



F.No. MANUU/7th Convocation/CoE/2018) R-23

29th October 2018

OFFICE ORDER

Sub: MANUU - Seventh Convocation- Constitution of Organizing Committee –Reg

The Seventh Convocation of the University shall be on Tuesday, the 20th November, 2018 at 3.00 P.M. at **The Global Peace Auditorium, ISB Access road, Gachibowli, Hyderabad**. The Vice-Chancellor is pleased to constitute an Organizing Committee consisting of the following for the smooth conduct of the Convocation:-

1.	Prof. P. F. Rahaman, Director I/c , DDE	Chairman
2.	Dean, School of Languages, Linguistics and Indology	Member
3.	Dean, School of Education & Training	Member
4.	Dean, School of Arts & Social Sciences	Member
5.	Dean, School of Commerce & Business Management	Member
6.	Dean, School of CS & IT	Member
7.	Dean, School of Sciences	Member
8.	Dean, School of Mass Comm. & Journalism	Member
9.	Registrar	Member
10.	Finance Officer, I/c	Member
11.	Proctor	Member
12.	Dean, Academic Affairs	Member
13.	Dean, Students Welfare	Member
14.	Director, Centre for Information Technology	Member
15.	Jt. Registrar (Admn. & Estate)	Member
16.	Assistant Registrar (Purchase & Stores)	Member
17.	Mr. Shaik Abdul Rasheed, Assistant Registrar	Member
18.	Mr. S. Z. Hussaini, Asst. Registrar, Examination Branch	Member
19.	Mr. Abid Abdul Wasay, Public Relations Officer	Member
20.	Controller of Examinations	Member- Convenor

The Organizing Committee shall be assisted by various sub-committees constituted for the purpose. The Organizing Committee shall be responsible to oversee all the arrangements for the smooth conduct of the Seventh Convocation. The Organizing Committee may co-opt any other teacher or non-teaching staff.


Registrar

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F.No. MANUU/7th Convocation/CoE/2018

29th October 2018

OFFICE ORDER

Sub: MANUU - Seventh Convocation- **Sub-Committee for Audio-Visual coverage- Reg**

The Seventh Convocation of the University shall be on Tuesday, the **20th November, 2018** at 3.00 P.M. at *The Global Peace Auditorium, ISB Access road, Gachibowli, Hyderabad.*

2. The Vice-Chancellor is pleased to constitute a **Sub-Committee for Audio-Visual coverage** consisting of the following for the smooth conduct of the 7th Convocation:-

1.	Director, IMC	IMC	Convener
2.	Dr. Shahid Raza	Social work	Member
3.	Mr. Md. Mujahid Ali	IMC	Member
4.	Mr. Md. Imtiyaz Alam	IMC	Member
5.	Aamir Badr	IMC	Member
6.	Mr. Mohd. Shakeel Ahmed	IMC	Member
7.	Mr. Mohd. Abdul Muqtadar	Engineering Section	Member

The Committee shall make arrangements of Audio-visual coverage, to oversee electrical arrangements at the event in consultation with the Chairman of Organizing Committee and also necessary steps for electronic media coverage of the event.


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F.No. MANUU/7th Convocation/CoE/2018

29th October 2018

OFFICE ORDER

Sub: MANUU - Seventh Convocation- Constitution of **Sub-Committee for Dress code** -Reg

The Seventh Convocation of the University shall be on Tuesday, the 20th November, 2018 at 3.00 P.M. at *The Global Peace Auditorium, ISB Access road, Gachibowli, Hyderabad.*

2. The Vice-Chancellor is pleased to constitute a **Sub-Committee for Dress code** consisting of the following for the smooth conduct of the 7th Convocation:-

1.	Prof. Sajid Jamal	COE	Convener
2.	Dr. Arshiza Azam	Polytechnic	Member
3.	Dr. Vigarunnisa	Education & Training	Member
4.	Dr. Aman Ubed Asghar Ali	Education & Training	Member
5.	Dr. Badiuddin	Exam Branch	Member
6.	Mr. S.Z. Hussaini	Exam Branch	Member
7.	Dr. B. Murahari	Exam Branch	Member

The Committee shall take care of arrangements to provide formal attire for the ceremony.


