**Action Plan & Responsibilities – Opening Session NUST Convocation &**

**11th Convocation of SCEE - 15 Nov 2022**

| **Ser** | **Action** | **Responsibility** | **Remarks** |
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| 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 Gates | **AD Adm & Coord NICE**  **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) | All Schools of NUST will deploy their own 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 (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 |  |
| 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 4th 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  Mr. Haq Nawaz, Mr. Baqir Shabbir | Will be managed by SCEE for grd-20 only |
| 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 | * NUST 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 |  |