

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

F.No. MNIT/Acad./Conv-X/2016/11676

OFFICE ORDER


Dated: 22/12/16

As per the approval of the competent authority, the following Committees are constituted to look in to the work of **11th Annual Convocation** of the Institute, scheduled to be held on 21st January, 2017.

S. No	Committee	Conveners	Co-conveners	Members
1	Awards, Prizes and Medals	Prof. Ashok Sharma Met & Mat. Engg Dept.	Dr. G. D. Agarwal Mech. Engg. Dept.	Dr. Dinesh Kumar Mechanical Engg. Dr. U. K. Arun Kumar, Chemical Engg. Dept.
2	Degree preparation Registration and Degree Recipients	Prof. Ravindra Nagar Dean, Academic	Dr. Lava Bhargava ADPG (ECE Dept.) Dr. Himanshu Chaudhary ADUG (Mech. Engg Dept.)	Dr. Reetu Singh, Dy. Registrar (Academic) Sh. Raj Kumar Dubey, Assistant Registrar (Academic)
3	Convocation Brochure	Prof. A.P.S Rathore Mech. Engg. Dept.	Ms. Nanny Tripathi HSS Dept. Dr. Amit Singh Mech. Engg. Dept.	Dr. Deepak Verma Management Dept. Dr. Satish Kumar Management Dept. Sh. Mahesh Swami
4	Printing of Convocation Material, Invitation & Distribution	Prof. Awadhesh Bhardwaj Mech. Engg Dept	Dr. R.K Vyas Chemical Engg. Dept	Dr. M.L. Meena Mech. Engg. Dept. Dr. Sandeep Choudhary Chemistry Dept. Mr. Bhurender Singh Asst. Registrar
5	Reception Accommodation for VIP's	Dr. Ashok Solanki Registrar	Dr. Ghanshyam Singh ECE Dept.	Dr. Gunjan Soni Mech. Engg. Dept. Dr. Monika Sharma Management Dept.
6	Press and Media	Prof. Jyotirmay Mathur Mech. Engg. Dept.	Dr. Preeti Bhatt HSS Dept.	Dr. Raj Kumar Joshi Chemistry Dept. Dr. C. Periasami ECE Dept. Sh. Mahesh Swami
7	Catering	Prof. S. L. Soni Mechanical Engg. Dept.	Prof. Rashmi Jain Mathematics Dept.	Dr. Yogesh Meena Comp. Science & Engg. Dept. Dr. Mukesh Kumar Mech. Engg. Dept.
8	Gowns/ Dresses Distribution & Collection	Prof. Rakesh Jain Mech. Engg. Dept.	Dr. Vijay Janyani ECE Dept. Dr. Nupur Tandon HSS Dept.	Dr. Ritu Aggarwal Maths Dept. Dr. Gunjan Soni Mech. Engg. Dept. Dr. Ravi Maddila ECE Dept. Dr. Suman Rathore Asstt. Registrar (Admn & Estt.) Sh. Anil Mathur Suptt. SG-II, Accounts Section
9	Convocation Pandal, Stage Arrangement, PA System including Recording & Photography	Prof. Rohit Goyal, Dean (P & D) & Prof. Civil Engg. Dept	Dr. Mahesh Jat Civil Engg. Dept.	Dr. Pawan Kalla Civil Engg. Dept. Dr. Vinod Kumar Met. & Mat. Engg. Dept. Sh. Jitendra Dixit, Ex. En., Estate Section Sh. Naresh Jangir J. En. Estate Section

10	Sitting Arrangement	Prof. Dilip Sharma Mech. Engg. Dept.	Dr. K. Sachdev Physics Dept. Dr. Namita Mittal Comp. Science & Engg Dept.	Dr. Sumit Khandelwal Civil Engg. Dept. Dr. Sandeep Shrivastava Civil Engg. Dept. Sh. Arun Gaur Civil Engg. Dept. Dr. Dinesh Kumar Mechanical Engg.
11	Security Traffic Control, Transport	Prof. Sudhir Kumar Civil Engg. Dept.	Dr. Har Lal Mali, Mech. Engg. Dept.	Dr. Rajendra Duchaniya Met. & Mat. Engg Dept. Dr. Virendra Singh SAS Officer Sh. M. R. Choudhary CCL
12	Finance & Accounts	Dr. Ashok Solanki Registrar	Sh. Raj Kumar Manjhiwal Dy. Registrar (Accounts)	Sh. Deepak Maheshwari Asst. Registrar (Accounts) Sh. Birbal Singh, Asst. Registrar (Accounts) Sh. Anil Gupta Accountant
13	Electricity and Water Supply	Dr. Sandeep Choudhary Civil Engg. Dept.	Dr. Anil Swarnkar Electrical Engg. Dept.	Sh. Naresh Jangid J.En. Sh. Narendra Kumar J.En.
14	Medical Support	Dr. T. C. Gupta Mech. Engg. Dept.	Sh. Jai Narain, Dy. Registrar (Admin. & Estt.)	Dr. Vandana Gupta Medical Officer Dr. R. K. Jerath Medical Officer Dr. Mini Bhargava Medical Officer Dr. V.S. Shekhawat Medical Officer
15	Accommodation for Degree Recipients	Prof. Upendra Pandel Met. & Mat. Engg. Dept.	Dr. Urmila Brighu Civil Engg. Dept.	Dr. Dinesh Goplani Comp. Engg. Dept. Dr. Amar Patnaik Mech. Engg. Dept. Dr. Harlal Mali Mech. Engg. Dept. Dr. Subir Debnath Sports Officer
16	Web Casting	Dr. E.S. Pilli CSE, Dept.	Dr. Amit Mahesh Joshi ECE, Dept. Dr. Sanjay Rajpal CCL	Sh. Vikas Kumar Technician Sh. Shiv Kumar Sharma Technician Video Conferencing e-classrooms

All the committees are requested to kindly do needful in respect of the work/duty entrusted upon and report the progress made in this respect to the Dean, Academic from time to time.


(Prof. Ravindra Nagar)
 Dean, Academic

Copy to:

1. All Deans
2. All HODs
3. All Conveners, Co-conveners and Members
4. Dy. Registrar (Accounts)
5. PS to Director
6. PA to Registrar