



# MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]  
Dr Ambedkar Administrative Building, Raghunathpur, Motihari, District - East Champaran, Bihar  
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F.No.89-2/MGCUB/GA/2024

Dated: 27<sup>th</sup> November 2024

## OFFICE ORDER

1. Keeping in view the fact that the **Second Convocation** of the University is likely to be held on **7<sup>th</sup> December 2024 (Saturday)**, and further in order to make this prestigious event of the University successful, it is hereby notified for information of all concerned that for smooth execution of various activities/ tasks, the **Competent Authority has been pleased to assign responsibilities to Overall Convocation Coordination Committee and various sub-committees**, as per the details given below:

### 1. Overall Convocation Coordination Committee:

- i. **Prof. Prasoon Dutta Singh**, Dean, School of Humanities & Languages ..... **Chairman**
- ii. All Deans of various Schools, MGCUB ..... **Ex-Officio Member**
- iii. Controller of Examinations ..... **Member Secretary**

### Responsibilities of Overall Convocation Coordination Committee:

*The Overall Convocation Coordination Committee shall:*

- a. *function under guidance of the Hon'ble Vice-Chancellor.*
- b. *liaison with the District Administration for proper and smooth conduct of the Convocation.*
- c. *coordinate with the Coordinators of all Sub-Committees, to brief them and update the Hon'ble Vice-Chancellor.*
- d. *supervise the overall arrangements of the first Convocation.*
- e. *be responsible for proper and smooth execution of each activities/tasks;*
- f. *coordinate the activities/tasks of other Sub-Committees constituted for the purpose, so as to make the Convocation a grand success.*
- g. *Any other tasks assigned by Hon'ble Vice-Chancellor from time to time.*

### 2. Procession Committee:

- i. Prof. Santosh Kumar Tripathi, Professor, Deptt. of Physics ..... **Coordinator**
- ii. Dr Mukesh Kumar, Associate Professor, Department of Educational Studies
- iii. Dr Arvind Kumar Sharma, Assistant Professor, Department of Physics
- iv. Dr Abhijeet Kumar, Assistant Professor, Department of Chemistry
- v. Dr Manisha Rani, Assistant Professor, Department of Educational Studies

*Mukesh Hooda*  
27/11/2024

### **Responsibilities of Procession Committee:**

- a. *Organising Academic Procession (as per the detailed programme in accordance with the University Ordinance 34 of the University dealing with "Convocation") in consultation with the Chairman of the Overall Convocation Coordination Committee.*
- b. *To ensure that the convocation ceremony adheres to established protocols and traditions. This involves determining the order of procession, the placement of dignitaries, and the timing of various segments of the ceremony.*
- c. *The committee is responsible for coordinating with various participants in the procession.*
- d. *They oversee the distribution of academic dress (Uttaria, Saffa etc.) to all concerned. This includes ensuring that everyone has the appropriate attire and is properly dressed for the procession.*
- e. *To oversee the distribution of academic dress to graduates and staff members. This includes ensuring that everyone has the appropriate attire and is properly dressed for the procession.*
- f. *On the day of the convocation, the committee is responsible for organizing the procession line-up. To ensure that participants are in the correct order and that they enter and exit the ceremony venue in an organized manner.*
- g. *To communicate important information to participants, such as the timing of the ceremony, where to assemble, and any last-minute changes or instructions.*
- h. *They should have plans in place for handling unexpected situations or emergencies during the convocation ceremony.*
- i. *To make necessary arrangements for Group Photographs.*
- j. *Any other tasks assigned by Hon'ble Vice-Chancellor and/or Chairman, Overall Convocation Coordination Committee from time to time.*

### **3. DAIS Management Committee:**

- i. Prof. Pranveer Singh, Professor, Department of Zoology ..... **Coordinator**
- ii. Dr Atul Bhargava, Associate Professor, Department of Botany
- iii. Dr Pankaj Kumar Singh, Assistant Professor, Department of Political Science
- iv. Dr Neelabh Srivastava, Assistant Professor, Department of Physics
- v. Dr Pathloth Omkar, Assistant Professor, Department of Educational Studies
- vi. Dr Anupam Kumar Verma, Assistant Professor, Department of Social Work
- vii. Dr Narendra Singh, Assistant Professor, Department of Political Science
- viii. Shri Dinesh Hooda, Assistant Registrar

### **Responsibilities of DAIS Management Committee:**

- a. *To oversee the setup of the stage & approach path and ensuring that it is decorated appropriately for the occasion in coordination with the Chairman of the Overall Convocation Coordination Committee. This also includes arranging seating for dignitaries, Members of EC, AC, Deans, etc., as well as setting up microphones, podiums, and any multimedia equipment.*
- b. *Arrangement for Space for Media/Video/Audit/Announcer.*
- c. *To keep the event on schedule. To cue speakers, performers, and other participants to ensure that they enter and exit the stage at the right times.*

*Dinesh Hooda*  
27/11/2024

- d. To ensure the safety of everyone on and around the stage is a top priority. This includes making sure that the stage is free of obstacles and that participants are aware of any potential hazards.
- e. To play a role in organizing the procession of graduates, ensuring that they receive their credentials, and managing the flow of graduates on and off the stage.
- f. Unexpected issues can arise during any live event. The Committee be ready to address any unforeseen challenges that may arise.
- g. Any other tasks assigned by Hon'ble Vice-Chancellor and Chairman, Overall Convocation Coordination Committee from time to time.

