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F.No. 11(6)2024/Estt.

Dated: 17th January 2025

OFFICE ORDER

The Director, ICAR-CIFE is pleased to constitute various Committees, as given in Annexure-I attached herewith, for successful organization of the XVIII Convocation scheduled to be held on 08th March 2025 at ICAR-CIFE, Mumbai.

(K. L. Meena)

Chief Administrative Officer (SG)

Distribution:

1. All Concerned Officers & Staff, ICAR-CIFE, Mumbai.
2. Director & Joint Director, ICAR-CIFE, Mumbai.
3. CAO(SG)/ Comptroller, ICAR-CIFE, Mumbai
4. All HODs, ICAR-CIFE, Mumbai.
5. HoRC & All Officer Incharges, ICAR-CIFE Regional Centres
6. SAO/PPS/SF&AO/ AO / All AAOs, ICAR-CIFE, Mumbai.
7. Vigilance Officer, ICAR-CIFE, Mumbai
8. Secretary, IJSC, ICAR-CIFE, Mumbai.
9. staff.all@cife.edu.in
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11. Guard file

Annexure-I

List of Committees constituted for organization of the XVIII Convocation scheduled to be held on 8th March 2025 at ICAR-CIFE, Mumbai.

Sl. No.	Name of the Committee	Chairman & Members	Activities
1.	Coordination Committee	<u>Chairman</u> Dr Ravishankar C.N., Director <u>Members</u> Dr N.P. Sahu, Joint Director Dr. Debajit Sarma, Head Dr Kedar Nath Mohanta, Head Dr Arpita Sharma, Head Dr Mukunda Goswami, Head Dr Megha Kadam Bedekar, Head Dr B B Nayak, Head Dr Aparna Chaudhari, Dean (Academics) Dr Ashutosh D.Deo, Controller of Exam Sh K. L. Meena, CAO(SG) Sh Rajneesh Singh, Comptroller	Coordination and monitoring of all the events.
2.	Attire Committee	<u>Chairman</u> Dr. N.S. Nagpure, Pr. Scientist <u>Members</u> Dr Subodh Gupta, Pr. Scientist Dr Arvind A. Sonawane, Pr. Scientist Dr Manoj P. Brahmane, Pr. Scientist Dr Manjusha L., Sr. Scientist Dr Sangeeta Mandal, Sr. Scientist Dr Jeena K., Scientist Dr Madhuri S. Pathak, Scientist Dr Saloni Shivam, Scientist Sh Himanshu Singh, Assistant Sh. Nitish Singh, Technician	Arrangements for attire for convocation, allocating space for VIPs, Academic Council Members for robbing and derobbing.
3.	Stage Committee	<u>Chairman</u> Dr S. Jahageerdar, Pr. Scientist <u>Members</u> Dr S.P. Shukla, Pr. Scientist Dr Shivaji D. Argade, Sr. Scientist Dr. Kiran D. Rasal, Scientist Dr Neha W. Qureshi, Scientist Dr Kapil S. Shukdhane, Scientist Sh Angom Lenin Singh, Scientist Ms. R.Bharathi Rathinam, Scientist Sh Bharat Rathod, Tech. Officer Sh Rajarshee Moitra, Tech. Officer Sh Vijay S.Kuveskar, DDO Sh Pranay Kumar Biswal, Tech. Asstt. Ms Aruna Kumawat, Assistant Sh Amit Kumar, Technician Mr Akhtar Fakir Miyan Mullaji, MTS	Arrangements for Audio-visual aids, flower decoration, bouquet, chairs & sofa, reservation and earmarking for visitors of different categories, coordination with other committees as per their requirement, cleanliness, background screen, convocation song, arrangement for the group Photographs after the Convocation etc.

