



PONDICHERRY UNIVERSITY

(A Central University Established Under the Act of Parliament, 1985)
Bharat Ratna Dr. B.R. Ambedkar Administrative Building

Dr. SASI KANTA DASH
REGISTRAR
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Puducherry – 605 014.
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PU/REGR/26th Conv./2019 / 110

11.02.2019

CIRCULAR

Sub: PU – 26th Convocation – Re-constitution of various Committees – Reg.

Ref: 1. Circular No.PU/REGR/26th Conv./2019/106, dt. 30.01.19
2. Minutes dt.05.02.2019.

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In partial modification of the Circular cited and based on the minutes of the meeting held on 05.02.2019, the reconstituted committees in connection with the ensuing 26th Convocation are as follows:

I. Committee to look after printing of invitation cards and dispatch the same well in advance to all concerned – Donors, Endowers, Faculty and Staff

1. Dr. A. Thirunagalingam, Dean, School of Tamil ... Convenor
2. Dr. Clement Sagayaradja Lourdes, Prof. & Head, Dept. of English
3. Dr. C. Jaya Sankar Babu, Head i/c, Dept. of Hindi
4. Dr. Jaffar Ali, Associate Professor, Centre for Green Energy Technology
5. Dr. R. Venkatesh Kumar, Associate Professor, Dept. of Management Studies
6. Shri K. Mahesh, Asst. Registrar (Public Relations)
7. Shri P. Mourougappane, Section Officer (P&S)
 - The Committee will also ensure that
 - (i) The photographers are fixed from the approved panel of the Govt. of Puducherry
 - (ii) The rates for each size of the photographs are fixed taking into consideration the reasonability of the same
 - (iii) The names of the photographers and rates fixed for various sizes of photographs are displayed in the notice boards of the University Departments/Offices/Hostels for information of the students who desire to have copies

II. Committee to look after the seating arrangements of audience in the Auditorium

1. Dr. P. Muralidassan , Deputy Registrar (Admn.) ... Convenor
2. Shri N. Sankaramourthy, Executive Engineer
3. Shri G. Raghupathi, Asst. Engineer
4. Shri S. Vengadesan, Asst. Engineer

..2/-

- The Committee will be responsible for the seating arrangements of the VIPs/Officials/Authorities, Donors, Students, HODs and Faculty members, Media and University staff in the Auditorium, by deputing the concerned Officers as mentioned below:

VIPs/Officials/Authorities

1. Dr. P. Muralidassan, Deputy Registrar (Admn.)
2. Shri M.P.T. Sagayaraja, Asst. Registrar (R.S)
3. Shri J. Manoj, Section Officer, Estt (Teaching)

Donors

4. Shri B. Routtramourthy, Asst. Registrar (Estt.)
5. Shri M. Sandirane, Asst. Registrar (IPR Cell)
6. Shri K. Murugan, Section Officer (Affiliation Wing)

Students

7. Dr. A. Ramesh Naidu, Asst. Professor, Dept. of Physics
8. Shri G. Venguidesvarane, Asst.Registrar (P&D)/Hostels
9. Shri R. Vellikannu, Section Officer, Finance Section
10. Smt. V. Padmavathi, Section Officer, Finance Section

HODs and Faculty Members

11. Dr. D. Baranikanth, Asst. Professor & Head, Dept. of Applied Psychology
12. Dr. C.R. Ramanathan, Asst. Professor, Dept. of Chemistry
13. Shri N. Giridharan, Asst. Registrar (Admn.)
14. Shri K. Sivagurunathan, Section Officer (Admn.)
15. Smt. Joyce Elizabeth Arockiamary, Section Officer (Acad.)

