



**ICAR- CENTRAL INSTITUTE OF FISHERIES EDUCATION**  
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F.No. 44-6/2017/PG/101.

Date: 04.01.2017

## Office Order

The Competent Authority has been pleased to constitute the following Committee for the forthcoming events of 13<sup>th</sup> Convocation, 2<sup>nd</sup> Student Convention, Sports and Hostel Day scheduled from 3<sup>rd</sup> March to 6<sup>th</sup> March, 2017.

### Coordinators of different major events

Major events	Date	Coordinators
13 <sup>th</sup> Convocation	03.03.2017 (FN)	Dr. N.P.Sahu Dr. P.P.Srivastava
Convention Inauguration	03.03.2017 (AN)	
Exhibition Inauguration	03.03.2017 (AN)	
Alumni Meet	03.03.2017 (AN)	Dr. Mukunda Goswami Dr. Ashutosh Deo
Student Convention	04.03.2017 to 05.03.2017	Dr. S.N.Ojha Dr. Arpita Sharma Dr. K. Pani Prasad
Industry Day	05.03.2017 (AN)	Dr. B.B.Nayak Dr. Sanath Kumar Dr. A. Balange
Sports	06.03.2017 (Full Day)	Dr. A.K.Verma Dr. A. Dwivedi PGSSU
Hostel Day	06.03.2017 (Evening)	Dr. K. Pani Prasad Dr. Arpita Sharma PGSSU

Coordinators of different major events should chalk out their plan of activities during the allocated time period. They will pick up one member from any committee like refreshment/transportation/accommodation for the smooth functioning of the events. All the coordinators will conduct meeting with Director at every Saturday to evaluate the work progress.

## Different Committees

<b>Name of the Committee</b>	<b>Members</b>	<b>ToR</b>
<b>Coordination Committee</b>	Dr. Gopal Krishna Dr. N.P. Sahu Dr. N.K.Chadha Dr. K.V. Rajendran Dr. Aparna Chaudhari Dr. B.B.Nayak Dr. S.N.Ojha Sh. Suresh Chandra Sh.Mahesh Khubdikar	Coordination of all events
<b>Discipline and Management</b>	Dr. K.K.Jain Dr. Neelam Saharan Dr. R.P.Raman Dr. S.K.Pandey Sh. R.D.Tandel Sh. Mahesh Khubdikar Sh. Abhay Mudgal Sh. A.G.Kolambkar	Coordinating VIP movements, Safety & regulating entry by invitation, communication to BMC, Police, Traffic Control, Fire Brigade, Doctors, First Aid etc.
<b>Pandal and Stage Committee</b>	Dr. S. Jahageerdar Dr. Latha Shenoy Dr. Nalini Ranjan Kumar Dr. Megha K. Bedekar Dr. Gireesh Babu P. P. Dr. A. Pavan Kumar Sh. Vinod K. Yadav Dr. Md. Aklakur	Audio and Visual Aid, flower decoration, bouquet, arrangement of chairs & sofa, reservation and ear marking for the visitors of different categories, coordination with other committee as per their requirement. Cleanliness, background screen, convocation song etc.
<b>Reception, Transport &amp; Accommodation</b>	Dr. S.P.Shukla Dr. Ashutosh Deo Dr. Kundan Kumar Dr. Sikendra Kumar Sh. Saurav Kumar Sh. Satish Kamat Sh. Subhash Chand Sh. Bharat P. Chauhan	Arrange accommodation & transportation of delegates/ students. Accommodation for the students (approx.300) coming for convention and their logistic. Coordination among the different coordinator for the major events.