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Sl. No.	Name of the Committee	Chairman & Members	Activities
4.	Food Committee	<u>Chairman</u> Dr A.K. Verma, Pr. Scientist <u>Members</u> Dr Prem Kumar, Sr. Scientist Dr Thongam I. Chanu, Sr. Scientist Dr Saurav Kumar, Sr. Scientist Dr Karan Kumar Ramteke, Scientist Sh Avinash Sable, Tech. Officer Sh Ashok G. Kolambkar, AAO Sh Ninad Khandalgaokar, LDC Sh Ramniwas, Assistant Sh Surender, Assistant Sh. Ankush N Joyashi, Technician Sh Akshya P. Aate, Technician Sh Pritam Kumar, Technician Mr Ganesh N Zendekar, MTS	Arranging refreshments, lunch and dinner for VIPs, invited guests and students as per the programme.
5.	Transport & Accommodation Committee	<u>Chairman</u> Dr Sukham Munil Kumar, Pr. Scientist <u>Members</u> Dr Kundan Kumar, Sr. Scientist Dr Vinod Kumar Yadav, Sr. Scientist Dr Manish Jayant, Scientist Sh Dayal Devadas, Scientist Dr D. Bhoomaiah, CTO Shri B.M. Chavan, PPS Sh. S. Maity, Sr. Tech. Officer Sh Suraj Gupta, AAO Sh Devendra V. Raorane, AAO Sh Bharat P. Chauhan, AAO Sh Bharat Rathod, Tech. Officer Sh Abhijeet V. Jadhav, Tech. Asstt. Sh Vineet Kumar Yadav, Assistant	Arrangements of accommodation and transportation for the delegates.
6.	Reception Committee	<u>Chairman</u> Dr Gayatri Tripathi, Pr. Scientist <u>Members</u> Dr Babitha Rani A.M, Pr. Scientist Dr Monalisha S. Devi, Sr. Scientist Dr Sikendra Kumar, Scientist Dr Upasana Sahoo, Scientist Ms Rekha Nair, ACTO Mrs. Sanyuja S. Parab, AAO Mrs. Chaitali C. Raut, Assistant Mrs. Sabita Devi, MTS	Welcoming the guests and ensuring their proper seating arrangements.
7.	Technical & Printing Committee	<u>Chairman</u> Dr Aparna Chaudhari, Pr. Scientist <u>Members</u> Dr. Rupam Sharma, Pr. Scientist Dr P.S. Ananthan, Pr. Scientist Dr Sanath Kumar, Pr. Scientist	Designing and printing of invitation cards, making list of guests for the event, banners, preparing speech of Chief Guest and

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Sl. No.	Name of the Committee	Chairman & Members	Activities
		Dr A. Pavan Kumar, Sr. Scientist Dr Arun Sharma, Sr. Scientist Sh. Abuthagir Ibrahima S, Scientist Sh. Jagadeeshan A.K., Jt. Director (OL) Sh Sahil Yadav, AO Ms Rekha Nair, ACTO Sh Pradeep Kumar, AFAO Sh Satya Prakash, Technician	Director, preparation of booklets, press note, etc.
8.	Certificates and Medals Committee	<u>Chairman</u> Dr Ashutosh D. Deo, Pr. Scientist & COE <u>Members</u> Dr Tincy Varghese, Sr. Scientist Dr Jeena K., Scientist Dr Layana P., Scientist Dr D. Bhoomaiah, CTO Dr Nalini Poojari, CTO Sh S.V. Kasabe, SFAO Mrs. Reshma Raje, Tech. Officer Mrs. Swati S.Koli, AAO Sh Sumit Singh Phartyal, Assistant	Printing of certificates, folders, arrangements, in sequences the list of students receiving degree in absentia/presence, making list of gold medals, preparation of gold medals, etc.
9.	Press and Publicity Committee	<u>Chairman</u> Dr Swadesh Prakash, Pr. Scientist <u>Members</u> Dr Asha T. Landge, Pr. Scientist Sh Ankush L Kamble, Sr. Scientist Sh Abuthagir Ibrahima S, Scientist Sh P.K. Das, CTO Mrs Rajani Khandagale, ACTO Sh Saurabh M. Jain, Assistant Sh Simant Kumar, Technician	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.
10.	Security Committee	<u>Chairman</u> Sh Jagadeeshan A.K., Joint Director(OL) <u>Members</u> Dr Pawan Kumar, Technical Officer Sh Mahesh B. Waghela, Assistant Sh Gautam Kamble, Sr. Technician	Coordinating VIP movements safely and regulating entry by invitation, first aid, handling emergency situation, clearance from different agencies like BMC, Fire brigade, Police etc.
11.	Announcement	Dr Paramita B. Sawant, Pr. Scientist Dr Neha W. Qureshi, Scientist	Moderating the events, coordinating with different committees, etc.

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