



No. MANUU/P&D/F.No.89/2016-17/45

Date: 03.11.2016

ORDERS

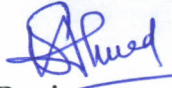
Sub:- MANUU – P&D – 6th Convocation – Prof. P.F. Rahman - Appointment of Chief Nodal Officer - Reg.

Ref:- Vice Chancellor's approval dated 03.11.2016.

Prof. P.F. Rahman, Head, Department of Zoology has been appointed as Chief Nodal Officer for organizing 6th Convocation of the University scheduled to be held on 26th December, 2016. Hon'ble President of India is pleased to grace the convocation.

Terms of Reference:

- (i) To recommend for constitution and defining the roles of Committees and Sub-Committees
- (ii) To Plan and prepare activity calendar to manage the event effectively and efficiently
- (iii) To develop work instructions and procedures in organizing the event
- (iv) To coordinate all the matters of event affairs with the various Committees constituted for the purpose
- (v) To correspond and communicate with all the officials concerned and also deals with the logistic arrangements
- (vi) To prepare draft of minute-to-minute programme of the Hon'ble President in consultation with the Vice-Chancellor


Registrar
H. H. H.

To
Prof. P.F. Rahman
Head, Dept. of Zoology

Copy to:

- i) Secretary to Vice Chancellor
- ii) Registrar's office
- iii) Controller of Examination
- iv) Finance & Accounts Section
- v) Dean, Academic
- vi) Director, CIT – with request to upload on the website