



ଓଡ଼ିଶା ଟେକ୍ନୋଲୋଜି ଓ ଗବେଷଣା ବିଶ୍ୱବିଦ୍ୟାଳୟ
ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
Techno Campus, Mahalaxmi Vihar, Ghatikia, Bhubaneswar – 751 029

Ref. No.: 1046 /OUTR

Dated: 29.03.2025

OFFICE ORDER

In partial modification of the Office Order No.: 4369/OUTR, Dated: 28.10.2024; various Sub-Committees were reconstituted as per the Clause 61 of the First Statutes 2022 of the University for smooth arrangement of the Convocation. Please note that, the **Second Convocation** will be held on **April 11, 2025**.

Advisory Committee:

Vice-Chancellor	-	Chairman
All Deans	-	Member
All HOSs / HODs	-	Member
Registrar	-	Member
Comptroller of Finance	-	Member

Professor-in-Charge: Dean, Academic Affairs & Member- Secretary, Academic Council

Sub-Committees:

Sl. No.	Name of the Sub-Committees	Name of the Officials	Broad description on type of functions to be executed
01	Finance Sub-Committee	Dr. M. N., Jena, CoF Prof. P. K. Parida, ME Mr. B. P. Swain, Cash Section Mr. P. K. Muni, Audit Cell	<ul style="list-style-type: none">Collecting fund requirements from various sub-committees and preparing the budget and fund allocation; processing the final bills.
02	Venue Sub-Committee	Prof. F. Baliarsingh, HoS, IP Prof. P. K. Behera, CE Prof. Kamlesh Rout, EE Prof. P. P. Karmakar, Architecture Prof. B. S. Sa, Planning Dr. J. R. Mohanty, CE Mr. A. K. Samal, EE Mr. Janmejaya Dash, EE	<ul style="list-style-type: none">Selection of Venue.Processing the Tender.Arrangement of Venue with due protocols and Security features.Venue & Stage decoration with flower, flower bouquets for guests and also in the robbing room, VC's room and in the visitor area.Flex, standy flex, gas balloon etc.LED (panel) display for the backside of the entire stage and 2 nos. Of LEDs in the visitor area.AC German hangers with fittings.Lighting the university campus with colour halogens, lichu lights and small decorated lights etc.Laying of red carpet from robbing room to venue.Laying of green/orange mat in the entire venue and periphery.Adequate Sound systems in the stage and visitor area.Full proof uninterrupted electricity connection and its maintenance in the Venue.Maintaining proper hygienic condition.Other accessory items like last year. <p>NB: Hand over the venue before 24 hours except flower decoration.</p>



