

AMRITA/CBE/ODA/08/2026/03

Date: 12 August 2026

CIRCULAR

Department-Level Coordinators for Gokulashtami 2026 – Procurement Authorization and Budget Utilization

In connection with the preparations for **Gokulashtami 2026**, the following faculty/staff members are hereby designated as **Department-Level Coordinators** for coordinating activities relating to the preparation of floats and campus decorations.

Department-Level Coordinators and Budget Allocation

S.No	School/ Department	Faculty coordinator Name	Mail ID	Mobile Number	Proposed Budget (Rs.)
Major Department					
1	CSE	Dr. M. Anbazhagan	m_anbazhagan@cba.mrita.edu	7708543294	90,000.00
2	ASAI	Dr. Geetha P	p_geetha@cb.amrita.edu	9843060402	90,000.00
3	ECE	Dr. Anusha K S	ks_anusha@cb.amrita.edu	9895852949	90,000.00
4	EEE	Dr. Anand R	r_anand2@cb.amrita.edu	9600945406	90,000.00
5	MEE	Dr.Ajith Ramesh	r_ajith@cb.amrita.edu	7293889900	90,000.00
6	ASPS	Dr. Sreeranjini	ks_sreeranjini@cb.amrita.edu	9566560036	90,000.00
Minor Department					
1	Agriculture	Dr. Dhivyapriya D	d_dhivyapriya@cb.amrita.edu	9486492822	70,000.00
2	ASAH+AISL+ASSBS	Mr. Binoy V S	vs_binoy@cb.amrita.edu	9894539495	70,000.00
3	Aerospace	Dr S Krishna Kumar	s_krishnakumar@cb.amrita.edu	9840037409	70,000.00
4	ASB	Dr.Nitesh Pandey	p_nitesh@cb.amrita.edu	7742165170	70,000.00
5	Civil + Architecture	Dr.Ananthkumar M	m_ananthkumar@cb.amrita.edu	9952362204	70,000.00
6	Chemical	Dr. Udaya Bhaskar Reddy Ragula	u_bhaskarreddy@cb.amrita.edu	7708772146	70,000.00
7	Cyber	Dr. Aravind Vishnu S S	ss_aravindvishnu@cb.amrita.edu	7034646807	70,000.00
Total					10,30,000.00

The above-mentioned coordinators shall be the **only authorized people** from their respective schools/departments to approve and submit requests for the purchase of items required for:

1. **Preparation and decoration of departmental floats; and**
2. **Campus decorations.**

No purchase request relating to the above activities will be processed unless it is approved and submitted through the designated Department-Level Coordinator.

A **dedicated procurement portal** will be made available for submitting purchase requests. The link to the portal will be communicated separately through email shortly.

All schools/departments are requested to strictly adhere to the following:

- All procurement shall be made **strictly within the budget allocated** to the respective department/unit.
- The Department-Level Coordinators shall ensure that the total value of approved purchase requests does not exceed the allotted budget.
- The **last date for submitting purchase requests is 08.09.2026**.
- The procurement portal will be **deactivated after 08.09.2026**, and no requests will be accepted thereafter.
- **Departments are required to complete all welding works related to the floats on or before 01.09.2026.**
- Departments/Units are advised to plan their requirements well in advance and submit all requests sufficiently ahead of the stipulated deadline to facilitate timely processing.
- **Gokulashtami-related queries:** Point of Contact (POC): Ms. Aswathi K. B., HSW *(Excluding matters related to Budget, Purchase and Item Procurement.)*
- **Events and Competition Coordination:** HSW, OSA and the team will coordinate the following:
 - Scheduling of events and competitions
 - Venue booking
 - Assignment of staff/faculty coordinators for competitions
 - Consolidation of points
 - Allocation of areas for procession practice
 - Identification of judges for the finals
 - Coordination of the Grand Finale venue

All concerned are requested to take note of the above and ensure strict compliance.


Dr. Sasangan Ramanathan
Dean Academics

To: All Concerned Members