

F No. RGNAU/5819/02/ACD/ 1357
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

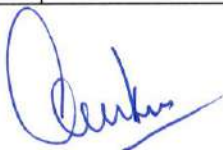
Fursatgunj, Amethi,
Uttar Pradesh- 229302

15 Oct 2024

OFFICE ORDER

The First Convocation of the University is scheduled on 07th December 2024. For the smooth conduct of the First Convocation, the competent authority of the RGNAU has constituted the following committees

S NO	NAME OF THE COMMITTEE	MEMBERS	RESPONSIBILITIES
1	Overall Convocation Coordination	<p>Chairman:</p> <ul style="list-style-type: none"> • Dr. Sunil Garhwal, Consultant (Academic Affairs) <p>Co-Chairman:</p> <ul style="list-style-type: none"> • Shri. Ajaya Kumar Pathak, Consultant (QAPC) <p>Members:</p> <ul style="list-style-type: none"> • Shri. K R Abhilash, Admin Officer • Shri. D P Singh, Security Officer • Shri. Venkat Reddy, Junior Faculty • Shri. Prajwal D Souza, Young Professional 	<ul style="list-style-type: none"> • The Committee will function under the guidance of Vice Chancellor. • Responsible for proper execution of each and every activities/task related to Convocation. • Coordinate the activities/tasks of all the committees for overall success of the Convocation • Liaison with District Administration and Police Department for smooth conduct of Convocation. • Supervise overall arrangements of the convocation. • To carry out the rehearsal of the Convocation. <p>Any other tasks assigned by Vice Chancellor from time to time.</p>
2	Convocation Dress Management, Invitation, Souvenir Management, Speech Writing, Convocation Book, Boucher Content Writing & Design	<ul style="list-style-type: none"> • Shri. Ajaya Kumar Pathak, Consultant (QAPC) (Convenor) • Shri. K R Abhilash, Admin Officer • Shri. D P Singh, Security Officer • Shri. Prajwal D Souza, Young Professional (Co-Convenor) • Shri. Suneesh S Dev, Research Associate • Shri. Vishal Tripathi, IT Engineer 	<ul style="list-style-type: none"> • To estimate the number of Convocation dresses required. • To decide the requirement of convocation dress. • To carry out the process of the Convocation dress adhering to the Institute dress code and ensure the quality of fabric and informing to the students • To coordinate with faculty, authorities, and guests for getting the proper size of the dress. • To manage the distribution of the Convocation dresses in advance. • To provide assistance to the degree recipients for chappal such as size adjustment, replacement at the venue. • To keep a few Convocation dresses of different sizes in spare in case of any wardrobe malfunction.



			<ul style="list-style-type: none"> • To prepare the list of degree recipients, faculty, staff, guests, parents, and invitees to whom the invitation is to be sent. • To collaborate with graphic designer to create design and layouts of Convocation invitation, Souvenir and other printing materials ensuring accuracy of content. • To prepare speeches for Vice Chancellor, Guests, and other dignitaries in coordination with Vice Chancellor. • To prepare Convocation Book, Boucher Content Writing & Design. • Estimate the number of Invitations to be printed. • To distribute official invitation to degree recipients, faculty, staff, guests, and other Invitees timely. • Maintain record of invitation sent, and track RSVP. • Select special mementos for distinguish guests, and honourees. • To coordinate with other committees to ensure the smooth conduct of overall Convocation. <p>Any other tasks assigned by Vice Chancellor from time to time.</p>
3	Convocation Venue, DIAS & Green Room Management, Academic Progression Management	<ul style="list-style-type: none"> • Dr. Sunil Garhwal, Consultant (Academic Affairs (Convenor) • Shri. Venkat Reddy, Junior Faculty (Co-Convenor) • Shri. K R Abhilash, Admin Officer • Shri. D K Mishra, Warden/ Shri. D P Singh, Security Officer • Shri. Antro P, Project Associate • Shri. Vishal Tripathi, IT Engineer 	<ul style="list-style-type: none"> • Responsible for overall management and beatification of entire Convocation venue including stage, dais, green room and other areas of Convocation venue. • To finalize the vendors for providing as necessary items to set up and decorate the stage, banners etc... • To set up dais, backdrop, seating arrangement for authorities and guests, anchor, audio systems, movement tracks for degree recipients, selfie point and any other requirements. • To manage green room for dignitaries, changing room, and path for procession. • To ensure the electricity, air conditioning system, AV system, fire safety system, first aid system etc... at the venue. • Setting up photographer booth for capturing photographs, video and live streaming.



