



राष्ट्रीय प्रौद्योगिकी संस्थान अरुणाचल प्रदेश

NATIONAL INSTITUTE OF TECHNOLOGY ARUNACHAL PRADESH

(शिक्षा मंत्रालय, भारत सरकार के तहत राष्ट्रीय महत्व का संस्थान)

(Institute of National Importance under Ministry of Education, Govt. of India)

जोटे, अरुणाचल प्रदेश -791113, भारत

JOTE, ARUNACHAL PRADESH -791113, INDIA

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NIT/AP/Estt-147/10th Convocation/2023/3633

Date: 29/11/2023

REVISED OFFICE ORDER

Faculty member, officers and staff of NIT Arunachal Pradesh are hereby allotted responsibilities as stated below for smooth conduct of 10th Convocation of National Institute of Technology Arunachal Pradesh scheduled to be held on **19th December, 2023**.

Sl. No.	Task / Activity	Allotted to (sub-committees)
1	Overall Coordinator	1. Dr. Anup Paul (Registrar I/C) 2. Dr. Swarnendu Kumar Chakraborty (Dean, Acad) 3. Dr. Subhasish Banerjee, (Asso. Dean, A&E)
2	Arrangement of venue (Selection of venue, ground levelling etc. if required)	1. Dr. M. Berlin – Coordinator 2. Dr. Ananta Kumar Atta 3. Mr. Joram Temin 4. Mr. Nabam Talar 5. Mr. Jorjo Jomoh 6. Mr. Gomar Bam 7. Mr. Nich Heri 8. Mr. Shina Camdir Tok
3	Arrangement of Stage/Pandal (Overall convocation stage along with decoration, banners, Chairs, tables etc.)	1. Dr. M M Singh - Coordinator 2. Dr. P K Mohanty 3. Dr. K R Singh 4. Mr. Taba Tadhe Goyang 5. Mr. Joram Temin 6. Mr. Gomar Bam
4	PA System/ Audio, Video (online streaming) and photo	1. Dr. Rajat Subhra Goswami– Coordinator 2. Mr. Raju Sharma 3. Mr. Amit Das 4. Mr. Sriman Ghosh
5	Convocation Song & National Anthem	1. Dr. Jumrik Taipodia -Coordinator 2. Dr. Yaka Bullo 3. Mr. Taw Talo 4. Mrs Nabam Naka 5. Mrs Radha Kumari Pandey 6. Mrs Abi Tayeng 7. Mrs Teli Yako 8. Mrs Tadar Madang 9. Miss Ngurang Ninpu 10. Mr. Suraj Chetry 11. Mrs Tadar Nemey
6	Sitting Arrangement (Sitting arrangement in the venue including Dias)	1. Dr. Ralli Sangno – Coordinator 2. Dr. Preetisudha Meher 3. Dr. Yang Saring 4. Mr. Jorjo Jomoh 5. Mr. Taw Talo 6. Mr. Takam Anjam Kojum

कुलसचिव/Registrar
राष्ट्रीय प्रौद्योगिकी संस्थान, अरुणाचल प्रदेश
National Institute of Technology
Arunachal Pradesh, Jote

		7. Mr. Nabam John
7	Lunch Arrangement and Tea (Breakfast, Lunch, drinking water on the dias/off the dias on the day of event, arrangement of refreshment during rehearsal etc.)	1. Dr. Utpal Kumar Saha – Coordinator 2. Dr. Brajagopal Datta 3. Dr. Prases Kumar Mohanty 4. Mr. Monuj Kalita
8	Media invitation and coordination with All India Radio and Doordarshan	1. Mr. Taba Tadhe Goyang – Coordinator 2. Lt. Achyuth Sarkar 3. Mr. Pralay Kumar Samanta
9	Preparation of Guest List & Invitation (online/ Offline) and Invitation Card preparation	1. Dr. Koj Sambyo– Coordinator 2. Dr. Dipak Sen 3. Dr. M. M. Singh 4. Dr. Sandip Kumar Mandal 5. Mr. Taba Changring 6. Mr. Takam Anjam Kojum
10	Vehicle Parking Management (Arrangement of ambulance, fire service, overall parking etc.)	1. Dr. Abir Jyoti Mondal– Coordinator 2. Mr. Pinku Sarmah 3. Mr. Neelam Tekhi
11	Coordination with the passed out students participating in the Convocation / accommodation and transport/ Students list preparation/ Registration	1. Dr. Swarnendu Kumar Chakraborty – Coordinator 2. Dr. Shubhajit Das 3. Dr. Tushar Dhabal Das 4. Dr. Yang Saring. 5. Dr. Nabam Rich 6. Dr. Saikat Kumar Jana 7. Dr. Subhasish Banerjee
12	Convocation rehearsal (Academic Procession)/ Students	1. Dr. Swarnendu Kumar Chakraborty– Coordinator 2. Dr. Subhasish Banerjee 3. Dr. Rajat Subhra Goswami 4. Dr. Saikat Kumar Jana 5. Mr. Raju Sharma
13	Anchoring	1. Dr. Shubhajit Das Coordinator
14	Preparation of Degree Certificates / Other Certificates and Gold Medal selection group	1. Dr. Swarnendu Kumar Chakraborty– Coordinator 2. Dr. Subhasish Banerjee 3. Examination Cell's Staff
15	Convocation Gown Distribution for students	1. Dr. Haridharan M.K. – Coordinator 2. Dr. Jayakesh K 3. Dr. Pallabi Kalita Hui 4. Dr. Kartick Mondal 5. Mr. Mai Tuya 6. Mr. Suraj Chetry 7. Mrs. Nabam Neme 8. Mrs. Radha Kumari Pandey 9. Mrs. Saswati Das 10. Mr. Dinabandhu Khankary
16	Robing of Guest	1. Dr. K. R. Singh– Coordinator 2. Dr. M. M. Singh 3. Dr. Nabam Rich 4. Dr. Jayakesh K. 5. Mr. Raja Ghosh
17	Cleaning with full responsibility	1. Mr. Taba Tadhe Goyang - Coordinator 2. Dr. Sahadev Roy 3. Mr. Gomar Bam
18	Generator and Power Supply & Fire Extinguisher	1. Mr. Gomar Bam – Coordinator 2. Mr. Sriman Ghosh
19	Speech Preparation (Drafting)	1. Dr. Rajen Pudur– Coordinator

	(Speech preparation for the Director, Chairperson, Chief Guest and Guest of Honor)	2. Dr. Nabam Rich 3. Dr. K. Vijayakumar 4. M. M. Singh
20	Identity card/Entry pass	1. Dr. Rajib Jana – Coordinator 2. Mr. Nabam Talar
21	First Aid/Doctor	1. Dr. S. Maity – Coordinator 2. Dr. Nabam Dol 3. Dr. Taba Noni 4. Dr. Koj Rinyo 5. Miss Likha Yatup
22	Security Service	1. Mr. Jadab Goswami – Coordinator 2. Mr. Atul Bora 3. Mr. Pranab Hazarika 4. Mr. N. M. Sarmah 5. Mr. Tania Yangfo

Co-ordinators of sub-committees are requested to prepare a tentative budget with plan of work and be placed by **Thursday (30.11.2023)**.

Co-ordinators of respective Committee may induct any other member(s) as per necessity.

This is issued with the approval of the Competent Authority.

Recevd 29.11.23
REGISTRAR

Copy to: -

1. All Co-ordinators & members
2. PA to Director, NIT Arunachal Pradesh.
3. Office copy.

कुलसचिव/Registrar
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