<b>Media and Publicity</b>	Dr. Swadesh Prakash Dr. P.S.Ananthan Sh. P.K.Das Sh. S.K.Sharma Sh. D. Bhoomaiah	Inviting press and media, their seating arrangement and food, providing press note, paper and video clip of coverage, Press conference, possible telecasting the live events with centres, website updation. Updation of website every day.
<b>Printing</b>	Dr. K.V.Rajendran Dr. Nalini Ranjan Kumar Sh. Saurav Kumar Dr. R.P.Uniyal Sh. Rahul Kumar Dr. Sanath Kumar Dr. Ramasubramanian	Designing and printing of invitation cards, making list of guest for different events, banners for all events, preparing speech of ministers, DG,DDG and Director, preparation of booklets, press note etc.
<b>Certificates and Medals</b>	Dr. P.P.Srivastava Dr. Chandra Prakash Dr. M.K.Chouksey Dr. Rama Sharma Sh. Deepak Khogare Mrs. Sujata Pawar Mrs. Swati S. Koli Sh. Anil Kulsange	Printing of certificates, folders, arrangement in sequences the list of students receiving degree in absentia/presence, certificate for D.Sc, making list of gold medals, preparation of gold medals etc.
<b>Refreshments</b>	Dr. Swadesh prakash Sh. Shashi Bhushan Sh. Angom Lenin Singh Sh. P.K.Das Sh. Baburam Jaiswar Sh. Surajbali Jaiswar Sh. Prasanajit Sonawane	Making guest list for different events, grouping VIP, Faculty students.
<b>Exhibition</b>	Dr. S.N.Ojha Dr. Geetanjali Deshmukhe Dr. A. K.Balange Dr. A.K.Verma Dr. Babitha Rani A.M Sh. Sanjeevan Kumar	Making a list of participants, allocating space for different colleges, food stalls, industry chemical suppliers, book suppliers etc, making a gate at entrance, provision for inauguration by Minister etc.

<b>Cultural Programme</b>	Sh. Alkesh Dwivedi Dr. Rupam Sharma Dr. Paromita B. Sawant	Arranging the cultural programme for all the day during 3, 4 & 5 <sup>th</sup> March, 2017 and Hostel Day on 6 <sup>th</sup> March, 2017
<b>Awards</b>	Dr. P.P.Srivanstava Dr. Nalini Poojary Ms. Manjusha L. Dr. M.K.Chouksey Sh. Manish Jayant	Making a list of all awards & awardees of different events, purchase of awards, distribution of awards etc. making committee for judging the different events of students etc.
<b>Traffic and Parking Management</b>	Dr. V.K.Tiwari Dr. Chandrakant M.H Sh. Ram Singh Sh. Devendra Kumar Dharam Sh. Mahesh B. Waghela	Allocating parking place for VIPs, VVIPs, Staff and Outside guest, monitoring the movement especially during convocation, displaying the way to parking lot, issuing parking sticker.
<b>Moderators</b>	Dr. Aparna Chaudhari Ms. Neha Qureshi Ms. Shamna N. Dr. Muzahid Khan Pathan	Moderating for different events and coordinating with different committees etc.
<b>Control Room</b>	Dr. N.K.Chadha Dr. Kiran Dube Rawat Dr. K. Pani Prasad Dr. Martin Xavier Ms. Vidyashree Bharati	Coordination among all the committee. Displaying phone number of chairman of all committee, Doctor, Police, Fire, Brigade, Ambulance, Lost and found announcement, ticket print out/boarding pass etc.
<b>Attire Committee</b>	Dr. N.S. Nagpure Dr. Gayatri Tripathi Dr. Ashok Jaiswar Dr. Md. Aklakur Ms. Husne Banu Mrs. Rekha Nair Ms. Revati Dhongde	Arrangement for attire for convocation, allocating space for VIPs, Academic Council members for Robbing and derobbing.

<b>T.A. Settlement</b>	Sh. Mahesh Khubdikar Dr. Babita Rani A.M Sh. Abhay Mudgal Sh. Rahul Kumar Sh. B.L.Kokkula	Settlement of TA of invited guest for different events.
<b>Funding Resource Management</b>	Dr. Aprana Chaudhari Dr. K.Pani Prasad Dr. Md. Aklakur	Arranging funds from different sources in terms of advertisement or putting stall in exhibition.
<b>Release of Books</b>	Dr. Rupam Sharma Dr. Rama Sharma Dr. Chandra Prakash Sh. Subhash Chand Sh. Mujahid Khan Pathan Ms. Revti B. Dhongde	15 pages bulletin of Divisional profile and center profile, Directory, Publications of division, Abstract to be released. Beside these any text books and other relevant documents which are to be released during different events.

  
**(Mahesh.B.Khubdikar)**  
**Sr. Administrative Officer**

**Distribution:**

1. PS to Director
2. All HODs
3. All Concerned Officials & Staff
4. CFAO/FAO/SAO/AO/All AAOs
5. Secretary ,IJSC
6. [staff.all@cife.edu.in](mailto:staff.all@cife.edu.in)
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