



झारखण्ड केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF JHARKHAND

(भारतीय संसद के अधिनियम 2009 द्वारा स्थापित)  
(Established by an Act of Parliament of India in 2009)  
Homepage: <http://www.cuj.ac.in>

(Office of the Registrar)

Ref. No: CUJ/COE/2022/213/5000

Date: 04.11.2023

**OFFICE ORDER**

Hon'ble Vice Chancellor is pleased to constitute the following Committee for organizing the 3<sup>rd</sup> Convocation of Central University of Jharkhand:

SN	Committee	Members	Responsibilities amongst others as per requirement
1.	Protocol & Procession Committee	1. Shri. K.K Rao, Registrar 2. Shri. B.B Mishra, CoE 3. Prof. R.K. Dey, Director, IQAC 4. Prof. Manoj Kumar, Dean, AA 5. Prof. Arun Kumar Padhy, Dean, R&D 6. Prof. A.C. Pandey, Dean, SNRM 7. Prof. K.B. Panda, DoS 8. Prof. Tapan Kumar Basantia, DoE 9. Dr. Alok Gupta, Dean, SHSS	*Arrangement of procession for chief guests, authorities, officers etc. of the University as per the University Ordinance *Finalizing proceedings of 3 <sup>rd</sup> Convocation
2.	Committee for finalizing Event Management for Convocation	1. Prof. Arun Kumar Padhy, Dean, R&D 2. Prof. Vimal Kishor, DEdu 3. Dr. Mayank Ranjan, DES 4. Dr. Mahendra Singh, DBA 5. Lt Cdr Ujjawal Kumar (Retd.), DR-II 6. Dr. Pranay Parashar, AR, Fin. Section 7. Mr. Mukesh Kumar, Asst. Engg.	*Finalizing the event management agency through tender process *Finalizing tender document as per GFR
3.	Stage Management & Decoration Committee	1. Prof. 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.	*Complete stage management *Managing flow of students, degree awardees, finalization of anchor etc. *Stage Decoration
4.	Invitation Committee	1. Prof. Ratnesh Visvaksen, DoH-Convener 2. Dr. Mayank Ranjan, DES 3. Dr. Nitesh Bhatia, DBA 4. Dr. Rajanikant Pandey, DATS 5. Dr. C.S. Dwivedi, DGI 6. Dr. Shivendra Prasad, AR 7. Mr. Narendra Kumar, PRO	*Invitation Card *Brochure finalization *Text or letter drafting *Printing and distribution of invitation card *Preparation of list of invitees

5.	Reception Committee	1. Prof. G.P. Singh, DMME-Convener 2. Dr. Rabindranath Sarma, DATS 3. Dr. Shashi Singh, DoE 4. Dr. Kuldeep Baudh, DEVS 5. Dr. Shikha Chaurasia, DWEM 6. Dr. Tanushree Kundu, DoGeo	*Receiving and welcoming of invited guests, authorities, members of Court, Executive Council, Academic Council, Finance Committee etc.
6.	Accommodation Committee	1. Prof. Ashish Sachan, DLS -Convener 2. Dr. S.K. Pandey, Librarian 3. Dr. P.K Parida, DoM 4. Dr. Ratnesh Kumar Mishra, DoM 5. Lt Cdr Ujjawal Kumar (Retd.), DR-II 6. Mr. Narendra Kumar, PRO	*Arranging accommodation for invited guests, authorities, members of Court, Executive Council, Academic Council, Finance Committee etc. as required
7.	Robing Committee	1. Prof. Shreya Bhattacharji, DES 2. Dr. Seema Mamta Minz, DATS	
8.	Transport Committee	1. Dr. Rabindranath Sarma, DATS-Convener 2. Dr. C.S. Dwivedi, DGI 3. Dr. Shivendra Prasad, AR-II 4. Mr. Kailash Sahoo, UDC (Transport)	*Arrangement of air tickets, extending local hospitality & transport facilities for all invited guests/members etc.
9.	Finance & Accounts Committee	1. Shri P.K Panda, F.O. - Convener 2. Prof. Vimal Kishor, Prof. I/c (I.A.) 3. All staff of Finance Section, CUJ	*Convocation expenditures, release of advance, TA etc.
10.	Public Relation & Media Coordination Committee	1. Prof. Dev Vrat Singh, DMC-Convener 2. Dr. Ram Kishore Singh, DMME 3. Dr. Rajesh Kumar, DMC 4. Mr. Shashi Kumar Mishra, DFEL 5. Mr. Narendra Kumar, PRO	*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
11.	Audience & Seating Management Committee	1. Dr. S.K. Pandey, Librarian - Convener 2. Prof. S.C. Yadav, DCSE 3. Prof. D.B. Lata, DEE 4. Dr. Shashi Singh, DoE 5. Dr. Mahendra Singh, DBA 6. Dr. Vineet Kumar Agotiya, DoP 7. Dr. Arpita Panda, DoGeo	*Seating arrangement in consultation with Protocol & Procession Committee for the dignitaries, members of Court, EC, AC, FC, Deans of Schools etc. as per the protocol *School-wise seating arrangement for students *Seating arrangement for parents, faculty & 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



