

Ref. No.: IITMANDI/RS-01/2021/

Date: 23-08-2021

कार्यालय ज्ञापन
OFFICE MEMORANDUM

The 9th Convocation of the Institute is scheduled to be held in online mode on 9th October 2021. In order to make arrangements for the Convocation, the following committees are constituted:

Sr. No.	Name	Duties and Responsibilities
1.	Dr. Rajeev Kumar, Coordinator	Overall coordination
2.	Dr. Siddhartha Sarma, Co-coordinator	Overall co-coordination, all communications with the graduating students
3.	Mr. K.K. Bajre, Registrar	Communication with the external people/officials/agencies
4.	Chair: Dr. Rahul Vaish, Dean (Academics)	Academic Affairs
	Team Leader: Dr. Srikant Srinivasan, AD (Courses) Members: Dr. Gopi Shrikanth Reddy Dr. Neha Kaushik Ms. Sushma Kumari Mr. Vishal Parmar Mr. Kuldeep	Preparation of Citation, Signature on Degrees by BoG Chair and Director, Degree dispatch
	Team Leader: Prof. Chayan Kanti Nandi, AD (Research) Members: Dr. Saumya Dixit Mr. Vivek Tiwari Ms. Sonia Gupta	Preparation of Degrees for Award, Preparation of Medals with Citation, Preparation of Certificates, No Duties related matters.
5.	Chair: Dr. Hitesh Shrimali	Preparation, Printing, Press, Media, and Communication.
	Team Leader: Dr. Padmanabhan Rajan Members: Dr. Gaurav Bhutani Dr. Sarita Azad Dr. Garima Agrawal Ms. Nalini Mr. Anoop Kumar	Designing a common theme for 9th Convocation, preparation of the backdrop for stage.
	Team Leader: Dr. Aditi Halder, Media Cell	Publicity in News Papers and Media, Press Invitation, Press Releases.

	Team Leader: Dr. Shyam Kumar Masakapalli	Publication of Convocation Brochure, Director's Report, etc.
	Members: Dr. Qaiser Jahan Dr. Swati Sharma Dr. Sreelakshmi Manjunath Dr. Manu V Devadevan Ms. Lishma Ms. Chandan Mr. Nishant	
6.	Chair: Dr. A.D. Dileep Members: Dr. Adarsh Patel Dr. Satyajit Thakor Ms. Debashrita Roy Chowdhury Mr. Gopal Sharma	Website Development and Updating.
7.	Chair: Dr. Varun Dutt Members: Dr. Surya Prakash Upadhyay Dr. Manas Thakur Dr. Srikanth Sugavanam Dr. Bhaskar Mondal Mr. Lalit Thakur Mr. Dashmesh Mr. Desh Raj Ms. Chanchla Mr. Puneet Sharma Mr. Gopal Sharma Mr. Naveen Mr. Khem Chand	Video Recording, Editing, and Compiling.
8.	Chair: Dr. Satinder Kumar Sharma Members: Dr. Dericks P. Shukla Dr. Girish Sharma Mr. Vinod Malik Mr. Anuj Dubey	Purchase Committee To make all the purchases including engagement of services for Convocation.

(Signature)
23/5/21
(K.K. Bajre)
Registrar

To:

1. Directorate
2. All faculty/staff through email
3. Institute Website
4. Personal file/Guard file