



Ref No: CUJ/DSW/I.D/2024/188/.40...

Date: 12<sup>th</sup> August, 2025

## **कार्यालय आदेश /OFFICE ORDER**

It is hereby notified for the information of all concerned that subcommittees comprising the following members have been constituted to ensure efficient scheduling, timely procurement, and the seamless execution of all activities pertaining to the **Independence Day 2025** celebrations on **15<sup>th</sup> August 2025**.

**1. Co-ordination and Local Purchase Committee comprise of the following members:**

Sl. No	Name	Designation
1	Dr. Shailendra Kumar Singh	Co-ordinator
2	Dr. Hrishikesh Mahato	Member
3	Shri. Jamshed Ansari	Member
4	Shri Kailash Chandra Sahoo	Member
5	Dr. Konchok Tashi	Member Secretary

**Responsibilities:**

- The Committee will coordinate & supervise all activities and procurement.

**2. Music and Public Address Committee comprise of the following members:**

Sl. No	Name	Designation
1	Dr. Shakir Tasnim	Co-ordinator
2	Dr. Seema Mamta Minz	Member
3	Dr. Pratibha Warwade,	Member
4	Shri Ajenga H. K. Pamei	Member

**Responsibilities:**

- Patriotic music during event.
- National Anthem during Flag Hoisting
- Anchoring and Announcement during the event

**3. Invitation and Publicity Committee comprise of the following members:**

Sl. No	Name	Designation
1	Dr. Shailendra Kumar Singh	Co-ordinator
2	Dr. Vineet Kumar Agotiya	Member
3	Dr. Nitesh Bhatia	Member
4	Shri. Tarun Kumar	Member
5	Shri. Somenath Dutta	Member

**Responsibilities:**

- Preparation of banner and invitation card.
- Distribution of invitation card to all the invitee.

**4. Decoration, Music, P.A. system and Lighting Committee comprise of the following members:**

Sl. No	Name	Designation
1	Dr. Subsash Kumar Baitha	<b>Co-ordinator</b>
2	Dr. Rajesh Kumar (Sports I/c)	Member
3	Shri Manoj Kumar, (J. E.)	Member
4	Shri. Rituraj Pandey, STA, Technical Cell	Member
5	Shri Ajenga H. K. Pamei	Member

**Responsibilities:**

- Committee will manage photography/Videography during the event.
- Decoration of the venue and refreshment room.
- Arrangement of Sound and Music System, Tent, Chair, Lighting etc.

**5. Miscellaneous Items Arrangement Committee comprise of the following members:**

Sl. No	Name	Designation
1	Dr. Pratibha Warwade,	<b>Co-ordinator</b>
2	Dr. Tanushree Kundu,	Member
3	Shri Somenath Dutta	Member
4	Shri Santosh Kumar Singh,	Member

**Responsibilities:**

- The Committee will manage the following miscellaneous items through purchase Committee
  - i. National Flag
  - ii. Flower
  - iii. Chuna, Paint, Brush
  - iv. Banner, Bouquet
  - v. Miscellaneous items

**6. Refreshment and Management Committee comprise of the following members:**

Sl. No	Name	Designation
1	Dr. Hrishikesh Mahato	<b>Co-ordinator</b>
2	Dr. Subsash Kumar Baitha	Member
3	Dr. Konchok Tashi	Member
4	Dr. Pratibha Warwade	Member
5	Shri. Nafish Ahmad Khan	Member
6	Shri Jamshed Ansari	Member
7	Shri Rituraj Pandey	Member

**Responsibilities:**

- The Committee will arrange and distribute the refreshments during the event.

**7. Responsibilities of Transport section, Health Centre, Technical Cell and Estate and Department of Mass Communication:**

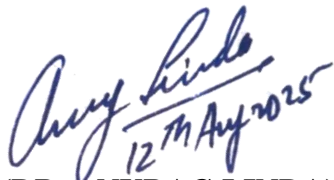
- **Transportation Section** will arrange the bus and vehicle as below:
  - Bus required from Ranchi to Cheri Manatu Campus to and fro.
  - The timing of the vehicle should be as per the scheduled promulgated for the event.
- **Health Centre** (Dr. Jitendra Kumar) will manage and arrange medical facilities for any emergency purpose.
- **Technical Cell** will arrange live webcast and technical support as required.
- **Department of Mass Communication** will look after the arrangements of videography and photography of the event.
- **Estate Section** will look after seating arrangements and cleanness.

This is issued with the approval of the Hon'ble Vice Chancellor.

Sd/-  
**(DR. ANURAG LINDA)**  
Dean, Students' Welfare

**Copy for information and necessary action (if any) to:**

1. All the concerned Members
2. PS to Hon'ble Vice-Chancellor
3. PS to Registrar
4. P.S to Finance Officer
5. System Analyst for uploading on University Website
6. Notice Board, Concerned File & Guard File

  
**(DR. ANURAG LINDA)**  
Dean, Students' Welfare