

# Central University of Punjab

Ref No: CUPB/CC/Convocation/15/221

Dated: 27.11.2015

## OFFICE ORDER

As per the direction of Competent Authority, the following Committees are formed for the forthcoming 1<sup>st</sup> Convocation to be held on 15.12.2015 at City Campus. The members are directed to do necessary arrangements as stated and make the function successful. For further clarifications if any, you can contact the ~~Controller of Examination~~.

### CONVOCATION COORDINATION COMMITTEE:

#### Vice Chancellor, Chairman

All Deans

All COC/OICs

Registrar

Deputy Registrar

Assistant Registrar (Examinations)

#### Controller, Convener

SN	Committee	Staff Members	Responsibilities
1	Printing of Invitation Card and Memento	<b>Committee Convener:</b> Prof. A.K. Dhawan <b>Members:</b> Dr. Alpna Saini Dr. Pabitra Kumar Mishra Dr. Amandeep Kaur Mrs. Neetu Purohit	Buy required number of memento and shawls for the chief guests.
2	Invitation	<b>Committee Convener:</b> Dr. Pankaj Khare <b>Members:</b> Mrs. Shweta Arora Mr. Gurmail Singh Mr. Amrik Singh Mr. Tarsem Singh Mr. Rajender Singh Smagh	<ol style="list-style-type: none"><li>1. Invitation to Members of different bodies.</li><li>2. Invitations in City</li><li>3. Invite Press</li><li>4. Refreshment of Press</li></ol>
3	Flex Board	<b>Convener</b> Prof R.G.Saini <b>Members:</b> Dr. Felix Dr. Sandeep Singh	<ol style="list-style-type: none"><li>1. Flex for the back ground design and printing.</li><li>2. Four flex boards to be designed and fixed in front of our campus and on Road- U Turn.</li></ol>

4	<b>Registration (All Deptt. under COE)</b>	<b>Committee Convener:</b> Dr. Jagdeep Singh <b>Assistant Convener:</b> Mr. Rajender Kalra <b>Member:</b> 1. Dr. Sandeep Kaur 2. Dr. Rajinder Kumar 3. Dr. Pankaj Bhardwaj 4. Dr. Puneet Pathak 5. Dr. Harish Chander 6. Dr. Nishtha K. 7. Dr. J. Nagendra Babu 8. Er. Meenakshi Mittal 9. Representative of the Centre in which degrees shall be awarded during convocation.	1. Collect the address and name list of the students 2. Send letter to them and receive their consent. 3. Give the above information to HODs and Dean of particular school 4. Collect phone numbers and email ids from the graduates 5. Inform the seating committee about the strength and order. Ask them to assist in sending the graduates to the stage. 6. Provide the final list of
5	<b>Green Room Arrangements VIP</b>	<b>Committee Convener:</b> Prof. S.K.Bawa <b>Members:</b> Dr. Raj Kumar Dr. Vikas Jaitak Dr. Mahesh Kulaharia Er. Surinder Singh Khurana Er. Sukhreet Singh Brar	1. Collect gown for the VIPs 2. Arrange water, food, snacks and other hospitality for the VIPs 3. Inform the transport committee for transport and PRO for accommodation 4. Assign one staff for one guest to be always with them during their stay in the campus. 5. Arrange Band or music set for the procession.
6	<b>Decoration</b>	<b>Committee Convener:</b> Dr. Anjana Munshi <b>Members</b> : Dr. Yogalaxmi K.N. Dr. Preeti Kheterpal Mrs. Neetu Purohit	1. Stage decoration. 2. Shamiyana in front of Auditorium
7	<b>Gown committee</b>	<b>Committee Convener:</b> 1. Dr. Shamshir Singh 2. Dr. Dhanya M.S. <b>Members:</b> 1. Dr. Nishtha Kaushiki 2. Dr. Sachin Kumar 3. Mr. Sandeep Singh 4. Mr. Ashvini Kumar 5. Mr. Rajesh Tiwari 6. Ms. Sona Rani 7. Ms. Gagandeep Kaur	1. Collect the convocation card from the invitation committee and list of graduates from registration committee. 2. To ensure issuance of gown to the students. 3. Arrange a temporary room for changing of gown for boys and girls separately.

