



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Near OP Thana, Motihari - 845 401, District - East Champaran, Bihar

Email: dineshhooda@mgcub.ac.in | Website: www.mgcub.ac.in

F. No. 14-2/MGCUB/Estt./2016

Dated: 6th February 2025

OFFICE ORDER

1. It is hereby notified for information of all concerned that **to ensure proper and smooth execution of various tasks/activities** in connection with the **Educational Conclave 2025** scheduled to be held on **7th March 2025 (Friday)** at Motihari, District - East Champaran, Bihar, the Competent Authority has been pleased to **assign responsibilities to Overall Coordination Committee and various Sub-Committees**, as per the details given below:

1. Overall Coordination Committee:

- Prof. Brijesh Pandey, Department of Biotechnology **Chairman**
- Prof. Vikas Pareek, OSD (Finance) & Head Department of CS&IT
- Prof. Sunil Mahawar, Dean, School of Social Sciences
- Prof. Ranjeet Kumar Choudhary, Dean, School of CSI and CT
- Prof. Shirish Mishra, Dean, Pandit MMM School of Commerce & MS
- Dr Sapna Sugandha, Head, Department of Management Sciences

Responsibilities:

- Function under the guidance of Hon'ble Vice Chancellor.
- Liaison with the District Administration for proper and smooth conduct of the Conclave.
- Coordinate with Coordinators of the sub-committees.
- Supervise all the arrangements of the conclave.
- Any other tasks assigned by Hon'ble Vice Chancellor from time to time.

2. Stage & Outer Management Committee:

- Prof. Rafiq-Ul-Islam, Professor, Department of Chemistry **Coordinator**
- Dr Kundan Kishore Rajak, Assistant Professor, Department of Zoology
- Dr Alka Lalhall, Assistant Professor, Department of Management Sciences
- Dr Narendra Singh, Assistant Professor, Department of Political Science
- Dr Asha Meena, Assistant Professor, Department of Hindi
- Dr Neelabh Srivastava, Assistant Professor, Department of Physics

Responsibilities:

- Oversee all activities on stage during the event, ensuring everything runs on time.
- Coordinate with the program coordinator to ensure each session begins and ends as scheduled.
- Manage the transition between sessions, including setting up any necessary materials or speakers.
- Ensure that all speakers, panelists, and dignitaries are informed of their schedule and are ready for their time on stage.
- Direct and communicate with the technical team for proper sound, lighting, and other stage requirements.

Dinesh Hooda
06/02/2025

- Ensure all presenters have their necessary documents/ visual aids (like PowerPoint, videos, etc.) ready and functional.
- Monitor the flow of the event and make sure the transitions between segments (such as speeches, Q&A, or felicitation) are seamless.
- Communicate with the Logistics Coordinator to ensure stage setup (furniture, decorations) meets requirements.
- Any other tasks assigned by Hon'ble Vice-Chancellor from time to time.

3. **Speech Writing Committee:**

- Dr Bimlesh Kumar Singh, Head, Department of English ... **Coordinator**
- Dr Anjani Kumar Srivastava, Head, Department of Hindi
- Dr Garima Tiwari, Assistant Professor, Department of Hindi
- Dr Madhu Patel, Assistant Professor, Department of Library and Information Science

Responsibilities:

- Lead and supervise the Speech Writing Committee to ensure the timely preparation of speeches for all key speakers.
- Coordinate with the Event Organizing Committee, Dignitaries, and Special Guests to gather the necessary information for speech creation.
- Ensure speeches align with the theme, purpose, and objectives of the event.
- Any other tasks assigned by Hon'ble Vice Chancellor from time to time.

