



CENTRAL UNIVERSITY OF SOUTH BIHAR

दक्षिण बिहार केन्द्रीय विश्वविद्यालय

Patna Campus : BIT Campus, P.O.: B.V. College, Patna-800 014 (BIHAR)
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F. No. CUSB/Acad./9-4/2013/ 500L

Date:- 04.01.2017

NOTIFICATION

The 2nd Convocation of the Central University of South Bihar is proposed to be held in the last week of February, 2017. With the approval of the Hon'ble Vice-Chancellor, following committees consisting of the members shown against the committees/assignments as detailed below is hereby notified for conducting the affairs for organising of the ensuing 2nd Convocation of the University.

Sr. No.	Committee	Responsibilities	Name
1.	Stage and Auditorium Arrangement committee Designing of Invitation Card and Flex Banner	Decoration of stage and auditorium Sound & Light Arrangement announcements. To design and printing of the invitation card and Flex/Board.	Dr. Atish Prashar Dr. Amrita Srivasatava Dr. Tara Kashav Dr. Ravi Suryavansi Mr. Prashant Raman
2.	National Anthem University Anthem	Arrangement for conduct of National Anthem, University Anthem and musical score for the procession.	Dr. Richa Vats Dr. Anindya Dev
3.	Seating arrangements	*Dias *VIPs *Members of Executive Council and Academic Council *Invited Guests *Schools wise Degree Recipients * Parents *Students (School wise) *Media Persons *University teaching(School wise) *Non-teaching Staffs	Dr. Prashant Dr. Durg Vijay Singh Dr. Gautam Kumar Mr. Mukesh Kumar Mr. Jitesh Kumar Singh Mr. Arun Kr. Jha
4.	Committee for preparation of Degree, Medals and Mementos	Preparation of Degrees, Medals with Certificate and Mementos for the Dignitaries.	Smt. Rashmi Tripathi Shri B.K. Srivastav Shri Kumar Kaushal PA to COE
5.	Reception, Procession Refreshment Committee VIPs and	Receiving & welcoming of the VIPs, Guests & Invitees. Refreshment for Chief Guest & VIPs (a) Arrangement for robing and procession for Chief Guest, Chancellor and Guests of Honour. (b) EC & AC Members, Registrar and Controller of Examinations and other dignitaries.	Dr. Rajesh Kumar Ranjan Dr. Amrita Srivastava Dr. Yogesh Pratap Sekhar Dr. Anuj Lugun Dr. Firdaus Fatima Rizvi Dr. Tara Kashav Dr. Rinki Dr. Arpana Jha Dr. Ravi Suryavansi

6.	Gown and Degree distribution and Procession Committee	Arrangement of procession of students as per the detailed programme, Convocation Gown distribution/collection, Arrangement for distribution of Degree Certificates Maintenance of discipline. Fee collection for Gown from students.	Dr. Rajesh Pratap Singh Dr. Nitish Kumar Dr. Prashant Dr. N.L. Devi Section Officer(Accounts) Mr. Bipin Kr. Panday Mr. Sudip Kr. Pandit
7.	Dress Code finalisation Committee	Finalisation of Dress Code for Dignataries, students, Members, EC, & AC and students including procurement of Dress.	Dr. Atish Prashar Ms. Amrita Srivastava Dr. Tara Kashav Dr. Ravi Suryavansi
8.	Procurement of VIP Chairs	Chair for Guests sitting on Dias.	Executive Engineer Junior Engineer
9.	Media and Press Co-ordination Committee	Invitation to the Media, Briefing Conference & preparation of brief material (before Convocation).	Dr. Kinshuk Pathak Mr. Md. Mudassir Alam
10.	Distribution of Invitation Cards and Information Desk Committee	Preparation of list of invitees Distribution of Invitation Cards through Speed Post/Fax/E.mail/by hand etc. Arrangement of Reception Desk at appropriate places	PS to Registrar PS to VC PA to COE Mr. Arun Jha Mr. Nani Ram Khatibara Mr. Rajesh Kumar
11.	Refreshment Arrangement Committee	Refreshment for invitees, parents, staffs and students. Separate Counters may be arranged for Press/guests/Parents/Staff.	Dr. Nitish Kumar Dr. K.K. Ojha Dr. Narsingh Kr. Singh Dr. Prabhat Ranjan Dr. Mukesh Kumar
12.	Building and Surroundings decoration gates, Banners, parking and Security	Decoration of Main Gate, surrounding and Parking arrangement for vehicles of VIPs, Invitees and others with the help of Traffic Police deployed in the Campus. Interaction and liasioning with local administration and local police authorities.	Dr. Atish Prashar Dr. Asheesh Shankar Dr. N.C. Rathore Dr. Prashant Mr. Sujeet Kumar Dr. Lokendra Sharma Mr. Arvind Tigga
13.	Accommodation & Transport Committee	Accommodation of EC/AC/FC members, VIPs, Arrangement for local transportation.	Mr. Md. Mudassir Alam PS to Registrar PS to FO
14.	Alumni Association	All arrangements for organizing Alumni meets Creation of database of the Alumni.	Dr. Anju Helan Bara Dr. Kinshuk Pathak Dr. Mayank Yuvaraj Mr. Md. Mudassir Alam
15.	Photography and Videography	Arrangements of Photography and videography during the convocation.	Mr. Sujeet Kumar Dr. Anindya Deb Mr. Md. Mudassir Alam

Hon'ble Vice-Chancellor will convene the first meeting of the committee members on **4th January, 2017 at 4.00 p.m.** in the conference room (Room No.-3). All the members are requested to attend the meeting at scheduled time.


(Dr. Gayathri V. Patil)
Registrar

Copy to:-

1. PS to VC/Pro-VC/PS to Registrar/FO/COE.
2. Concerned Officer/Faculty/Staff
3. File/Despatch.