#### 4. Speech Writing Committee:

- i. Prof. Artatrana Pal, Professor, Department of Zoology ..... **Coordinator**
- ii. Dr Bimlesh Kumar Singh, Associate Professor, Department of English
- iii. Dr Anjani Kumar Shrivastava, Associate Professor, Department of Hindi
- iv. Dr Umesh Patra, Assistant Professor, Department of English
- v. Dr Babaloo Pal, Assistant Professor, Department of Sanskrit

#### Responsibilities of Speech Writing Committee:

- a. To prepare the speeches of Hon'ble Chief Guest, Hon'ble Vice-Chancellor, Hon'ble Guest of Honour, other dignitaries etc, in coordination with the Chairman of Overall Convocation Coordination Committee.
- b. Any other tasks assigned by Hon'ble Vice-Chancellor and Chairman, Overall Convocation Coordination Committee from time to time.

#### 5. Green Room Committee:

- i. Prof. Shahana Majumder, Professor, Department of Botany ..... **Coordinator**
- ii. Dr Sapna Sugandha, Associate Professor, Department of Management Sciences
- iii. Dr Preeti Bajpai, Associate Professor, Department of Zoology
- iv. Dr Ram Prasad, Associate Professor, Department of Botany
- v. Dr Sweta, Assistant Professor, Department of Physics
- vi. Mr Avneesh Kumar, Assistant Professor, Department of Commerce
- vii. Mr Shubham Kumar, Assistant Professor, Department of Computer Science & IS
- viii. Dr Ashutosh Kumar Singh, Guest Faculty, Department of Commerce

#### Responsibilities of Green Room Committee:

The Green Room Committee plays a vital role in ensuring that the green room, which is a private area where Chief Guest, dignitaries, can relax before going on stage. The key responsibilities of the Green Room Committee are as under:

- a. Prepare and arrange the green room to ensure it is comfortable and functional. This may involve setting up seating, tables, refreshments, and any necessary amenities.
- b. Arrangement for ceremonial robing of VVIP's, members of Universities Authorities and Officers of the University.

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- c. To manage access to the green room, ensuring that only authorized individuals, such as honoured guests, are allowed in. Verify credentials if necessary.
- d. To greet and welcome speakers and dignitaries as they arrive in the green room. Provide assistance, answer questions, and ensure they have everything they need for their comfort and preparation.
- e. To coordinate the provision of refreshments and snacks, taking into consideration dietary preferences and restrictions. Maintain an inventory of food and beverages and ensure that they are replenished as needed.
- f. To keep track of the event schedule and communicate with Chief Guest and Dignitaries about their timing for when they need to be in the green room and when they need to move to the stage.
- g. Serve as a communication hub between the Green Room, Academic Procession Committee and DIAS Management Committee. Relay important messages, cues, and updates to individuals in the green room as needed.
- h. Be prepared to assist in case of any medical emergencies or unexpected issues that may arise in the green room. Have knowledge of emergency procedures and contact information for medical personnel if necessary.
- i. Keep the green room tidy and organized throughout the event. Arrange for the removal of trash and ensure that personal belongings are secure.
- j. Ensure that the green room is accessible to individuals with disabilities and provide any necessary accommodations.
- k. Attend to any specific requests or needs that dignitary, may have while in the green room.
- l. Maintain a record of individuals who enter and exit the green room, as well as any special requests or incidents that occur.
- m. Any other tasks assigned by Hon'ble Vice-Chancellor and Chairman, Overall Convocation Coordination Committee from time to time.

## 6. Finance Committee:

- i. Prof. Vikas Pareek, OSD (Finance) ..... Coordinator
- ii. Prof. Arttatrana Pal, Professor, Department of Zoology
- iii. Prof. Sunil Kumar Srivastava, Professor, Department of Physics
- iv. Prof. Rafique Ul Islam, Professor, Department of Chemistry
- v. Prof. Shirish Mishra, Professor, Department of Commerce

### Responsibilities of Finance Committee:

- a. The committee is responsible for finalising the detailed budget for the convocation ceremony in coordination with the Coordinators of all Sub-Committees, and Overall Convocation Coordination Committee. This includes estimating all expenses and potential sources of revenue. The budget should cover various aspects such as venue rent, catering, decorations, printing, academic dress, medals, certificate of merit, transportation, lodging facility and other requirements.
- b. To ensure that all financial transactions and activities comply with relevant financial regulations and policies. This may involve working closely with the Office of the Finance Department of the University to ensure adherence of financial guidelines.

