



GRADUATION DAY, CERTIFICATE CONFERRING CEREMONY

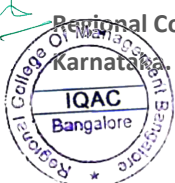
AGENDA: Committee Formation, Distribution of Members

Date:

Conveyner: Academic Council

Minutes of the Meeting:

1. RCMB is going to organize the "Graduation Day" for the first time after COVID.
2. The date of the event is unanimously agreed as on 20th March, 2023.
3. It was decided that RCMB is going to invite the following batches to confer the Completion Certificate to all the Alumni of the respective batches:
 - a) Batch 2019-2021
 - b) Batch 2020-2022
 - c) Batch 2021-2023
4. For the purpose, to make the event successful all the stakeholders representing from Teaching & Non Teaching Staffs, Students representatives and other senior administrative members discussed in detail and following structures of different committees were formed primarily (Complete Structure of the Functional Committee shall be attached as annexure):
 1. Level 1: Operational Head, chaired by the President
 - a) Team of Staff Advisories (Senior Members of Academic Council)
 - b) Team of Staff Core Committees (With different assignments)
 2. Level 2: Students Core Committee - Members selected and assigned to different Functional Team
 3. Level 3: Functional Division
 - a) Budgeting
 - b) Finance & Accounts
 - c) Programme Design
 - d) Social Media, Advertisement & Branding
 - e) Procurement & Inventories
 - f) Logistics

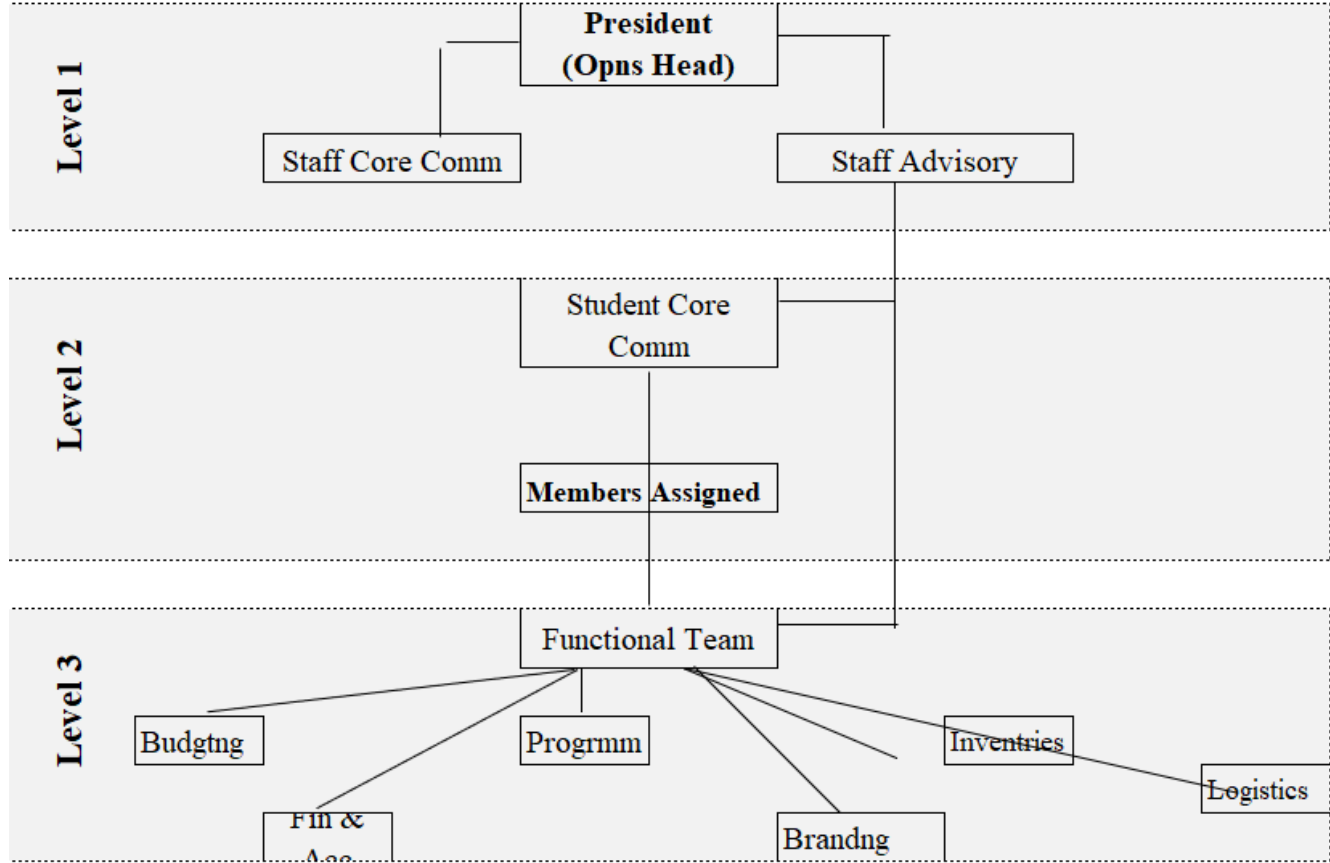




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5. All the members in Level 2 and Level 3 shall start collaborating with each other with immediate effect.



