



# PONDICHERY UNIVERSITY

(A Central University)

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Dr. B. CHITHRA  
REGISTRAR (I/C)

R.V. Nagar, Kalapet  
Puducherry-605 014

No.PU/Dean's Meeting/Regr/2019-20/ 2)

Date: 03.02.2020

## CIRCULAR

**Sub:** 28<sup>th</sup> Convocation to be held on 25.02.2020 (tentative time: 10.30 a.m) –  
Constitution of various Committees – I meeting of the Committees  
on 07.02.2020 at 11:30 am – Regarding

The 28<sup>th</sup> Annual Convocation of our University is to be held on 25.02.2020 around 10.30 a.m.

In this connection, the following Committees are constituted for the smooth conduct of Convocation function:

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

1. Dr. C.K. Ramaiah, Director (i/c), Directorate of Distance Education ... Convenor
2. Dr. Clement Sagayaradja Lourdes, Prof. Dept. of English
3. Dr. C. Jaya Sankar Babu, Head i/c, Dept. of Hindi
4. Dr. R. Venkatesakumar, Officer(i/c), Public Relations/Social Media Champion
5. Shri K. Mahesh, Asst. Registrar (Teaching)
6. Shri N. Ilamparithi, Senior Assistant (Legal Cell)

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

1. Dr. V. Mariappan, Professor, Dept. of Banking Technology ... Convenor
2. Dr. P. Muralidassan, Deputy Registrar (Admn.)
3. Shri N. Sankaramourthy, Executive Engineer
4. Shri G. Raghupathi, Asst. Engineer
5. Shri S. Vengadesan, Asst. Engineer

**VIPs/Officials/Authorities**

1. Dr. L. Mothilal, Assistant Professor, Dept. of Management Studies
2. Shri M.P.T. Sagayaraja, Asst. Registrar (R.S)
3. Shri R. Vellikannu, Section Officer, Finance

## **Donors**

1. Shri. P. Vaithenathan, Asst. Registrar (P&S)
2. Shri M. Sandirane, Asst. Registrar (IPR Cell)
3. Shri K. Murugan, Section Officer (Affiliation Wing)

## **Students**

To be looked after by COE Office

## **HODs and Faculty Members**

1. Dr. Pradeep Kumar Parida, Associate Professor, Dept. of Sociology
2. Dr. C.R. Ramanathan, Asst. Professor, Dept. of Chemistry
3. Shri N. Giridharan, Asst. Registrar (Admn.)
4. Shri K. Sivagurunathan, Assistant Registrar (Additional charge) (R.C)

## **Media**

1. Dr. Radhika Khanna, Head (i/c), EMRC
2. Dr. R. Venkatesakumar, Officer (i/c), (Public Relations)

## **University Staff**

1. Smt. R. Malarvizhi, Asst. Registrar (Additional charge), Finance Section
2. Shri. P. Senthil, Personal Assistant, Registrar's Secretariat

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

1. Dr. K. Devan, Coordinator (Academic-General) ... Convenor
2. Shri P. Rajasekaran, Asst. Registrar (Aca-Adm)
3. Shri P. Mourogappane, Section Officer (P&D)
4. Shri. S. Radjasegarane, Private Secretary (Acad-Gen)
5. Shri. S.Elangovan, Section Officer (Legal Cell)

## **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

**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. Dr. R. Venkatesakumar, Officer (i/c), Public Relations ... Convenor
2. Shri P. Rajasekaran Asst. Registrar (Transport)
3. Shri M.P.T. Sagayaraja, Asst. Registrar (Guest House)
4. Shri G. Haridassane, Section Officer (Transport)

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

1. Dr. S.I. Humayun, OSD (i/c) ... Convenor
  2. Shri. M.P.T. Sagayaraja, Asst. Registrar (R.S)
  3. Shri. A. Selvaraj, Section Officer (Finance)
  4. Shri. P. Senthil, Personal Assistant (R.S)
  5. Shri Christopher David, Asst. Security Officer
- The 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 Asst. Registrar (Administration) to provide the details of the Faculty & Staff as required by the Officer (i/c) of V&S.
  - 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. S. Haripriya, Associate Professor, Dept. of Food Science ... Convenor
2. Dr. E. Sreekala, Associate Professor, School of Education
3. Shri R. Manivannan, Horticulturist
4. Dr. Imtirenla Longkumer, Asst. Professor, Dept. of Sociology

The Committee will also make arrangements for Rangoli.

**VIII. Committee to look after the reception arrangements**

1. Dr. S. Siva Sathya, Associate Professor, Dept. of Computer Sciences
2. Dr. C. Aruna, Associate Professor, Dept. of Sociology
3. Dr. C. Satheesh Kumar, Programme Co-ordinator, NSS

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

1. Shri. Balanimaran, Head (i/c), CIF ... 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

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

1. Dr. A. Shahin Sultana, Dean, Students Welfare ... Convenor
2. Dr. C. Satheesh Kumar, Asst. Professor, Dept. of Social Work
3. Shri. N. Sankaramourthy, Executive Engineer (Civil)

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

1. Dr. S. Arulselvan, Associate Prof, Dept. of Mass Communication ... 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.)

**XII. Committee to look after the arrangements for Refreshments**

1. Dr. S. Sudalaimuthu, Professor & Head, Dept. of Banking Tech. ... Convenor
2. Dr. M. Balanimaran, Professor, Dept. of Chemistry
3. Dr. Narayanasamy Sangeetha, Assistant Professor, Dept. of Food Science & Tech.
4. Shri R. Segar, Deputy Registrar (F & A)
5. Dr. S. Janakiraman, Asst. Prof. Dept. of Banking Tech.
6. Mr. A. Muthamil, Asst. Prof. E.M.R.C
7. Shri. K. Sivagurunathan, Asst. Registrar (Additional Charge), (R.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

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

1. Dr. D. Lazar, 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. Prompting**


Shri. S. Rajkumar, Private Secretary, Vice-Chancellor's Secretariat will take care of prompting on the dais during the Convocation function.

**XVI. 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. B. Chithra, Registrar (i/c)

**The first meeting of the above Committees is scheduled to be held at 11:30 am on 07.02.2020 in Council Hall. All are requested to attend the meeting.**

//BY ORDER//

  
**Registrar (i/c)**

To

All Concerned.

Copy to

1. The Assistant Registrar, V.C Secretariat.
2. The Director (Studies)
3. The Director (Culture)
4. The Officer (i/c), Public Relations
5. The A.E (Electrical)
6. The Systems Manager – for hosting the same in the University website