Media

16. Dr. S. Arulselvan, Associate Professor, Dept. of Electronic Media & Mass Communication
17. Shri K. Mahesh, Asst. Registrar (Public Relations)

University Staff

18. Shri V. Jothimurugaiyan, Asst. Registrar (SEI & RR)
19. Shri A. Selvaraj, Section Officer, Finance Section

III. Committee to look after the distribution of Academic Robes to the VVIPs, Members of the Executive Council, Academic Council, Court and other bodies

1. Dr. P. Sridharan, Professor, Dept. of International Business
... Convenor
2. Shri P. Rajasekaran, Asst. Registrar (Aca-Adm)
3. Shri N. Devanarayanan, Asst. Registrar (Aca-Gen)
4. Shri S. Elangovan, Section Officer (Legal Cell)
5. Shri A. Saravanan, Section Officer (P & D)
6. Shri Marie Jean Balamohan, Section Officer (Acad-Gen)

IV. Committee to look after the arrangements in connection with Live

Telecast

1. Shri M.S. Ashok, Systems Manager ... Convenor
2. Shri K. Palanivel, Systems Analyst
3. Dr. T. Balasaravanan, Asst. Professor, Dept. of Electronic Media & Mass Communication
4. Shri V. Murugavelou, A.E (Electrical)
5. Shri W.J. Kalesha, Programmer
6. Shri J.A. Sanjeev Kumar, Producer, Electronic Media
7. Shri. S. Balamurugan, Production Assistant, Centre for Electronic Media

➤ The Committee will also ensure the webcasting of the whole convocation function. It will also find the possibility of telecasting in the local TV channels. The Committee will also explore the possibility of video-conferencing of the Convocation function at Karaikal and Port Blair. As was done in the previous years, the live coverage of the entire programme may also be displayed in the Management Seminar hall for the parents of students who cannot be accommodated in the Auditorium.

V. Committee to look after the transport and accommodation arrangements for VVIPs and outside members of the EC, AC and Court in the Pondicherry University Guest House

1. Shri M. Velayutham, Asst. Registrar (Transport) ... Convenor
2. Shri M.P.T. Sagayaraja, Asst. Registrar (Guest House)
3. Shri K. Mahesh, Asst. Registrar (P.R)
4. Shri G. Haridassane, Section Officer (Transport)

➤ The Committee will also ensure to provide the contact details (Mobile number & Email ID) of the members to the VVIPs and outside members of the EC, AC and Court. The Committee also to ensure to operate one bus from Main Bus stand to University Campus and back for the parents and students to commute from Pondicherry and back.

VI. Committee to take care of issue of passes, arrangements for security, police band and fire service

1. Shri Subash, OSD (V & S) ... Convenor
2. Shri. N. Pitchai Pandi, Asst. Registrar (Finance)
3. Shri Christopher David, Asst. Security Officer

- Shri L.R. Franklin Thomas, Asst. Registrar (Legal Cell) is also entrusted with the work of sending the list of AC/EC/Court members to the Police with a copy to Officer on Special Duty.
- The Director introduced Mr. Subash, SP, who has recently joined as Officer on Special Duty to all members. He is from Tamil Nadu Police, 2009 batch.
- The Committee will also earmark the parking slots for different categories, viz., for VVIPs, outsiders, Faculty/Officers, students and others.

VII. Committee to look after the floral decoration in the convocation venue and arrangements for bouquets to be presented to VVIPs

1. Dr. Uma Chandrasekaran, Associate Professor, Dept. of Management Studies ... Convenor
 2. Dr. E. Sreekala, Associate Professor, School of Education
 3. Dr. S. Haripriya, Associate Professor, Dept. of Food Science
 4. Shri R. Manivannan, Horticulturist
 5. Dr. Intirenla Longkumer, Asst. Professor, Dept. of Sociology
- The Committee will also make arrangements for Rangoli.

VIII. It was also resolved to include one new Committee to look after the reception arrangements

1. Dr. S. Siva Sathya, Associate Professor, Dept. of Computer Sciences
 2. Dr. S.I. Humayun, NCC Officer, PU
 3. Dr. C. Satheesh Kumar, Programme Co-ordinator, NSS
- The Committee will also guide the VVIPs/EC/AC/Courts members and other dignitaries from the entrance to various places.

IX. Committee to look after the stage arrangements, electrical arrangements and shamiana near the auditorium

1. Shri R. Manivannan, Horticulturist ... Convenor
 2. Shri N. Sankaramourthy, Executive Engineer
 3. Shri V. Murugavelou, A.E (Electrical)
 4. Shri G. Ragupathi, Asst. Engineer
 5. Shri S. Vengadesan, Asst. Engineer
- The Committee will also see that the venue, its surroundings and all the roads in the Campus are kept clean.
 - Proper lighting arrangements to be provided in the Campus.
 - The trees and lawns in the Campus should be pruned to wear neat look.
 - The Committee will also ensure proper functioning of lifts in the Administrative Building.