4. **Refreshment Committee:**

- Prof. Santosh Kumar Tripathi, Professor, Department of Physics.....**Coordinator**
- Dr Sarita Tiwari, Head, Department of Political Science
- Dr Mukesh Kumar, Head, Department of Educational Studies
- Dr Satarudra Prakash Singh, Associate Professor, Department of Biotechnology
- Dr Manisha Rani, Assistant Professor, Department of Educational Studies

Responsibilities:

- Coordinate all activities of the refreshment committee to ensure a smooth experience for all attendees.
- Plan and finalize the menu (snacks, beverages, meals, etc.) in consultation with other committee heads and event organizers.
- Ensure that the refreshments provided align with the budget and dietary requirements.
- Coordinate with external catering services or in-house facilities (if any) to confirm orders, quantities, and delivery schedules.
- Oversee the distribution of refreshments during the event, ensuring timely service.
- Monitor the cleanliness of refreshment areas and ensure all guests have easy access.
- Maintain regular communication with the Logistics Coordinator to ensure that space, seating, and table arrangements are adequate for refreshment breaks.
- Troubleshoot any issues that arise during the refreshment service, such as delays or shortages.
- Any other tasks assigned by Hon'ble Vice-Chancellor from time to time.

5. **Local Purchase Committee:**

- Prof. Sunil Kumar Srivastava, Professor, Department of Physics**Coordinator**
- Dr Saurabh Singh Rathore, Assistant Professor, Department of Biotechnology
- Mr. Manjesh Kumar, Section Officer, Office of OSD (Finance)

Responsibilities:

- Lead and coordinate all procurement activities, ensuring all required items are purchased and delivered on time.
- Ensure that all purchases align with the event budget and organizational guidelines.
- Coordinate with the Finance Department to ensure that all purchases are accounted for and comply with the allocated budget.
- Approve all purchase orders and coordinate the approval process for financial disbursements.

Manjesh Kumar
06/02/2025

- Ensure that the quality of purchased items meets the event's standards and requirements.
- Review vendor contracts and ensure proper documentation of all local purchases.
- Troubleshoot and resolve any issues related to the procurement process, such as delays or quality concerns.
- Monitor the procurement timeline and ensure that purchases are made well in advance of the event.
- Any other tasks assigned by Hon'ble Vice-Chancellor from time to time.

6. **Registration Committee:**

- Dr Narendra Arya, Associate Prof., Department of Political Science.....**Coordinator**
- Dr Babaloo Pal, Assistant Professor, Department of Sanskrit
- Dr Amitabh Gyan Ranjan, Assistant Professor, Department of Mathematics
- Dr Rajesh Prasad, Assistant Professor, Department of Mathematics
- Mr Aditya Chaturvedi, Lower Division Clerk

Responsibilities:

- Lead and supervise the Registration Committee to ensure all registration activities are carried out according to plan.
- Coordinate with other committees (e.g., Event Organizing Committee, Hospitality Committee, Media Committee) to ensure all registration details are aligned with the event's objectives.
- Ensure timely preparation and setup of registration systems, whether manual or online, well ahead of the event.
- Manage registration-related issues, provide guidance to committee members, and resolve any last-minute challenges.
- Provide regular updates on registration progress and any issues to the Event Organizing Committee.
- Oversee the production and distribution of attendee badges, passes, and materials.
- Any other tasks assigned by Hon'ble Vice Chancellor from time to time.

7. **First Aid and Disaster Management Committee:**

- Prof. Artatrana Pal, Professor, Department of Zoology.....**Coordinator**
- Dr Sanjay Kumar, Assistant Professor, Department of Sociology
- Dr Rajanish Nath Tiwari, Assistant Professor, Department of Chemistry
- Mr Rishabh Kumar, Lower Division Clerk.

Responsibilities:

- Lead and supervise the First Aid and Disaster Management Committee to ensure all medical and emergency procedures are planned and executed effectively.
- Coordinate with the Event Organizing Committee to identify specific safety needs and assess any potential risks for the event.
- Ensure that all necessary resources, equipment, and personnel are in place to manage health-related and emergency situations during the event.
- Oversee the training of committee members, ensuring they are equipped to handle medical emergencies and disaster scenarios.
- Provide regular updates to the Event Organizing Committee on preparedness, risk assessments, and incident management plans.
- Review the event venue for possible safety hazards and liaise with venue management to implement safety protocols.
- Any other tasks assigned by Hon'ble Vice-Chancellor from time to time.

