



No.: CUJ/COE/2020/293(Part-I)/ 487

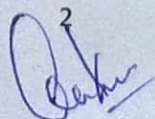
Date: 10th March 2022

OFFICE ORDER

Hon'ble Vice Chancellor is pleased to constitute the following Committees for organizing the 2nd Convocation of Central University of Jharkhand.

S.N.	Committee	Members	Responsibilities amongst others as per requirement
1.	Protocol & Procession Committee	1. Prof. SL Harikumar, Registrar 2. Shri. Prabhudev Kurle, CoE 3. Prof. R.K. Dey, Director, IQAC 4. Prof. Manoj Kumar, Dean, AA 5. Prof. A.C. Pandey, Dean, SNRM 6. Prof. H.P. Singh, Dean, SET 7. Prof. Ratnesh Vishvaksen, Dean, SL 8. Dr. Alok Gupta, Dean, SSSH	<ul style="list-style-type: none">• Arrangement of procession for chief guests, authorities, officers etc. of the University as per the University Ordinance• Finalizing proceedings of 2nd Convocation
2.	Committee for finalizing Event Management Agency for Convocation	1. Prof. A.K. Padhy, DoC-Convener 2. Shri. Prabhudev Kurle, CoE 3. Dr. Mayank Ranjan, DES 4. Mr. Ujjwal Kumar, DR-II 5. Dr. Bhupendra Singh, DoP 6. Mr. Mukesh Kumar, Asst. Engg. 7. Mr. Sumit Raj, SO, Finance Section	<ul style="list-style-type: none">• Finalizing the event management agency through tender process• Finalizing tender document as per GFR
3.	Stage Management & Decoration Committee	1. Dr. Manoj Kumar, DLS-Convener 2. Dr. Nitesh Bhatia, DBA 3. Dr. V.N. Burla, DPA 4. Dr. Rajesh Kumar, DMC 5. Dr. Pragya Shukla, DES 6. Mr. Mukesh Kumar, Asst. Engg.	<ul style="list-style-type: none">• Complete stage management• Managing flow of students, degree awardees, finalization of anchor etc.• Stage Decoration
4.	Invitation Committee	1. Prof. Ratnesh Vishvaksen, DoH-Convener 2. Dr. Nitesh Bhatia, DBA 3. Dr. Shamsher Alam, DCTCL 4. Dr. C.S. Dwivedi, DGI 5. Dr. Shivendra Prasad, AR-II 6. Mr. Narendra Kumar, PRO	<ul style="list-style-type: none">• Invitation Card• Brochure finalization• Text or letter drafting• Printing and distribution of invitation card• Preparation of list of invitees
5.	Reception Committee	1. Dr. Rabindranath Sarma, DTS-Convener 2. Dr. G.P. Singh, DNT 3. Dr. Shashi Singh, DoE 4. Dr. Seema Mamta Minz, DTS 5. Dr. Kuldeep Baudh, DEVS 6. Dr. Shikha Chau:asia, DWEM	<ul style="list-style-type: none">• Receiving and welcoming of invited guests, authorities, members of Court, Executive Council, Academic Council, Finance Committee etc.
6.	Accommodation Committee	1. Dr. Ashish Sachan, DLS -Convener 2. Dr. S.K. Pandey, Librarian 3. Mr. Ujjwal Kumar, DR-II 4. Dr. C.S. Dwivedi, DGI	<ul style="list-style-type: none">• Arranging accommodation for invited guests, authorities, members of Court, Executive Council, Academic Council,

