



जम्मू केंद्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF JAMMU

राया-सूचानी (बागला), साम्बा-181143, जम्मू (जम्मू और कश्मीर)

Rahya-Suchani (Bagla), Samba-181143, Jammu (J & K)

www.cujammu.ac.in

Ref. No. CUJ/Acad/2nd Convocation/2020/ 44

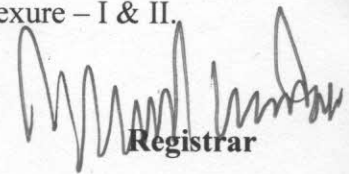
Date... 10 Feb 20

CIRCULAR NO: 10

The Vice-Chancellor is pleased to nominate the following Convenors for organizing the second Convocation of the Central University of Jammu scheduled to be held on 14 or 15 March, 2020:

| S. No. | Name of the Convenor | Responsibilities |
|--------|--------------------------------------|---|
| 1. | Prof. Jaya Basin / Prof. Rasal Singh | Convocation Area |
| 2. | Prof. Deepak Pathania | Hospitality |
| 3. | Prof. Brij Mohan Bhau | Safety, Security and Discipline |
| 4. | Prof. Govind Singh | Media, Publicity, Public relation |
| 5. | Prof. Sunil Dhar | Food, Snacks/Refreshment |
| 6. | Prof. Mushtaq Ahmed | Venue i) Stage Arrangement (ii) Audience Hall |
| 7. | Prof. Govind Singh | Print and Publication |
| 8. | Dr. Vandana Sharma | Ceremonies |
| 9. | Ms. Shafla Parihar | Procurement/Purchase , Transport |
| 10. | Controller of Examination | Award, Medals and Awardees |
| 11. | Mr. Mohd. Iqbal | Finance |
| 12. | Dr. Prianjan | Store and supplies |
| 13. | Dr. Ravi Kumar | Quick Action Team |

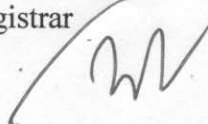
The copy of Committees and Duties for 2nd Convocation are attached as Annexure – I & II.


Registrar

All Convenors

Copy to:

1. All Deans of Schools
2. All Heads of the Departments
3. I/c. Finance Officer
4. I/c. Controller of Examinations
5. All DRs and ARs
7. PS to the VC
8. PS to Registrar



| I. Committee for Finance | | | |
|---------------------------------|---------------------|--------------------|----------|
| S.No. | Name | Designation | |
| 1. | Mohammed Iqbal | Deputy Registrar | Convener |
| 2. | Sh. Ankush Sharma | Private Secretary | Member |
| 3. | Sh. Jatin Ranyal | Section Officer | Member |
| 4. | Ms. Meenakshi Gupta | Assistant | Member |

| II. Committee for Venue, Stage arrangement, Audience Hall for the Convocation | | | |
|--|-------------------------|---------------------|----------|
| S.No. | Name | Designation | |
| 1. | Prof. Mushtaq Ahmed | Professor | Convener |
| 2. | Dr. Vinay Kumar | Associate Professor | Member |
| 3. | Dr. Audesh Kumar Bhat | Assistant Professor | Member |
| 4. | Dr. Pawan Kumar | Assistant Professor | Member |
| 5. | Dr. Ashok Kumar Yadav | Assistant Professor | Member |
| 6. | Dr. Deepak Kumar | Assistant Professor | Member |
| 7. | Dr. Tapta Kanchan Roy | Assistant Professor | Member |
| 8. | Dr. Shivtambri Jasrotia | Assistant Professor | Member |
| 9. | Dr. Shelly Sehgal | Assistant Professor | Member |
| 10. | Dr. Neelika Arora | Assistant Professor | Member |
| 11. | Dr. J. Jagannathan | Assistant Professor | Member |
| 12. | Er. Vishal Bhagotra | X-En | Member |

