

THE CVM UNIVERSITY
INSTITUTE OF LANGUAGE STUDIES AND APPLIED SOCIAL SCIENCES
ALUMNI MEET 2026

Tentative date: 01/02/2026 [Sunday] Time: 9:00 am onwards

Roles and Responsibilities

Sr.No	Committee	Faculty Name	Student	Dead line
01	<p>Core Organizing Committee Responsibilities:</p> <ul style="list-style-type: none"> ● Approve event date, time & venue ● Approve budget and expenditure ● Give final approval on program schedule ● Coordinate among all committees ● Review planning progress weekly ● Address conflicts/problems immediately ● Coordinate with management / trustees 	<p>Alumni coordinator: Dr.Lavina Christian</p> <p>Advisory committee: Dr.Najma Pathan Dr.Mehul Rabari</p>	<p>Mr.Ved Patel Ms.Dharmi Patel Ms.Haley Patel</p>	20/01/2026
02	<p>Invitation & Communication Committee Responsibilities:</p> <ul style="list-style-type: none"> ● Prepare contact list of alumni ● Design invitation messages/cards ● Send invitations through WhatsApp/Email/SMS ● Coordinate RSVP responses ● Maintain communication log ● Answer alumni queries regarding the event ● Share reminders one week & one day before event 	<p>Dr. Rima Soni Ms.Jyoti Gupta</p> <p>Technical Guidance , if required (Mr.Darshan Gajjar)</p>	<p>Mr.Dhruv Kaku Mr.Nilang Mehta Mr.Manav Darji Mr.Aditya kapadia Ms.Aakriti Singh Mr.Divyesh Mr.Jay Bharwad Ms.Tripti Mishra Ms.Vrushti Patel Ms.Selvi Bhikadiy</p>	20/01/2026
03	<p>Registration & Welcome Committee Responsibilities:</p> <ul style="list-style-type: none"> ● Set up registration desk at entrance ● Prepare registration forms/list ● Issue name badges ID cards to alumni 	<p>Dr.Sandip Patel Dr.Jyoti ka.Patel Dr.Archana Bansod</p>	<p>Ms.Selena parmar Mr.Yusuf C. Ms.Aakriti Singh Ms. Vrushti Patel Ms.Devanshi Rao Ms.Aarefa lanewala Ms.Dharmi Patel Ms.Moksha Joshi</p>	17/01/2026

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	<ul style="list-style-type: none"> ● Provide welcome materials/gift kits ● Maintain attendance record ● Guide alumni to seating and resting area experience ● Ensure smooth welcome experience 			
04	<p>Program & Stage Management Committee Responsibilities:</p> <ul style="list-style-type: none"> ● Prepare full schedule of the programme ● Identify and assign anchors/emcee ● Coordinate with cultural performers ● Maintain timing and transitions between programs ● Arrange mementos, certificates, felicitation items ● Look after stage seating arrangement ● Provide scripts and brief anchor notes 	Dr. Krishna Trivedi Dr. Ankur Mahida	Ms. Dharmi Patel Ms. Mitva Shah Mr. Yusuf C. Ms. Aakriti Singh Ms. Selena Parmar Ms. Selvi Bhikadiy	23/01/2026
05	<p>Hospitality & Food Committee Responsibilities:</p> <ul style="list-style-type: none"> ● Decide food menu (tea/snacks/lunch/dinner) ● Arrange vendors and catering services ● Maintain quality and quantity of food ● Ensure water & refreshments at venue ● Plan faculty/VIP seating arrangement ● Monitor cleanliness during food service 	Dr. Kishan Joshi Dr. Bhavesh Parmar	Mr. Ankit Patel Mr. Parth Parekh Mr. Mohit Tejvani Mr. Deep Solanki Mr. Anup Rajput	21/01/2026

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06	<p>Decoration & Venue Management Committee Responsibilities:</p> <ul style="list-style-type: none"> ● Prepare decoration theme ● Arrange banners, posters, flex board ● Seating arrangement & stage set-up ● Lighting and flower decoration ● Sign boards for directions ● Create alumni photo corner/photobooth 	<p>Ms. Laxmi Gopi Dr.Anjali Machhi</p>	<p>Mr.Parth Parrkh Ms. Bhumika Ms.Selena Parmar Ms Diya Shah Ms.Mahi Raulji Ms. Devanshi Rao Ms.shahista Ms.Devanshi(Psy) Ms.Aarchi Sevani Mr.Parth Solanki Ms.Shekina Daniel Ms.Prisha Rajguru</p>	23/01/2026
07	<p>Technical & IT Committee Responsibilities:</p> <ul style="list-style-type: none"> ● Arrange sound system, mic, projector ● Prepare PPTs, videos, backdrop display ● Handle presentation/AV during program ● Photography & videography coordination ● Live streaming/social media updates ● Backup power, cables, and technical support 	<p>Mr.Darshan Gajjar Dr.Sagar Rohit</p>	<p>Mr.Manav Darji Mr.Jenil Bhal Mr.Nivil Vegda Mr.Nirmal Mishal Mr.Vinit Mr.Yusuf C.</p>	29/01/2026
08	<p>Security & Discipline Committee Responsibilities:</p> <ul style="list-style-type: none"> ● Manage entry and exit gates ● Maintain parking coordination ● Control crowd movement ● Ensure discipline during program ● Maintain emergency contacts & first aid ● Coordinate with local police/security if needed 	<p>Mr. Aditya Thamma Dr.Mehul Rabari</p>	<p>Mr.Vraj Parekh Mr.Deep Solanki Mr.Manan Goriya Mr.Ayan Vohra Mr.Anup Rajput Mr.Bhadresh Mr.Hiren Boda Mr.Prashant Sharma</p>	31/01/2026

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09	<p>Alumni Data & Feedback Committee Responsibilities:</p> <ul style="list-style-type: none"> ● Collect updated contact details ● Create alumni directory/list ● Take feedback forms during closing session ● Update alumni database after event ● Plan follow-up and future engagement activities ● Submit report to management 	Dr.Navodita Bhatt Dr. Rajendra Parmar	Ms.Haley Patel Mr.Manav Darji Ms.Stuti Oza Mr.Sujal Suthar	07/02/2026
10	<p>Cultural Committee :</p> <ul style="list-style-type: none"> ● Select cultural items/dances/songs ● Coordinate practice schedules ● Arrange costumes/music requirements ● Ensure timing discipline on stage 	Dr.Rima Soni & Ms.Laxmi Gopi	Ms.Vrushti Patel Ms.Sakshi Ms.Vrushti Katta Ms. Vanshika Modi Mr.Vraj Parekh Ms.Diya Rathod	21/01/2026
11	<p>Photography & Media Committee:</p> <ul style="list-style-type: none"> ● Capture important moments ● Group photos, stage photos, candid shots ● Ensure proper lighting/angles ● Provide photos/videos for publication 	Dr. Krishna Trivedi & Ms. Jyoti Gupta	Mr.Jaimit Chauhan Mr.Milind Parab Mr.Kirtan Mr.Rudra Ms.Sweta Parmar	01/02/2026