

Action Plan & Responsibilities – Opening Session NUST Convocation
&
11th Convocation of SCEE - 15 Nov 2022

Ser	Action	Responsibility	Remarks
1.	Master of ceremony / calling of students	Lec Sadia Arshad NICE A/P M. Asad Hanif NICE Lab Dem Mehwish Khalid (IESE), Lab Dem Romana Khan IESE	
2.	Hall Management Committee /Seating Plan & Ushers for guidance	Engr Mansoor Ahmed Malik Dr. Ather Ali, NICE Dr. Hammad Anis Khan, NICE Lab Tech Farooq Alam, NICE Lab Asst Muhammad Iqbal, NICE, Lab Asst Tauqeer Ahmed, NICE Lab Asst Yasir, NICE, Lab Asst Musarrat Abbas, NICE, Adeena Abdul Haseeb (NICE), Sana Raheel , Sibgha Khan , Hilal Khan, Zia Hussan, Qasim Qazi , Talha Ahmed Khokhar (NICE), Abdullah Zaheer (IESE), Ali Raza (IESE), Shaheer Ahmed (IESE), Jaweria (IESE), Amna shahban Usmani (IGIS), Hayat Ullah Abid (IGIS)	
3.	Stage Decoration	A/P Dr. Muhammad Imran Mian Zahran Hanif (MS Str-21), NICE	
4.	Composition of Procession / Marching Order, Seating at stage and protocols	Progm Coord SCEE Engr. Mansoor Ahmed Malik Dr. Abbas Haider, NICE A/P Musharib Khan Lec Quratulain Shafi	
5.	Reception Committee at the	<u>AD Adm & Coord NICE</u>	All Schools of NUST will deploy their own

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	Gates	Gate # 1 & 10 (NICE) Lab Engr Ibrahim Sarwar, NICE at Gate# 10. Gate # 2 (IESE & IGIS Combo (AD Adm Coord IESE)) Engr. Muhammad Uzair (IESE), Muhammad Waqas (IESE) Lab Engr Umar Safdar (IGIS), Storekeeper Khurram Khalid (IGIS)	reception parties
6.	Seating of students as per seating plan/award order	Lab Engr Atif Mehmood Lab Engr Muhammad Jawad M Afaq Shuaib, (MS Geotech -21), M. Muneeb Nawaz, (MS Str-21)	
7.	Guidance / speedy move of female students / guests from female washrooms to convocation hall	A/P Ammara Mubeen. NICE Lab Engr Miss Madiha Javed IESE (Replacement of Miss Momina Ahmad)	
8.	Maintain the discipline of students during the convocation	Dr. Israr Ahmed, NICE Dr. Zain Maqsood, NICE Lec Quratulain Shafi	
9.	Reception Committee at the Auditorium	Dr. Shakil Ahmad, NICE Dr. Shahbaz, NICE Dr. Ammara Mubeen, NICE Lec Miss Madiha Razzaq, IESE Faiza Nadeem (Str-2022) Muhammad Sohail	

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		(Geotech-2022) Shahroz Malik, UG-2019 Muhammad Hassan Jalil, UG-2019, Fazal Hussain, UG-2019 S. M. Nouroz Imran, UG CE-2020, Syed Lakht-e-Hassan, Afeefa Maryam, Hamza Ali, Muhammad Faizan,	
10.	Mobile Collection Desk	AD Adm & Coord NICE Lab Asst Zeeshan Ali Riaz, NICE Inam Ullah IESE NQ Mr. Tayyab IESE (Replacement of Baqir Shabbir) Stenographer Muzaffar Tufail IGIS Chokidar Muhammad Abbas IGIS	In consultation with CSO All other schools will have their own mobile collection desks
11.	Door Closing	A/P Dr. Muhammad Imran A/P Dr Sarmad Shakeel	
12.	Audio control & background Students stills or short clips	Sys Admin Imran Ashraf Tech (LAN) Humayun Shahzad, NICE Tech (LAN) Hafiz Habib Ur Rehman, NICE Mr. Faisal Aftab, IESE	In consultation with ICT & M&C Dte
13.	Signing of list of Awardees	Lec Qurratul-ain- Babar	
14.	Speech for Principal / Rector	Progm Coord SCEE	

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15.	Group Photograph	A/P Abdul Jabbar Khan 1 addl FM to be detailed by NICE LE Atif Mehmood Khan , NICE Junaid Nawab, UG CE-2020 Miss Anisa (IESE), Engr. Muhammad Uzair (IESE), Fiza Batool, IESE Lec Junaid Aziz Khan (IGIS), Muhammad Ibrahim IGIS	
16.	Faculty & Students Gowns	Storekeeper Murad Khan Naib Qasid Muhammad Waqas, NICE Mr. Mazhar Abbas, Mr. Bilal Ahmad	
17.	Prep of Medals / Degree Folders & Mugs for own institutes only	DD Admin & Coord SCEE DPS Mushtaq, UDC Tanveer Mr. Muhammad Riaz Khan, Mr. Haq Nawaz, Mr. Baqir Shabbir	NUST Schools will hand over the medals, degree folders to SCEE by 4 th Nov
18.	Banners/Backdrop and standees	DD Admin & Coord SCEE AD Admin IESE, DPS Mushtaq Installation by AD Admin IESE, in consultation with P&PR rep	
19.	Hi-Tea / Refreshments on Rehearsal / convocation Day	DD Adm & Coord SCEE AD Adm & Coord NICE, AD Adm & Coord IESE Lec Naqash Taj Abbasi IGIS, Mess Supv SCEE	
20.	Compilation of list of guests including Grd-20 and above	DPS Mushtaq SCEE HQ UDC Tanvir SCEE HQ Mr. Muhammad Riaz Khan	Will be managed by SCEE for grd-20 only

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		Mr. Haq Nawaz, Mr. Baqir Shabbir	
21.	Collection of medals / folders	UG Coord NICE 1 Staff from NICE, IESE, IGIS (Mr. Muhammad Riaz Khan, Mr. Haq Nawaz, Mr. Baqir Shabbir)	
22.	Transportation / provision of sign boards, easels and desks etc	AD Adm & Coord NICE Asst Adm Sup NICE 2 x Store man	
23.	Transport / Guest rooms	DD Adm & Coord SCEE AD Adm & Coord NICE AD Adm & Coord IESE Lec Naqash Taj Abbasi IGIS	MUST Transport will provide shuttle service for students All Schools will place their own demand of transport and guest rooms to Adm Dte
24.	Press Release	Progm Coord SCEE Dr Junaid, ILO	For SCEE convocation only
25.	Conducting offr with Chief Guest	Dr Junaid, ILO	
26.	Conducting offr with Chief Guests Grd 20 & Above	To be deputed by NICE as per final list	