



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय  
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान  
An Institute of National Importance under Ministry of Education (Shiksha Mantralaya), Govt. of India  
Bijni Complex, Laitumkhrah, Shillong-793003, Ph:+91- 364-2501294; Fax:+91-364-2501113  
Website: <https://nitm.ac.in/>

NITMGH/AA/Convocation/2023-24/346

Date: 03.10.2023

**OFFICE ORDER**

This is to notify that the following committee and sub-committees are being constituted for the smooth organisation of the 10<sup>th</sup> Convocation of the Institute: -

Sl. No.	Committee	Members	Responsibility
1.	Advisory Committee	Director, Registrar All Deans, All HODs	Necessary guidance to all sub-committees.
2.	Professor In-charge	Dean, Academic Affairs	Overall Coordination with all sub-committees. Drafting Program Schedule.
<b>Sub-Committees:</b>			
1.	Robing Sub-Committee	Dr. B.P. Devi, EC - Convener Dr. P. Gautam, CE, Member Mr. Elvis Warjri, EC, Member Mr. Rahul Kharbangar, LB, Member Ms. Mary Bennett, CE, Member	- Making the robes ready. - Arrange cleaning/washing of old robes. - Collection of robes and handing over to Academic Office. - Assisting dignitaries during robbing.
2.	Medals Sub-Committee	Dr. S. Moulik, CS -Convener Mr. Sushanta Nath, EE, Member	- Design of Medal - Getting the Medals made well in time
3.	Invitation & Reception Sub-Committee	Dr. R. S. Das, ME - Convener Mr. Paiabha T. Tariang, ES, Member Mr. Donny Bryan Thabah, LB, Member Mr. BalateiskhemSyiemlieh, CY, Member Mr. Mangkara Suting, ME, Member	- Preparing the list of invitees with email and address. - Designing the invitation letter and getting it printed. - Arranging mementos for guest (if required)
4.	Convocation Manual, Speech Booklet & Documentation Sub-Committee	Dr. P. S. Mangang, HSS -Convener Dr. A. Nath, PH, Member Dr. S. S. Yadav, EC, Member Mr. Khoman Kumar, ME, Member	- Preparing the Convocation Manual and Printing. - Compiling the speeches and Printing. - Preparing speeches for dignitaries. - Documentary report of the event - To decide Anchors.
5.	Rehearsals & Academic Procession Sub-Committee	Dr. P.P. Singh, EE -Convener Dr. R. Roy, EE, Member Mr. Samuel Bennett, CE, Member Mr. N. Marthong, ME, Member	- Conducting the rehearsals of the Academic Procession and the Proceedings. - Organizing the Academic procession on the day of Convocation.

बिज्नी काम्प्लेक्स, लैतुमखराह, शिलांग- 793003, मेघालय, भारत  
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वेबसाइट/Website: [www.nitm.ac.in](http://www.nitm.ac.in)

*Rat. Madapali*



# राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

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6.	Food Sub-committee	Dr. A. S. Roy, CY-Convener Mr. Pratit S. D. Roy, ME, Member Mr. Kyrshanbor B. Iawphniaw, EC, Member	- Selection of vendor. - Deciding on the food menu and arrangements. - Supervising for the desired quality and service.
Marshals	<b>BTech</b> CE: Dr. S. Sharma CS: Dr. B. K. Balabantaray, EC: Dr. S. K. Bandari EE: Dr. P. P. Singh ME: Dr. M. Rahang	<b>MTech</b> CE: Dr. N. Kataki CS: Dr. D. Kumar EC: Dr. S. S. Devi EE: Dr. Ksh M. Singh	
	<b>M.Sc.</b> CY: Dr. N. K. Nath MA: Dr. T. Karmakar PH: Dr. W. L. Reenbohn	<b>Ph.D.</b> Dr. B. K. Sarkar	

In addition to the above,

1. The **Account Section, headed by the Registrar**, shall be responsible in collecting fund requirement from all sub-committees and preparing budget & fund allocation, processing of final bills.
2. The **Academic Section, headed by the Assistant Registrar, Academics**, shall be responsible for preparing and getting the certificates ready along with the folders, keeping certificates ready for awards, Postal Despatch of Certificates (on request).
3. **Engineering Section, headed by Executive Engineer**, shall be responsible for selection of the Venue; to make necessary arrangements at the Venue; ensuring safety measures in the Venue.
4. **Institute Transport Committee** shall be responsible for arranging the transport of the guests, the students, and any requirement by the sub-committees in a timely manner.
5. **Academic Section** shall be responsible for arrangement of accommodation for the guests.
6. **Office of Chief Warden** shall be responsible for arrangement of accommodation for the degree awardees.
7. **Institute Cultural Committee** under SAC shall be responsible to arrange the invocation song, playing of the band during the procession and the National Anthem at the end of the convocation and arrangement of cultural function on pre-convocation day.
8. **Office of the Dean, Student Welfare** shall be responsible for the Alumni Meet on the pre-Convocation Day.
9. **Computer Centre, headed by PIC, CC**, shall be responsible to arrange suitable online platform for the event; to design and create web page.
10. **Office of Dean, PRBR**, shall be responsible for preparation and distribution of press note among the print and electronic media personnel.
11. **Institute Photography Club under SAC** shall be responsible for the photography & videography, photo circulation among students & others.

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*R. Mahapatra*



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12. **Institute Medical & Covid Response Committee along with Institute Medical Officers** shall be responsible to ensure adherence of health protocols & social distancing norms during rehearsals & events.
13. **Academic Section** shall assign Ph.D. volunteers as and when needed by the committees/sections.

**N.B.:** All committees/Sections may co-opt any outsourced staff members for related purposes.

This issues with the approval of the Director.

  
Registrar

Copy to:-

1. All faculty and staff for information and necessary action.
2. Institute E-notice Board