8. **Discipline Committee:** Proctorial Board

Responsibilities:

- Lead the Discipline Committee and coordinate efforts to ensure that the event maintains decorum and adheres to the event's policies and standards.
- Establish and communicate the event's code of conduct to all attendees and volunteers.
- Work closely with other committees (e.g., Logistics, Security, Registration) to ensure that discipline-related matters are addressed proactively.

Handwritten signature and date:
 19/02/2025
 06/02/2025

- *Manage the team of volunteers assigned to the discipline committee, ensuring they understand their roles and responsibilities.*
- *Resolve any disciplinary issues that arise during the event and take necessary action, which may include warning, re-direction, or removal of attendees if needed.*
- *Regularly check in with event staff and volunteers to ensure the discipline protocol is being followed.*
- *Report to the Event Organizing Team about any major incidents and suggest improvements for future events.*
- *Any other tasks assigned by Hon'ble Vice-Chancellor from time to time.*

9. **Transport and Hospitality Committee:**

- Dr Satarudra Prakash Singh, Assoc. Prof., Deptt. of Biotechnology..... **Coordinator**
- Dr Jugal Kishore Dadhich, Head, Department of Gandhian and Peace Studies
- Dr Akhilesh Kumar Singh, Assistant Professor, Department of Biotechnology
- Dr Narendra Singh, Assistant Professor, Department of Political Science
- Mr Bidubhushan Mishra, Assistant Professor, Department of Economics
- Mr Dinesh Hooda, Assistant Registrar
- Er Utpal Kumar Maurya, Junior Engineer (Electrical)
- Mr Kumar Vishesh, Lower Division Clerk

Responsibilities:

- *Lead and manage the overall transportation and hospitality operations during the event.*
- *Coordinate all transportation logistics, including arrivals, departures, and in-event transport for speakers, dignitaries, and attendees.*
- *Ensure that all hospitality-related arrangements are handled efficiently, ensuring comfort and a positive experience for all participants.*
- *Work closely with the Logistics Team and Venue Management to ensure smooth and timely transport and hospitality services.*
- *Monitor transportation schedules and make necessary adjustments to avoid delays.*
- *Communicate any transportation or hospitality-related changes to the event organizers and participants.*
- *Resolve any issues or emergencies related to transportation or hospitality services.*
- *Any other tasks assigned by Hon'ble Vice-Chancellor from time to time.*

10. **Media Management and Coverage Committee:**

- Dr Shyam Nandan, Assistant Professor, Department of Hindi **Coordinator**
- Dr Anjani Kumar Jha, Head, Department of Media Studies
- Dr Sunil Deepak Ghodke, Assistant Professor, Department of Media Studies
- Dr Govind Prasad Verma, Assistant Professor, Department of Hindi
- Dr Anupam Verma, Assistant Professor, Department of Social Work
- Dr Parmatma Kumar Mishra, Assistant Professor, Department of Media Studies
- Ms Shephalika Mishra, Public Relation Officer

Responsibilities:

- *Lead and supervise the entire Media Management and Coverage Committee, ensuring that media coverage is organized and executed efficiently.*
- *Coordinate with event organizers to understand media goals, including target audiences and desired outcomes for media presence.*
- *Build relationships with local, regional, and national media outlets, including newspapers, TV channels, radio stations, and digital media platforms.*
- *Ensure that all media-related activities (press releases, interviews, coverage) are aligned with the event's goals and branding.*
- *Oversee the creation of media kits and other materials for journalists, ensuring accurate and timely dissemination.*
- *Handle media queries and manage press conferences, interviews, and photo ops as needed.*

Dinesh Hooda
06/02/2025

- Report to the Event Organizing Team regarding media coverage and any issues that arise.
- Any other tasks assigned by Hon'ble Vice-Chancellor from time to time.