  
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- c. *Any other tasks assigned by Hon'ble Vice-Chancellor and Chairman, Overall Convocation Coordination Committee from time to time.*

#### **7. Hospitality and Accommodation Committee:**

- i. Prof. Anand Prakash, Professor, Department of Biotechnology ..... **Coordinator**
- ii. Dr Jugal Kishor Dadhich, Associate Professor, Department of Gandhian & PS
- iii. Dr Anil Kumar Singh, Assistant Professor, Department of Chemistry
- iv. Dr Tara Chandra Ram, Assistant Professor, Department of Botany
- v. Dr Sunil Kumar Singh, Assistant Professor, Department of Computer Science & IT
- vi. Dr Alpica Tripathi, Guest Faculty, Department of Social Work
- vii. Dr Abhilasha Priyadarshani, Guest Faculty, Department of Library & IS

#### **Responsibilities of Hospitality and Accommodation Committee:**

- a. *The committee is responsible for making necessary arrangements for the hospitality and accommodation of the guests, external members of the statutory bodies of the university in coordination with the Chairman of the Overall Convocation Coordination Committee.*
- b. *To coordinate with hotels, or other lodging facilities to secure accommodations for guests and dignitaries.*
- c. *To handle all aspects of accommodation, reservations, including booking, confirming, and modifying reservations as needed. Ensure that reservation details are accurately recorded and communicated to guests.*
- d. *To develop and communicate clear check-in and check-out procedures for guests. Provide information about hotel amenities, and transportation options.*
- e. *Any other tasks assigned by Hon'ble Vice-Chancellor and Chairman, Overall Convocation Coordination Committee from time to time.*

#### **8. Souvenir and Invitation Committee:**

- i. Prof. Sunil Kumar Srivastava, Professor, Department of Physics ..... **Coordinator**
- ii. Dr Shyam Kumar Jha, associate Professor, Department of Sanskrit
- iii. Dr Subrata Roy, Associate Professor, Department of Commerce
- iv. Mr Balande Chandoba Narsing, Assistant Professor, Department of English
- v. Dr Shyam Nandan, Assistant Professor, Department of Hindi
- vi. Dr Govind Prasad Verma, Assistant Professor, Department of Hindi

#### **Responsibilities of Souvenir and Invitation Committee:**

- a. *To collaborate with graphic designers and printers to create the design and layout of the convocation invitations, souvenirs, and other printed materials. Ensure that the design aligns with the theme.*
- b. *To prepare and distribute official invitations to graduates, staff, distinguished guests, and other attendees. Maintain a record of invitations sent and received, and track RSVPs.*
- c. *Choose appropriate souvenirs and commemorative items that reflect the significance of the convocation event.*

*Dr Jugal Kishor Dadhich*  
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- d. *Arrange for the personalization of invitations, such as adding the recipient's name and other relevant details. Ensure accuracy in all printed materials.*
- e. *Coordinate the distribution of invitations to graduates and attendees. This may include mailing physical invitations, sending electronic invitations via email, or using an online RSVP system.*
- f. *Maintain an up-to-date guest list, including details of attendees, their contact information, and any special requirements or preferences.*
- g. *Track RSVPs and responses from invitees and provide this information to the concerned committee(s) to assist with seating arrangements and catering preparations.*
- h. *Select and prepare special gifts or tokens of appreciation for distinguished guests, speakers, and honourees. Ensure that these gifts are presented in a timely and respectful manner.*
- i. *Properly store all printed materials and souvenirs to prevent damage or loss.*
- j. *Any other tasks assigned by Hon'ble Vice-Chancellor and Chairman, Overall Convocation Coordination Committee from time to time.*

#### **9. Costume Management Committee:**

- i. Prof. Sunil Mahawar, Professor, Department of Gandhian & PS ..... **Coordinator**
- ii. Dr Kailash Chandra Pradhan, Associate Professor, Department of Economics
- iii. Dr Prerana Bhaduli, Assistant Professor, Department of Political Science
- iv. Dr Umesh Patra, Assistant Professor, Department of English
- v. Dr Sheo Kumar Singh, Assistant Professor, Department of Mathematics
- vi. Dr Pawan Kumar, Assistant Professor, Department of Physics
- vii. Dr Asha Meena, Assistant Professor, Department of Hindi
- viii. Dr Deepak, Assistant Professor, Department of English

#### **Responsibilities of Costume Management Committee:**

- a. *To facilitate purchase of academic dress for the convocation. Ensure that the academic dress adheres to the University specific academic dress code and is of appropriate quality.*
- b. *Organize the distribution of academic attire to graduates and participants in advance of the convocation ceremony. Set up convenient locations and times for individuals to pick up their academic dress.*
- c. *Inspect all academic dress items for quality and cleanliness before distribution. Repair or replace any damaged or soiled items as needed.*
- d. *Have a presence at the convocation venue to provide assistance to participants with any academic dress-related issues, such as size adjustments or replacements for lost or damaged items.*
- e. *Coordinate with concerned coordinators of other sub-committees to ensure that dignitaries are appropriately attired according to the event's protocol and academic dress code.*
- f. *Have spare academic dress items on hand in case of unexpected issues, such as a participant forgetting their attire or experiencing a wardrobe malfunction.*
- g. *Keep participants informed about academic dress-related details, including pickup instructions, dress code guidelines, and any changes or updates.*

*Rishabh H. ...*  
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- h. *To collaborate with other convocation committees, such as the Hospitality Committee and Logistics Committee, to ensure a seamless flow of activities related to attire and the overall event.*
- i. *Any other tasks assigned by Hon'ble Vice-Chancellor and Chairman, Overall Convocation Coordination Committee from time to time.*