| III. Committee for Ceremonies | | | |
|--------------------------------------|--------------------|---------------------|----------|
| S.No. | Name | Designation | |
| 1. | Dr. Vandana Sharma | Associate Professor | Convener |
| 2. | Dr. Ritu Bakshi | Associate Professor | Member |
| 3. | Dr. R. Sudhakar | Assistant Professor | Member |
| 4. | Dr. Nancy Mengi | Assistant Professor | Member |
| 5. | Dr. Raj Thakur | Assistant Professor | Member |
| 6. | Dr. Parveen Kumari | Assistant Professor | Member |
| 7. | Dr. Nasir Butt | Assistant Professor | Member |
| 8. | Ms. Nancy Sharma | Assistant Professor | Member |

| IV. Committee for Hospitality | | | |
|--------------------------------------|-------------------------|---------------------|----------|
| S.No. | Name | Designation | |
| 1. | Prof. Deepak Pathania | Professor | Convener |
| 2. | Dr. Vinay Kumar | Associate Professor | Member |
| 3. | Dr. Yashwant Singh | Associate Professor | Member |
| 4. | Dr. J.N. Baliya | Associate Professor | Member |
| 5. | Dr. Arvind Kumar Selwal | Assistant Professor | Member |
| 6. | Dr. Bharti Gupta | Assistant Professor | Member |
| 7. | Dr. Naresh Kumar | Assistant Professor | Member |
| 8. | Dr. Nancy Mengi | Assistant Professor | Member |
| 9. | Dr. Parveen Kumar Mehta | Assistant Professor | Member |

| V. Committee for Food, Snacks/Refreshment | | | |
|--|--------------------|---------------------|----------|
| S.No. | Name | Designation | |
| 1. | Prof. Sunil Dhar | Professor | Convener |
| 2. | Dr. Ajay Sharma | Associate Professor | Member |
| 3. | Dr. Naresh Sharma | Assistant Professor | Member |
| 4. | Dr. Harpreet Singh | Medical Officer | Member |

| | | | |
|----|-------------------------|---------------------|--------|
| 5. | Dr. Shwetambri Jasrotia | Assistant Professor | Member |
| 6. | Dr. Anjali Dhar | Assistant Professor | Member |
| 7. | Dr. Aman | Assistant Professor | Member |
| 8. | Dr. Sanjay Sharma | Assistant Professor | Member |
| 9. | Mr. Rajesh Sharma | Assistant Professor | Member |

VI. Committee for Printing and Publication

| S.No. | Name | Designation | |
|-------|---------------------|---------------------|-------------|
| 1. | Prof. Govind Singh | Professor | Convenor |
| 2. | Prof. Rasal Singh | Professor | Co-Convenor |
| 3. | Dr. Shashank Shukla | Associate Professor | Member |
| 4. | Dr. Farooq | Assistant Professor | Member |
| 5. | Ms. Archana Kumari | Assistant Professor | Member |
| 6. | Dr. Naresh Kumar | Assistant Professor | Member |
| 7. | Sh. Manish Prakash | Assistant Professor | Member |

VII. Committee for Media, Publicity, and Public Relation

| S.No. | Name | Designation | |
|-------|---------------------|---------------------|-------------|
| 1. | Prof. Govind Singh | Professor | Convenor |
| 2. | Dr. Bachha Babu | Assistant Professor | Co-Convenor |
| 3. | Dr. Ajay K Singh | Assistant Professor | Member |
| 4. | Dr. Ratnesh K Yadav | Assistant Professor | Member |
| 5. | Dr. Anju Thappa | Assistant Professor | Member |
| 6. | Dr. Shaweta Kohli | Assistant Professor | Member |

VIII. Committee for Convocation Area

| S.No. | Name | Designation | |
|-------|---------------------|---------------------|----------|
| 1. | Prof. Rasal Singh | Professor | Convenor |
| 2. | Dr. Ritu Bakshi | Associate Professor | Member |
| 3. | Dr. Ajay K Singh | Assistant Professor | Member |
| 4. | Dr. Shaweta Kohli | Assistant Professor | Member |
| 5. | Dr. Ratnesh K Yadav | Assistant Professor | Member |
| 6. | Dr. Bharti Gupta | Assistant Professor | Member |
| 7. | Dr. Parveen Kumari | Assistant Professor | Member |
| 8. | Dr. Shaweta Yadav | Assistant Professor | Member |
| 9. | Dr. Naresh Kumar | Assistant Professor | Member |
| 10. | Dr. Shahid | Assistant Professor | Member |