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F.No. MANUU/7th Convocation/CoE/2018

29th October 2018

OFFICE ORDER

Sub: MANUU - Seventh Convocation- **Sub-Committee for Hospitality** - Reg

The Seventh Convocation of the University shall be on Tuesday, the **20th November, 2018** at 3.00 P.M. at *The Global Peace Auditorium, ISB Access road, Gachibowli, Hyderabad.*

2. The Vice-Chancellor is pleased to constitute a **Sub-Committee for hospitality** consisting of the following for the smooth conduct of the 7th Convocation:-

1.	Prof. Abdul Wahid	CS&IT	Convener
2.	Dr. Fariyad	MCJ	Co-convener
3.	Dr. Yousuf Khan	Polytechnic	Member
4.	Dr. Israr Alam	Social Work	Member
5.	Dr. Akhtar Parveen	Education & Training	Member
6.	Mr. Mohd. Jamaluddin Khan	Dy Registrar	Member
7.	Mr. Mohd. Yousuf Ali	VC Office	Member
8.	Mr. Razaq Sharif	Guest House	Member

The Committee shall make arrangements of hospitality for guests, dignitaries for the Seventh Convocation event in consultation with the Chairman of Organizing committee.


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F.No. MANUU/7th Convocation/CoE/2018

29th October 2018

OFFICE ORDER

Sub: MANUU - Seventh Convocation- Constitution of **Sub-Committee for Printing Materials & Publicity** -Reg

The Seventh Convocation of the University shall be on Tuesday, the **20th November, 2018** at 3.00 P.M. at *The Global Peace Auditorium, ISB Access road, Gachibowli, Hyderabad.*

2. The Vice-Chancellor is pleased to constitute a **Sub-Committee for Printing Materials & Publicity** consisting of the following for the smooth conduct of the 7th Convocation:-

1.	Prof. Mohd Zafaruddin	Director, DTP	Convener
2.	Mr. Abid Abdul Wasay	PRO	Co - convener
3.	Prof. Ehtesham Ahmad Khan	Dean, MCJ	Member
4.	Dr. Syed Alim Ashraf	HoD, Arabic	Member
5.	Dr. Mohammed Fariyad	MCJ	Member
6.	Dr. Mustafa Sarwari	MCJ	Member
7.	Dr. Faheemuddin Ahmed	Translation Studies	Member
8.	Dr. Firoz Alam	CUCS	Member
9.	Mr. Mohd Omar	CS & IT	Member
10.	Mr. Habib Khan	AR (Finance)	Member
11.	Mr. P. Habibulla	SO (Purchase & Stores)	Member
12.	Dr. Zafar Gulzar	SO, DTP	Member

The Sub-Committee shall take care of list of invitees; preparation, printing & dispatch of invitation cards, printing of brochures of procedure of convocation, etc., and Publicity of the event in consultation with the Chair, Organizing Committee.


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F.No. MANUU/7th Convocation/CoE/2018

29th October 2018

OFFICE ORDER

Sub: MANUU - Seventh Convocation- Constitution of **Sub-Committee for Degrees, Certificates, Medals distribution-Reg**

The Seventh Convocation of the University shall be on Tuesday, the **20th November, 2018** at 3.00 P.M. at *The Global Peace Auditorium, ISB Access road, Gachibowli, Hyderabad.*

2. The Vice-Chancellor is pleased to constitute a **Sub-Committee for Degrees, Certificates, Medals distribution** consisting of the following for the smooth conduct of the 7th Convocation:-

1.	Prof. Sajid Jamal	COE	Convener
2.	Dr. Mohd Kamil	Jt. Director, CIT	Co-Convenor
3.	Mr. Jameel Saad	CS&IT	Member
4.	Dr. Badeuddin	ARD, Exam Branch	Member
5.	Mr. Syed Zabiullah Hussaini	AR, Exam Branch	Member
6.	Dr. Mohd. Mubashir Ahmed	AR, ER-II	Member
7.	Dr. Feroz Alam	CUCS	Member
8.	Mr. Syed Arfath Ahmad	Polytechnic	Member
9.	Dr. Athar Hussain	Education	Member
10.	Dr. M. Abdul Sami Siddiqui	English	Member
11.	Mr. Mohd. Rafi	Education & Training	Member
12.	Dr. Rizwanul Haq Ansari	Physics	Member
13.	Dr. Rashid Farooqui	Management	Member
14.	Ms. Babita Rathod	SO, DoA	Member
15.	Mr. Nayeem Ahmad	Examination	Member

The Committee shall be responsible for taking all appropriate steps for the distribution of degrees, certificate and medals to the students concerned and also arrange the distribution at the Convocation in consultation with the Organizing Committee.