#### **10. Academic Committee:**

- i. Prof. Devdutt Chaturvedi, Professor, Department of Chemistry ..... **Coordinator**
- ii. Dr Shyam Kumar Jha, Associate Professor, Department of Sanskrit
- iii. Dr Aslam Khan, Associate Professor, Department of Gandhian & Peace Studies
- iv. Mr Ram Lal Bagaria, Assistant Professor, Department of Economics
- v. Dr Durgeshwer Singh, Assistant Professor, Department of Botany
- vi. Dr Pathloth Omkar, Assistant Professor, Department of Educational Studies
- vii. Dr Uma Yadav, Assistant Professor, Department of Media Studies

#### **Responsibilities of Academic Committee:**

- a. *To coordinate with concerned committee(s) for proper distribution of degrees in coordination with the Office of the Controller of Examinations.*
- b. *To facilitate purchase of medals as per the specifications.*
- c. *To ensure proper distribution of degrees, awards, medals etc. to concerned graduates.*
- d. *Any other tasks assigned by Hon'ble Vice-Chancellor and Chairman, Overall Convocation Coordination Committee from time to time.*

#### **11. Refreshment Committee:**

- i. Prof. Shirish Mishra, Professor, Department of Commerce ..... **Coordinator**
- ii. Dr Sarita Tiwari, Associate Professor, Department of Political Science
- iii. Mr Bidhubhushan Mishra, Assistant Professor, Department of Economics
- iv. Dr Govind Prasad Verma, Assistant Professor, Department of Hindi
- v. Dr Madhu Patel, Assistant Professor, Department of Library & Information Science
- vi. Dr Anupam Kumar Verma, Assistant Professor, Department of Social Work

#### **Responsibilities of Refreshment Committee:**

- a. *To determine the menu for refreshments, including snacks, beverages, and meal in coordination with the Chairman of the Overall Convocation Coordination Committee.*
- b. *To prepare budget for refreshments, taking into account the number of attendees and the type of refreshments to be served. To ensure that the budget is realistic and within the allocated funds.*
- c. *To purchase all the necessary food and beverage items. To coordinate with suppliers, caterers, or vendors to ensure timely delivery and quality products.*
- d. *To set up an attractive and organized refreshment area or buffet. Ensure that tables, chairs, linens, and serving utensils are in place. Pay attention to the visual presentation of the refreshments.*

*Nishu H=006*  
27/11/2024

- e. To ensure that all food safety regulations and guidelines are followed. This includes proper storage, handling, and serving of food to prevent contamination.
- f. To arrange volunteers or hired staff to assist with serving refreshments and maintaining the refreshment area. Ensure they are briefed on their roles and responsibilities.
- g. To provide an ample supply of water and non-alcoholic beverages to keep attendees hydrated, especially in warmer weather or for longer events.
- h. Arrange for waste bins and recycling containers and ensure proper disposal of waste generated during the event.
- i. To regularly check the refreshment area to replenish items as needed and maintain a clean and organized presentation.
- j. To create a welcoming and hospitable atmosphere for attendees. Be available to answer questions and address any concerns related to refreshments.
- k. To coordinate the timing of refreshment breaks with the overall event schedule to ensure that attendees have enough time to enjoy the refreshments without missing important parts of the convocation.
- l. After the Convocation is over, ensure that the refreshment area is thoroughly cleaned, and any leftover food is appropriately handled or donated to minimize food wastage.
- m. Any other tasks assigned by Hon'ble Vice-Chancellor and Chairman, Overall Convocation Coordination Committee from time to time.

## 12. Discipline Committee:

- i. Prof. R. K. Choudhary, Professor, Department of Library & IS ..... **Coordinator**
- ii. Dr Sujit Kumar Choudhary, Associate Professor, Department of Sociology
- iii. Mr Mritunjay Kumar Yadavendu, Assistant Professor, Department of Sociology
- iv. Dr Om Prakash Gupta, Assistant Professor, Department of Political Science
- v. Dr Pratibha Singh, Assistant Professor, Department of Botany
- vi. Dr Vipin Kumar, Assistant Professor, Department of Computer Science & IT
- vii. Dr Shyam Babu Prasad, Assistant Professor, Department of Zoology
- viii. Dr Garima Tiwari, Assistant Professor, Department of Hindi
- ix. Mr Harshit Kumar, Guest Faculty, Department of Computer Science & IT
- x. Ms Aparna Ojha, Guest Faculty, Department of Computer Science & IT

### Responsibilities of Discipline Committee:

- a. To enforce the rules and regulations established for the convocation ceremony. This includes ensuring that attendees adhere to dress codes, seating arrangements, and other protocol guidelines.
- b. To maintain order and decorum during the convocation ceremony. To address disruptions, noise, or any other behaviour that could disrupt the event.
- c. To verify the identification of graduates and other attendees to ensure that only authorized individuals are participating in the ceremony.
- d. To verify the identification of graduates and other attendees to ensure that only authorized individuals are participating in the ceremony.

*D. Choudhary*  
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- e. To assist guests in finding their seats, providing information about the ceremony schedule, and addressing any special needs or concerns of attendees.
- f. In case of emergencies or unexpected situations, the committee may be responsible for coordinating responses, including evacuations, if necessary, while ensuring the safety of all attendees.
- g. To collaborate with security personnel to ensure the safety and security of all attendees is a crucial responsibility. This includes monitoring entrances and exits, as well as addressing any security concerns that may arise.
- h. Any other tasks assigned by Hon'ble Vice-Chancellor and Chairman, Overall Convocation Coordination Committee from time to time.