X. Committee for Safety, security and discipline

| Sr. No. | Name | Designation | |
|---------|---------------------|---------------------|----------|
| 1. | Prof. B.S. Bhau | Professor | Convenor |
| 2. | Dr. Sridharan | Associate Professor | Member |
| 3. | Dr. Deepak Kumar | Assistant Professor | Member |
| 4. | Dr. Sujata | Assistant Professor | Member |
| 5. | Dr. Deepak Bhardwaj | Assistant Professor | Member |
| 6. | Dr. Neeta | Assistant Professor | Member |
| 7. | Dr. Sudhakar | Assistant Professor | Member |

*Convenor is authorize to add/delete any member if need be.



Convocation Ceremonies Committee

- a) Formal welcome ceremonies including presentation of bouquets/shawls etc.
- b) Conduct of all events/activities of the convocation ceremony at venue stage / dias.
- c) Minute to Minute Programme of the Convocation Ceremony.
- d) Robes, Robing and Robe Rooms (VVIPS, VIPs, external members of the Court, Executive Council, Academic Council, Finance Committee, Faculty/Staff, Scholars and students, Light refreshment for VIPs.
- e) Group Photographs (coordinating seating).
- f) Academic Procession (as per Protocol and actual conduct)
- g) National Anthem
- h) Invocation
- i) Presentation of Mementoes/Souvenirs etc (Ceremony)
- j) Release of Book/Coffee Table Book (Ceremony)

Convocation Venue Committee

1. Stage/Dias

- a) Seating as per order of Precedence
- b) Flowers, Decoration, Beautification
- c) Comparing Public Address System, Announcements, Display Systems
- d) Background music/CUJ documentary
- e) Podium
- f) Registrar's Declarations Open and Close of the Event
- g) Vice-Chancellor's University Report and Citation, Confer Doctor of Laws (Honoris Causa)
- h) Acceptance Speech by the Chief Guest
- i) List of Ph.D Degrees, Post-Graduate and other Degrees; Prayers by the Deans and Medals by the Registrar and Pledge by the Chancellor.
- j) Chancellor's address
- k) Chief Guest Convocation Address
 - l) Serial wise arrangement of Degrees, medals, mementoes
 - m) Presentation parties of students/scholars
 - n) Photograph, videography, live streaming, media coverage
 - o) Medical Emergency (First Aid/communication)
 - p) Release of Book/Coffee Table Book (Arrangements)
 - q) Presentation of Mementoes (Arrangements)
 - r) Washrooms/Room Fresheners/Lighting

2. Audience/Hall

- a) Seating arrangements as per protocol: VIP, Press, Awardees/Students/Parents.
- b) Banners, Buntings, Beautification, upkeep
- c) VIP Tables
- d) Discipline including Student Marshals/crowd control
- e) Water and Dust Bins
- f) Extension of PA system
- g) Entry and Exit Marshals
- h) First Aid/Medical Attention (First aid and communication)
- i) Air circulation/AC devices
- j) LCD Projection Systems; LCD: Digital Display Panels, Scroll Board
- k) Distribution of Brochures, pamphlets etc
- l) Fire Extinguishers
- m) Lighting

Transport Committee

- a) Tickets/Transport for WIPS/VIPs/guests
- b) Internal Transport (within Jammu City)

Finance Committee

- a) Financial Budgeting, Planning, Approvals and release of funds for procurement/purchase of goods and services
- b) Timely release of claims/bills

Stores/Supplies Convocation Committee

- a) Cloak Room facility
- b) Stores, accounting and stocking
- c) Supplies: From Store Room to various Conveners or their representatives

Security and Discipline

All matters pertaining to arrangement of Security and Discipline: Convocation venue

Food Committee

All arrangement of Food, Snacks, Tea, Refreshments etc as demanded by Committee Conveners.

Liaison Committee

- a) Civil Administration
- b) Police/BSF/CRPF/Army
- c) Perimeter and Area Security (Convocation Area and outside),
- d) Road Traffic Control (Outside Convocation Area and at Convocation Venue)
- e) Manning of Entry and Exit gates by Police
- f) Outside Convocation Area Parking
- g) Army Band and Buglers