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03	Invitation & Reception Sub-Committee	Prof. R. K. Jena, EE Prof. P. K. Ray, EE Prof. S. S. Swain, Planning Prof. Sudipta Mohanty, EE Prof. Samikshya Mishra, EE Prof. Rashmita Routray, E&I Mr. B. K. Sasmal, EE	<ul style="list-style-type: none">▪ Designing the Invitation Card and getting it printed.▪ Prepare the list of invitees and arrange to deliver the invitation cards & letters.▪ Receive the guests on the Convocation days and get them seated in the assigned area.▪ Take them to high tea or lunch area.
04	Press & Media Sub-Committee	Prof. A. K. Sahoo, EE Prof. N. Guru, EE Dr. B. Samantaray, Chemistry Dr. Piyush Ranjan Rout, Planning Ms. Swati Lipsa, CSE	<ul style="list-style-type: none">▪ Inviting media personnel for Convocation.▪ Brief the media.▪ Coverage in both print and electronic media.
05	Certificate Sub-Committee	Prof. K. C. Bhuyan, COE Prof. P. R. Mallick, ME Prof. Rashmi Rekha Sahoo, E&I Prof. Twinkle Kisku, EE Prof. A. Bisoi, E&I Prof. Naresh C Naik, E&I Prof. Minakhi Behera, EE Dr. R. R. Sahoo, Physics Mr. S. K. Chand, Textile	<ul style="list-style-type: none">▪ Printing the Original certificates▪ Getting the folders ready for awarding the certificates and pledge.▪ Distributing the certificates during the Convocation and record keeping for it.
06	Medals Sub-Committee	Prof. A. K. Barisal, EE Prof. T. K. Patra, E&I Prof. S. Kumar, Planning Prof. R. K. Mallick, ME Prof. Babita Ojha, Physics Mr. N. B. Kanungo, Office Estt.	<ul style="list-style-type: none">▪ Design the required number of medals.▪ Processing the tender for purchase of medals and getting them ready before time.▪ Distribution of medals on the Convocation Day as per norms.▪ Maintain proper account of the medals.
07	Convocation Manual, Speech, Booklet and Documentation Sub-Committee	Prof. A. Tripathy, E&I Prof. M. Viswavandya, EE Prof. Geetanjali Pradhan, Mathematics Prof. S. S. Sahoo, ME Dr. Bipin Bihari Dash, English Mr. S. Mohapatra, E&I	<ul style="list-style-type: none">▪ Preparing the Convocation manual and Speeches of all the dignitaries and get it printed as per required nos.▪ Preparing the Speeches of all the dignitaries and get it printed.▪ Arrange for distribution of these printing booklets to all the dignitaries.
08	Online and Social Media Event Management, Web Design and Photo & Videography Sub-Committee	Prof. R. K. Dash, HOS, CS Dr. M. R. Panda, CSE Dr. Sanjit Kumar Dash, IT Mr. J. C. Badjena, IT Mr. J. P. Rath, CSE Mr. P. K. Parida, IT Mr. B. R. Mohanty, IT	<ul style="list-style-type: none">▪ To arrange suitable online platform for the event.▪ To design and create web page.▪ Arrange for live telecasting the events▪ Uploading live events in the YouTube or other electronic platforms.▪ Arrange for photography and videography.▪ Processing it and award to vendors.▪ Album and photo uploading in the website.▪ Photo circulation among students, alumni, media personnel and others.
09	Food Sub-Committee	Prof. D. P. Satapathy, CE Prof. B. P. Dash, TE Prof. D. R. Swain, EE Prof. Jitendra Naik, ME Prof. Padmabati Sahoo, CE Prof. Rosalin Dalai, CE Mr. Debesh Kumar Das, FAT Mr. C. R. Bhol, Textile Mr. S. Mohapatra, E&I Dr. B. C. Bhatta, Chemistry Mr. S. B. Swain, Physics Mr. G. C. Mohanty, ME Mr. S. K. Bisoi, Office Estt. Mr. Siba Prasad Sahoo, ME	<ul style="list-style-type: none">▪ Finalising the food menu, venue for fooding and arrangements.▪ Processing and award to the vendor▪ Supervise the desired quality food items, arrangements and serving to the dignitaries.