### 13. **Assembly Committee:**

- i. Prof. Ajai Kumar Gupta, Professor, Department of Physics ..... **Coordinator**
- ii. Dr Bimlesh Kumar Singh, Deputy Proctor
- iii. Dr Anjani Kumar Srivastava, Deputy Proctor
- iv. Dr Sweta, Assistant Proctor
- v. Dr Shivendra Singh, Assistant Proctor
- vi. Dr Prerana Bhaduli, Assistant Proctor
- vii. Dr Neelabh Srivastava, Assistant Proctor
- viii. Dr Shyam Babu Prasad, Assistant Proctor
- ix. Dr Sunil Deepak Ghodke, Assistant Proctor
- x. Dr Upmesh Kumar, Assistant Professor, Department of Social Work
- xi. Dr Shyam Nandan, Assistant Professor, Department of Hindi
- xii. Dr Babaloo Pal, Assistant Professor, Department of Sanskrit
- xiii. Dr Sneha Chaurasiya, Guest Faculty, Department of Management Sciences
- xiv. Mr Kamlesh Kumar, Guest Faculty, Department of Management Sciences
- xv. Ms Smriti Jain, Guest Faculty, Department of Computer Science & IT

### **Responsibilities of Assembly Committee:**

- a. To oversee the setup of the convocation venue, including arranging seating, signage, and any audio-visual equipment required for speeches and presentations.
- b. To manage the registration process for graduates, including collecting necessary information and confirming attendance.
- c. To apprise graduates and guests about convocation etiquette, including dress code, behaviour, and any specific protocol guidelines that need to be followed.
- d. To ensure the smooth execution of the convocation ceremony on the day of the event, including overseeing the procession of graduates, and managing any unexpected issues or disruptions.
- e. To distribute convocation programs or booklets to attendees and guests, which typically include information about the event schedule, and other relevant details.
- f. To provide clear and timely communication to graduates, staff, and guests regarding ceremony details, instructions, and any changes or updates.
- g. Any other tasks assigned by Hon'ble Vice-Chancellor and Chairman, Overall Convocation Coordination Committee from time to time.

*Bimlesh Kumar Singh*  
27/11/2024

#### 14. Announcement and Guide-Lining Committee:

- i. Dr Bimlesh Kumar Singh, Associate Prof., Department of English .... **Coordinator**
- ii. Dr Sweta, Assistant Professor, Department of Sociology
- iii. Dr Umesh Patra, Assistant Professor, Department of English

#### Responsibilities of Announcement and Guide-Lining Committee:

- a. *Making important announcements during the convocation ceremony. This includes providing instructions to graduates, guests, and attendees about the flow of the event, when to stand or sit, and any protocol or etiquette guidelines that need to be followed.*
- b. *To ensure that graduates are properly lined up in the correct order and sequence before the procession begins.*
- c. *To assist guests in finding their seats, especially if there are assigned seating arrangements. This may include helping elderly or disabled guests with special seating needs.*
- d. *To oversee the orderly procession of graduates into the convocation venue. This may involve cueing graduates when to start, ensuring they maintain the correct spacing, and guiding them to their designated seating areas.*
- e. *To respond promptly in emergencies or unexpected situations during the ceremony. This includes knowing evacuation procedures and ensuring the safety of all attendees.*
- f. *To provide guidance and assistance to any special guests, dignitaries, or speakers attending the convocation ceremony. This includes escorting them to their designated seating or speaking positions.*
- g. *To ensure that the venue is accessible to all attendees, including those with disabilities, and providing guidance or assistance as needed.*
- h. *To oversee any reserved seating areas for staff, and other distinguished guests, ensuring that these individuals are appropriately seated.*
- i. *To address any questions or concerns that attendees or guests may have during the ceremony, providing information or directing them to the appropriate personnel for assistance.*
- j. *To participate in rehearsals before the convocation ceremony to ensure that all committee members are familiar with their roles and responsibilities.*
- k. *To collaborate with other convocation committees, such as the Assembly Committee, to ensure a seamless and well-coordinated event.*
- l. *Any other tasks assigned by Hon'ble Vice-Chancellor and Chairman, Overall Convocation Coordination Committee from time to time.*

#### 15. Media-cum-Photography and Videography Committee:

- |       |   |   |                         |
|-------|---|---|-------------------------|
| i.    | Dr Shyam Nandan, Dept. of Hindi, MGCU                   | - | <b>Coordinator</b>      |
| ii.   | Dr Anjani Kumar Jha, Dept. of Media Studies, MGCU       | - | Member                  |
| iii.  | Dr Sapna Sugandha, Dept. of Management Sciences, MGCU   | - | Member                  |
| iv.   | Dr Pankaj Kumar Singh, Dept. of Political Science, MGCU | - | Member                  |
| v.    | Dr Umesh Patra, Dept. of English, MGCU                  | - | Member                  |
| vi.   | Dr Kundan Kishore Rajak, Dept. of Zoology               | - | Member                  |
| vii.  | Dr Govind Prasad Verma, Dept. of Hindi, MGCU            | - | Member                  |
| viii. | Dr Parmatma Kumar Mishra, Dept. of Media Studies, MGCU  | - | Member                  |
| ix.   | Dr Sunil Deepak Ghodke, Dept. of Media Studies, MGCU    | - | Member                  |
| x.    | Dr Anupam Kumar Verma, Dept. of Social Work, MGCU       | - | Member                  |
| xi.   | Dr Asha Meena, Dept. of Hindi, MGCU                     | - | Member                  |
| xii.  | Ms. Shephalika Mishra, Public Relation Officer          | - | <b>Member Secretary</b> |

