

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BHOPAL
Office of Academic Affairs

Sub-committees for Convocation 2018

1. Convocation Hall Arrangement (including all physical facilities required, floral arrangement of dais), seating arrangements (for dignitaries, degree recipients, award winners, their parents and others) and reception committee

Dr. Dhanyalekshmi Pillai	Assistant Professor, EES (Convener)
Dr. Surajit Saha	Assistant Professor, Physics (Co-convener)
Dr. S K Pathak	Dy. Librarian, Library
Mr. Shubham Singh	Office Assistant, Students' Affairs
Mr. Ramendra Noatia	Jr. Technician, LHC
Mr. Harish Shah	Jr. Superintendent, Academic Affairs
+ 6 student volunteers (to be arranged by DOSA)	

2. Academic Procession Committee: This committee will be responsible for directing the dignitaries, guests and graduating students to the dais. In addition, the committee will also direct the Convocation Band.

Dr. Ram Mishra	Assistant Professor, Biological Sciences (Convener)
Dr. Arundhuti Ghatak	Assistant Professor, EES (Co-convener)
Dr. Atreyee Bhattacharya	Assistant Professor, Mathematics (Co-convener)
Dr. Sankar Chakma	Assistant Professor, Chemical Engg
Mr. Vivek Bakshi	Assistant Registrar (S&P)
+5 volunteers (to be arranged by DOSA)	

3. Designing/Printing of Invitation Cards, Backdrop, Director's Reports, Convocation and Presentation Brochures, Degrees and grade-sheets, medals

Dr. Snigdha Thakur	DOAA (Convener)
Ms. Sherly George	Assistant Registrar (Academics)
Mr. Priyank Bhavsar	Office Assistant, Academic Affairs
Mr. Jitendra Rajput	Project Office Assistant, Academic Affairs
Mr. Brajendra Rajput	Project Office Assistant, Academic Affairs

4. Food/Refreshments

Dr. Manmohan Kapur	Associate Professor, Chemistry (Convener)
Dr. R.P. Singh	Assistant Professor, Physics (Co-convener)
Dr. Vishal Rai	Associate Professor, Chemistry
Mr. Gaurav Awasthi	Deputy Registrar, F&A
Mr. Pradeep Jaiswal	Jr. Superintendent, Stores and Purchase
Mr. Jitendra Choudhury	Office Assistant, Stores and Purchase

5. Press and Publicity and Disbursement of Invitation Cards

Shri K V Satya Murty	Registrar (Convener)
Mr. Mayank Sharma	Assistant Registrar, Directorate
Mr. Pravin David	Superintendent, Registrar Office
Mr. Ashwani Srivastava	Jr. Superintendent, F&A
Mr. Ranjeet Kumar Koshta	Junior Hindi Translator, Registrar Office

6. Photography/Telecast/Webcast/Local Cable TV, Telephone
- | | |
|-------------------|--------------------------------|
| Dr. Arpit Sharma | Assistant Professor (Convener) |
| Mr. Vinay Bajpai | Sr. Technical Officer, CC |
| Mr. Sushil Singh | Jr. Superintendent, CC |
| Mr. Pappu Chauhan | Jr. Technician, LHC |
7. Medical Attendance
- Dr. Krishna Jain Chief Medical Officer, HC
(Ambulance and 2 member medical team to be provided by Dr. Jain)
8. Transport
- | | |
|-------------------------|-------------------------------------------|
| Dr. Apurba Koner | Assistant Professor, Chemistry (Convener) |
| Mr. Gaurav Kumar Shukla | Assistant Security Officer |
| Mr. Bechan Prajapati | SSI, Security Wing |
| Mr. J K Jha | Superintendent, Library |
| Mr. Ritesh Mishra | Office Assistant, Directorate |
9. PA System (including invocation, national anthem and recording)
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|-------------------------------------------------|-------------------------------------------|
| Dr. Ajit Bhand | Assistant Professor, Chemistry (Convener) |
| Dr. Kashyap Rajeevsarathy | Assistant Professor, Mathematics |
| Ms. Ruchi Srivastava | Assistant Librarian |
| Ms. Jaya Chauhan | Jr. Assistant, Academic Affairs |
| Ms. Divyareshmi T R | Secretary, SAC |
| +2 students volunteers (to be arranged by DOSA) | |
10. Security and Emergency Arrangements
- | | |
|-----------------------|-----------------------------------|
| Dr. Ravi S Singh | Chairman, SAEC (Convener) |
| Mr. Sachin Shandilya | Assistant Executive Engineer, IWD |
| Mr. V K Ravindran | SSI, Security Wing |
| Head, Security Agency | Premier Shield |