



**NATIONAL INSTITUTE OF EDUCATIONAL PLANNING & ADMINISTRATION  
(Deemed to be University)**

**17-B, Sri Aurobindo Marg, New Delhi-110016**

No. F. 12-13/2022-23/Convocation/Student Cell/NIEPA

August , 2022

**NOTIFICATION**

The Convocation Ceremony for awarding degrees to M.Phil and Ph.D. scholars who have completed the programme, will be held on October 21, 2022 at 03.00 pm at PHD Chamber of Commerce and Industry, PHD House, 4/2 Siri Institutional Area, August Kranti Marg, New Delhi-110016, the following Committees are hereby constituted to carry out the activities related to Convocation Ceremony:

S.No.	Name of the Committees and its related activities	Name of the members
1.	Committee for making sitting arrangements for i. guest, degree recipients, faculty members and staff in the convocation venue/hall	1. Dr. Suman Negi- Coordinator Assistant Professor 2. Mrs. Sonam Anand Sagar, (I/c), Student Cell 3. Mrs. Poonam Kumari, UDC 4. Sh. Mithlesh Kumar Rai Programme Attendant
2.	Committee for looking after guest management/ Reception desk/ scholars' registration at the Convocation venue	1. Ms. Suchitra Prajapati-Coordinator Assistant 2. Ms. Purnima Verma, UDC 3. Mrs. Priyanka, MTS
3.	Internal travel (hiring of taxi/buses)+ arrangements of travel support and stay for the Chief Guest, etc.	1. Sh. Chander Prakash, SO (GA)-Coordinator 2. Sh. Satish Kumar, Assistant 3. Sh. Rajesh Kumar, Driver
4.	<b>Arrangement in the Auditorium</b> <ul style="list-style-type: none"><li>• Booking of Auditorium</li><li>• Floral arrangements in the Auditorium</li><li>• Arrangements of Sound system mic/collar sure mic</li><li>• Arrangements of food items/ snacks for the guests, scholars and invitees etc.</li><li>• Pandal/Shamiyana shed for arranging high tea, if required</li><li>• Arrangements for Photography/ videography</li><li>• Banners/Standee/Back drop, direction board</li><li>• Name plates, batches</li></ul>	1. Dr. D.S. Thakur- Coordinator Administrative Officer (I/c) 2. Sh. Chander Prakash, S.O. (GA) 3. Sh. Satish Kumar, Assistant 4. Mrs. Rekha Rani, UDC 5. Sh. Naresh Kumar, LDC
5.	<b>Purchase Committee</b> <ul style="list-style-type: none"><li>• Purchase of Scarf/ Uttariyya/ Mask (for covid protocol)</li><li>• Purchase of Memento, Shawl, Painting/Books and Flower Bouquet</li><li>• Degree Folder and Stationery items</li><li>• Visitor book (for seeking comments of Chief Guest)</li><li>• Degree Register (Scroll)</li></ul>	1. Members of the Standing Purchase Committee (SPC): <ul style="list-style-type: none"><li>• Prof. K. Srinivas Head ICT &amp; PMU-Chairperson</li><li>• Prof. Veera Gupta, Professor</li><li>• Prof. Aarti Srivastava, Professor</li><li>• Dr. Suman Negi, Assistant Professor</li><li>• Finance Officer</li><li>• Administrative Officer</li></ul>

		and 2. Dr. Santwana Mishra, Associate Professor 3. Mrs. Suchitra Prajapati, Assistant (Accounts) 4. Mrs. Rekha Rani, UDC
6.	<b>Publication Committee</b> <ul style="list-style-type: none"> <li>• Printing of Brochure/Minute-to-minute programme/Oath to be administered by degree recipient /Report of the VC and Speech of the Chancellor and Chief Guest</li> <li>• Printing of Invitation Cards, entry card, parking sticker</li> <li>• A set of NIEPA Publications</li> </ul>	1. Dr. Santwana Mishra - Coordinator Associate Professor 2. Sh. Amit Singal, Deputy Publication Officer 3. Mrs. Alka Shah, LDC 4. Sh. Santosh Kumar Vaishay Project Publication consultant
7.	<b>IT/ICT Committee</b> <ul style="list-style-type: none"> <li>• To create links for M.Phil and Ph.D scholars for seeking confirmation of participation for the Convocation Ceremony</li> <li>• Webcasting/ live streaming on the YouTube, Facebook, Instagram and Twitter handle etc.</li> </ul>	1. Prof. K. Srinivas - Coordinator Professor & Head ICT 2. Sh. Chandra Kumar MJ, Systems Analyst 3. Dr. D.S. Thakur, Administrative Officer (I/c) 4. Sh. Chander Prakash, SO(GA)

This issues with the approval of the Competent Authority.

  
 Administrative Officer (I/c)

To,  
**All Members of the Committee**

Copy to:

1. Chairperson, Convocation Steering Committee
2. Chairperson, Steering Committee for M.Phil & Ph.D. programme
3. All Faculty members
4. Sr. PS to VC
5. Director, IQAC
6. Coordinator, NAAC Team
7. PA to Registrar
8. Finance Officer
9. Administrative Officer (I/c)
10. Systems Analyst- with the request to upload the notification on the website in students and staff corner
11. Student Cell (I/c)
12. Notice Board