



दक्षिण बिहार केन्द्रीय विश्वविद्यालय
(संसद के अधिनियम द्वारा स्थापित)

CENTRAL UNIVERSITY OF SOUTH BIHAR

(Established by an Act of Parliament)

NH-120, Panchanpur, Gaya – 824236 (BIHAR)



F.No.- CUSB/Acad/9-4/2025/ **AE-424**

Date : **20.02.2025**

NOTIFICATION

The 4th Convocation of Central University of South Bihar is scheduled to be held in first week of March, 2025. In order to conduct the convocation in a befitting manner, the Hon'ble Vice-Chancellor has been pleased to constitute following committees to carry out the assigned responsibilities:

| Sl. | Committee | Responsibilities | Name of the Coordinating Department / Person |
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| 1. | Committee for Stage arrangement, Designing & Printing of Flex /Banner, Memento for Dignitaries | <ul style="list-style-type: none">• Decoration of Stage and Pandal• Sound & Light Arrangement• To design and Printing of Flex / Banner and Memento for Dignitaries | Department of Mass Communication and Media |
| 2. | National Anthem and University Kulgeet Committee | <ul style="list-style-type: none">• Arrangement for singing/ playing of National Anthem, University Kulgeet / Music during Procession. | Department of Life Science |
| 3. | Designing, Printing and Distribution of Invitation Cards and Information Desk Committee | <ul style="list-style-type: none">• Designing and printing of Invitation Card• Preparation of List of invitees• Distribution of Invitation Cards through Speed post / Fax / Email / by hand etc. | Department of Historical Studies & Archeology Assistant Registrar, VC's Office PS to Registrar PS to Finance Officer PS to Controller of Examinations |
| 4. | Seating Arrangements Committee | <ul style="list-style-type: none">• Dias• VIPs• Members of Executive Council & Academic Council• Invited Guests• School wise Degree Recipients• Parents• Students (School wise)• Non-teaching Staff | Department of Law & Governance Department of English & Foreign Languages The HoD of Law & Governance shall be the Coordinator and HoD of English & Foreign Languages shall be the Co-coordinator |
| 5. | Preparation of Degrees, Medals Committee | Preparation of Degrees, Medals with Certificate to be awarded to the students | Examination and Academic Section |

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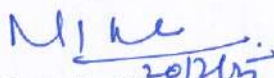
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| 6. | Reception of VVIPs/ VIPs Guests, Robbing, Procession Committee | <ul style="list-style-type: none"> • Receiving and Welcoming of VVIPs/ VIPs Guests and Invitees. • Arrangement for robing and procession for Chief Guest, Chancellor and Guests of Honor, EC and AC members, Registrar and Controller of Examinations and other dignitaries | Department of Teacher Education |
| 7. | Refreshment and Lunch for Chief Guest, Guest of Honours, Dignitaries, VVIPs Committee | Arrangement of refreshment and lunch for Chief Guest, Guest of Honours, Dignitaries and VVIPs | Dean of Students' Welfare In-charge Guest House Two-Three co-opted members |
| 8. | Costume Distribution and Students' Procession Committee | <ul style="list-style-type: none"> • Convocation costume fee collection and refund • Costume distribution and collection | Department of Psychological Sciences, Department of Computer Science, Department of Statistics, AR(Acad. & Exam.) SO(Finance & Accounts) The HoD of Psychology shall be the Coordinator and HoD of Computer Science and HoD of Statistics shall be the Co-coordinators. |
| 9. | Degree Distribution Committee | Arrangement for distribution of Degree Certificate, Gold Medals & returning of undistributed certificate & Medals | Department of Sociological Studies. The HoD of Sociological Studies shall be the Coordinator |
| 10. | Dress Code Finalization Committee | Finalization of Dress Code for Dignitaries, Members of EC & AC, Students including procurement of Dress | Department of Geography Department of Pharmacy The HoD of Geography shall be the Coordinator and HoD of Pharmacy shall be Co-coordinator. |
| 11. | Media and Press Coordination Committee | Invitation to the Media Briefing, Conference & preparation of Brief material (Before Convocation) Press release | Department of Mass Communication and Media Public Relation Officer |
| 12. | Refreshment /Lunch Arrangement Committee | Refreshment for Invitees/ Guests, Employees, Students, Parents, Press/Media at separate counters. | Department of Biotechnology Department of Bioinformatics Chief Warden (Boy's Hostel) Chief Warden Girl's Hostel) Wardens (Boy's Hostel) Wardens (Girl's Hostel) The HoD of Biotechnology shall be the Coordinator and HoD of Bioinformatics, Chief Wardens (Boys' & Girls' Hostel) shall be the Co-coordinators. |

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| 13. | Building , Entrance, Campus and Surroundings Decoration Committee | Decoration of Main Gate, campus, routes towards the convocation site and Surrounding | Department of Physics Department of Chemistry Department of Agriculture The HoD of Physics shall be the Co-ordinator and HoD of Chemistry and officer In-charge (Horticulture) shall be the Co-coordinators. |
| 14. | Parking, Security and Discipline Committee | <ul style="list-style-type: none"> • Parking arrangement for Vehicles Security of VIPs/ Invitees and others with the help of Traffic Police/ District Administration. • Liaisoning with local administration and local police authorities. • Maintaining Discipline in the campus and Convocation arena. • Arrangement of Reception Desks at appropriate places | Proctorial Board Department of Physical Education The Proctor shall be the Co-ordinator and the HoD of Physical Education shall be the Co-coordinator. |
| 15. | Accommodation Committee | Accommodation of Dignitaries, VIPs, Invitees, Guests etc. | Department of Environmental Science Department of Geology The HoD of Environmental Science shall be the Coordinator and HoD of Geology shall be the Co-coordinator |
| 16. | Transport Committee | Arrangement of local transportation for VIPs / invitees/ guests | Department of Political Studies |
| 17. | Alumni Association | Arrangement for organizing Alumni meets | The Chairman, Preparatory Committee of Alumni Associations and all Coordinators of respective Departmental Alumni Cells. |
| 18. | Photography and Videography Committee | Arrangement of Photography and Videography during the convocation | Department of Mass Communication & Media Public Relation Officer System Analyst |
| 19. | Speech Preparation Committee | Preparation of draft speeches of Dignitaries | Department of Indian Languages |

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| 19. | Building Lokarpan Committee | To make arrangements for Lokarpan of Buildings in the University campus | Department of Economic Studies & Policy Department of Mathematics Engineering Wing The HoD of Economics shall be the Coordinator and HoD of Mathematics shall be the co-coordinator. |
| 20. | Cleanliness /Swachhata of Campus, Water supply at Convocation Sites Committee | To monitor the cleanliness of the campus and water supply at Convocation Sites | Department of Commerce & Business Studies Department of Agriculture Engineering Wing |
| 21. | Preparation of University's "Gaurav Gatha" Committee | To prepare, design and printing of pictures and write up to showcase the Gaurav Gatha of University since inception | Department of Historical Studies and Archeology Public Relation Officer |

The Coordinating Department(s) may co-opt any person as per their requirements to execute the works assigned to them. As the responsibilities / works assigned to the different committees are linked, hence, the committees who have been assigned a particular responsibility to work in tandem for smooth conduct of the convocation ceremony.

The Heads of concerned Departments shall work as Coordinators/Co-coordinator and faculty members of the concerned departments as members of the committees as assigned to the departments.


(Prof. Narendra Kumar Rana)
Registrar

Copy to :-

1. The Head of Department and faculty members of the Concerned Departments, CUSB
2. All faculty members, CUSB
3. All Officers/Officials, CUSB
4. Guard File