12.	Discipline committee	1. Dr. Mayank Ranjan, Chief Proctor-Convener 2. Dr. Anurag Linda, DEVS 3. Dr. Konchok Tashi, DFEL 4. Dr. Sachin Kumar, DEE 5. Dr. B.B. Biswas, DIR 6. Dr. Subhash Kumar Baitha, DIR 7. Dr. Pragyan Pushpanjali, DBA	*To maintain discipline at the Convocation venue
13.	Merit & Degree Distribution Committee	1. Shri B.B Mishra, CoE-Convener 2. Prof. Arun Kumar Phadhy, DoC 3. Prof. Dev Vrat Singh, DMC 4. Dr. Praveen Kr. Sharma, DLS 5. Dr. Hrishikesh Mahato, DoM 6. Dr. Sabyasachi Bhunia, DoC 7. Dr. Purabi Saikia, DEVS 8. Dr. Pratibha Warwade, DCE 9. All staff of Examination Section	*Arrangements for distribution of certificates in coordination with Stage Management Committee, Protocol & Procession Committee and other Committees as required
14.	Committee for Students Registration, Enrolment & Technical Support	1. Prof. S.C. Yadav, DCSE-Convener 2. Dr. Rajakishore Mishra, DLS 3. Dr. Prashant Prashun, DCSE 4. Mr. K.S. Chauhan, Info. Scientist 5. Mr. Shekhar Lal, Sr. Tech. Asstt. 6. All staff of Technical Cell	*Arrangement of Students Registration, Enrolment and Technical Support
15.	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. Bhupendra Singh, DoP 6. Dr. Rashmi Verma, DMC 7. Dr. Rachit Kumar, DES	*Arranging students volunteer in coordination with Seating Management Committee, Stage Management Committee, etc. as per the requirement
16.	Medical Facilities Committee	1. Dr. Jitendra Kumar, Convener CUJ 2. All staff of Health Centre, CUJ	*Arranging medical facilities at the Convocation venue
17.	Dress Code Committee	1. Prof. Ratnesh Vishvaksen, DoH - Convener 2. Prof. G.P Singh, DMME 3. Shri. B.B Mishra, CoE 4. Dr. Anurag Linda, DEVS 5. Dr. V.N. Burla, DPA	*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. Dr. Amrit Kumar, DMC 5. Dr. Upendra Kumar, DoH 6. Mr. Abdul Halim, DR-I 7. Mr. Narendra Kumar, PRO	*Printing and designing of publications for Convocation

19.	Exam Co-Ordination Committee	<ol style="list-style-type: none"> <li>1. Dr. Sabyasachi Bhunia, AR Exam</li> <li>2. Shri K.D Tiwari, AR</li> <li>3. Shri Anil Kumar, SO</li> <li>4. Shri Jamshed Ansari, Assistant</li> <li>5. Shri Prem Roshan Chhettri, Assistant</li> <li>6. Shri Rabindra Kumar, UDC</li> <li>7. Shri Jayesh Kumar, TA</li> <li>8. Ms. Kajal Kumari, Lab Assistant</li> <li>9. Shri Ashish Ranjan, MTS</li> </ol>	
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The Committee Conveners may co-opt additional members, if required, for successful completion of the 3<sup>rd</sup> Convocation of the University.

*YPC As*  
04/12/2023  
**REGISTRAR**

Copy for information and necessary action to:

1. All Deans of Schools
2. Controller of Examinations & Librarian
3. Director-IQAC / Dean-Acad. Affairs / Dean-R&D / DSW / CPB
4. All Heads/Coordinators of Departments
5. All the members concerned
6. All DRs / I/c Purchase / I/c Estate / I/c Tech. Cell / I/c EE / I/c Health Centre / ARs / PRO
7. Technical Cell I/c for uploading on the Website
8. PS to Vice Chancellor, PS to Registrar & PS to Finance Officer
9. Notice Board, Concerned File & Guard File