### **Responsibilities of Media-cum-Photography & Videography Committee:**

- a. *Coordinating with media outlets, including newspapers, TV stations, and online platforms, to ensure coverage of the convocation ceremony.*
- b. *Drafting and distributing press releases to announce the convocation event, key speakers, and any special awards or recognitions.*
- c. *To arrange for professional photographers and videographers to capture high-quality images and videos of the ceremony, including individual graduate photos and overall event coverage.*
- d. *Setting up and managing live streaming of the convocation ceremony on the University website or social media platforms, ensuring that remote audiences can watch the event in real-time.*
- e. *Creating and managing official social media accounts for the convocation event to provide updates, share photos and videos, and engage with the audience.*
- f. *Ensuring that the University website is updated with convocation-related information, including event details, schedules, and live stream links.*
- g. *Generating multimedia content, such as video highlights, interviews with graduates and speakers, and behind-the-scenes footage, to share on various media platforms.*
- h. *Handling media accreditation and credentials for journalists and photographers who will be covering the event.*
- i. *Setting up and managing a media center on the day of the ceremony where journalists can access press materials, receive assistance, and conduct interviews.*
- j. *Arranging interviews with keynote speakers, honorary degree recipients, and other notable attendees before or after the ceremony.*
- k. *Setting up photography booths for graduates and their families to take professional photos to commemorate the occasion.*
- l. *Serving as a point of contact for media inquiries, providing information, and arranging interviews or statements from university officials.*
- m. *Disseminating event photos, videos, and other content to media outlets and relevant stakeholders.*
- n. *Monitoring media coverage of the convocation ceremony, tracking social media engagement, and analysing the impact of media efforts.*
- o. *Creating a digital archive of media coverage, photos, and videos related to the convocation for future reference and promotional materials.*
- p. *Preparing a post-event media report detailing the extent of media coverage, audience engagement, and any notable highlights or trends.*
- q. *Any other tasks assigned by Hon'ble Vice-Chancellor and Chairman, Overall Convocation Coordination Committee from time to time.*

### **16. First Aid and Disaster Management Committee:**

- i. Dr Kailash Chandra Pradhan, Assc. Professor, Deptt. of Economics ..... **Coordinator**
- ii. Dr Shyam Kumar Jha, Associate Professor, Department of Sanskrit
- iii. Dr Rakesh Kumar Pandey, Associate Professor, Department of Chemistry
- iv. Dr Sanjay Kumar, Assistant Professor, Department of Sociology
- v. Mr Amitabh Gyan Ranjan, Assistant Professor, Department of Mathematics

*R. Prasad*  
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- vi. Mr Arun Kumar, Assistant Professor, Department of Management Sciences
- vii. Dr Rajanish Nath Tiwari, Assistant Professor, Department of Chemistry
- viii. Ms Kanchan Lata Bharti, Guest Faculty, Department of Library & IS

**Responsibilities of First Aid and Disaster Management Committee:**

- a. *Developing and implementing an emergency preparedness plan specific to the convocation venue. This plan should outline procedures for various types of emergencies, including medical emergencies, fires, evacuations, severe weather, and more.*
- b. *Establishing effective communication channels to disseminate emergency information to attendees, graduates, and staff. This may include using public address systems, text messages, or other communication tools.*
- c. *Ensuring the availability and proper functioning of emergency equipment, such as fire extinguishers, first aid kits, automated external defibrillators (AEDs), and emergency lighting.*
- d. *Developing evacuation plans for different areas of the venue, including clearly marked exit routes and assembly points, and ensuring that all attendees are aware of these plans.*
- e. *Coordinating with medical personnel to provide immediate assistance in case of medical emergencies and ensuring that medical facilities are readily accessible.*
- f. *Collaborating with security personnel to implement security measures to prevent potential threats or disruptions during the convocation ceremony.*
- g. *Developing strategies for crowd control and management to prevent overcrowding and ensure orderly movement of attendees.*
- h. *Monitoring weather forecasts and developing plans for dealing with weather-related issues, such as providing shelter in case of rain or extreme heat.*
- i. *Providing guidance and assistance to guests, especially those with disabilities or special needs, during evacuation or other emergency situations.*
- j. *Conducting training sessions and emergency drills for committee members, volunteers, and staff to ensure that everyone is familiar with emergency procedures and can respond effectively.*
- k. *Collaborating with local emergency services, such as fire departments and police, to ensure a coordinated response in case of emergencies.*
- l. *Conducting risk assessments of the convocation venue and identifying potential hazards that need to be addressed.*
- m. *Continuously monitoring the event and maintaining situational awareness to detect any emerging issues or emergencies in a timely manner.*
- n. *Any other tasks assigned by Hon'ble Vice-Chancellor and Chairman, Overall Convocation Coordination Committee from time to time.*

