



OFFICE OF THE REGISTRAR : : SIBSAGAR UNIVERSITY

Ref. SU/RG/Convocation/2026/990

Date : 29-10-2026

Notification:-

(Constitution of various Committees for 1st Convocation of Sibsagar University)

As directed by the Honourable Vice-Chancellor, the following committees are hereby constituted for the organisation and successful conduct of the 1st Convocation of Sibsagar University. The composition, roles and functions of the respective committees are specified below.

The Member Coordinators of the respective committees are requested to convene meetings as per the directions of the respective Chairpersons, prepare detailed action plans in accordance with the assigned roles and functions in consultation with all the members, and coordinate with the University authorities to ensure the smooth and successful conduct of the Convocation.

1. Steering Committee

Members:- Vice-Chancellor (Chairperson), Registrar, Academic Registrar (Member Coordinator), All Deans, Controller of Examinations, Deputy Registrar (Academic), Finance and Accounts Officer & Head Assistant

Role: Overall policy direction and final decisions

Functions:

- Fix the date and make overall planning
- Sanction budget prepared by the Finance & Budget Committee
- Monitor progress
- Resolve inter-committee issues
- Approve protocol arrangements
- Arrangement of convocation meeting
- Any other function that may arise

2. Academic & Degree Committee

Members:- Dr. Rupam Kr. Gogoi (Chairperson), Dr. Rekha Borthakur, Ms. Khageswari Baruah, Dr. Golap Panging (Member Coordinator), Ms. Silpisikha Devi, & Ms. Morami Dutta.

Role: Academic integrity of the ceremony

Functions:

- Finalize graduate list
- Verify eligibility and no-dues
- Medal and award approvals
- Prepare presentation sequence
- Coordinate with Examination Branch
- Prepare conferment lists



- Preparation & procurement of Certificates with security integration (*by only the Chairperson and the Member Coordinator with confidentiality*)

3. Protocol & VIP Committee

Members:- Dr. Sangita Phukon (Chairperson), Dr. Himanjoli Sarmah, Dr. Parag Rajkhowa (Member Coordinator), Dr. Juthika Das, Dr. Dipanjali Das, & Mr. Devid Khelma.

Role: Handle dignitaries and ceremonial protocol

Functions:

- Coordinate with Governor's office / Chief Guest
- Seating protocol
- Reception and escort
- Security clearance for VIPs
- Procession order

4. Finance & Budget Committee

Members:- Mr. Diganta Borah (Chairperson), Dr. Ranjan Sarma, Syed Parwaj M.U.Rahman, FAO (Member Coordinator), Mr. Ranjit Baruah & Mr. Lekhak Hazarika.

Role: Financial planning and compliance

Functions:

- Prepare and get the budget approved by the competent authority
- Procurement of all necessary stationery/contingency/consumable items such as academic dress, medals etc., except certificates.
- Procurement as per the Rules of Purchase and Tender
- Approve expenditures
- Vendor payments
- Financial reporting

5. Venue & Infrastructure Committee

Members:- Dr. Dilip Das (Chairperson), Dr. Rajib Saikia, Mr. Anupam Borgohian (Member Coordinator), Mr. Chandra Gogoi, Mr. Biswajit Gogoi, & Mr. Ratul Borah.

Role: Physical arrangements

Functions:

- Stage and seating layout
- Pandal / auditorium setup
- Power supply and generators
- Water and sanitation
- Accessibility arrangements

6. Accommodation & Transport Committee

Members:- Dr. Rupjyoti Dowari (Chairperson), Dr. Dipok Saikia, Dr. Sekhar Doley (Member Coordinator), Dr. Deepom Baruah, Mr. Munindra Chetia, Mr. Dipak Bharali, & Mr. Jitu Moni Sarmah,



Role: Guest and participant comfort

Functions:

- Accommodation bookings
- Allotment of accommodation to guests and participants
- Transport arrangements
- Allotment of vehicles to guests
- Parking arrangement

7. Food & Refreshment Committee

Members:- Mrs. Kalyani Baruah (Chairperson), Mrs. Malaya Borgohain, Dr. Manjuri Gogoi, Ms. Jyotica Borah, Mr. Suka Muni Das (Member Coordinator), Dr. Prodip Goswami, Mr. Gitartha Dutta (GF), Mr. Adesh Dey (GF), Mr. Lakhinandan Taye (GF), Mr. Putoly Baruah, & Ms. Riva Deori.