			Finance Committee etc. as required
7.	Transport Committee	1. Dr. Rabindranath Sarma, DTS-Convener 2. Dr. Debendra Biswal, DCTCL 3. Dr. Shivendra Prasad, AR-II 4. Mr. Kailash Sahoo, UDC, Finance Section	<ul style="list-style-type: none"> Arrangement of air tickets, extending local hospitality & transport facilities for all invited guests/members etc.
8.	Finance & Accounts Committee	1. Dr. Vimal Kishor, FO i/c-Convener 2. Dr. Ashoke Kumar Sarkar, DBA 3. All staff of Finance Section, CUJ	<ul style="list-style-type: none"> Convocation expenditures, release of advance, TA etc.
9.	Public Relation & Media Coordination Committee	1. Prof. Dev Vrat Singh, DMC-Convener 2. Mr. Shashi Kumar Mishra, DFEL 3. Dr. Ram Kishore Singh, DNT 4. Mr. Narendra Kumar, PRO	<ul style="list-style-type: none"> Invitation to digital & press media Space allocation for invitees at the venue Organizing press conference before convocation Curtain raiser-Publication in Newspapers Advt. in media-print, social /electronic media Arrangement of photographer for media coverage Arrangement of group photos for students, if any
10.	Audience & Seating Management Committee	1. Dr. S.K. Pandey, Librarian-Convener 2. Prof. S.C. Yadav, DCST 3. Dr. D.B. Lata, DEE 4. Dr. Shashi Singh, DoE 5. Dr. Sudarshan Yadav, DMC 6. Dr. Mahendra Singh, DBA 7. Dr. Tulasi Das Majhi, DTS 8. Dr. Nirmali Bordoloi, DEVS 9. Dr. Manvi Yadav, DoE	<ul style="list-style-type: none"> Seating arrangement on the stage in consultation with the Protocol & Processing Committee for the dignitaries, members of Court, EX, AC, FC, Deans of Schools etc. as per the protocol School-wise seating arrangement for students Seating arrangement for parents, teaching and non-teaching employees etc. Display of sign boards in the Convocation venue Ensure smooth movement of audience for receiving degree certificate by the students and its photographs
11.	Discipline committee	1. Prof. Ajai Singh, Chief Proctor-Convener 2. Dr. Konchok Tashi, DFEL 3. Dr. Sachin Kumar, DEE 4. Dr. B.B. Biswas, DIR 5. Dr. Subhash Kumar Baitha, DIR 6. Dr. Nirmali Bordoloi, DEVS	<ul style="list-style-type: none"> To maintain discipline at the Convocation venue
12.	Merit & Degree Distribution Committee	1. Shri. Prabhudev Kurle, CoE-Convener 2. Prof. Arun Kumar Phadhy, DoC 3. Prof. Dev Vrat Singh, DMC 4. Dr. Praveen Sharma, DLS 5. Dr. Hrishikesh Mahato, DoM 6. Dr. Sabyasachi Bhunia, DoC 7. Dr. Amit Kumar Yadav, DTST	<ul style="list-style-type: none"> Arrangements for distribution of certificates in coordination with Stage Management Committee, Protocol & Procession Committee and other Committees as required

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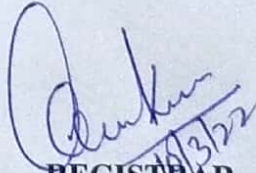
		8. All staff of Examination Section	
13.	Committee for Students Registration, Enrolment & Technical Support	1. Prof. S.C. Yadav, DCST-Convener 2. Dr. Amit Kumar, DGI 3. Dr. Prashant Prashun, DCST 4. Mr. K.S. Chauhan, Info. Scientist 4. Mr. Shekhar Lal, Sr. Tech. Asstt. 5. All staff of Technical Cell	• Arrangement of students' Registration, Enrolment and Technical Support
14.	Students volunteer Committee	1. Dr. Ashish Sachan, DLS -Convener 2. Dr. Mayank Ranjan, DES 3. Dr. Hena Firdaus, DLS 4. Dr. Rajesh Kumar, DMC 5. Dr. Nirmali Bordoloi, DEVS 6. Dr. Bhupendra Singh, DoP	• Arranging students volunteer in coordination with seating management Committee, Stage Management Committee etc. as per the requirement
15.	Exhibition Committee	1. Prof. Dev Vrat Singh, DMC-Convener 2. Dr. Bishnu Mohan Jha, DEE 3. Dr. Sudarshan Yadav, DMC 4. Dr. Amrit Kumar, DMC	• Arranging exhibition at the Convocation venue
16.	Medical Facilities Committee	1. Dr. Prachi K. Shelke-Convener 2. Dr. Jitendra Kumar, CUJ 2. All staff of Health Centre, CUJ	• Arranging medical facilities at the Convocation venue
17.	Dress Code Committee	1. Shri. Prabhudev Kurle, CoE 2. Prof. R.K. Dey, DoC 3. Prof. A.K. Padhy, DoC - Special Invitee 3. Dr. V.N. Burla, DPA 4. Dr. Nirmali Bordoloi, DEVS	• Finalizing academic attire for Convocation
18.	Publication & Printing Committee	1. Prof. Dev Vrat Singh, DMC 2. Prof. Ratnesh Vishvaksen, DoH 3. Dr. Ranjit Kumar, DES 4. Mr. Abdul Halim, DR-I 5. Dr. Amrit Kumar, DMC 6. Mr. Narendra Kumar, PRO 7. Mr. Mahendra Rajwar, SO (purchase)	• Printing and designing of publications for Convocation

The Committee Conveners may co-opt additional members, if required, for successful completion of the 2nd Convocation of the University. This supersedes all previous orders issued in this regard.

**Sd/-
REGISTRAR**

Copy for information and necessary action to:

1. Controller of Examinations & Librarian
2. All Deans of Schools & all Heads/Coordinators of Departments
3. Deans (AA, R&D & Director-IQAC)
4. All DRs/i/c Health Centre/ARs/EE i/c/PRO
5. All the members concerned
6. Technical Cell i/c for University Website
7. PS to Vice Chancellor, PS to Registrar & PS to Finance Officer
8. Notice Board, Concerned File & Guard File


REGISTRAR