



F.No.11-4/2020/Estt

Dated 19.02.2022

OFFICE ORDER

The Director, CIFE is pleased to constitute various committees with the following composition in connection with organising XV Convocation of CIFE scheduled to be held during April, 2022.


Name of the Committee	Members	Objectives
Coordination Committee *	Dr. Ravishankar C.N., Director Dr. N.P. Sahu, Joint Director Dr. S.N.Ojha, HOD (Acting) Dr. K.V. Rajendran, HOD (Acting) Dr. N.K. Chadha, HOD (Acting) Dr. Aparna Chaudhari, HOD (Acting) Dr. B.B. Nayak, HOD (Acting) Dr. Parimal Sardar, HOD (Acting) Sh. G.G. Harakangi, CAO(SG)	Coordination of all the events
Attire Committee	Dr. N.S.Nagpure, PS Dr. Geetanjali Deshmukhe, PS Dr. Arpita Sharma, PS Dr. A.K. Jaiswar, PS Dr. Megha K Bedekar, PS Dr. Manoj P. Brahmane, PS Sh. V. Harikrishna, Scientist Dr. Manjusha L., Scientist Dr. Jeena K, Scientist Dr. Mujahidkhan A.Pathan, Scientist Dr. Madhuri S. Pathak, Scientist Sh. Devendra K Dharam, AD(OL)	Arrangement for attire for convocation, allocating space for VIPs, Academic Council members for Robbing and derobbing.
Stage Committee	Dr. S. Jahageerda, PS Dr. S.P. Shukla, PS Dr. Babitha Rani A.M., Sr. Scientist Dr. Shamna N., Scientist Sh. Kiran D. Rasal, Scientist Dr. Shivaji Argade, Scientist Dr. Neha Qureshi, Scientist Dr. Kapil Shukdhane, Scientist Sh. Angom Lenin Singh, Scientist Dr. Chandrakant M.H, ACTO Sh. Bhaskar Mandhare, TO Mohd. Sadiq M. Mulla. Sr.Tech.	Audio & Visual Aid, Flower Decoration, Bouquet, arrangement of chairs & sofa, reservation and ear-marking for visitors of different categories, coordination with other committee as per their requirement, cleanliness, background screen, convocation song etc.

mg

Food Committee	Dr. B.B.Nayak, HOD(Acting) Dr. Subodh Gupta, PS Dr. Mukunda Goswami, PS Dr. Vinod Kumar Yadav, Scientist Dr. Thongam Chanu, Scientist Dr. Shashi Bhushan, Scientist Dr. Saurav Kumar, Scientist Dr. Rathi Bhuvaneswari G, Scientist Sh. Satish Kamat, CTO	Finalising Guest for different events, grouping VIP, faculty, students etc.
Transport & Accommodation	Dr. Kundan Kumar, Sr. Scientist Dr. Sikendra Kumar, Scientist Dr. Manish Jayant, Scientist Sh. Abuthagir Ibrahim, Scientist Sh. Satish Kamat, CTO Sh. D. Bhoomaiah, CTO Dr. Chandrakanat M.H, ACTO Sh. Subhash Chand, ACTO	Arrangement of accommodation & transportation for delegates.
Reception	Dr. K Pani Prasad, PS Dr. Rupam Sharma, PS Dr. Gayatri Tripathi, PS Dr. Paramita B. Sawant, PS Dr. Monalisha S. Devi, Scientist Dr. Upasana Sahoo, Scientist Ms. Rekha Nair, Sr.Tech.Officer	Receiving the guests and guiding them to occupy their seats.
Technical & Printing Committee	Dr. K.V. Rajendran, HOD(Acting) Dr. K.K. Krishnani, PS Dr. P.S.Ananthan, PS Dr. Sanath Kumar, PS Dr. A.Pavan Kumar, Sr. Scientist Dr. Arun Sharma, Scientist Sh. Dayal Devadas, Scientist	Designing & printing of invitation cards, making list of guests for event, banners, preparing speech of Hon'ble, Ministers, DG, DDG and Director, preparation of booklets, press note etc.
Certificates and Medals	Dr. Ashutosh Deo, PS Dr. Vidya Shree Bharti, Sr. Scientist Dr. Tincy Varghese, Scientist Ms. V. Vidya, Scientist Sh. D. Bhoomaiah, CTO Dr. Nalini Poojari, CTO Sh. Anil Kulsange, T.O. Sh. Yogesh Jadhao, Sr.Tech.Asstt	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.
Publicity Committee	Dr. R.P. Raman, PS Dr. Swadesh Prakash, PS Dr. Asha Langde, Sr. Scientist Sh. Devendra K. Dharam, AD(OL) Sh. P.K. Das, CTO Mrs. Rajani Khandagale, Sr.T.O.	Inviting press and media, their seating arrangement and food, providing press note, paper and video clip of coverage, press conference, telecasting the live events with centres, website updating etc.

Security and Discipline Committee	Dr. Subodh Gupta, PS Dr. A. K. Balange, PS Dr. Arvind Sonawane, Sr. Scientist Dr. Ankush Lala Kamble, Scientist Dr. Martin Xavier K.A., Scientist Dr. Karankumar Ramteke, Scientist	Coordinating VIP movements safely & regulating entry by invitation, First Aid, Handling emergency situation etc.
Announcement	Dr. Aparna Chaudhari, HOD(Acting) Dr. Shamna N, Scientist Dr. Rathi Bhuvaneswari G, Scientist Dr. Neha Qureshi, Scientist	Moderating the events coordinating with different committee etc.

* Students can also be involved for various activities as per the decision of the Chairman of the various committees.


 (G.G. Harakangi) 19/2/2022
 Chief Administrative Officer (SG)

Distribution:

- 1 All Concerned officials & Staff, ICAR-CIFE Mumbai.
2. Director / Joint Director ICAR-CIFE Mumbai.
3. All HODs, ICAR-CIFE Mumbai.
4. Officer Incharges, CIFE Regional Centres
5. SAO/AO /F & AO/A.F & AO/All AAOs, ICAR-CIFE Mumbai.
6. Vigilance Officer, ICAR-CIFE, Mumbai
6. Secretary, IJSC, ICAR-CIFE Mumbai.
7. staff.all@cife.edu.in
8. webmaster@cife.edu.in