योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
(An Institute of National Importance, Ministry of Education, Govt. of India)

Ref.No.01/SPAV/REG/ X-CONVOCATION/2026-27 **Dt: 01.07.2026**

OFFICE ORDER

Sub: Constitution of Committees for the preparation and conduct of the 10th Convocation of SPA Vijayawada scheduled to be held on 29 July 2026

In view of the 10th Convocation of SPA Vijayawada, scheduled to be held on 29 July 2026, the following committees are constituted for the smooth preparation and conduct, of the same.

S. No	Sub-Committees	Members	Scope
1	Overall Coordination	A. Shri Shyam Kumar PVS B. Prof. Dr. Venkata Krishna Kumar Sadhu	Coordination with all committees for efficient execution of the Convocation
2	Venue, Stage Decoration and Seating Arrangements	A. Prof. Dr. Anil Kumar Ch (Lead) B. Dr. Karteek G C. Dr. Naina Gupta D. Dr. Nitesh Shukla E. Shri Malaivel Govindan K F. Shri Abhishek Arepalli G. Shri Shaik Ashraf A H. Shri Lakshmi Narayana V	• Seating Arrangement (on and off the dais) • Stage Layout, and the Design, Production and Installation of Stage Backdrop • Ensuring that seating plan is adhered to, on the day of Convocation; Ensuring entry, exit and recess plan in venue for guests. • Ensuring space for storage of degree and other materials during convocation
3	Degree, Gold Medal and Certificates and Folders for Degrees	A. Dr. R N S Murthy (Lead) B. Ar. Vijesh Kumar V C. Dr. Valliappan AL D. Ar. Karthik Ch E. Shri Srikanta Bhargava Teja F. Shri P Santosh Kumar G. Shri Rajeev R H. Ms. Jaldi Anitha I. Ms. Nagalakshmi G	• Registration of, and communication with the graduates about the Convocation; making prior list of in-absentia and attendance withing the deadline as decided by Comm 1; • Producing original degrees, certificates and medals of the graduands; • Producing the Folders which will contain the degrees • Managing the distribution of the degrees on stage on the day of convocation; Handling over of the original degrees immediately after the convocation • Posting of degrees after the convocation for in-absentia. • Declaring list of registered and in-absentia graduands 24 hrs prior to the start of the Convocation. • Declaration of Convocation Notifications from time to time to the graduands.
4	Signages, Stoles and Mementoes	A. Dr. Uma Sankar Basina (Lead) B. Ar. Pushpendra Kumar C. Ar. Abhinav Bhole D. Ar. Deepak Kumar E. Ar. Narasimman R F. Ar. Divya Yadav G. Er. P Pramod H. Ms. Kesava Lakshmi M	• Signages across the campus, main gate and various places, as approved by Comm 1; • Ordering of stoles for guest, students, merit students, senate, Stoles to be handed over to Comm 8 (for packing and preparation of Convocation Kit, at least 48 hrs before the Convocation Day). • Design and production of badges for in-house organising members, student volunteers, etc.
5	Student 'On-site Registration' & Rehearsals	A. Prof. Dr. Adinarayanane R (Lead) B. Dr. Banu Chitra C. Dr. Jagath Kumari D D. Ar. Somaina Islary E. Ar. Apuroopasvi F. Dr. Arpan Paul Singh G. Ms. Mounika Sekhar H. Shri V. Pavan Kumar I. Ms. K Priyanka	• Conduct of rehearsals one day before in the evening. • Registering of students and parents on the day of the Convocation and/or one day before. • Collection of mobiles and belongings and return after convocation • Handing over of Convocation Kit and Stoles upon registration. (List to registered graduands and in-absentia to be followed as declared 24 hrs before start the convocation by Comm3)
6	Travel, Local Conveyance, Accommodation & Reception	A. Dr. Prasanth Vardhan (Lead) B. Ms. Ekta C. Ms. Tanaya Paul D. Shri Chityala Mahesh E. Shri Janardhana Reddy M F. Shri Rajeev N G. Shri K Eswar Sai Pratap	• Booking of Travel Tickets to guests/Senate members/BoG members. • Arranging airport / station pick-up & drop of invited guests; arranging local travel of guests on the day of convocation; • Arranging accommodation for chief guests, Senate and BoG members; • Receiving guests on arrival.
7	Food	A. Dr. Kranti Kumar M (Lead) B. Ar. Kaushal Kumar C. Shri Shubham Magre D. Ar. T Samantha Kumar E. Shri Yoganand K F. Shri T Gnani Chaitanya	• Arrangement, production and distribution of lunch tokens for all lunch attendees (graduands, staff, faculty and volunteers, with pre-approved list). • Arrangement of snacks at the venue for dais dignitaries and students (after the convocation); • Arrangement of convocation lunch through agency for graduands; Arrangement of convocation lunch for graduand guests; • Tokens for the on-the dais dignitaries may not be distributed.

