



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद द्वारा पारित, केन्द्रीय विश्वविद्यालय अधिनियम, २००९ के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament, the Central Universities Act, 2009)

Prof. Sanjeev Kumar Dubey

Controller of Examinations (Offg.)

By Fax / Hand / E-Mail / Speed Post

F. No. 62/2016-Admn. & Eval. (Part-2) /1684

14.11.2018

OFFICE ORDER NO. 024/2018

The Central University of Gujarat is organizing its 1st convocation on 18th December 2018. The various Committees constituted with the approval of the Vice Chancellor for organization of the 1st convocation are listed in the following table. All the coordinators may co-opt colleagues from teaching and non-teaching staff as well as students and initiate further action.

S. No.	Name of the committee	Responsibilities assigned to the committee	Committee members nominated
1.	Protocol and Procession Committee	Arrangement of procession for Chief Guest/ other members of Authorities, Officers of the University as per the University Ordinances (as per the detailed programme). Arrangements for photographs, Arrangement for group photographs of students if any.	Prof. M.H. Fulekar, Coordinator Prof. T. Bagchi Deputy Registrar (Academics) Dr. Bhavana Pathak Dr. Zakia Firdaus, Dr. Litty Denis Dr. Ishmeet Kaur, Mr. Prashant Kaushik, Dr. Rajnish Gupta
2.	Hospitality Committee	High Tea /Lunch/Dinner and other arrangements for guests, other invitees, teaching and non-teaching staff. Convocation Lunch/Dinner for invitees Snacks for Students	Prof. Man Singh, Coordinator Deputy Registrar (Admin) Dr Dinesh Kumar Dr Parvathi Iyer Dr Mansi Singh *More members/volunteers can be co-opted
3.	Reception and Transport Committee	Receiving & Welcoming of the invited guests, members of authorities of Court, EC, AC, FC and other distinguished guests. Arrangements of accommodation of members of the Court/ EC/ AC/ FC, other distinguished guests as required. Arrangement of Air Tickets, Local hospitality and transport for EC/ AC/ FC members and other guests.	Prof. J.P.N. Mishra, Coordinator Deputy Registrar (Admin) Dr Seema Rawat *More members/volunteers can be co-opted



		Arrangement for local transportation for invited guests.	
4.	Finance Committee	Expenditure, Finance coordination & Advance payments, T.A. and other payments	Prof. Sanjay Kumar Jha, Coordinator
5.	Invitation Committee	Brochure of the University (Trilingual) Invitation Card text drafting/ letter drafting, approval, printing. Printing and sending of invitations, Preparation of list of invitees, Preparation of list of dignitaries. Preparation of Draft/notes for speech of Hon'ble Chancellor and Chief Guest and to send them for approval of authorities. Printing of booklet of convocation address and VC's report. Collection of the printed booklet of the Convocation address and report by VC and distribution of the same at appropriate time in the auditorium.	Prof. Atanu Bhattacharya, Coordinator Prog. Balaji Ranganathan Dr Hemang Desai Dr Pramod Tiwari Dr Dhara Chotai *More members/volunteers can be co-opted
6.	Master of Ceremony	Finalizing the "Proceedings of 1 st convocation" and anchoring the Convocation.	Prof Balaji Ranganathan, Coordinator
7.	Public Relations Committee	Invitation to the media people Dispatch of Invitation Card through Speed Post/Fax/E-mail/by hand etc. Confirming with other committees for proper seating/accommodation. Space allocation for media coverage, seating of media persons etc. Briefing Conference & preparation of brief material (before Convocation).	Prof. H.B. Patel & Dr Atanu Mohapatra, Coordinator *More members/volunteers can be co-opted

		<p>Material for public announcement in Hindi & English</p> <p>Arrangement for displaying information and announcements</p> <p>Entire arrangement of media for providing required material /snacks/ press conference during and after convocation.</p> <p>Meeting of the media people with VIP guests</p> <p>All arrangements related to audio visual system, presentation screening of names etc. in the auditorium as per requirement</p> <p>Arrangements for photographs, space allocation for media coverage, seating of media persons etc.</p> <p>Arrangement for group photographs of students if any.</p>	
8.	Students Discipline and Grievance Committee	To maintain discipline at convocation venue	<p>DSW, Provost, Proctor, All Wardens</p> <p>*More members/volunteers can be co-opted</p>
9.	Audience Management Committee	<p>School-wise seating arrangement of degree recipients.</p> <p>Seating arrangement for parents of the degree recipient, University's teaching and non-teaching staff.</p> <p>To prepare Signboards for seating in Auditorium (Students/VIP/Guests etc.)</p> <p>School-wise students with their Faculties.</p> <p>Maintenance of discipline</p> <p>Managing other students and their conduct.</p> <p>Providing Volunteers.</p>	<p>Prof. Sanjay Kumar Jha and Prof. Manish, Coordinator</p> <p>*More members/volunteers can be co-opted</p>

		Ensuring orderly and smooth movement of the graduating students in the auditorium to receive Certificates/ group photographs (if any) and all associated work.	
10.	Stage Management	All Arrangements related to stage and approach path. Seating arrangement of dignitaries and members of the EC, AC, Deans, etc. as per protocol. Supervision the decoration of stage as well as Auditorium with flower/other post, display panels, signage etc.	Dr. Umesh C. S. Yadav, Coordinator *More members/volunteers can be co-opted
11.	Distribution of Degree Certificate Committee	Custody of emblem and Certificates. Arrangement for distribution of certificate and coordinating with the announcement, procession and other committees.	Dr. Umesh C. S. Yadav, Coordinator Dr. Rashmi Kumbar *More members/volunteers can be co-opted
12.	Venue Arrangement		Registrar, Controller of Examinations, Finance Officer

This has the approval of the competent authority.



14/11/18

Controller of Examinations (Offg.)

Copy to:

1. All members of the committees
2. Registrar
3. Finance Officer
4. All Deans, Chairpersons and Coordinators
5. Deputy Registrar (Admin)
6. Deputy Registrar (Academic)
7. DSW
8. Provost
9. PS to VC
10. All Faculty members of the University
11. Notice Board