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Staff Core Team

1. Prof. Amitabha Chattopadhyay Dean – Academics



2. Prof. Kamal Bhowmik Dean – Administration





3. Prof. Sudip Kumar Sen
Associate Professor and HR Head



4. Prof. Sourish Bandyopadhyay
Associate Professor and Finance Head



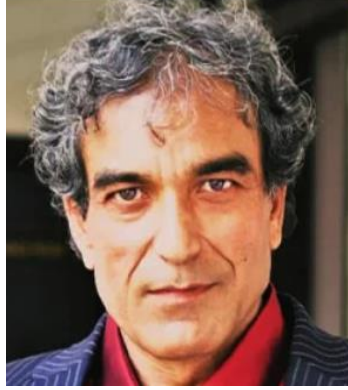


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5. Prof. Mihir Das

Associate Professor and Social Media Head



Staff Advisory Team Members

1. **Prof. Tapas Panda**
2. **Prof. C R Reddy**
3. **Prof. Vandana K. R.**
4. **Prof. Sohel Maity**
5. **Prof. Veeresh**
6. **Prof. Bala Aryan**
7. **Mr. Ashish Paul**
8. **Mr. Sumesh V K**
9. **Mr. Aswath Reddy**
10. **Prof. Smitha S**
11. **Ms. Niharika Reddy**
12. **Prof. Zabiullah**
13. **Prof. Manjula**
14. **Mr. Sidam Kar**




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Students' Core Committee Members

1. **Mr. Ankit**
2. **Mr. Ninad**
3. **Mr. Akash**
4. **Mr. Abhishek**
5. **Ms. Soumya**
6. **Ms. Alisha**
7. **Mr. Gaurav**
8. **Mr. Priyanshu**
9. **Ms. Siya**
10. **Ms. Gyathri**
11. **Mr. Rohit**
12. **Mr. Shiv Shambhu**
13. **Ms. Sakshi Gupta**
14. **Mr. Vikas N**
15. **Ms. Megha**
16. **Mr. Ankita P**
17. **Mr. Sai Teja**
18. **Mr. Pawan**
19. **Ms. Sakshi Bansal**
20. **Ms. Maheshwari**



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CASE REPORT OF GRADUATION DAY, CERTIFICATE CONFERRING CEREMONY.

Graduation Day, the Certificate Conferring Ceremony of the College showcases the practice of decentralisation and participative management in entirety.

The primary objective of decentralisation with regard to this particular cultural event is to reorient organisational culture, thin out the official hierarchy, extend opportunities for teachers as well as students to contribute profoundly, enrich the decision-making process, and nurture greater democratic professionalism, together with proficient event management.

The decision to hold the Graduation Day Festival is taken up by the Governing Body and then the Student Council of the College is entrusted with the task of organizing the event.

The students, non-teaching staff and the faculties work together as active members in managing the entire event. To strengthen the idea of participative decision making, the President of the College has consultations with the staff members and student representatives.

Under the guidance of Staff Advisors to Student Council, various Committees and Sub- Committees are constituted to take care of Funding, Finance and Accounts, Programme Itinerary, Inventories & Infrastructure, Decorations, Refreshments & Food, Social Media Publicity and Logistics etc.

Each Committee/Sub-Committee has Teaching and Non-teaching members as Staff Advisors and students who are part of the Students Core Committee. The entire estimation and Budget of the event was carefully drawn out with due deliberation between the Committee and Sub Committee members.

The Finance and Accounts Committee allocates funds to the societies for their respective events based on the budget prepared by the societies and presented to the Committee.

The Decoration Committee manages the setup of entire campus decoration staying within the allocated budget during the festival.

The Refreshment and Food Committee in co-ordination with the Inventory & Infrastructure committee took care of the entire requirement for approximately 300 invitees.

The Graduation Day Core Committee and The President put up Duty Charts for all Teaching and Non-Teaching Staff. Each academic staff member was given a mandate to keep their robe on during the entire event.

Decentralisation of administration in Graduation Day refers primarily to a process, in which students are given a free hand to take decisions about the judicious use of resources, financial management, execution of programmes, Infrastructure arrangements, and so on. This sort of decentralisation allows the students to be more responsible, responsive, sensitive and proactive



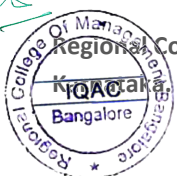

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to exercise their own discretion for planning and execution in a participatory and democratic environment.



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