8	<b>Dais Arrangement, Programme, Procession Sequence &amp; Press committee</b>	<b>Committee Convener:</b> Dr. Anil Mantha <b>Members (Arrangement of Dais)</b> Dr. Tarun Arora Dr. Jainendra Verma Dr. Yogalakshmi K.N. Dr. Sukhwinder Kaur Dr. Milan Kumar Sharma Mr. Gautam Sharma	<ol style="list-style-type: none"> <li>1. Seating arrangement in the dais. Keep water, programme schedule, pad, pen etc. in a separate file for each VIP</li> <li>2. Keep a laptop and printer ready for giving any reports.</li> <li>3. Arrange for Saraswati Vandana</li> </ol>
9.	<b>Programme, Procession Sequence &amp; Press committee</b>	<b>Committee Convener:</b> Dr. Tarun Arora <b>Members (Press):</b> Dr. Amandeep Singh Dr. Dinesh P Babu Dr. Ramandeep Kaur Dr. Rajinder Kumar	<ol style="list-style-type: none"> <li>1. Allot adequate number of students in uniform at the stage to give away the memento and shawls for guests.</li> <li>2. Prepare convocation <b>address, report, citation, form of procedure</b> in print form. Convocation address to be typed neatly.</li> <li>3. Prepare <b>minute by minute</b> schedule (Convocation procedure design and printout)</li> <li>4. Compeering</li> <li>5. Prepare press report</li> </ol>
9	<b>Transport</b>	<b>Committee Convener:</b> Dr. Sandeep Singh <b>Members:</b> Mr. Gagandeep Talwar Mr. Sweet Singh Mr. Tarsem Singh	<ol style="list-style-type: none"> <li>1. Arrange transport for the guests.</li> <li>2. Arrange transport for the graduates if required.</li> <li>3. Cooperate with food committee in bringing snacks food to the venue.</li> <li>4. Put up "Parking" " No parking" banners.</li> </ol>
10	<b>Food &amp; Refreshment</b>	<b>Committee Convener:</b> Dr. Deepak Kumar <b>Co-convener:</b> Dr. A.L. Sharma Dr. Vinod Kumar <b>Members:</b> Dr. Naresh K Singla Dr. Sesadeba Pany Dr. Ashok Kumar Dr. Rajender Dhayal	<ol style="list-style-type: none"> <li>1. Arrange Food &amp; Refreshments for VIPs and Guests</li> <li>2. Get the number of attendees from registration committee and order for snacks and food.</li> <li>3. Place water in and around auditorium</li> </ol>

11	<b>Sitting arrangements</b>	<b>Committee Convener:</b> Dr. Alpna Saini <b>Members:</b> Dr. Bawa Singh Dr. Dinesh P Babu Dr. Surender Mehra Dr. S. Senapati Dr. Puneeta Pandey Dr. Shashank Dr. Jubilee Padmanabhan	<ol style="list-style-type: none"> <li>1. Get the graduates detail from the registration committee</li> <li>2. <b>Stick name stickers in the chair.</b></li> <li>3. Guide the graduates to sit in the order given by registration committee</li> <li>4. Guide the staff/parents and other guests to their respective position.</li> </ol>
12	<b>Discipline</b>	<b>Committee Convener:</b> Dr. V.K.Rao <b>Co-convener:</b> Dr. Pabitra Kumar Mishra <b>Members:</b> Dr. Mahesh Kulharia Dr. Aklank Jain Dr. Vinod Arya Dr. Aditya Ranjan Kapoor Dr. Jitendra Patnaik Dr. Shashank Kumar Dr. Chaitnaya R.K. Dr. Anoop Kumar	<ol style="list-style-type: none"> <li>1. Help the seating arrangement Committee.</li> <li>2. Maintain silence with help of Dept. staff in and around the venue during the function.</li> <li>3. Guide the late comers to the proper place.</li> <li>4. <b>Take control of the procession.</b></li> </ol>
13	<b>Stay arrangement of VIPs</b>	<b>Committee Convener:</b> Prof. S.K. Bawa <b>Members:</b> Dr. Pabitra Kumar Mishra Dr. Deepak Kumar Chauhan Dr. Shamslr Singh Mr. Rajender Singh Mr. Gautam Sharma	To arrange for the stay of the guest- members of EC, AC, FC and Court in coordination with Invitation Committee and Transportation Committee.
14	<b>Photography &amp; Video</b>	<b>Committee Convener:</b> Dr. H.R.Arora <b>Members:</b> Mr. Gagandeep Talwar Mr. Suresh Kumar Ms. Sarupinder Kaur Mr. Sweet Singh	<ol style="list-style-type: none"> <li>1. Take photos and immediately give them in CD format to the press Committee.</li> <li>2. Take video and convert them into DVD.</li> <li>3. Take the convocation photos (Graduates receiving their degree from esteemed chief guest) separately and handover in CD/Pen drive to web committee.</li> </ol>

15	PA, Audio Visual	<b>Committee Convener:</b> Dr. Amandeep Kaur <b>Members:</b> Mr. Amandeep Singh Mann	1. Provide PA system 2. Arrange for National anthem 3. Provide Screens in Hall No. 8, if required. 4. Put all the information about Convocation 2015 to on the website. Use url <a href="http://www.cup.ac.in/convocation2015">www.cup.ac.in/convocation2015</a> 5 (Invitation, Committee, Minute- by-Minute proceedings, contact person and phone number, Registration details) 5. Create <a href="mailto:convocation2015@">convocation2015@</a> . and give the details everyday to Registration committee head. 6. Upload the photos to the website.
15	Tent and Chairs	<b>Committee Convener:</b> Dr. Sunil Mittal <b>Members:</b> Dr. Deepak Kumar Chauhan Dr. Sanjeev Thakur Dr. Jainendra Kumar Verma Mr. Sweet Singh	Arrangement of Tent in open lawn along with chair.
16	Power control	Er. Puneet Mr. Subash Chander	Check for power cuts and keep ready the generator.

**Note:**

For any expenses the committee conveners are directed to get advance individually and settle the same. All the correspondence in the above regard should be done after prior approval from Registrar. The bills and related documents should be recorded in the bill register of the office of Registrar.

*Chauhan*  
26/11/15  
Registrar

Copy to:-

1. VC's Secretariat: for kind information of the Vice Chancellor
2. Dean Academic Affairs: for information
3. All Deans/CoCs/OICs/Section Heads: for information
4. Controller of Examinations: for information
5. All Faculty and Staff
6. Concerned file