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F.No. MANUU/7th Convocation/CoE/2018

29th October 2018

OFFICE ORDER

Sub: MANUU - Seventh Convocation - **Sub-Committee for Venue, Dais and Seating** - Reg

The Seventh Convocation of the University shall be on Tuesday, the **20th November, 2018** at 3.00 P.M. at *The Global Peace Auditorium, ISB Access road, Gachibowli, Hyderabad.*

2. The Vice-Chancellor is pleased to constitute **Sub-Committee for Venue, Dais and Seating** consisting of the following for the smooth conduct of the 7th Convocation:-

1.	Prof. Abdul Wahid	Dean, CS & IT	Convener
2.	Prof. Aziz Bano	Persian	Co-convener
3.	Prof. Shahid Naukhez	HoD, Persian	Member
4.	Dr. S. Maqbool Ahmed	HoD, Botany	Member
5.	Dr. Mohd Fahim Akhtar	HoD, Islamic Studies	Member
6.	Dr. Shahid Raza	HoD, Social Work	Member
7.	Dr. Danish Moin	HoD, History	Member
8.	Dr. Pradeep Kumar	HoD, CS & IT	Member
9.	Dr. S. K. Kamuruddin	Management	Member
10.	Dr. Qasimullah	Chemistry	Member
11.	Dr. Merajul Islam Robab	Botany	Member
12.	Mr. Rafiq Ahmad	CS & IT	Member
13.	Dr. Patan Rahim Khan	Hindi	Member
14.	Mr. Saheed	Sociology	Member
15.	Mr. Jameel Ahmed	CS & IT	Member
16.	Mr. Sajid Ali Hashim	Dy Registrar,	Member
17.	P. Habeebullah	SO, Purchase	Member
18.	Mr. Quddus	SO, HRDC	Member

The Sub-committee shall be responsible for making suitable arrangements at venue, Dais (including hoardings, backdrop, decoration, signages, etc), seating arrangements in the auditorium and parking etc for the event. The sub-committee will work in close coordination with the Chairman of Organizing Committee.


Registrar

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F.No. MANUU/7th Convocation/CoE/2018

29th October 2018

OFFICE ORDER

Sub: MANUU - Seventh Convocation - ***Sub-Committee for Announcements and Compeering the Convocation event*** - Reg

The Seventh Convocation of the University shall be on Tuesday, the **20th November, 2018** at 3.00 P.M. at *The Global Peace Auditorium, ISB Access road, Gachibowli, Hyderabad.*

2. The Vice-Chancellor is pleased to constitute ***Sub-Committee for Announcements and Compeering the Convocation event*** consisting of the following for the smooth conduct of the 7th Convocation:-

1.	Prof. Siddiqui Mohd Mahmood	Education & Training	Convener
2.	Dr. Tahseen Bilgrami	English	Member
3.	Mr. Abid Abdul Wasay	Public Relations Officer	Co - convener

The Committee shall be responsible for relay, mandate and achievements of the university before commencement of the Convocation proceedings.


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F.No. MANUU/7th Convocation/CoE/2018

29th October 2018

OFFICE ORDER

Sub: MANUU - Seventh Convocation - **Sub-Committee for Accommodation, Transport and TA/DA claims of guests** - Reg

The Seventh Convocation of the University shall be on Tuesday, the **20th November, 2018** at 3.00 P.M. at *The Global Peace Auditorium, ISB Access road, Gachibowli, Hyderabad.*

2. The Vice-Chancellor is pleased to constitute **Sub-Committee for Accommodation, Transport and TA/DA claims of guests** consisting of the following for the smooth conduct of the 7th Convocation:-

1.	Mr. M. Jamaluddin Khan	DR, Finance & Accounts	Convener
2.	Mr. S.M. Sajid	Dr, ER-I	Co-Convener
3.	Mr. Shamsuddin Ansari	RD, Finance & Accounts	Member
4.	Mr. Sachin Sharma	Finance & Accounts	Member
5.	Mr. Mohd Faizur Rahman	SO, ER - I	Member
6.	Mr. Shaik Fareed	SO, Estate & Transport	Member
7.	Mr. Syed Samiullah Hussaini	Finance & Accounts	Member
8.	Mr. Yousuf Ali	SO, VC Office	Member

The Committee shall be responsible for booking of tickets, arrangement of TA, accommodation, transportation etc for the external EC & AC members and other dignitaries invited by the University for the event.


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29th October 2018

OFFICE ORDER

Sub: MANUU - Seventh Convocation - **Sub-Committee for Reception** - Reg

The Seventh Convocation of the University shall be on Tuesday, the **20th November, 2018** at 3.00 P.M. at *The Global Peace Auditorium, ISB Access road, Gachibowli, Hyderabad.*

2. The Vice-Chancellor is pleased to constitute **Sub-Committee for Reception** consisting of the following for the smooth conduct of the 7th Convocation:-

1.	Prof. Saneem Fatima	Management	Convener
1.	Prof. Shahida	Women Studies	Member
2.	Mr. Anees Azmi	CUCS	Member
3.	Dr. Tahseen Bilgrami	HRDC	Member
4.	Dr. Priya Hasan	Physics	Member
5.	Dr. Masroor Fatima	Zoology	Member
6.	Ms. Ira Khan	Botany	Member
7.	Dr. Munawwar Hussain	Joint Registrar	Member

The Committee shall be responsible making arrangements of reception at the event site in coordination with other committees.


