



ଓଡ଼ିଶା ବୈଷୟିକ ଓ ଗବେଷଣା ବିଶ୍ୱବିଦ୍ୟାଳୟ
ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
GHATIKIA, MAHALAXMI VIHAR, BHUBANESWAR - 751 029

Ref. No.: 239 /ACD/OUTR

Dated: 16.01.2026

OFFICE ORDER

In partial modification of Office Order Nos.: 3637/ACD/OUTR, Dated: 28.10.2025; No.: 3727/ACD/OUTR, Dated: 03.11.2025 and No.: 179/ACD/OUTR, Dated: 12.01.2026; various Sub-Committees were reconstituted as per the Clause 61 of the First Statutes 2022 of the University for smooth arrangement of the Convocation. Please note that the **Third Convocation** will be held on **January 19, 2026** at **Rail Auditorium, Mancheswar, Bhubaneswar**.

Advisory Committee:	Vice-Chancellor	-	Chairman
	All Deans	-	Member
	All HOSs / HODs	-	Member
	Registrar	-	Member
	Comptroller of Finance	-	Member

Professor-in-Charge: Prof. Achyuta Nanada Acharya

Sub-Committees:

A. Finance Sub-Committee

1. Mr. Kulamani Malik, CoF
2. Dr. Pramod Kumar Parida (SMS)
3. Mr. Bishnu Prasad Swain, (ACCT)
4. Audit Cell

- Collecting fund requirements from various sub-committees and preparing the budget and fund allocation; processing the final bills.

B. Venue Sub-Committee

1. Mr. Pramod Kumar Behera (SIP)
2. Mr. Kamallesh Chandra Rout (SES)
3. Mr. Partha Pratim Karmakar (SIP)
4. Mr. Bhabani Shankar Sa (SIP)
5. Dr. Jaya Ram Mohanty (SIP)
6. Mr. Anil Kumar Samal (SES)
7. Mr. Janmejaya Dash (SES)

- Selection of Venue.
- Processing the Tender.
- Arrangement of Venue with due protocols and Security features.
- Venue & Stage decoration with flower, flower bouquets for guests and also in the robbing room, Green room.
- Flex, standee flex.
- LED (panel) display for the backside of the entire stage and 2 nos. Of LEDs in the visitor area.
- Lighting the university campus with colour halogens, lichu lights and small decorated lights etc.
- Laying of red carpet from robbing room to venue.
- Laying of green/orange mat in the entire venue and periphery.
- Adequate Sound systems in the stage and visitor area.
- Full proof uninterrupted electricity connection and its maintenance in the Venue.
- Maintaining proper hygienic condition.
- Other accessory items like last year.

NB: Hand over the venue before 24 hours except flower decoration.

C. Invitation & Reception Sub-Committee

1. Dr. Ranjan Kumar Jena (SES)
2. Dr. Prakash Kumar Ray (SES)
3. Ms. Swapna Sarita Swain (SIP)
4. Ms. Samikshya Mishra (SES)
5. Ms. Rashmita Routray (SELS)
6. Mr. Bijay Kumar Sasmal (SES)

- Designing the Invitation Cad and getting it printed.
- Prepare the list of invitees and arrange to deliver the invitation cards & letters.
- Receive the guests on the Convocation days and get them seated in the assigned area.
- Take them to high tea or lunch area.

D. Press & Media Sub-Committee

1. Dr. Bijnyan Ranjan Das (SBSH)
2. Mr. Neelakantha Guru (SES)
3. Dr. Biswajit Samantaray (SBSH)
4. Dr. Piyush Ranjan Rout (SIP)
5. Ms. Swati Lipsa (SCS)

- Inviting media personnel for Convocation.
- Brief the media.
- Coverage in both print and electronic media.