Role: Guest and participant comfort

Functions:

- Arrangement of light refreshments/breakfast (general/guests)
- Arrangement of light refreshments/breakfast (VVIPs/VIPs)
- Arrangement of lunch (general/guests)
- Arrangement of lunch (VVIPs/VIPs)
- Arrangement of dinner (VVIPs/VIPs/Spl. guests)

8. Invitation Committee

Members:- Dr. Utpal Dutta (Chairperson), Ms. Karabi Das, Ms. Nabamalika Hondikoi, Dr. Imdaduar Rahman (Member Coordinator), Ms. Palki Pagbondha, Mr. Bubul Ch. Dutta, & Mr. Suchen Kr. Das

Role: Management of invitation

Functions:

- Preparing and printing invitation letter
- Dispatching invitation

9. Registration & Certificate Arrangement Committee

Members:- Dr. Prabhat Ch. Nath (Chairperson), Dr. Paragjyoti Gogoi, Dr. Rashida T. Noorain, Mr. Rolungmuon Inbuon (Member Coordinator), Dr. Kangkan Pagag, Ms. Pinky Roy, Mr. Mridul Mahanta & Mr. Utpal Baruah.

Role: Management of registration, dress, medal, certificate etc.

Functions:

- Registration counters
- Academic dress distribution
- Medal arrangements
- Certificate arrangements
- Entry passes
- Help desks



10. Media, Public Relations & Documentation Committee

Members:- Dr. Nandita Goswami (Chairperson), Dr. Jugendra Nath Das, Ms. Ipsita Kaushik, Mr. Bidyutt Bikash Hazarika, Dr. Bikash Gogoi, & Ms. Archana Singh

Role: Public communication

Functions:

- Press releases
- Website updates
- Social media updates
- Photography and videography

11. Security & Crowd Management Committee

Members:- Dr. Bokul Chandra Patar (Chairperson), Ms. Monjumoni Das, Mr. Bhaskar Basumatary, Mr. Pankaj Kalita, Dr. Sukumar Das (Member Coordinator), & Dr. Krishna Dutta,

Role: Safety and risk control

Functions:

- Liaison with district administration and police
- Access control
- Emergency planning
- Crowd flow management

12. IT & Technical Committee

Members:- Dr. Kallol Nath (Chairperson), Mr. Manash Pratim Gogoi (Member Coordinator), Dr. Ranjan Sarmah, Dr. Kuntala Boruah, Mr. Dipankar Sharma (GF), Mr. Nilutpal Hazarika, & Mr. Rajib Kalita

Role: Technology support

Functions:

- Management of online Registration/Application portal
- Design application form in consultation with Academic & Degree Committee
- Audio-visual systems
- LED screens
- Live streaming
- Backup systems

13. Rehearsal & Ceremony Management Committee

Members:- Mr. Ronen Prakash Dutta (Chairperson), Dr. Swapnil Hazarika, Dr. Sekhar Doley, Dr. Paramartha Gogoi (Member Coordinator), Dr. Sudipta Chakraborty, Dr. Kabita Gogoi, Dr. Ranjeeta Kar, & Dr. Mridusmita Das.

Role: Smooth execution

Functions:

- Conduct rehearsals
- Train volunteers
- Stage coordination
- Script timing



14. Souvenir & Publications Committee

Members:- Dr. Archana Devi (Chairperson), Dr. Reetamoni Borah, Dr. Gayatri Goswami, Mr. Chandan Borgohain, Dr. Madhav Ch. Baruah, & Dr. Uttam Baruah (Member Coordinator).

Role: Official documentation

Functions:

- Convocation booklet
- Programme schedule printing
- Graduate roll publication
- Souvenir publication

15. Medical & Emergency Response Committee

Members:- Dr. Utpal Sarma (Chairperson), Dr. Pabitra Kumar Kalita (Member Coordinator), Ms. Dipjyoti Boruah, Dr. Paojatong Singson, & Ms. Shrabani Das.

Role: Health preparedness

Functions:

- Ambulance and first aid
- Medical desk
- Emergency response plan

(Dr. Profulla Ch. Kalita)
Registrar

Memo No. SU/RG/Convocation/2026/ 990

Date : 29-10-2026

Copy to :-

1. The OSD to the Honourable Vice Chancellor for his kind appraisal
2. The Academic Registrar i/c for information
3. All the members of the Committees for information and necessary action (*to be circulated through the University's official WhatsApp group and the University website*)
4. The Finance and Accounts Officer for information
5. The Head Assistant for information, with instructions to provide necessary facilities to the Committees
6. University Notice Board and Website for wide publicity
7. Guard file

(Dr. Profulla Ch. Kalita)
Registrar

