



Office Order

Sub.: Constitution of Committees for the preparation and conduct of the 6th Convocation of SPA Vijayawada scheduled to be held on 12th Jan 2023

In view of the upcoming 6th Convocation of SPA Vijayawada, scheduled to be held on 12th Jan 2023, the following committees are constituted for the smooth preparation and conduct.


S.No.	Committee	Members	Scope
	Overall Coordination	Prof. Dr. S Ramesh Mr. Uma Maheswara Rao Dr. Ayon Kumar Tarafdar	Coordination with all committees for efficient execution of the Convocation
1	Venue, Stage and Seating Arrangements	A. Mr. S. V. Krishna Kumar (Lead) B. Mr. Kapil N. C. Dr. Lilly Rose D. Mr. Sanjay Bhandari E. Mr. Yoganand F. Mr. Gopinadh	Identifying Venue; Booking Venue; Stage Layout, Stage Design; Seating Arrangement (on and off the dais); Ensuring that seating plan is adhered to on the day of Convocation; Ensuring entry exit and recess plan in venue for guests; ensuring space for store of degree and other materials during convocation; ensuring sound, generator and electrical support.
2	Degree, Gold Medal and Certificates	A. Dr. Prashant Vardhan (Lead) B. Mr. RNS Murthy C. Mr. Vijesh D. Mr. Valliappan AL E. Mr. Sai Diwakar	Communicating with the graduands about the Convocation; making prior registration list of in-absentia and attendance; Preparing original degrees, certificates and medals of the graduands; managing the distribution of the degrees on stage on the day of convocation; posting of degrees after the convocation for in-absentia
3	Travel & Reception	A. Mr. P V Sham Kumar (Lead) B. Dr. Nagaraju K. C. Mr. Jayesh M Bhagwat D. Mr. Ravi kumar	Arranging airport / station pick-up drop of invited guests; arranging local travel of guests on the day of the convocation; arranging bus for return of graduands from venue to campus; arranging bookings of guests from hometown; receiving guests on arrival
4	Decoration and Stoles	A. Mr. Deepak Kumar (Lead) B. Dr. Prashani Rao C. Dr. Srinivas D. D. Mr. Madhava Rao E. Mr. Venkat Ramana	Arrangement of Flowers, Banners, Bouquets, Design of Backdrop; Signages at Campus and Venue; Stage Decoration as per stage design; Ordering of stoles for guest, students, merit students, senate etc.
5	Food & Hotel	A. Dr. Kranti Kumar M (Lead) B. Mr. Karteek Chadalavada C. Dr. Adinarayanane D. Mr. Pramod	Arrangement of snacks at the venue for dais guests and students (after the convocation); arrangement of convocation lunch for graduands; arrangement of convocation lunch for guests
6	Convocation Kit - Publication and Printing	A. Dr. G. Karteek (Lead) B. Dr. Shanmuga Priya C. Dr. Amitava Sarkar D. Ms. Neelam Bhat	Finalisation of Convocation kit/bag to contain Folder with degree; Development, Design and Printing of - Convocation Report, Convocation invitation cards (for digital and post), separately for graduands and guests
7	Invitation	A. Dr. Janmeyjoy Gupta B. Dr. Banu Chitra C. Ms. Ekta D. Mr. Venkata Narayan	Sending out of invitations as per protocol and utilising the outreach of SPAV.
8	Recording, Photography and IT support	A. Mr. Govindan K (Lead) B. Ms. Naina G C. Mr. Viswanath D. Mr. Abhishek Arepalli	Complete videography, live streaming and generation of recorded video of whole event and still photography. Full IT support for the convocation at the venue and in campus.

9	Media and Press	A. Dr. Vijayalaxmi Iyer (Lead) B. Dr. Y S Rao C. Dr.Jagath Kumari D.	Sending out press releases; inviting press and media organisations; taking care of press and media on convocation day, efforts towards publishing of convocation news in media
10	Minute to Minute Programme	A. Dr Kallasa Rao (Lead) B. Dr Ayon Tarafdar C. Dr Abdul Razak Md D. Dr Ramesh Srikonda	Development of Script of the Minute to Minute Program for the Day; Ensuring time management of the program and arrangement of music (if any)
11	Student Registration & Rehearsals	A. Mr. Pushpendra K (Lead) B. Dr. Siva Prasad C. Mr. Pavan Kumar	Registering students and parents on Convocation Day and also one day before for rehearsals. Conduct of rehearsals one day before evening. Collection of mobiles and belongings and return after convocation.
12	Student Volunteers	A. Mr. Deepak K (Lead) B. Mr. Rajeev R C. Mr. T S Rao	Making a list of student volunteers from final year and dividing them into teams for management of seating, stage, media, guests, reception, etc.
13	Security and Parking	A. Mr. Janardan R. (Lead) B. Mr. Bhanu Prakash R C. Mr. Sai Diwakar.	Making a security plan and parking plan for the Convocation day for the venue and campus.

The above Committees are required to prepare a plan of action along with budget (as per requirement) and present their proposal by Dec 07th for approval. Advance to each team shall be sanctioned by Dec 15th, after scrutiny. Expenses are to be incurred from the advance following standard procurement norms. All committees are requested to work in coordination with each other and in a supporting manner for areas of overlap and interaction.

The committees are then to present progress of work from time to time, towards finalisation of assigned works and successful conduct of the Convocation.

This is issued with the approval of Competent Authority.



K.V.Uma Maheswara Rao
Registrar

To:
All Concerned.

Copy to:

1. PS to Director for kind information of the Director, SPAV
2. All Deans & Heads
3. Subject File