



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-3)/

06.04.2022

**Office Order No. 001/2022**

The Central University of Gujarat is organizing its Fourth Convocation on 30<sup>th</sup> April 2022, 04:00 PM at Pandit Deendayal Energy University (PDEU), Auditorium, Raisan, Gandhinagar 382 007.

The various Committees constituted with the approval of the Hon'ble Vice Chancellor for organization of the 4<sup>th</sup> 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. Balaji R. & Prof. Bhawana Pathak (Coordinators) Dr. Hemant Kumar Mr. Prashant Kaushik *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 (Coordinators) Dr. Ajay Singh Chauhan Dr. G. R. Angadi Dr Parvathi Iyer Dr. Kunal Sinha Dr. Gajendra Meena Dr. Paulami Sahu Dr. Baldev Prajapati Assistant Registrar (Admin) *If required, additional members can be co-opted by coordinator
3.	Reception and Transport Committee	Receiving & Welcoming of the invited guests, members of authorities, Court, EC, AC, FC and other distinguished guests. Arrangements of accommodation for members of the Court/ EC/ AC/ FC, other	Prof. Rajesh Makwana and Prof. Seema Rawat (Coordinators) Prof. J.P. Pradhan Dr. Litty Denis Dr. Ishmeet Kaur Assistant Registrar (Acad.)


		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.	*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. Saurabh Sharma
5.	Invitation Committee	Brochure of the University (Bi-lingual) Invitation Card (Bi-lingual) Printing and sending of invitation card, Preparation of list of invitees, Preparation of list of dignitaries. 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 Pramod Tiwari Dr. Rajesh Vasita Dr. Shrish Tiwari Dr. Dhara Chotai Dr. Sangita Chaudhary *If required, additional members can be co-opted by coordinator
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. 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 & Prof. Atanu Mohapatra (Coordinators) Prof. Jay Prakash Pradhan  Dr. Ajay Singh Chauhan Dr. Vijay Lakshmi Dr. Shamim Ara Hussain Dr. Deepak Bhatt Dr. Shrish Tiwari Dr. Saurabh Kumar

		<p>Material for public announcement in Hindi &amp; English</p> <p>Arrangement for displaying information and announcements</p> <p>Entire arrangement of media for providing required material /snacks during and after convocation.</p> <p>Meeting of the media people with VIP guests.</p> <p>All arrangements related to audio visual system.</p>	
8.	Students Discipline and Grievance Committee	To maintain discipline at convocation venue	<p>DSW, Provost, Proctor, All Wardens.</p> <p>Prof. Rakesh Rai</p> <p>Dr. Sony Kunjappan</p> <p>Dr. Saurabh Kumar</p> <p>*If required, additional members can be co-opted by coordinator</p>
9.	Sitting arrangement and 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>Ensuring orderly and smooth movement of the graduating students in the auditorium to receive degrees/Medals Certificates.</p>	<p>Prof. Manish &amp; Dr. Jayendrakumar Amin (Coordinators)</p> <p>Prof. Jaya Prakash Pradhan</p> <p>Prof. Hiranmayee Yadav</p> <p>Prof. Atanu Mahapatra</p> <p>Prof. Prakash Jha</p> <p>Prof. Dinesh Kumar</p> <p>Dr. Jagannath Begari</p> <p>Dr. Pramod Tiwari</p> <p>Dr. Rajnish Gupta</p> <p>*If required, additional members can be co-opted by coordinator</p>
10.	Stage Management	All Arrangements related to stage and approach path.	<p>Prof. Dinesh Kumar &amp; Dr. Arun Vishwanathan (Coordinators)</p>

		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.	Dr. Bipul Kumar Dr. Zakia Firdaus Dr. Saurabh Sharma Dr. Roshanlal Jahel Dr. Umesh Kumar *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 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. Balaji Ranganathan (Coordinators) Dr. Kunal Sinha Dr. Pratibha Pandya Deputy Registrar, (Academic) Assistant Registrar, (Academic)
13.	Medal and Memento Committee	Purchase of medals and mementos as per requirements and approval of competent authority.	Prof. Balaji Ranganathan (Coordinator) Prof. Rakesh Rai Dr. Manu Sharma Dr. Tulika Tripathi Ms. Jaspreet Kaur Layal Dr. Deepak Bhatt
14.	Pandal Committee	All arrangements related to Pandal, Stage, Gates etc. Hiring the services of Decorators/Agencies as per GFR and University rules.	Prof. Sanjay Kumar Jha (Coordinator) Prof. Rajesh Makwana, Dr. Arun Vishwanathan Dr. Paulami Shahu Dr. Naresh Kumar Dr. Vipul Solanki Er. Pawan Pathak Mr. D.V. Rao IAO Deputy Registrar (Admin) Assistant Registrar (Admin)

			Assistant Registrar, (Academic) Assistant Registrar (F & A)
15.	Kulgeet and Decoration Committee	All arrangements related to singing of Kulgeet of University and decoration of stage	Prof. Atanu Mahapatra (Coordinator) Dr. Zakia Firdaus Dr. Pramod Tiwari Dr. Pratibha Pandya Dr. Jai Prakash singh

This has the approval of the competent authority.

  
06/04/22

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

Copy to:

1. All members of the committees
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