11. Invitation, Souvenir, Poster and Memento Committee:

- Prof. Pranveer Singh, Dean, School of Life Sciences **Coordinator**
- Dr Shyam Kumar Jha, Head, Department of Sanskrit
- Dr Bimlesh Kumar Singh, Head, Department of English
- Dr Shyam Babu Prasad, Assistant Professor, Department of Zoology
- Dr Pankaj Kumar Singh, Assistant Professor, Department of Political Science
- Mr Ankur, Lower Division Clerk.

Responsibilities:

- Lead and supervise the Invitation, Souvenir, Poster, and Memento Committee, ensuring the timely and efficient production of all materials.
- Coordinate for the Design, Printing and Suppliers to ensure the quality and availability of all materials.
- Oversee the overall design, branding, and content of all materials to ensure consistency with the event's theme and objectives.
- Ensure all invitations and materials are aligned with the event's messaging and branding.
- Ensure the timely distribution of invitations, posters, and souvenirs to key attendees, speakers, dignitaries, and sponsors.
- Review and approve final designs, content, and delivery schedules for all materials.
- Liaise with the Event Organizing Team to ensure that all materials are integrated seamlessly into the event's overall plan.
- Any other tasks assigned by Hon'ble Vice-Chancellor from time to time.

12. Green Room Committee:

- Dr Atul Bhargava, Head, Department of Botany **Coordinator**
- Prof. Shahna Majumder, Professor, Department of Botany
- Dr Preeti Bajpai, Associate Professor, Department of Zoology
- Dr Ram Prasad, Associate Professor, Department of Botany
- Dr Anil Kumar Singh, Assistant Professor, Department of Chemistry
- Mr Shubham, Assistant Professor, Department of CS & Information Technology

Responsibilities:

- Lead and supervise the Green Room Committee, ensuring the smooth operation of the Green Room throughout the event.
- Coordinate with the Event Organizing Team, Venue Management, and Security to ensure the Green Room is properly set up and maintained.
- Ensure all needs of speakers, dignitaries, and panelists are met to create a comfortable, professional environment.
- Monitor the Green Room for cleanliness, order, and appropriate resources during the event.
- Provide support to the committee members, ensuring they follow up on tasks and handle last-minute requests efficiently.
- Liaise with the Transport and Hospitality Committee to ensure that all speakers and VIPs are greeted and guided to the Green Room upon arrival.
- Any other tasks assigned by Hon'ble Vice-Chancellor from time to time.

13. Exhibition Committee, Kiosks for product display and sponsored side effects:

- Dr Kailash Chandra Pradhan, Head, Department of Economics **Coordinator**
- Dr Ram Prasad, Associate Professor, Department of Botany
- Dr Uma Yadav, Assistant Professor, Department of Media Studies
- Dr Rashmi Srivastava, Assistant Professor, Department of Educational Studies

Nishu H.S.B.
06/02/2025

- e) Mr Arun Kumar, Assistant Professor, Department of Management Sciences
- f) Mr Ram Lal Bagaria, Assistant Professor, Department of Economics
- g) Mr Aditya Ranjan, Laboratory Attendant

Responsibilities:

- Lead and supervise the Exhibition Committee, ensuring that the exhibition area is well-organized, functional, and aligned with the event's objectives.
- Coordinate with the Event Organizing Team, Sponsors, Vendors, and Exhibitors to ensure smooth operation throughout the event.
- Oversee the overall layout, design, and flow of the exhibition area, ensuring easy access and visibility for all products and sponsors.
- Ensure timely setup and removal of kiosks and exhibition stands, complying with the event schedule and venue guidelines.
- Manage any last-minute issues or requests related to the exhibition, including changes in booth placements or requirements.
- Coordinate the design, setup, and construction of kiosks, booths, and exhibition stands, ensuring they meet the required specifications and aesthetic standards.
- Coordinate with sponsors to finalize the details of their sponsored booths or displays, ensuring they are prominently featured at the event.
- Any other tasks assigned by Hon'ble Vice-Chancellor from time to time.

