



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાતઅધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારાસ્થાપિત)

No. GTU/ Esta/Convocation/2012/12882

Date :-31-12-2012

Circular:

It is hereby informed that the Gujarat Technological University has constituted following committees for smooth and successful organization of second annual convocation scheduled on 19th Jan-2013 at 12:30 pm.

The various committees and their heads for the successful organization of the function are as follows:

No.	Name of the committee	Head/ Members	Allocated Work
1	Invitation committee	Dr Indrajit Patel / Kaushal Talati/ Mukesh Parmar/ Kamlesh Patel/ Dipak Macwan	-Print and dispatch of invitation cards to BOG members, FC members, all deans, V.C. and Registrars of all Technological universities, state universities, central govt institutions, press, mayor, collector, commissioner, police comm., -Mementoes
2	Dress code committee	Prof A. I. Thakkar/Pinki Panchal/Ankit Solanki	Tailoring of dress, purchase process
3	Store and Purchase committee	Shri Pankaj Bayati and Ms Pinki Panchal/ M.C.Shah/Ankit solanki	All purchase procedure, photography tender,
4	Finance committee	Shri R.H. Rajput and Shri Mukesh Parmar /Kuldip Jadeja/ Vasudev Brahmkhatri	Payment of bills and other finance related matters
5	Procession committee	Capt. C.S. Sanghvi/ Chintan Oza/Dr. D.S.Ahir/ Kinjal Joshi	Determine the path of procession , Guard of honor,
6	Venue management committee	Dr S.O. Junare and Shri Badrukiya / Vipul Shihora, Pranav Khamar/ Keyur Shah/ M. C. Shah/ Mukesh Parab/ Utsav Mehta	-Floating of tender for Pandaal stage, electricity -Branchwise seating arrangement for students -Correspondence with collectorate and commissioner for law and order -Banners, sign boards,
7	Reception and hospitality committee	Dr K. N. Sheth, Dr Indrajit Patel,	Receiving guests, transportation, florist, food packet, arrange prefect



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		Dr Rajesh Khajuria, Dr Trupti Almoura, Shri M.M. Patel, Dr. D.J,Shah/ Tejas Patel, Ritesh, Patel, Harshad Patel,	(with blazers) for dignitaries on the stage
8	Distribution of certificates	Dean council (Mr A. K. Patel, Dr R.P. Vasani, Dr. S.K.Vij, Dr. C. Reddy) Rohan Mehta, Anil Solanki	Submission of Plan of work,
9	Medal committee	Ms Almas Juneja, Dr. Rajul Gajjar, Shri Kanu Panchal, Santoshi Soni/ Monika Patel / Manta Patel and GTU staff	Finalise list, quotation, decide medals, arrange medal awarding process orderwise,
10	Data management	Ms Anjali Vyas and Himanshu Trivedi, Alpesh Vaghela, Krunal Limbachiya	Online and onsite display of ceremony, generate entry pass,
11	Publication committee	Almas Juneja, Dr PGK Murthy and Shri Radhakrishnan, Himanshu Raval, Jenifer Macwan	Publish university brochure, <i>convocation report</i> , invitation card, quotation
12	Stage management	GTU officers, Krutika Desai, Priyanka Trivedi, Dipak Lalpura Anand Shukla Shah Keyur, Nehal Makwana	Minute to minute details of program from beginning to the end, anchoring, files, call deans, inauguration of few items from GTU
13	Press committee	Capt. C.S. Sanghvi Rupendra Chourasiya, Hema Rajput, Roma Thakur, Khushboo Batavia	Media manager for website, email, briefing, fix interview,
14	Overall coordination of committees	Dr K. N. Sheth (Convener), Dr M. N. Patel and Dr Gitesh Joshi, Dr. G.P.Vadodaria	Pre and post convocation correspondence with Governor's office, protocol, dais design,



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Heads of the various committees are informed to report the status of work assigned to them to the Controller of Exam, Registrar and Vice Chancellor.

Following Administrative assistants will assist the above mentioned committees:

- | | |
|-------------------|------------------------|
| 1) Kuldip Jadeja | 2) Vasudev Brahmkhatri |
| 3) Kaushal Talati | 4) Vipul Shihora |
| 5) Pranav Khamar | 6) Dipak Lalpura |
| 7) Anand Shukla | 8) Shah Keyur |
| 9) Utsav Mehta | 10) Himanshu Trivedi |
| 11) Tejas Patel | 12) Ritesh Patel |
| 13) Harshad Patel | 14) Himanshu Raval |
| 15) Ankit solanki | 16) Santoshi Soni |

This is issued with approval of Hon'ble Vice-Chancellor

Registrar

Copy to :-

- 1) All the committee heads and members as above
- 2) PA/PS to Hon'ble Vice-Chancellor
- 3) PA to the Registrar
- 4) Concerned File