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F.No. MANUU/7th Convocation/CoE/2018

29th October 2018

OFFICE ORDER

Sub: MANUU - Seventh Convocation - Arrangements for **Protocol and Security requirements** - Reg

The Seventh Convocation of the University shall be on Tuesday, the **20th November, 2018** at 3.00 P.M. at *The Global Peace Auditorium, ISB Access road, Gachibowli, Hyderabad.*

2. The Protocol and his team including Security consultant; Dean Students Welfare and his team shall be responsible for arrangements related to protocol and Security arrangements. Proctor and DSW will work in close consultation with the Chairman of Organizing Committee.


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F.No. MANUU/7th Convocation/CoE/2018

29th October 2018

OFFICE ORDER

Sub: MANUU - Seventh Convocation - **Sub-Committee for Academic Procession** - Reg

The Seventh Convocation of the University shall be on Tuesday, the **20th November, 2018** at 3.00 P.M. at *The Global Peace Auditorium, ISB Access road, Gachibowli, Hyderabad.*

2. The Vice-Chancellor is pleased to constitute **Sub-Committee for Academic Procession** consisting of the following for the smooth conduct of the 7th Convocation:-

1.	Prof. Shagufta Shaheen	Dean, International Students	Convener
2.	Prof. P.H. Mohammad	Sociology	Co – Convener
3.	Dr. Tahseen Bilgrami	HRDC	Member
4.	Dr. Mohd Junaid Zakir	Translation	Member
5.	Mr. B.L. Meena	DDE	Member
6.	Dr. Mohd. Mubashir Ahmed	AR, ER-II	Member
7.	Mr. Abdul Rasheed Sheikh	AR-Academic	Member
8.	Mr. Abrar Ahmad	AR, Planning & Dev.	Member
9.	Mr. Hamid Mohiuddin	Section Officer	Member

The Committee shall arrange robes for the members concerned, arrange rehearsals and organize the academic procession in consultation with the University authorities.


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F.No. MANUU/7th Convocation/CoE/2018

29th October 2018

OFFICE ORDER

Sub: MANUU - Seventh Convocation - **Sub-Committee for Drafting of convocation documents** - Reg

The Seventh Convocation of the University shall be on Tuesday, the **20th November, 2018** at 3.00 P.M. at *The Global Peace Auditorium, ISB Access road, Gachibowli, Hyderabad.*

2. The Vice-Chancellor is pleased to constitute **Sub-Committee for Drafting of convocation documents** consisting of the following for the smooth conduct of the 7th Convocation:-

1.	Prof. Syed Mohammad Haseebuddin Quadri	Head, Deptt. of English	Convener
2.	Prof. Mohd Shahid	Social Work	Co-convener
3.	Prof. A. Ravindranath	Dean (Alumni)	Member
4.	Dr. Afroz Alam	HoD, Political Science	Member
5.	Dr. Mohd. Faheemuddin	Translation Studies	Member

The Committee shall arrange robes for the members concerned, arrange rehearsals and organize the academic procession in consultation with the University authorities.


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F.No. MANUU/7th Convocation/CoE/2018

29th October 2018

OFFICE ORDER

Sub: MANUU - Seventh Convocation - Arrangements for Alumni Registration Desk - Reg

The Seventh Convocation of the University shall be on Tuesday, the 20th November, 2018 at 3.00 P.M. at The Global Peace Auditorium, ISB Access road, Gachibowli, Hyderabad.

It has been decided by the University to provide a desk at the venue for facilitating Alumni registration for the passing-out students during 7th Convocation. The Dean, Alumni shall plan the arrangements accordingly in consultation with the Chairman of Organizing Committee.


Registrar

Copy to:-

1. Prof. Abul Kalam, Dean, Alumni Affairs
2. All Deans of Schools & Heads of Departments
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F.No. MANUU/7th Convocation/CoE/2018

29th October 2018

OFFICE ORDER

Sub: MANUU - Seventh Convocation - Arrangements for First Aid - Reg

The Seventh Convocation of the University shall be on Tuesday, the **20th November, 2018** at 3.00 P.M. at *The Global Peace Auditorium, ISB Access road, Gachibowli, Hyderabad.*

2. It has been decided by the University to have a First Aid facility at convocation venue. The Chief Medical Consultant, Dr. M.K. Ansari along with his team shall be responsible for arrangements related to First Aid facility.


29/10/18
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Copy to:-

1. Dr. M.K. Ansari, Chief Medical Consultant, MANUU
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