradeep, Sports Attendant |   |                |



**Response Team in respect of Directorate of Extension Education and Farmers Hostel**

- |  |   |                |
|--|---|----------------|
| 1. Director of Extension Education       | - | Coordinator    |
| 2. Dr. Piyush Mehta, Associate Professor | - | Co-coordinator |
| 3. Dr. Ajay Sharma, Associate Professor  |   |                |
| 4. Shri Gandev, Tech Asstt.              |   |                |

**Response Team in respect of University Health Centre**

- |                            |   |                |
|----------------------------|---|----------------|
| 1. Dean Students Welfare   | - | Coordinator    |
| 2. Dr Vivek Parihar, MO    | - | Co-coordinator |
| 3. Shri Vikash, Pharmacist |   |                |