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E. Certificate Sub-Committee

1. Dr. Kanhu Charan Bhuyan (SELS)
 2. Mr. Priya Ranjan Mallick (SMS)
 3. Ms. Rashmi Rekha Sahoo (SELS)
 4. Ms. Twinkle Kisku (SES)
 5. Ms. Abhyarthana Bisoyi (SELS)
 6. Ms. Minakhi Behera (SES)
 7. Dr. Rakesh Ranjan Sahoo (SBSH)
 8. Mr. Naresh Chandra Naik (SELS)
 9. Mr. Siddhartha Kumar Chanda (TE)
 10. Ms. Shreeparna Sahoo (SIP)
- Printing the Original certificates
 - Getting the folders ready for awarding the certificates and pledge.
 - Distributing the certificates during the Convocation and record keeping for it.

F. Medals Sub-Committee

1. Dr. Ajit Kumar Barisal (SES)
 2. Dr. Tapas Kumar Patra (SELS)
 3. Dr. Ramesh Kumar Mallick (SMS)
 4. Dr. Neelakantha Guru (SES)
 5. Mr. Santosh Kumar (SIP)
 6. Dr. Babita Ojha (SBSH)
 7. Mr. Nadia Bihari Kanungo (Office)
- Design the required number of medals.
 - Processing the tender for purchase of medals and getting them ready before time.
 - Distribution of medals on the Convocation Day as per norms.
 - Maintain proper account of the medals.

G. Convocation Manual, Speech, Booklet and Documentation Sub-Committee

1. Dr. Aruna Tripathy (SELS)
 2. Dr. Meera Viswavandya (SES)
 3. Dr. Babita Ojha (SBSH)
 4. Dr. Bipin Bihari Dash (SBSH)
 5. Mr. Sudhansu Bhusana Mohapatra (SELS)
- Preparing the Convocation manual and Speeches of all the dignitaries and get it printed as per required nos.
 - Preparing the Speeches of all the dignitaries and get it printed.
 - Arrange for distribution of these printing booklets to all the dignitaries.

H. Online and Social Media Event Management, Web Design and Photo & Videography Sub-Committee

1. Dr. Ranjan Kumar Dash (SCS)
 2. Mr. Manoranjan Panda (SCS)
 3. Dr. Sanjit Kumar Dash (SCS)
 4. Dr. Chandrakanta Badajena (SCS)
 5. Mr. Jaganntha Prasad Rath (SCS)
 6. Mr. Prashanna Kumar Parida (SCS)
 7. Mr. Biswaranjan Mohanty (SCS)
- To arrange suitable online platform for the event.
 - To design and create web page.
 - Arrange for live telecasting the events
 - Uploading live events in the YouTube or other electronic platforms.
 - Arrange for photography and videography.
 - Processing it and award to vendors.
 - Album and photo uploading in the website.
 - Photo circulation among students, alumni, media personnel and others.

I. Food Sub-Committee

1. Dr. Bibhu Prasad Dash (TE)
 2. Dr. Dipak Ranjan Swain (SES)
 3. Dr. Anjan Kumar Sahoo (SES)
 4. Mr. Jitendra Naik (SMS)
 5. Ms. Padmabati Sahoo (SIP)
 6. Ms. Rosalin Dalai (SIP)
 7. Mr. Debesh Kumar Das (FAT)
 8. Mr. Chitta Ranjan Bhol (TE)
 9. Mr. Sudhansu Bhusana Mohapatra (SELS)
 10. Dr. Bhikari Charan Bhatta (SBSH)
 11. Mr. Satyabrata Swain (SBSH)
 12. Mr. Gora Chand Mohanty (SMS)
 13. Mr. Saroj Kumar Bisoi (Transport)
 14. Mr. Siba Prasad Sahoo (SMS)
- Finalising the food menu, venue for fooding and arrangements.
 - Processing and award to the vendor
 - Supervise the desired quality food items, arrangements and serving to the dignitaries.