14. Memorandum of Understanding (MoU) Committee:

- a) Prof. Sunil Kumar Srivastava, Professor, Department of Physics **Coordinator**
- b) Dr Aslam Khan, Associate Professor, Department of Gandhian and Peace Studies
- c) Dr Jugal Kishore Dadhich, Head, Department of Gandhian and Peace Studies
- d) Dr Sheo Kumar Singh, Assistant Professor, Department of Mathematics
- e) Dr Pawan Kumar, Assistant Professor, Department of Physics
- f) Dr Deepak, Assistant Professor, Department of English
- g) Mr Vivek Kumar, Upper Division Clerk

Responsibilities:

- Lead and supervise the MoU Committee, ensuring the timely completion of all MoU-related tasks.
- Coordinate with key stakeholders
- Oversee the finalization and approval process of MoUs.
- Ensure all MOUs are legally sound and meet the event's objectives.
- Liaise with the Event Organizing Team and other committees to ensure alignment of MOU goals with overall event goals.
- Review and approve final drafts of all MOUs and ensure signatures are collected from all involved parties.
- Any other tasks assigned by Hon'ble Vice-Chancellor from time to time.

15. Assembly Committee:

- a) Prof. Ajai Kumar Gupta, Professor, Department of Physics **Coordinator**
- b) Dr Anjani Kumar Srivastava, Head, Department of Hindi
- c) Dr Shivendra Singh, Assistant Professor, Department of Commerce
- d) Dr Upmesh Kumar, Assistant Professor, Department of Social Work
- e) Dr Babaloo Pal, Assistant Professor, Department of Sanskrit.
- f) Dr Vipin Kumar, Assistant Professor, Department of Computer Science & IT
- g) Mr Amrendra Kumar, Laboratory Attendant

Responsibilities:

- Lead and supervise the Assembly Committee to ensure that the registration, seating arrangements, and overall assembly operations run smoothly.
- Coordinate with the Event Organizing Committee, Venue Management, and other relevant teams to align the assembly process with the event schedule.
- Ensure that the assembly areas are properly prepared in advance (e.g., seating arrangements, signage, access points).

Nishu H.O.D.
06/02/2025

- Monitor the flow of attendees and ensure the process is orderly, punctual, and stress-free for all participants.
- Ensure that the assembly process supports the comfort and accessibility of all attendees, including VIPs, sponsors, and general participants.
- Any other tasks assigned by Hon'ble Vice-Chancellor from time to time.

16. Protocol and Liaisoning with Local Administration:

- Sh. Sachchidanand Singh, OSD (Administration)
- Sh. Dinesh Hooda, Assistant Registrar

17. Anchors of the Inaugural and Valedictory Session:

- Dr Sweta, Assistant Professor, Department of Sociology
- Dr Umesh Patra, Assistant Professor, Department of English

2. The Coordinators of each Sub-Committee are requested to prepare and finalise the detailed moderate budget for smooth execution of various responsibilities assigned to their respective Committee, in coordination with the Chairman of the Overall Coordination Committee and Finance Committee constituted for the purpose and submit the same to the office of the OSD (Administration) at the earliest possible, for further consideration and approval of the Competent Authority.

3. This issues with the approval of the Competent Authority.

Dinesh Hooda
06/02/2025

[DINESH HOODA]
Assistant Registrar

Copy of the above is forwarded to the following for information and necessary action please:

- Individual Concerned.
- The Chief Proctor/OSD (Finance)/DSW/Coordinator, IQAC/Controller of Examinations, MGCU
- The Director (RDC)/Director (Academic Affairs), MGCU
- All Deans of various Schools, MGCU
- All Heads of various Teaching Departments, MGCU
- University Web Admin. - with the request to kindly upload the same on University Website for information of all concerned.
- The OSD to the Vice-Chancellor, MGCU - for kind information of Hon'ble Vice-Chancellor, please.
- Guard File.

Dinesh Hooda
06/02/2025

[DINESH HOODA]
Assistant Registrar

