SILVER JUBILEE 2026 on 21/2/2026 - Mangala Mantap Auditorium

Organized by RV Institute of Management (RVIM), Bangalore, India

Roles and Responsibilities

SL	Members	Role	Responsibilities
1.	Dr.Purushottam Bung Dr.K.Aparna Rao Dr.Santhosh M Mr.Manjunath SK Mr.Chetan Kumar B	Core Committee / Overall Co-ordination	• Talk to each group and make sure things are taken care of and moving forward • To ensure smooth conduct of the event
2	Dr.Purushottam Bung Ms.Pooja Ravindra Takalkar Mr.Manjunath S K Mr.Chethan Kumar B Mr.Manjunath N	Coordinating with the RVMC for creating the video on 25 Years of our journey	• To provide them the information that they want about the journey of RVIM so far. • To provide them the recent videos, old and relevant videos, good high resolution photos, old photos of the institution, etc. • To Create a google link and provide them and to Connect them to alumni and help the RVMC team in getting their bytes • To coordinate for RVIM Newspaper Advertisement • To coordinate with RV Media cell for Social Media Marketing
3	Mr.Venkatesh C S Dr.Rashmi Shetty (Dr).Kokila Kulkarni Ms.Mamtha L	Reception and Hospitality	• Receiving guests and taking care of them from the beginning till end • To make arrangement for the Snacks & refreshments • To ensure the mementos reach the respective Guests after the event
4	Mr.N N S Reddy Mr.Chethan Kumar B Mr.Shiva Kumar H C Mr.Bora Shetty	Coordinating with RVMC on organizing the event (Venue Decoration, Sound and Video, Photo Booth	• To coordinate with RVMC for overall preparations • Venue Decoration, Sound & Video, Photo Booth etc • To Inform the Local police station & other statutory compliances if any
5	Mr.Sujan Paul Mr.Manjunath L. Ms.Asha Ms.Lakshmi.R with the help of group D staff	Venue cleanliness & Arrangements	• Venue clean-up, putting signage's for Special Invitees, Alumni, Students, Staff, Parents, etc. • Receiving Guests and Guiding them
6	Mr.N N S Reddy Mr.Rajanna S C Mr.Ashok Reddy	Photography and Video including drone	• Talk to RVMC team and coordinate with them • Obtain necessary approvals as and when required

7	Dr.K.Aparna Rao Mr.Manjunath SK Mr.Manjunath L Ms,Mamatha L	Design – Printing – Distribution of Invitation	• To get the invitations Designed & printed by our approved vendor • To meet & invite the Guests to the programme • To plan the distribution of invites to Trustees, RV Sister Institutions & Well Wishers
8	Ms.Anitha B M D' Silva Mr.Manjunath SK	Scholarships to the 64 students from 2024-2026 MBA batch	• Readying Plaques and cheques for students (64) who are getting Scholarship and making slides for each one of them
9	Dr.Santhosh M Mr.Sujan Paul Mr.Lakshmi R	Scholarships to the academic achievers from MBA 2024-2026 batch	• Readying certificate frames and cheque for academic achiever's (15+5) and preparing a slide for each one of them and reading out/ Introducing them • Citation for Dr.T.V.Raju Sir & reading it out
10	Dr.Srikanth. P Dr.Uma Sharma Ms.Lakshmi. R	Recognizing Dr.TV Raju Sir & Honoring Alumni achiever's	• Honoring them: Receiving them & Informing them • Preparing plaque and shawl and the dry fruit box /fruit box • Preparing a slide for each one of them
11	Dr.Jahnavi M Ms.Sowmya D S Ms.Kiran Kumari K Ms.Ramyashree Ms.Geetha	Stage committee	• Venue Decoration, Guest PPT, Programme schedule • Mementos for the guests • Welcome gift • Presto graphs, snacks during the event, arranging all the certificates, ensuring seamless coordination on the dais • Coordinate with MOC & plan accordingly
12	Dr.Vinay K S Mr.Manjunath L	Media & Press release	• Press and media coverage
13	Dr.Noor Firdoos Jahan Dr.Tejashwini .B Mr.NNS. Reddy	Registration Desk	• Registration desk for Alumni and giving memento to them and guiding them (MBA – PGDBA – Guest Invitee – Senior Citizens) • Create a badge for all the Alumni – "Proud Alumni of RVIM" (200 nos)
14	Ms.Pooja RT Mr.Sujan Paul Ms.Lakshmi. R	Invocation	• Invocation by RVIM • Cultural event by Abhinava and to coordinating with them and the RVMC and making announcements as and when required
15	Ms.Pooja RT Ms.Ankita Shrivastva (Dr).Kokila Kulkarni	Anchoring & Introduction	• Master of the ceremony • Preparing introduction slides and seamless conduct from beginning to end

16	Mr.Chethan Kumar B Mr.Sridhara. H R Mr.Shivakumar. H C	Food & refreshments	• Arrangements for the Guests • Food stall management along with RVMC
17	Dr. Sunitha. P Ms.Shobhana Chandra	Gifts & Mementos	• To coordinate with Vendors & plan for purchase of Momentos, Gifts for the Guest, Alumni & others
18	Mr.Sridhar H R Ms.Ramyashree H C	Budget, Cash and Finances	• To prepare budget • To release & process the advance as when required • To prepare final expenses report
19	Dr. Tamizharasi. D Mr. Chethan Kumar	Honoring the RVIM staff Members	• To give Plaque and Amazon gift card and an appreciation letter • Calling them, making a slide for each staff • Coordination with our vendor for the plaque
20	Dr. Sumera Aluru Dr. Krithika. J	Student coordination (MBA & PGDBA)	• Coordinating with students and taking care of them & Guiding them • Maintaining Discipline
21	Mr.Manjunath SK Mr.Mathias M Mr.Shivakumar H C Mr.Kumar S T	Logistics	• Logistics and pick up and drop, parking, etc

Ms. Lalita.L will be there in the Institution.

- We are expecting around 750 people (Students (400), Alumni (200) Special Invitees (50), Staff (50) and others (50)).
- Let us work with utmost team spirit and demonstrate our true strength to the world. All the best! ♥

Director