

Hon'ble Chairman BOG, IIIT-A

Hon'ble Director, IIIT-A

Chief Patron

Patron

1. Core Committee	Brief Scope of Work
• Prof. Pavan Chakraborty, Dean (AA) • Prof Anupam, Dean Alumni Affairs • Prof Satish Kumar Singh, Dean Planning & Dev. • Prof Akhilesh Tiwari, Dean Faculty Affairs • Prof Pramod Kumar, Dean Research & Innovation • Prof Ashutosh Mishra, Dean Digi. Infra • Prof K P Singh, Dean Student Affairs • Prof. Shekhar Verma, PI/C IQAC • Prof Mandar S Karyakarte, Registrar • Dr Navjot Singh, Estate Officer • Prof Manish Kumar, HoD-IT • Prof Shailendra Kumar, HoD-MBA • Dr Ashutosh Kumar Singh, HoD-ECE • Dr Srijit Bhattacharya, HoD-AS • Dr Shiv Ram Dubey, Chief Proctor • Dr Asheesh Kumaar, JR-AAA, Convener	Recommending suitably for successful conduct of 21 st Convocation
2. Reception/Accommodation Committee Prof M S Karyakarte, Registrar (For Instt Guests) Dr. Muneendra Ojha, Chair CoW, (For Graduands) • All Wardens&Assistant to Wardens • Sh Manish Khare • Mr Subhash Kumar	Accommodation arrangement in hostels (Alumni) and V.H (Institute Guests House and Graduands with spouse), outside arrangement etc.
3. Local Hospitality and Fooding Committee Prof AnurikaVaish, Committee Incharge • Dr B S Sanjeev • Dr. Sunny Sharma, • Dr. Saurabh Verma • Sh. Sanjay Kumar	Vendor Selection, Order and arrangement of Food, for students, parents, guest, faculty & official, Press Hospitality, Band, Senators and others, including various convocation related meeting etc
4. Minute-to-Minute Program, Convocation Material and Printing Committee Dr Muneendra Ojha- Committee Incharge • Sh. Ranjit Banerjee • Sh Prashant Srivastava, Sh. Ramesh Rai • Sh. Santosh Mishra, Sh. Anoop Verma • Sh. Shyam Lal Gupta ,Ms. Gayatri Kashniyal	Invitation Cards Printing, Convocation Booklets, Banners etc preparation, printing, fixation and distribution etc
5. Jacket, Memento etc Procurement Committee Prof. Shekhar Verma, Committee Incharge • Dr. Asheesh Kumaar, JR (AAA) • Sh. Pankaj Srivastava ,Sh. Gaurav Tripathi • Ms GayatriKashnyal	Jacket, Memento etc Procurement
6. Transport Committee Dr. Shashi Kant Rai – Committee Incharge • Dr Amresh Sahoo • Sh. Priyanshu Kashyap	Transport arrangement for alumni and guests
7. Audio Video & Stills Committee	Convocation Ceremony photography

Dr Bibhash Ghoshal – Committee Incharge • Sh. Ajay Kumar Tiwari • Sh. Yogesh Kardam • Sh Santosh Yadav ,Sh Pradeep Mishra	arrangement (Stills & Video) Stage audio, Convocation Web and Live Streaming
8 Auditorium/and Dias Committee Prof. Sonali Agarwal – Committee Incharge • All (AE and JE) • Sh. Ashutosh Shukla • Sh. K. S. Aeron ,Sh. Abhishek Pandey • Ms Ekta Singh	Complete Dias arrangement including on Dias seating, flower arrangement, VIP room arrangement, carpeting, Senate Hall, lighting in campus, Compeering General cleaning of full auditorium/place of convocation, Admin Block, Senate Hall, Procession path from admin block to auditorium etc
9 Media Committee Prof. Amit Prabhakar Committee Incharge • Sh. Pankaj Mishra • Sh Neeraj Srivastava • Sh Birendra Sharma	Media News, Press Conference Invitation
10 Health Care Committee Dr. B. S. Sanjeev O/IC, IHC • Dr Radhika Gaur and • Doctors & • Para Medical Staff	All Health & Medical Issues, IHC Preparedness for the event
11 Security Committee Dr Shiv Ram Dubey, Committee Incharge • Dr Pooja Mishra • Dr. Suneel Yadav, Dr Surya Prakash • Dr. Shanti Chandra, Dr. RandeerBagi • Dr Sangeeta Singh, Dr Seema Kushwaha • Sh AvinashMishra, Sh Ajit Singh • Sh. AmrendraSingh, Ms Asha Shukla	On campus security and lesioning with local Law enforcement agencies and Overall discipline maintenance during the convocation including outside the auditorium
12 Seating/Queuing Committee Dr. Navjot Singh, Committee Incharge • Dr. Shanti Bhushan • Dr. Keshav Ram Kaza • Dr NikhilanandArya ,Dr. Gaurav Srivastava • Dr. Radhika Gaur ,Dr. Archita Rai • Sh SumitShukla ,Ms Pratibha Verma • Sh. Vikesh Tripathi	Alumni Management in and around Auditorium/place of convocation Security and discipline inside the auditorium
13 Student Robe, Senators attire and other dignitaries Attire, Distribution Committee Prof. Pritish Varadwaj, Committee Incharge Software Support, Sh. Prashant Kr. Srivastava • Dr Nabjyoti Majumdar • Dr. Keertan Gopal Panda • Dr. KM Pooja ,Dr. Abdullah Bin Abu Baker • Sh. Sunil Kashyap • Sh. Vineet Singh, Ms. Anshu Rawat	Robe distribution to graduands, security collection and refund in hostelsand security collection
14 Invitation Distribution Committee Prof M S Karyakarte, Committee Incharge • Sh. Manish Khare • Sh. Kapil Srivastava ,Sh. Vimal	Invitees List and Management
15 Degree Distribution Committee Dr. Asheesh Kumaar (JR-AAA), Committee Incharge • Sh Vivek Nagar • Sh. Ramesh Rai ,Sh. Santosh Mishra	Printing and Distribution of Degrees

• Sh. S. L. Gupta ,Sh. Jay Singh • Sh. Bhoopesh Tiwari ,Ms. Gayatri Kashniyal • Sh. Gaurav Tripathi	
16 Academic Procession and Dias Seating Order (for Senate Members) Dean Academics (Chairman) • JR (AAA)	Academic Procession order and seating order of senate members in the auditorium
17 Medal and Merit Certificates Committee Dr. Muneendra Ojha, Committee Incharge • Sh. Vivek Nagar ,Sh. Gaurav Tripathi	Lists finalization for Medals& Merit Certificate Awardees
18 Web Portal Committee Dr Anshu S Anand, Committee Incharge • Dr. Mithlesh Mishra • Sh. Prashant Kumar Srivastava • Sh Kaushal Kr Singh	Web Portal Management, Opening/closing/information entry etc.
19 Purchase Committee Prof S Venkatesan, Committee Incharge • Sh. Y. K. Gautam, • Sh Abhishek Jaiswal, Sh Sanjeev Tiwari	Purchase
20 Procession Band Dr. Pragya Singh, Committee Incharge • Dr. Sintu Kumar Samanta • Dr Jayshree Sengupta	Band Preparation, and procession
21 Finance and Accounts Committee Dr K K Tiwari, Committee Incharge • Sh R K Bhatia ,Sh D N Shukla • Md Saleem Ansari ,Sh Sanjay Vishwakarma	Accounts Facilitation

Comperes on Mike – Dr Bibhash Ghoshal and Ms Ankita Jaiswal