



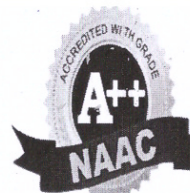
दक्षिण बिहार केन्द्रीय विश्वविद्यालय

(संसद के अधिनियम द्वारा स्थापित)

CENTRAL UNIVERSITY OF SOUTH BIHAR

(Established by an Act of Parliament)

NH-120, Panchanpur, Gaya – 824236 (BIHAR)



F.No.- CUSB/Acad/9-4/2023/ 991

Date : 04/10/2023

NOTIFICATION

The 3rd Convocation of Central University of South Bihar is scheduled to be held on 19th October, 2023. In order to conduct the convocation in a befitting manner, the Hon'ble Vice-Chancellor has been pleased to constitute following committees to carry out the assigned responsibilities:

Sl.	Committee	Responsibilities	Name of the Coordinating Department / Person
1.	Committee for Stage arrangement, Designing & Printing of Flex /Banner, Memento for Dignitaries	<ul style="list-style-type: none"> • Decoration of Stage and Pandal • Sound & Light Arrangement • To design and Printing of Flex / Banner and Memento for Dignitaries 	Department of Mass Communication and Media
2.	National Anthem and University Kulgeet Committee	<ul style="list-style-type: none"> • Arrangement for singing/ playing of National Anthem, University Kulgeet / Music during Procession. 	Department of Life Science
3.	Designing, Printing and Distribution of Invitation Cards and Information Desk Committee	<ul style="list-style-type: none"> • Designing and printing of Invitation Card • Preparation of List of invitees • Distribution of Invitation Cards through Speed post / Fax / Email / by hand etc. 	Department of Historical Studies & Archeology Assistant Registrar, VC's Office PS to Registrar PS to Finance Officer PS to Controller of Examinations
4.	Seating Arrangements Committee	<ul style="list-style-type: none"> • Dias • VIPs • Members of Executive Council & Academic Council • Invited Guests • School wise Degree Recipients • Parents • Students (School wise) • Non-teaching Staff 	Department of Law & Governance Department of English & Foreign Languages Department of Psychological Sciences The HoD of Law & Governance shall be the Coordinator and HoD of English & Foreign Languages and HoD of Psychological Sciences shall be Co-coordinator.
5.	Preparation of Degrees, Medals Committee	Preparation of Degrees, Medals with Certificate to be awarded to the students	Examination and Academic Section

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6.	Reception of VVIPs/ VIPs Guests, Robbing, Procession Committee	<ul style="list-style-type: none"> Receiving and Welcoming of VVIPs/ VIPs Guests and Invitees. Arrangement for robing and procession for Chief Guest, Chancellor and Guests of Honor, EC and AC members, Registrar and Controller of Examinations and other dignitaries 	Department of Teacher Education
7.	Refreshment and Lunch for Chief Guest, Guest of Honours, Dignitaries, VVIPs Committee	Arrangement of refreshment and lunch for Chief Guest, Guest of Honours, Dignitaries and VVIPs	Dean of Students' Welfare In-charge Guest House Two-Three co-opted members
8.	Costume and Degree Distribution and Students' Procession Committee	<ul style="list-style-type: none"> Convocation costume fee collection and refund Costume distribution and collection Arrangement for distribution of Degree Certificate, Gold Medals 	Department of Commerce & Business Studies Department of Economic Studies & Policy Department of Statistics SO(Finance & Accounts) SO(Acad. & Exam.) The HoD of Commerce shall be the Coordinator and HoD of Economics and HoD of Statistics shall be Co-coordinator.
9.	Dress Code Finalization Committee	Finalization of Dress Code for Dignitaries, Members of EC & AC, Students including procurement of Dress	Department of Geography Department of Pharmacy The HoD of Geography shall be the Coordinator and HoD of Pharmacy shall be Co-coordinator.
10.	Media and Press Coordination Committee	Invitation to the Media Briefing, Conference & preparation of Brief material (Before Convocation) Press release	Department of Mass Communication and Media Public Relation Officer
11.	Refreshment /Lunch Arrangement Committee	Refreshment for Invitees/ Guests, Employees, Students, Parents, Press/Media at separate counters.	Department of Biotechnology Department of Bioinformatics Chief Warden (Boy's Hostel) Chief Warden Girl's Hostel) Wardens (Boy's Hostel) Wardens (Girl's Hostel) The HoD of Biotechnology shall be the Coordinator and HoD of Bioinformatics, Chief Wardens (Boys' & Girls' Hostel) shall be Co-coordinators.

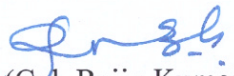
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12.	Building , Entrance, Campus and Surroundings Decoration Committee	Decoration of Main Gate, campus, routes towards the convocation site and Surrounding	Department of Physics Department of Chemistry The HoD of Physics shall be the Co-ordinator and HoD of Chemistry shall be Co-coordinator.
13.	Parking, Security and Discipline Committee	<ul style="list-style-type: none"> • Parking arrangement for Vehicles Security of VIPs/ Invitees and others with the help of Traffic Police/ District Administration. • Liaisoning with local administration and local police authorities. • Maintaining Discipline in the campus and Convocation arena. • Arrangement of Reception Desks at appropriate places 	Proctorial Board Department of Physical Education The Proctor shall be the Co-ordinator and the HoD of Physical Education shall be Co-coordinator.
14.	Accommodation Committee	Accommodation of Dignitaries, VIPs, Invitees, Guests etc.	Department of Environmental Science Department of Geology The HoD of Environmental Science shall be the Coordinator and HoD of Geology shall be Co-coordinator
15.	Transport Committee	Arrangement of local transportation for VIPs / invitees/ guests	Department of Political Studies
16.	Alumni Association	Arrangement for organizing Alumni meets	The Chairman. Preparatory Committee of Alumni Associations and all Coordinators of respective Department Alumni Cells.
17.	Photography and Videography Committee	Arrangement of Photography and Videography during the convocation	Department of Mass Communication & Media Public Relation Officer System Analyst
18.	Speech Preparation Committee	Preparation of draft speeches of Dignitaries	Department of Hindi

19.	Building Lokarpan Committee	To make arrangements for Lokarpan of Buildings in the University campus	Department of Computer Science Department of Mathematics Engineering Wing The HoD of Mathematics shall be the Coordinator and HoD of Computer Science shall be co-coordinator.
20.	Cleanliness /Swachhata of Campus, Water supply at Convocation Sites Committee	To monitor the cleanliness of the campus and water supply at Convocation Sites	Department of Sociological Studies Engineering Wing
21.	Preparation of University's "Gaurav Gatha" Committee	To prepare, design and printing of pictures and write up to showcase the Gaurav Gatha of University since inception	Department of Historical Studies and Archeology Public Relation Officer

The Coordinating Department(s) may co-opt any person as per their requirements to execute the works assigned to them. As the responsibilities / works assigned to the different committees are linked, hence, the committees who have been assigned a particular responsibility to work in tandem for smooth conduct of the convocation ceremony.

The Heads of concerned Departments shall work as Coordinators/Co-coordinator and faculty members of the concerned departments as members of the committees as assigned to the departments.


(Col. Rajiv Kumar Singh)
Registrar

Copy to :-

1. The Head of Department and faculty members of the Concerned Departments, CUSB
2. All faculty members, CUSB
3. All Officers/Officials, CUSB
4. Guard File