J. Alumni Sub-Committee

1. Dr. Samarjit Pattanaik (SES)
 2. Dr. Sabita Dash (SIP)
 3. Mr. Santanu Sen (SES)
- Communication with alumni.
 - Coordinate with the cultural committee and arrangements of alumni gathering.



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K. Academic Procession Sub-Committee

1. Dr. Minakshi Prasad Mishra (SBSH)
2. Mr. Jagannath Sethi (SELS)
3. Mr. Biswajit Majhi (SIP)
4. Mr. Rabindra Pradhan (Security Supervisor)
5. Mr. Ashok Kumar Patra, P.E.T.
6. Ms. Rajkumari Patro, P.E.T.

- Conducting the rehearsals of the Academic Procession and proceeding at least 2 days before the schedule date of the Convocation (2 times minimum).
- Organizing the Academic Procession on the day of Convocation as per Statutes.

L. Stage Management Sub-Committee

1. Dr. Ananya Dastidar (SELS)
2. Ms. Suman Bala Behera (SELS)
3. Dr. Bhikari Charan Bhatta (SBSH)
4. Dr. Lopamudra Mohanty (SBSH)

- Managing the events during the Convocation as per schedule.
- Microphones, flower decoration, placing the academic records before the dignitaries in the dias.
- Making ready the winners a per order for award of medals and certificates.
- Helping all round assistance to the dignitaries in the stage during Convocation.

M. Venue Seating Arrangement Sub-Committee

1. Ms. Karmila Soren (SELS)
2. Dr. Swagat Kumar Das (BT)
3. Ms. Susmita Pal (SCS)
4. Dr. Jyoti Prakash Dhal (SBSH)
5. Ms. Sourmyashree Mangaraj (SELS)
6. Dr. Chandrakanta Badajena (SCS)
7. Ms. Rashmita Parida (SMS)
8. Dr. Rojalin Pani (SMS)
9. Dr. Pramoda Kumar Behera (SBSH)
10. Dr. KPSS Hembram (SBSH)
11. Ms. Swagatika Giri (TE)
12. Dr. Prachitara Satapathy (SES)
13. Dr. Shiba Ranjan Paital (SES)
14. Mr. Bikash Patnaik (SIP)
15. Mr. Debesh Kumar Das (FAT)
16. Dr. Ashish Kumar Mishra (SCS)
17. Ms. Nancy Bhandari (SMS)

- Sitting arrangement in the Convocation Venue.

N. Robing Sub-Committee

1. Mr. Debi Prasad Dash (SELS)
2. Ms. Pramodini Sahu (SIP)
3. Dr. Rojalin Pradhan (SBSH)
4. Dr. Suraj Kumar Nayak (BT)
5. Prof. Smitanjali Behera (SMS)
6. Dr. Kamal Lochan Jena (Library)

- Making the Robes ready
- Assisting the dignitaries for robbing before start of Convocation.
- Assisting the dignitaries for unrobbing.
- Collection of robes and handing over after get these cleaned.

O. Convocation Dress Sub-Committee

1. Dr. Ullash Kumar Rout (SES)
2. Mr. Sangram Mohanty (SIP)
3. Mr. Manjit Kumar Nayak (SCS)
4. Dr. Rudra Narayan Pradhan (SES)
5. Dr. Priyambada Jena (SBSH)
6. Dr. Jyoti Prakash Dhal (SBSH)
7. Dr. Abinash Sahoo (SIP)

- Finalizing the dress code for the alumni / participants, guests in the dias.
- Processing for purchase and distribution.
- Processing for purchase or hiring of dresses for guests in the dias.
- Handover the dresses to the robbing team and taken back from the robbing team.
- Maintain proper records for the dresses.

P. Registration Committee

1. Dr. Subasish Mohapatra (SCS)
2. Ms. Satyabhama Dash (SELS)
3. Dr. Ganeswar Dalei (SBSH)
4. Mr. Debi Prasad Mishra (SCS)

- Registration of the alumni for the Convocation.