**17. Transport Committee:**

- i. Prof. Brijesh Pandey, Professor, Department of Biotechnology .... **Coordinator**
- ii. Dr Jugal Kishor Dadhich, Associate Professor, Department of Gandhian & PS
- iii. Dr Satarudra Prakash Singh, Associate Professor, Department of Biotechnology
- iv. Dr Rajesh Prasad, Assistant Professor, Department of Mathematics
- v. Dr Ambikesh Tripathi, Assistant Professor, Department of Gandhian & PS
- vi. Dr Akhilesh Kumar Singh, Assistant Professor, Department of Biotechnology
- vii. Dr Narendra Singh, Assistant Professor, Department of Political Science

### **Responsibilities of Transport Committee:**

- a. *Coordinating with transportation providers, such as buses/rental car companies, to arrange for transportation services to and from the convocation venue.*
- b. *Determining the most convenient and efficient transportation routes for graduates and guests, considering factors like traffic conditions, distance, and accessibility.*
- c. *Managing transportation schedules, ensuring that vehicles arrive on time to pick up and drop off attendees.*
- d. *Making arrangements for attendees with special needs, such as wheelchair-accessible vehicles or assistance for elderly guests.*
- e. *Coordinating with local authorities or traffic management personnel to manage traffic flow and ensure smooth entry and exit from the venue.*
- f. *Arranging transportation services for VIPs, dignitaries, speakers, and other special guests, including airport transfers if necessary.*
- g. *Overseeing the transportation operations on the day of the convocation, ensuring that vehicles are properly parked, passengers are safely boarded, and departures are on schedule.*
- h. *Establishing a lost and found area to assist attendees who may misplace belongings during transportation.*
- i. *Any other tasks assigned by Hon'ble Vice-Chancellor and Chairman, Overall Convocation Coordination Committee from time to time.*

### **18. Rehearsal Committee:**

- i. Prof. Arttrana Pal, Professor, Department of Zoology .... **Coordinator**
- ii. Prof. Devdutt Chaturvedi, Professor, Department of Chemistry
- iii. Prof. Sunil Mahawar, Professor, Department of Gandhian & Peace Studies
- iv. Prof. Pranveer Singh, Professor, Department of Zoology

### **Responsibilities of Rehearsal Committee:**

- a. *To prepare detailed schedule of rehearsal sessions leading up to the convocation ceremony, taking into account the availability of graduates, staff, and other participants.*
- b. *Sending invitations and notifications to graduates and other participants with clear instructions on when and where rehearsals will take place.*
- c. *Coordinating with the venue management to ensure that rehearsal spaces are available and set up in a manner like how they will be for the actual ceremony.*
- d. *Instructing graduates on the correct line-up procedures, including the order of procession, where to stand, and how to move during the ceremony.*
- e. *Guiding participants on how to ascend and descend the stage, approach the podium for the presentation of diplomas or awards, and exit the stage gracefully.*
- f. *Coordinating sound and musical elements, ensuring that microphones, instruments, and sound systems are properly tested and adjusted during rehearsals.*
- g. *Educating graduates and participants about the protocol, etiquette, and dress code expected during the convocation ceremony.*

- h. Ensuring that honorary degree recipients are aware of their roles and responsibilities during the ceremony and any specific protocol associated with their recognition.
- i. Conducting walkthroughs of the entire ceremony, including the processional, speeches, awards presentations, and recessional, to familiarize participants with the flow of the event.
- j. Coordinating the timing of various elements of the ceremony, such as music, speeches, and the awarding of diplomas, and ensuring that participants know their cues.
- k. Educating participants about emergency procedures, including what to do in case of disruptions, medical emergencies, or evacuation.
- l. Recording rehearsals (audio or video) to provide participants with feedback on their performance and to identify areas for improvement.
- m. Hosting a Q&A session during rehearsals to address any questions or concerns that graduates and participants may have about their roles or the ceremony in general.
- n. Communicating guidelines for professional photographers and ensuring that they are aware of the best positions for capturing key moments during the ceremony.
- o. Preparing reports summarizing each rehearsal session, including any issues or concerns raised and resolutions proposed.
- p. Any other tasks assigned by Hon'ble Vice-Chancellor and Chairman, Overall Convocation Coordination Committee from time to time.

## 19. Outer Management & Beautification Committee:

- i. Prof. Rafique Ul Islam, Professor, Department of Chemistry ..... **Coordinator**
- ii. Dr Sapna Sugandha, Associate Professor, Department of Management Sciences
- iii. Dr Preeti Bajpai, Associate Professor, Department of Zoology
- iv. Dr Kalyani Hazri, Assistant Professor, Department of English
- v. Dr Kundan Kishor Rajak, Assistant Professor, Department of Zoology
- vi. Dr Rashmi Srivastava, Assistant Professor, Department of Educational Studies
- vii. Dr Parmatama Kumar Mishra, Assistant Professor, Department of Media Studies
- viii. Dr Sunil Deepak Ghodke, Assistant Professor, Department of Media Studies
- ix. Dr Ravish Chandra Verma, Assistant Professor, Department of Commerce

### Responsibilities of Outer Management & Beautification Committee:

- a. To ensure visual appeal of the venue by decorating the exterior areas with banners, flags, signage, and other decorative elements that reflect the University colors and branding.
- b. Collaborating with florists and landscapers to beautify the venue's surroundings with floral arrangements, potted plants, and garden enhancements.
- c. Ensuring that walkways and pathways leading to the venue are clean, well-maintained, and properly marked to guide attendees to the convocation location.
- d. Overseeing the placement and arrangement of seating, including any outdoor seating for guests and attendees before or after the ceremony.

