



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

Prof. Sanjeev Kumar Dubey
Controller of Examinations (Offg.)

By Fax/ Hand/E-Mail/Speed Post

F.No.62/2016-Admn. & Eval.(Part-4)/5306

31.10.2023

Office Order No. COE/007/2023

The Central University of Gujarat is organizing its Fifth Convocation on 08th December 2023, 03:00 PM at Central University of Gujarat, Sector 29 Campus, Gandhinagar 382 030.

The various Committees constituted with the approval of the Hon'ble Vice Chancellor for organization of the 5th convocation are listed in the following table. The list of Convocation Sub-Committees and their responsibilities is mentioned below:

Sl. No.	Name of the committee	Responsibilities assigned to the committee	Committee members nominated
1.	Protocol and Procession Committee	Arrangement of Academic procession (as per the detailed programme). Arrangements for Group photographs,	Prof. Bhawana Pathak & Prof. Tapas Dalapati (Coordinators) Dr. Prashant P. Dharmadhikari *If required, additional members can be co-opted by coordinator
2.	Hospitality Committee	High Tea /Lunch/Dinner and other arrangements for guests, other invitees, teaching and non-teaching staff. Arrangement of Snacks for Students.	Prof. Man Singh, Prof. Manish & Prof. Tapas Dalapati (Coordinators) Dr. Ajay Singh Chauhan Dr. Baldev Prajapati Dr. Amit Kumar Dr. Manoj Kumar B Vanara Shri Tryambak Jagdishchandra Bhatt Assistant Registrar *If required, additional members can be co-opted by coordinator
3.	Reception and Transport Committee	Receiving & Welcoming of the invited guests, members of authorities,	Prof. Rajesh Makwana and Prof. Seema Rawat (Coordinators)

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Sector-29, Gandhinagar, Phone No.-079-23977446, Fax-079-23260076

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		Court, EC, AC, FC and other distinguished guests. Arrangements of accommodation for 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. Arrangement for local transportation for invited guests.	Dr. Subhas Kumar Dr. Deepak Verma Dr. Jay Prakash Singh Dr. ManojKumar B Vanara Dr. Ambuj Bhushan Jha Shri Mukesh Ashirvadbhai Parmar, Assistant Registrar (Acad.) *If required, additional members can be co-opted by coordinator
4.	Finance Committee	All matters related to finance and accounts.	Prof. Sanjay Kumar Jha, (Coordinator) Dr. Surya Bhushan Tiwari, Assistant Registrar Shri. D V Rao Shri. Shamsher Singh, Assistant Registrar
5.	Invitation Committee	Brochure of the University (Bi-lingual) Invitation Card (Bi-lingual) Printing, Preparation of Draft/notes for speech of Hon'ble Chancellor and Chief Guest. Printing of booklet of convocation address and VC's report and distribution of the same at appropriate time in the auditorium.	Prof. Atanu Bhattachary, Prof. Balaji Ranganathan & Prof. Rajesh Makwana, (Coordinators) Dr. Shrish Tiwari Dr. Sandhya Rai Dr. Sangita Chaudhary Ms. Swati Singh, Hindi Officer Ms. Deepika Sharma, Hindi Translator *If required, additional members can be co-opted by coordinator

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6.	Master of Ceremony	Finalizing the "Proceedings of 4th convocation" and anchoring the Convocation.	Prof Pallavi Sharma
7.	Public Relations Committee	Invitation to the media people. Sending of invitation card, Preparation of list of invitees, Preparation of list of dignitaries. 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). Material for public announcement in Hindi & English Arrangement for displaying information and announcements Entire arrangement of media for providing required material /snacks during and after convocation. Meeting of the media people with VIP guests. All arrangements related to audio visual system.	Prof. Atanu Mohapatra & Prof. Suresh Kumar Agrawal Dr. Sunil Sharma (Coordinators) Dr. Deepak Bhatt Dr. Shrish Tiwari Dr. Subhash Kumar Dr. Vishwas Rawal Mr. Manish Barthwal Ms. Swati Singh, Hindi Officer Ms. Deepika Sharma, Hindi Translator *If required, additional members can be co-opted by coordinator

