**COLLEGE OF ENGINEERING TRIVANDRUM**

**GRADUATION DAY 2019**

DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBERS

1. **Duties of Department Coordinators**

The coordinators are supposed to coordinate all the activities connected with the convocation at the department level as listed below and keep the time schedule:

* Collection of materials from ECE seminar hall for distribution at registration counters in the department
* Setting up of the registration counters.
* Registration and distribution of academic dress, program schedule, slip for the seating and food coupon
* Assembling of the students for photo session in front of the main building (golden walkway).
* Make the students to sit in their allotted seat in the DJ hall
* Certificate and medal distribution
* Receiving back academic dress and handing over it to the registration committee.

1. **Registration Committee**

Registration counters must be arranged at the respective departments in sufficient numbers. Registration time is from 7.00 am to 8.00 am. Conveners of this committee are supposed to coordinate the activities connected with registration and supply and return of gowns and caps. The committee has to do the following:

* Receive materials for registration from department coordinators
* Collect Rs.1000/- ( in cash) from each student while supplying registration material
* Collect gowns and caps, then return Rs.1000/- after the program

**22.03.2019 (Friday): Time 2.00 pm** (from ECE seminar hall)

* Collect and verify the following materials for registration from department coordinators
  + List with seat number
  + Academic dress (student gown + cap)
  + Certificates
  + Program brochure
  + Slip for seat number
  + Coupons for lunch

**23.03.2019 (Saturday) 7:00am - 8:00am**

* ­Distribution of academic material to the graduates by collecting Rs.1000/- as a refundable deposit
* Issue only required number of lunch coupons ( 1 student + registered accompanying members)
* Give instruction regarding time schedule, venue of photo session (golden walkway), seating arrangement and return of gowns (registration counters at respective departments)
* Hand over 3 copies of final list of reported students to department coordinator by 8:30 am
* Arrange certificates as per final list.

**23.03.2019 (Saturday) 9:30am**

* Be present at Diamond Jubilee Hall
* Make sure that all students are seated by 9.45 am.
* Take charge of distribution of certificates and medals of respective department

**23.03.2019 (Saturday) after the program (tentatively 2:00 pm)**

* Collect the gowns and caps from candidates by refunding Rs.1000/- and get the signature of the student at the same venue of registration in the department
* Hand over the gowns and caps at ECE seminar hall.

**3. General Arrangement Committee**

* Receive academic dress, certificates, medals, oath card, program schedule and food coupon from the suppliers
* Distribute academic dress, certificates, program schedule and food coupons to department coordinators on 22.03.2019
* Hand over medals and oath cards to stage program committee on 22.03.2019
* Return the gowns and accessories to the suppliers after collecting from the department coordinators on 23.03.2019 by 3:00pm

1. **Photo Session Committee**

* Conveners of this committee are requested to instruct the students to assemble for the photo session in time (collect time schedule and location allotted for each department for assembling on 22.03.2019) and make sure that the photo session is completed within the time allotted for each department
* Direct the students to form a proper queue for entering DJ hall
* Seating order:
* Toppers – UG
* Toppers – PG
* Ph. D
* Electronics and Communication Engineering – B. Tech, M. Tech
* Architecture – B. Arch, M. Arch, M. Plan
* Civil Engineering – B. Tech, M. Tech
* Computer Science and Engineering – B. Tech, M. Tech
* Electrical and Electronics Engineering – B. Tech, M. Tech
* Mechanical Engineering – B. Tech, M. Tech
* MBA
* MCA
* Evening Courses – B. Tech, M. Tech
* First UG and then PG Students in the queue for each department

1. **General Discipline Committee**

* Whenever there is any confusion or any disorder during registration or other activities, the committee should take necessary action at the spot itself
* The committee should ensure discipline of students during photo session and seating
* Prevention of any kind of hooliganism in and around the campus and diamond jubilee hall
* It is the responsibility of the committee to make sure that all the students must return their gowns and materials at respective counters

1. **Committee for Seating Arrangement**

* The committee should ensure that there is no confusion regarding the seating arrangement of the students
* Ensure that the students occupy their allotted seats

1. **Reception and Stage Program Committee**

* Monitoring and verifying stage arrangements
* Arrange bouquet (from event management team), flowers, water bottles, matchbox, nilavilakku and other necessary items for the function.
* Check the proper arrangement and functioning of sound systems, light arrangements, coolers and seats in stage.
* Arrange medals and oath card for distribution
* Arrange students for invocation

1. **Certificate Committee**

* Designing and Printing of Certificates
* Cross check the printed certificates with the list of registered students
* Handover the printed certificates to registration committee coordinator

1. **Food & Hospitality Committee**

* Ensure that the tea and lunch reach on time and that there is no shortage

Tea time - 8:00 am at the reporting counters of all department

- 8:00 to 10.00 am at parent’s venue

Lunch time -1 .00 pm

* Lunch must be supplied against coupon
* Adequate number of waste bins should be provided
* Make sure that the refreshment area is kept clean

1. **Finance Committee**

* Keep record of all financial transactions (with quotations/bills/vouchers)
* Account settlement after the program

1. **Water supply and Electricity**

* **Sufficient drinking water facility should be provided**
* Ensure drinking water supply (bottles and dispenser at main stage and hall)
* Ensure required number of drinking water cans and dispensers.
* Check and make sure that the sound and light systems are working properly at all venues
* Make sure that a sound system is available at the main block lobby from 7:00 am to 3:00 pm
* Ensure the backup generators in college and their proper working and also ensure the proper working of generators provided by the event management team.
* Ensure sufficient buffer stock diesel is available for generators

### **General Coordinator** : Prof. (Dr.). Ajayan K.R., Dept. of ECE

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