X. Committee to look after printing and posting of welcome banners

1. Dr. A. Shahin Sultana, Professor, Dept. of Social Work ... Convenor
2. Dr. C. Satheesh Kumar, Asst. Professor, Dept. of Social Work
3. Shri N. Sankaramourthy, Executive Engineer
4. Shri K. Mahesh, Asst. Registrar (PR)

XI. Committee to look after the Procession arrangements during the Convocation

1. Dr. D. Lazar, Professor & Head, Dept. of Commerce ... Convenor
2. Dr. P. Muralidassan, Deputy Registrar (Admn.)
3. Dr. B. Rajeshwari, Asst. Professor, Dept. of Management Studies
4. Shri P. Rajasekaran, Asst. Registrar (Acad.) ..5/-

XII. Committee to look after the arrangements for Refreshments

1. Dr. S. Sudalaimuthu, Professor, Dept. of Banking Technology
... Convenor
2. Dr. M. Balanimaran, Professor, Dept. of Chemistry
3. Dr. K. Devan, Professor, Adult & Continuing Education & Public Grievances
Officer
4. Shri R. Segar, Deputy Registrar (F & A)
5. Shri G. Venguidesvarane, Asst. Registrar (Hostels)
6. Shri N. Ravi, Asst. Registrar (Estate, RTI, SRC)
7. Shri K. Mayavan, Section Officer (P.C)

**XIII. Committee to take care of Medical Attendance during the visit of
VVIPs to the Convocation**

1. Dr. Sheela Das, Chief Medical Officer ... Convenor
 2. Dr. S. Makalakshmi, Sr. Medical Officer
 3. Dr. R. Nalini, Professor, Dept. of Social Work
 4. Dr. G. Sivaraman, Asst. Director, Directorate of Physical Education &
Sports
- The Committee will also ensure that a letter is written to the Director of Medical Service, Govt. of Puducherry or the Director, JIPMER, to spare an ambulance van with full medical kit to be stationed in the function place for any emergency. The Medical Officers are also advised to keep the University ambulance ready with their staff.

**XIV. Committee to look after the work of printing the proceedings of the
Convocation**

1. Dr. B. Chithra, Controller of Examinations i/c ... Convenor
2. Dr. Binu Zachariah, Associate Professor, Dept. of English
3. Dr. S. Visaka Devi, Asst. Professor, Dept. of English
4. Shri S. Murugaiyan, Asst. Registrar (Convocation)

**XV. Committee in charge for the overall coordination of the entire
function:**

1. Dr. S. Balakrishnan, Director, Studies, Educational Innovations & Rural
Reconstruction
2. Prof. Rajeev Jain, Director, Director of Culture & Cultural Relations
3. Dr. Sasi Kanta Dash, Registrar

Prompting

Shri P. Vaithenathan, Asst. Registrar (P & S) will take care of prompting on the dais during the Convocation function.

The Review Meeting in connection with the 26th Convocation will be held at 04.00 pm on 11.02.2019 in E.C hall of various committees. All the members are requested to attend the meeting.

-/BY ORDER/-


REGISTRAR

To

All Concerned

Copy to:

- 1) The Director, Studies, Educational Innovations & Rural Reconstruction, PU
- 2) The Director, Director of Culture & Cultural Relations, PU
- 3) The Librarian, Pondicherry University, PU
- 4) The Controller of Examinations, PU
- 5) The Asst. Registrar, V.C's Secretariat, PU – for kind information of V.C.
- 6) The Executive Engineer, PU
- 7) The Asst. Engineer (Electrical), PU
- 8) The Asst. Registrar (P.R.), PU
- 9) The P.S. to F.O, PU – for kind information of F.O
- ✓ 10) The Systems Manager, Computer Centre, PU – for hosting in the Website

} With a request to make
necessary arrangements