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10	Alumni Sub-Committee	Prof. Samarjit Pattanaik, EE Prof. Sabita Dash, CE Prof. S. Sen, EE	<ul style="list-style-type: none">Communication with alumni.Coordinate with the cultural committee and arrangements of alumni gathering.
11	Academic Procession Sub-Committee	Prof. Abhimanyu Mohapatra, EE Prof. M. P. Mishra, Humanities Prof. Biswajit Majhi, CE Mr. Ashok Kumar Patra, P.E.T. Ms. Rajkumari Patro, P.E.T.	<ul style="list-style-type: none">Conducting the rehearsals of the Academic Procession and proceeding at least 2 days before the schedule date of the Convocation (2 times minimum).Organizing the Academic Procession on the day of Convocation as per Statutes.
12	Stage Management Sub-Committee	Prof. Ananya Dastidar, E&I Prof. R. N. Pradhan, EE Prof. M. Srivalli, EE Prof. R. Parida, ME Prof. B. Sultana, CE	<ul style="list-style-type: none">Managing the events during the Convocation as per schedule.Microphones, flower decoration, placing the academic records before the dignitaries in the dias.Making ready the winners a per order for award of medals and certificates.Helping all round assistance to the dignitaries in the stage during Convocation.
13	Venue Seating Arrangement Sub-Committee	Prof. Karmila Soren, E&I Prof. Swetalina Nath, CE Dr. Swagat Kumar Das, BT Mrs. Susmita Pal, CSA Dr. J. P. Dhal, Chemistry Mr. Sampad Baireeshalya, E&I Mr. J Chandrakant Badajena, IT Prof. Runu Das, ME Dr. Pramoda Kumar Behera, M&H Dr. KPSS Hembram, Phy Mr. Pradeep Kumar Rout, TE Ms. Ankita Patnaik, Planning Dr. Pradyumna Kumar Sahoo, EE Dr. Shiba Ranjan Paital, EE Dr. Chitaranjan Dalai, CE Mr. Debesh Kumar Das, FT Dr. Ashish Kumar Mishra, CSE	<ul style="list-style-type: none">Sitting arrangement in the Convocation Venue.
14	Robbing Sub-Committee	Prof. D. P. Dash, E&I Prof. Pramodini Sahu, CE Dr. Rojalin Pradhan, Chemistry Dr. Sruti Sagar Pattanaik, E&I Dr. Suraj Kumar Nayak, BT Prof. Smitanjali Behera, ME Dr. K. L. Jena, Library	<ul style="list-style-type: none">Making the Robes readyAssisting the dignitaries for robbing before start of Convocation.Assisting the dignitaries for unrobbing.Collection of robes and handing over after get these cleaned.
15	Convocation Dress Sub-Committee	Prof. U. K. Rout, EE Prof. Sangram Mohanty, Architecture Prof. Manjit Kumar Nayak, CA Dr. S. R. Paital, EE Dr. J. P. Dhal, Chemistry Mr. A. Sahoo, Architecture	<ul style="list-style-type: none">Finalizing the dress code for the alumni / participants, guests in the dias.Processing for purchase and distribution.Processing for purchase or hiring of dresses for guests in the dias.Handover the dresses to the robbing team and taken back from the robbing team.Maintain proper records for the dresses.
16	Registration Committee	Prof. S. Mohapatra, CSE Prof. Satyabhama Dash, E&I Dr. G. Dalei, Chemistry Dr. D. P. Mishra, IT	<ul style="list-style-type: none">Registration of the alumni for the Convocation.



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17	Security and Disciplinary Sub-Committee	Prof. Sushant Kumar Sahu, E&I Prof. L. B. Majhi, EE Prof. Jagannath Sethi, E&I Prof. P. K. Mishra, Mathematics Ms. Shrestha Das, Planning Dr. S. S. Das, ME Mr. C. S. Sahoo, ME Mr. K. C. Sahoo, CSE	<ul style="list-style-type: none">Figure out the list of students volunteers for the Convocation.Sitting arrangement in the Convocation Venue.Security and Discipline arrangement in the Venue.Issue of pass, if required.Arrangement of parking.
18	Cultural Sub-Committee	Prof. A. K. Dash, F&AT Prof. Sumanbala Behera, E&I Prof. Siprarani Pradhan, CE Prof. J. Sethi, E&I Dr. P. K. Sahoo, EE	<ul style="list-style-type: none">Coordinate to conduct the Cultural Programme on the day before convocation.Supervise the Cultural Programme.
19	Transport Sub-Committee	Prof. Santosh Moharana, ME Prof. Bishnu Narayana Mahapatra, ME Prof. Soumya Trupti Sahoo, ME Prof. Kapura Tudu, ME Prof. Jasmine Hansda, EE Mr. S. K. Bisoyi, Office Estt. Mr. Anirudha Sarangi, Lib	<ul style="list-style-type: none">Hiring of vehicles for delegates.Oversee the to and fro journey of the delegates as per schedule of Convocation and during rehearsal, if desired.
20	Medical Sub-Committee	Dr. S. K. Nanda, Medical Officer Prof. S. S. Sahoo, ME Prof. Kapura Tudu, ME Mr. Saroj Kumar Pradhan, Phy	<ul style="list-style-type: none">Purchase of necessary first-aid items for emergency medical assistance.Timely medical assistance to the students, staff, delegates and dignitaries.
21	Hygienic Sub-Committee	Prof. B. S. Sa, Planning Prof. Satyabhama Dash, EI Mr. Satyabrata Swain, Physics Mr. Jitendra Kumar Sahoo (CE)	

This is issued with the approval of competent authority.

Memo No.: 1047 /OUTR; Dated: 29.03.2025

Copy to the Person concerned for information and necessary action.

Memo No.: 1048 /OUTR; Dated: 29.03.2025

Copy to the all Deans / HoSs / HoDs / Office of the Vice Chancellor / Academic Section / Examination Section / Accounts Section / Maintenance Sections for information and necessary action.


REGISTRAR


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