- e. *Coordinating outdoor lighting arrangements to create an inviting and safe atmosphere, especially if the ceremony extends into the evening hours.*
- f. *Installing clear and informative signage directing attendees to parking areas, entrances, restrooms, and other important locations within the venue.*
- g. *Coordinating with concerned Committee to ensure that parking facilities are organized and well-maintained for the convenience of attendees.*
- h. *Setting up information desks or booths at key locations outside the venue to assist attendees with questions, directions, and other inquiries.*
- i. *Preparing for inclement weather by providing shelter options, such as tents or canopies, and ensuring that pathways are safe in case of rain or adverse weather conditions.*
- j. *Developing themes or concepts for beautifying the venue and its surroundings that align with the convocation's spirit and the University identity.*
- k. *Any other tasks assigned by Hon'ble Vice-Chancellor and Chairman, Overall Convocation Coordination Committee from time to time.*

## 20. **Parking Management Committee:**

- i. Dr Narendra Kumar Arya, Assoc. Prof., Deptt. of Political Science .... **Coordinator**
- ii. Dr Uttam Kumar Das, Assistant Professor, Department of Chemistry
- iii. Dr Buddhi Prakash Jain, Assistant Professor, Department of Zoology

### **Responsibilities of Parking Management Committee:**

- a. *Planning the parking logistics, including the layout of parking areas, the number of available spaces, and the allocation of spaces for different categories of attendees (e.g., graduates, staff, guests, VIPs).*
- b. *Assigning and clearly marking parking spaces for specific groups, such as graduates, staff, disabled attendees, and event organizers.*
- c. *To develop a comprehensive parking plan that considers the anticipated number of attendees, available parking spaces, and any potential challenges related to the venue's parking infrastructure.*
- d. *To determine the maximum capacity of the parking areas and communicating this information to attendees in advance, if possible.*
- e. *Designating specific parking lots or areas for different groups, such as graduates, staff, VIPs, disabled attendees, and general attendees, and clearly marking these areas.*
- f. *Managing the distribution of parking permits or passes to graduates, staff, and other authorized personnel, and ensuring that these permits are easily identifiable.*
- g. *Designating accessible parking spaces for attendees with disabilities, ensuring compliance with accessibility standards, and providing appropriate signage.*
- h. *Developing traffic flow plans that define the entry and exit points for vehicles, as well as the direction of traffic within the parking area to prevent congestion.*
- i. *Recruiting and training parking attendants or volunteers to guide vehicles, direct traffic, and assist attendees in finding parking spaces.*
- j. *Coordinating staffing levels based on the expected attendance and the size of the parking area to ensure adequate assistance for attendees.*
- k. *Collaborating with security personnel to implement security measures in parking areas, including the presence of security staff and surveillance as*

needed.

- l. Collaborating with security personnel to implement security measures in parking areas, including the presence of security staff and surveillance as needed.
  - m. Ensuring that reserved parking spaces for dignitaries, speakers, and other special guests are clearly marked and available.
  - n. Setting up information booths or kiosks near parking areas to provide attendees with directions, parking-related information, and assistance.
  - o. Preparing for emergencies by having procedures in place for medical incidents, accidents, or vehicle breakdowns within the parking areas.
  - p. Installing clear traffic signs, markings, and cones to guide vehicles, indicate parking spaces, and ensure safety.
  - q. Managing the orderly departure of vehicles after the convocation ceremony, including directing traffic and ensuring that vehicles can exit without congestion.
  - r. Any other tasks assigned by Hon'ble Vice-Chancellor and Chairman, Overall Convocation Coordination Committee from time to time.
2. The Coordinators of each Sub-Committee are requested to prepare and finalise the detailed moderate budget for smooth execution of various responsibilities assigned to their respective Committee, in coordination with the Chairman of the Overall Convocation Coordination Committee and Finance Committee constituted for the purpose and submit the same to the office of the undersigned at the earliest possible, for further consideration and approval of the Competent Authority.
3. This is issued with the approval of the Competent Authority.

*Sachchidanand Singh*  
27/11/24

**[SACHCHIDANAND SINGH]**  
OSD (Administration)

**Copy of the above forwarded to following for information and necessary action please:**

1. Individuals Concerned.
2. Prof. Praseon Dutta Singh, Chairman, Overall Convocation Coordination Committee, MGCU
3. The OSD (Finance)/CoE/DSW/Campus Directors/Proctor/Director (RDC)/Librarian/Coordinator, IQAC, MGCU
4. All the Deans of different Schools & Heads of various Teaching Departments, MGCU – with the request to bring the same to the knowledge of all concerned under your respective School and Department.
5. Provost/Deputy Registrar/PRO/Sports Officer/Warden/Assistant Registrar/Section Officers, MGCU
6. In-charge University Website – for uploading the same on University Website for information of all concerned.
7. OSD to Vice-Chancellor, MGCU – for kind information of the Hon'ble VC please.



*Dinesh Hooda*  
27/11/2024

**[DINESH HOODA]**  
Assistant Registrar