			<ul style="list-style-type: none"> • To ensure Hand towels, sanitizers, cookies and Chocolates etc.. in the green room and on the dais. • To prepare a team for singing prayer and national anthem during the Convocation • To arrange musical instruments and any other requirements • To coordinate with other committees to ensure the smooth conduct of overall Convocation. <p>Any other tasks assigned by Vice Chancellor from time to time.</p>
4	Audience and Volunteer Management	<ul style="list-style-type: none"> • Shri. Ajaya Kumar Pathak, Consultant (QAPC) (Convenor) • Shri. Venkat Reddy, Junior Faculty • Shri. Suneesh S Dev, Research Associate (Co-Convenor) • Shri. D P Singh, Security Officer • Shri. Vishal Tripathi, IT Engineer • Shri. Antro P, Project Associate 	<ul style="list-style-type: none"> • To obtain the request for volunteers from different committees • To identify the volunteers and allot the tasks to each one for the Convocation ceremony. • To arrange T-shirts for volunteers. • To maintain order and decorum during the Convocation ceremony. • To ensure that only the authorized attendees participate in the Convocation ceremony. • To prepare the seating plan for guests, degree recipients, faculty, staff, parents, media personal etc... • To instruct and train the volunteers for assisting the guests and degree recipients. • To identify and occupy their allotted seat. To prepare placards/sign boards to assist the attendees. • To coordinate with other committees to ensure the smooth conduct of overall Convocation. <p>Any other tasks assigned by Vice Chancellor from time to time.</p>
5	Finance	<ul style="list-style-type: none"> • Prof. S L Hari Kumar, Registrar (Convenor) • Dr. Sunil Garhwal, Consultant (Academic Affairs) • Shri. Ajaya Kumar Pathak, Consultant (QAPC) • Shri. Venkat Reddy, Junior Faculty • Shri. K R Abhilash, Admin Officer • Shri. Vishal Mishra, Asst Account Officer, (Co-Convenor) 	<ul style="list-style-type: none"> • To finalize the detailed budget of the Convocation ceremony in coordination with the coordinators of other committees. • The budget includes venue rent, catering, decoration, printing, Convocation dress, medals, certificate for merits, transportation, photography, live telecast etc... • To ensure financial transactions, payments timely as per the University policy. • To coordinate with other committees to ensure the smooth conduct of overall Convocation.



			Any other tasks assigned by Vice Chancellor from time to time.
6	Anchoring, Minute to Minute program and Guide-Lining of Degree recipients	<ul style="list-style-type: none"> • Shri. Ajaya Kumar Pathak, Consultant (QAPC) (Convenor) • Shri. Venkat Reddy, Junior Faculty • Shri. Suneesh S Dev, Research Associate (Co-Convenor) • Shri. Antro P, Project Associate <p>Shri. Vishal Tripathi, IT Engineer</p>	<ul style="list-style-type: none"> • To prepare script for anchoring the event as per the Minute-to-Minute Program • To prepare a Minute-to-Minute Program for entire event. • To ensure degree recipients are properly lined up in correct order and sequence for receiving the degree certificate, medals. • To instruct and train the recipients for walking on the dais while receiving the degree certificate from the Guests. • To coordinate with other committees to ensure the smooth conduct of overall Convocation. <p>Any other tasks assigned by Vice Chancellor from time to time.</p>
7	Transportation, Accommodation,	<ul style="list-style-type: none"> • Shri. K R Abhilash, Admin Officer (Convenor) • Shri. Prajwal D Souza, Young Professional • Shri. D K Mishra, Warden/ Shri. D P Singh, Security Officer (Co-Convenor) • Shri. Pawanish, Civil Engineer 	<ul style="list-style-type: none"> • To identify the vendor for providing car/bus for Convocation. • To estimate the requirements of transportation for graduates, guests, faculty, staff. • Managing transportation schedule for guests and other dignitaries including airport pick up and hotel transfer, Hotel to Venue... • To ensure proper parking of the vehicles at the venue. • To coordinate with other committees to ensure the smooth conduct of overall Convocation. <p>Any other tasks assigned by Vice Chancellor from time to time.</p>
8	Photography, Videography, Webpage design, Live Telecast, Media Coverage,	<ul style="list-style-type: none"> • Shri. Prajwal D Souza, Young Professional (Convenor) • Shri. Vishal Tripathi, IT Engineer (Co-Convenor) • Shri. Pawanish, Civil Engineer • Shri. D P Singh, Security Officer • Shri. Venkat Reddy, Junior Faculty 	<ul style="list-style-type: none"> • To arrange for professional photographer and videographer to cover the entire event and also to capture photograph of each degree, medal, certificate recipient. • Setting up and managing live streaming of Convocation ceremony on Institute website and social media platforms. • Create and manage webpage for Convocation on institute website. Ensure to update the information regarding event details, guest, schedule, link for live streaming. • Generating multimedia content such as video highlights, interviews with graduates, guests, behind the screen



