

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

F. No. F4(12)Acad/MNIT/2018/6770

OFFICE ORDER

Dated: 5/12/18

As per the approval of the competent authority, the following Committees are constituted to look into the work of 13th Annual Convocation of the Institute, scheduled to be held on 29th December, 2018 in the forenoon (Saturday).

S. No	Committee	Conveners	Co-conveners	Members
1	Awards, Prizes and Medals	Prof. A. B. Gupta Civil Engg Dept.	Prof. G. D. Agarwal Mech. Engg. Dept.	Dr. Amit Singh Mechanical Engg. Dr. Subir Debnath Sports Officer Sh. Anil Gupta Accountant
2	Degree preparation, Registration of Degree Recipients	Prof. K. R. Niazi Dean, Academics	Prof. M. L. Mittal ADPG & Ph.D. Prof. Himanshu Chaudhary ADUG	Sh. Jayant Sharma Assistant Registrar (Academics) Sh. Raj Kumar Dubey Assistant Registrar (Academics)
3	Convocation Brochure	Prof. Jyotirmay Mathur Mech. Engg. Dept.	Prof. Nupur Tandon HSS Dept. Ms. Nanny Tripathi HSS Dept.	Ms. Kalpana Pandit Architecture & Planning Dept. Dr. Deepak Verma Management Dept. Dr. Vivekanand Centre for Energy & Env. Sh. Mahesh Swami Sr. Technical Assistant
4	Printing of Convocation Material, Invitation Card & Distribution	Prof. Manoj Fozdar Electrical Engg Dept	Prof. R.K. Vyas Chemical Engg. Dept	Dr. M.L. Meena Mech. Engg. Dept. Dr. Sandeep Choudhary Chemistry Dept. Sh. Raj Kumar Manjhiwal Dy. Registrar (Store & Purchase)
5	Reception Accommodation for VIP's	Prof. R. A. Gupta Electrical Engg. Dept.	Prof. Ghanshyam Singh ECE Dept.	Dr. Gunjan Soni Mech. Engg. Dept. Dr. Monika Sharma Management Dept.
6	Press and Media	Prof. Rajeesh Shringi Arch. & Plan. Dept.	Prof. Manju Singh HSS Dept. Sh. Ashok Agarwal Elect. Engg. Dept.	Dr. C. Periasami ECE Dept. Dr. Raj Kumar Joshi Chemistry Dept. Sh. Mahesh Swami Sr. Technical Assistant
7	Catering	Prof. Rohit Goyal Civil Engg. Dept.	Prof. Sanjay Mathur Civil Engg. Dept	Dr. Anil Swarnkar Electrical Engg. Dept. Dr. Yogesh Meena Comp. Science & Engg. Dept.
8	Dresses Distribution & Collection	Prof. K. K. Sharma ECE Dept.	Prof. Vijay Laxmi Comp. Engg. Dept.	Dr. Ravi Maddila, ECE Dept. Dr. Suman Rathore Asstt. Registrar (Admn & Estt.)
9	Convocation Pandal, Stage Arrangement, PA System including Recording & Photography	Prof. A. K. Vyas, Dean (P & D) & Prof. Civil Engg. Dept	Prof. Mahender Choudhary Civil Engg. Dept. Sh. Pawan Kumar Kulshrestha Ex. En.	Dr. Arun Kumar Verma Electrical Engg. Dept. Sh. Narendra Kumar J. En. Civil Sh. Naresh Jangir J. En. Electrical

10	Sitting Arrangement, Rehearsal & Procession Management	Prof. Ravindra Nagar Civil Engg. Dept.	Prof. Tarush Chandra Architecture & Plan. Dept. Prof. K. Sachdev Physics Dept.	Dr. Sumit Khandelwal Civil Engg. Dept. Dr. Sandeep Shrivastava Civil Engg. Dept. Dr. Arun Gaur, Civil Engg. Dept. Dr. Dinesh Kumar, Mechanical Engg. Dr. Sushant Upadhyaya Chemical Engg. Dept. Dr. Rajeev Kumar Dohare Chemical Engg. Dept. Dr. Madhu Agarwal Chemical Engg. Dept.
11	Security Traffic Control, Transport	Prof. Sudhir Kumar Civil Engg. Dept.	Dr. Har Lal Mali, Mech. Engg. Dept.	Dr. Krishna Kumar Met. & Mat. Engg Dept. Sh. Sanjay Tailor Sh. Naveen Gupta
12	Finance & Accounts	Sh. Jai Narain Registrar (I/C)	Sh. Deepak Maheshwari Asst. Registrar (Accounts)	Sh. Birbal Singh, Assistant Registrar (Audit) Sh. Anil Mathur Superintendent, SG-II
13	Electricity and Water Supply	Prof. Y. P. Mathur Civil Engg. Dept.	Sh. V. K. Jain Electrical Engg. Dept.	Sh. Naresh Jangid, J. En. Sh. Narendra Kumar, J. En.
14	Medical Support	Prof. B. L. Swami Civil Engg. Dept.	Dr. Praveen Kumar Electrical Engg. Dept.	Dr. R. K. Jerath, Medical Officer Dr. Mini Bhargava, Medical Officer Dr. Ashish Bhartiya, Medical Officer Dr. Meenu Kochar, Medical Officer
15	Accommodation for Degree Recipients	Prof. Upendra Pandel Met. & Mat. Engg. Dept.	Prof. Urmila Brighu Civil Engg. Dept.	Dr. Sudhir Kashyap Chemistry Dept. Dr. R.K. Duchaniya Met. & Mat. Engg. Dept. Dr. Amar Patnaik Mech. Engg. Dept. Dr. Harlal Mali Mech. Engg. Dept. Dr. Kavita Lalwani Physics Dept.
16	Web Casting	Prof. Vineet Sahula ECE Dept.	Dr. E. S. Pilli CSE Dept. Dr. Sanjay Rajpal, CCL	Dr. Amit Mahesh Joshi, ECE, Dept. Sh. Vikas Kumar, Technician Sh. Shiv Kumar Sharma, Technician

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, Academics from time to time.

Copy to:

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

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Dean, Academics