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8.	Students Discipline and Grievance Committee	To maintain discipline at convocation venue	DSW, Provost, Proctor, Dy. DSW All Wardens. Dr. Sony Kunjappan Dr. Saurabh Kumar Dr. Kuldeep Joshi Dr. Shamim Ara Hussain Dr. Premlata Devi Mr. Hariram Jaspal, Security Officer *If required, additional members can be co-opted by coordinator
9.	Sitting arrangement and Audience Management Committee	School-wise seating arrangement of degree recipients. Seating arrangement for parents of the degree recipient, University's teaching and non-teaching staff. To prepare Signboards for seating in Auditorium (Students/VIP/Guests etc.) School-wise students with their Faculties. Maintenance of discipline Managing other students and their conduct. Ensuring orderly and smooth movement of the graduating students in the auditorium to receive degrees/Medals Certificates.	Prof. Manish & Dr. Jayendrakumar Amin (Coordinators) Prof. Hiranmai Yadav Prof. Prakash Jha Prof. Dinesh Kumar Prof. Bipul Kumar Dr. Vimlesh Chandra Dr. Jagannath Begari Dr. Pramod Tiwari Dr. Rajneesh Gupta Dr. Pushpa Devi Dr. Vijaya Lakshmi Yanduri Dr. Vipul Solanki *If required, additional members can be co-opted by coordinator
10.	Stage Management	All Arrangements related to stage and approach path.	Prof. Dinesh Kumar & Prof. Keshab Lalit Ameta (Coordinators)

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		Seating arrangement of dignitaries and members of the EC, AC, Deans, etc. as per protocol. Decoration of stage as well as Auditorium with flower/other post, display panels, signage etc.	Prof. Bipul Kumar Dr. Zakia Firdaus Dr. Roshanlal Jahel Dr. Pulkeshi Jani Dr. Sonal Sharma Dr. Pushpa Devi *If required, additional members can be co-opted by coordinator
11.	Distribution of Medal & Degree Certificate Committee	Custody of medals and Degree Certificates. Arrangement for distribution of medals and certificates and coordinating with the announcement, procession and other committees.	Dr. Milind Solanki & Dr. Manu Sharma (Coordinators) Dr. Rashmi Kumbar Dr. Manasi Singh Dr. Anju Pappachan Dr. Tulja Bhavani Mr. Jagdish Parmar Mr. Mukesh Chavda *If required, additional members can be co-opted by coordinator
12.	Convocation Dress Committee	All arrangements related to Convocation dress, stole and Turban etc.	Prof. Sarita Agrawal & Prof. Janak Singh Meena (Coordinators) Prof. Bhawana Pathak Prof. Kunal Sinha Dr. Shilpa Popat Dr. Pratibha Pandya Dr. Hemang Desai, Deputy Registrar, (Academic) Shri. Mukesh Parmar, Assistant Registrar, (Academic)
13.	Medal and Memento Committee	Purchase of medals and mementos as per requirements and approval of competent authority.	Prof. Sanjeev Kumar Dubey & Prof. Tapas Dalapati (Coordinator) Prof. Rakesh Rai Dr. Manu Sharma

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			Ms. Jaspreet Kaur Layal Dr. Deepak Bhatt
14.	Venue /Pandal Committee	All arrangements related to Venue, Stage, Gates etc. Hiring the services of Decorators/Agencies as per GFR and University rules.	Prof. Sanjay Kumar Jha (Coordinator) Prof. Manish Prof. Rajesh Makwana Prof. Naresh Kumar Dr. Arun Vishwanathan Dr. Balu Dan Barahth Dr. Vishws Rawal Er. Pawan Pathak Mr. D V Rao Dr. J. P. Soni, Deputy Registrar (Admin) Shri Tryambak Jagdishchandra Bhatt Assistant Registrar (Admin) Shri Tarun Soni, Assistant Registrar (Admin) Dr. Surya Bhushan Tiwari, Assistant Registrar (Finance)
15.	Kulgeet and Decoration Committee	All arrangements related to singing of Kulgeet of University and decoration of stage	Prof. Atanu Mahapatra (Coordinator) Prof. Rakesh Rai Prof. Bipul Kumar Dr. Megha Sidhpura Dr. Pratibha Pandya Dr. Manu Sharma Dr. Alok Kumar Pandey Dr. Rajneesh K Gupta Dr. Nishant Kumar

This has the approval of the competent authority.

01/11/23

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Copy to:

1. All members of the committees

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2. Registrar
3. Finance Officer
4. All Deans, Chairpersons and Coordinators
5. PS to VC
6. Deputy Registrar (Admin)
7. Deputy Registrar (Academic)
8. Assistant Librarian, Central Library
9. Assistant Registrar, Administration Department
10. Assistant Registrar, Finance and Accounts Department
11. Assistant Registrar, Academics and Authorities
12. DSW
13. Provost
14. All Faculty members of the University
15. ICT Chairperson (For uploading on the website)
16. Notice Board

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