			<p>footage for sharing on social media after the Convocation.</p> <ul style="list-style-type: none"> • Coordinating with media outlets including print media and digital media. to ensure coverage of the Convocation ceremony. • To coordinate with other committees to ensure the smooth conduct of overall Convocation. • Drafting press note for announcement of Convocation and press note after the Convocation. <p>Any other tasks assigned by Vice Chancellor from time to time.</p>
9.	Academic	<ul style="list-style-type: none"> • Dr. Sunil Garhwal, Consultant (Academic Affairs) (Convenor) • Shri. Venkat Reddy, Junior Faculty (Co-Convenor) • Shri. Suneesh S Dev, Research Associate • Shri. Antro P, Project Associate (Co-Convenor) • Shri. Prajwal D Souza, Young Professional 	<ul style="list-style-type: none"> • To keep ready all the degree certificates, awards, medals, etc... for distribution in proper sequence. • To facilitate purchase of medals as per specifications. • To ensure correctness of the name in English and Hindi for each recipient. • To ensure proper distribution of degrees, awards, medals to recipients in the Convocation. • To coordinate with other committees to ensure the smooth conduct of overall Convocation. <p>Any other tasks assigned by Vice Chancellor from time to time.</p>
10	Food Management & Welcoming and Escorting the Guests to Green Room	<ul style="list-style-type: none"> • Shri. K R Abhilash, Admin Officer (Convenor) • Shri. D P Singh, Security Officer (Co-Convenor) • Shri. D K Mishra, Warden (Co-Convenor) • Shri. Pawanish, Civil Engineer • Smt. Savita, Nursing Asst, Lady Asst Warden 	<ul style="list-style-type: none"> • To determine the venue and vendor for the refreshment and lunch. • To determine menu for the refreshment and lunch including snacks and beverages. • To estimate the number of attendees and prepare the budget accordingly. • To ensure the quality of food and beverages as per standard. • To arrange volunteers or staff to ensure proper serving of the refreshment and lunch. • To welcome the degree recipients, parents, dignitaries, guests, and invites with flower and bouquet. • To escort the dignitaries to the green room. • To coordinate with other committees to ensure the smooth conduct of overall Convocation. <p>Any other tasks assigned by Vice Chancellor from time to time</p>



11	Security	<ul style="list-style-type: none"> • Shri. D P Singh, Security Officer (Convenor) • Shri. Sandeep Singh, Security Supervisor (Co-Convenor) 	
12	Medical	<ul style="list-style-type: none"> • Dr. M K Srivastava (Convenor) • Dr. Arvind Gupta (Co-Convenor) • Smt. Savita, Nursing Asst, Lady Asst Warden 	
13	Meeting with Media and Press & Liaising with Chief Guest	<ul style="list-style-type: none"> • Prof. Bhrigu Nath Singh, Vice Chancellor • Prof. S L Hari Kumar, Registrar • Dr. Sunil Garhwal, Consultant (Academic Affairs) • Shri. Ajaya Kumar Pathak, Consultant (QAPC) • Shri. Venkat Reddy, Junior Faculty • Shri. K R Abhilash, Admin Officer 	

All committees are requested to carry out the tasks assigned to them as mentioned above under the guidance Competent Authority coordination with the Convenor & Co-Convenor of the Convocation.


(Registrar)

To,

1. Concerned Faculty/ Staff Members.

CC:-

1. PS to Vice Chancellor
2. PS to Registrar
3. IT Engineer-With a request to upload the office order in university website
4. Guard File
5. Office Order file