8	Convocation Brochure /Report	A. Prof. Dr. Ayon Kumar Tarafdar (Lead) B. Dr. Faiz Ahmed C C. Shri A Sandeep	• Content preparation and design for Convocation Brochure /Report
9	Convocation Kit – Publication and Printing	A. Prof. Dr. Janmejoy Gupta (Lead) B. Shri Amancha Rakesh C. Ar. Komal Gilda D. Ms. Sarita Kumari E. Ms. Vinitha V	• Development, Design and Production of Convocation bag which will contain Stoles, and Convocation Report. • Development, Design and Production of – Convocation Report. • Convocation Kit, with everything packed inside. (Stoles obtained from Comm 4) to be submitted 24 hrs before the start of the Convocation and handed over to the Comm 5.
10	Protocol, Invitation, Security and Parking	A. Prof. Dr. Amitava Sarkar (Lead) B. Ar. Monisha Vallivila K C. Ms. Zorba D. Shri T Subramanyeswara Rao E. Shri T. Hemanth Kumar F. Shri Vasu P G. Shri Sunil Kumar G	• Development, Design and Production of Convocation Invitation cards (for digital and post), separately for graduands and guests; • Sending out of invitations (digitally, by post and in person) as per protocol and utilising the outreach of SPAV (to Senate, BoG members) and other identified dignitaries. • Making a security plan and parking plan for the Convocation day for the venue and campus.
11	Audio-Video, Recording & Photography, Electrical, and IT support	A. Dr. Tungnung K (Lead) B. Dr. P Siva Prasad C. Ar. Y Charitha D. Shri Gopinadh M E. Shri B Bhargava Reddy F. Shri V Venkata Narayana	• Complete videography, live streaming and generation of recorded video of whole event and still photography in pen drive for record. • Full IT related support for the Convocation at the venue and in campus • Arrangement of audio-video, camera, mike, speaker and lighting systems, with prior approval. • Ensuring sound, generator and electrical support.
12	Media and Press	A. Prof. Dr. Shanmuga Priya G (Lead) B. Dr. Nagaraju Kaja C. Ar. Kapil Natawadkar D. Ar. Ch Dheeraj Venkata Manikanta E. Shri V Vamsi Krishna F. Shri Kuraku Krishna	• Sending out press releases before and after the event; • Inviting press and media organisations; Taking care of press and media on convocation day; • All efforts towards publishing of convocation news in media.
13	Minute to Minute Programme	A. Prof. Dr Vijayalaxmi Iyer K (Lead) B. Prof. Dr. Srinivas D C. Prof. Dr. Lilly Rose A D. Ar. T Madhava Rao E. Shri Jayakaran V	• Development of Script of the Minute-to-Minute Program for the day; Ensuring time management of the program and arrangement of music (if any)
14	Formation of Student Volunteer Teams	A. Dr. Rajakumari Muthusamy (Lead) B. Dr. Prashanti Rao C. Dr. Anurag Bagade D. Dr. Jayesh M B E. Shri S.Sai Diwakar Naik F. Shri E Rajasekhar G. Shri Sudheer Kumar P	• Making a list of student volunteers from final year and dividing them into teams for different sub-committees for the management of seating, stage, media, guests, reception, kit distribution, lunch management, etc. • This list is to be made ready and declared with approval by 14.07.2026 so that the teams can be initiated into works.

The above Sub-Committees are required to prepare a plan-of-action along with estimated budget (as per sub-committee requirements) and put-up note files, with their proposals, latest by 07.07.2026 for approval. Upon receiving the sub-committee budgets, a consolidated budget after compilation of sub-committee budgets shall be put up for approval by Dean Academic.

Upon approval of budget, the Sub-Committees may be treated as 'Local Purchase Committee' and act as per purchase norm. Sub-committees are to obtain approval of L1 and work orders shall be released by Administration.

Advance to each team shall be sanctioned latest by 14.07.2026, after scrutiny. Expenses are to be incurred from the advances, following standard procurement norms.

The committees are then to present progress of work from time to time, towards finalisation of assigned works and successful conduct of the Convocation.

This is issued with the approval of Competent Authority.

Registrar I/c.

To:
All Concerned.
Copy to:
1. Director – For Records and Information
2. All Deans/Heads - For Records and Information
3. File