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Q. Security and Disciplinary Sub-Committee

1. Mr. Sushant Kumar Sahu (SELS)
2. Mr. Lalbahadur Majhi (SES)
3. Dr. Prasana Kumar Mishra (SBSH)
4. Ms. Shrestha Das (SIP)
5. Dr. Sudhansu Sekhar Das (SMS)
6. Mr. Chandra Sekhar Sahu (SMS)
7. Mr. Kailash Chandra Sahu (SCS)

- Figure out the list of students volunteers for the Convocation.
- Sitting arrangement in the Convocation Venue.
- Security and Discipline arrangement in the Venue.
- Issue of pass, if required.
- Arrangement of parking.

R. Cultural Sub-Committee

1. Dr. Ashwini Kumar Dash (FAT)
2. Ms. Suman Bala Behera (SELS)
3. Dr. Siprarani Pradhan (SIP)
4. Mr. Jagannath Sethi (SELS)
5. Dr. Swati Sucharita Pradhan (SES)

- Coordinate to conduct the Cultural Programme on the day before convocation.
- Supervise the Cultural Programme.

S. Transport Sub-Committee

1. Mr. Santosh Moharana (SMS)
2. Mr. Bishnu Narayana Mahapatra (SMS)
3. Mr. Manoj Kumar Das (Transport)
4. Mr. Saroj Kumar Bisoi (Transport)
5. Mr. Anirudha Sarangi (Library)

- Hiring of vehicles for delegates.
- Oversee the to and fro journey of the delegates as per schedule of Convocation and during rehearsal, if desired.

T. Medical Sub-Committee

1. Dr. Sudhansu Sekhar Sahoo (SMS)
2. Dr. Kapura Tudu (SMS)
3. Mr. Saroj Kumar Pradhan (SBSH)

- Purchase of necessary first-aid items for emergency medical assistance.
- Timely medical assistance to the students, staff, delegates and dignitaries.

U. Hygienic Sub-Committee

1. Mr. Bhabani Shankar Sa (SIP)
2. Ms. Satyabhama Dash (SELS)
3. Mr. Jitendra Kumar Sahoo (SIP)

V. Distribution of Students' Dress & Convocation Kits Sub-Committee

1. Ms. Jasmine Hansda (SES)
2. Mr. Sudhansu Ranjan Dwibedi (SELS)
3. Ms. Swagatika Giri (TE)
4. Dr. Debabrata Sahoo (SELS)
5. Dr. Bighneswar Baliarsingh (BT)
6. Mr. Alok Kumar Mohanty (SIP)
7. Dr. Subhashree Samantasinghar (SIP)
8. Ms. Sudipta Mohanty (SES)
9. Dr. Shiba Ranjan Paital (SES)
10. Dr. Puspa Ranjan Swain (SMS)
11. Dr. Smruti Rekha Sen (SMS)
12. Mr. Santosh Kumar Maharana (SCS)
13. Mr. Amrutanshu Pradhan (SCS)
14. Ms. Rojalin Mallick (SCS)
15. Dr. Subhaseema Das (SBSH)
16. Ms. Baljeet Kaur Lotte (SBSH)
17. Dr. Sudhansu Sekhar Routray (SBSH)
18. Dr. Amit Tripathy (SMS)
19. Mr. Biswajit Mohanty (SMS)
20. Mr. Sumant Shekhar Mohanty (SCS)
21. Ms. Itishree Dash (FAT)

This is issued with the approval of the Competent Authority.

Shrieevanandya
16.01.2026
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Memo No.: 240 /ACD/OUTR; Dated: 16.01.2026.
Copy to the Person concerned for information and necessary action.

Allexandrya
16.01.26
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Memo No.: 241 /ACD/OUTR; Dated: 16.01.2026.
Copy to the all Deans / HoSs / HoDs / Office of the Vice Chancellor / Academic Section / Examination Section / Accounts Section / Maintenance Sections for information and necessary action.

Allexandrya
16.01.26
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