

# MAHARAJA AGRASEN MAHAVIDYALYA, JAGADHRI

Date: 11.02.2021

## Duties for Zonal Festival (13, 14 and 15<sup>th</sup> feb 2021)

### 1. Convenor:

Dr. Karuna

### 2. Core Organising Committee:

Dr. Karuna

Dr. Anita

Dr. Veeran

### 3. Standing Committee-(To collect information of teams and items to be presented along with recording entries, allotment of team numbers, liaisoning with contingent incharges)

Dr. Rakhi

Dr. Virender Singh

Ms. Punam Garg

Mr. Randeep

Ms. Seema Jain

### 4. Official Spokespersons:

Dr. P.K. Bajpai (Principal)

Dr. Karuna (Convenor)

### 5. Reception Committee:

Dr. Karuna

Dr. Anita

Dr. Vijay Chawla

Dr. Rakhi

Mr. Gourav Bareja

Mr. Anil Kumar

Dr. Veera Rani

### 6. Logistics Committee (stage setting, sound, tent, digital devices, time keeping, electricity, generator, videography arrangement of recording & live streaming, Mementos & Trophies, printing material- ID Cards, making & fixing Banners/hoardings, Coupons, Certificates, Invitation cards, entry passes, Cantatable, flowerpot, planter, rangoli, jyoti lightning, tray (Prizes, Table, Footmat on last day etc.)

Mr. Gaurav Bareja

Mr. Lakshpat Singh

Dr. Vijay Chawla

Mr. Anil Kumar

### 7. Committee for Digital & Cyber Support, IT & Related-(Set up operational issues, to ensure audio Video covering & Recording of all the Programmes)

Mr. Lakshpat Singh

Mr. Gaurav Shukla

### Live streaming

Dr. Narender Rana - MAINT

### 8. Stage Setting/anchoring:

(Stage and Curtain Setting, Decoration, Coordination with Participating Teams and Prize Distribution Committee, ensuring that all Winners get Correct certificates and prize, etc.)

### Stage- 1 (Srijan):

Dr. Bahadur Singh

Dr. Pawan Tripathi

### Time Keeping Incharge:

Mr. Pawan Tripathi

[Mr. Mohit M.Com 1<sup>st</sup>] -Time Keeping Duty

[Mr. Himanshu Walia M.com 1<sup>st</sup>] -Time Keeping Duty

**Helper For Cleanliness:**

Mr. Naresh

**Stage 2<sup>nd</sup> ( Spandan ):**

**Stage Setting:**

Dr. Seema Gupta

Ms. Ekta Aahuja

**Time Keeping Incharge:**

Ms. Ekta Aahuja

[ Mr. Harsh Gupat – B.com 2<sup>nd</sup> A1 ] -Time Keeping Duty

[ Mr. Prem – B.com 2<sup>nd</sup> A1 ] -Time Keeping Duty

**Helper For Cleanliness:**

Mr. Naresh

**Stage 3<sup>rd</sup> ( Swaranjali):**

Mr. Ashok Aggarwal

Ms. Bulbul

**Time Keeping Incharge:**

Ms. Bulbul

[ Ms. Priyanka – B.com 2<sup>nd</sup> A2 ] -Time Keeping Duty

[ Ms. Shivani – B.com 2<sup>nd</sup> A2 ] -Time Keeping Duty

**Stay of judges:**

Dr. Vijay Chawla

Dr. Rakhi

Mr. Gourav Bareja

Mr. Anil Kumar

**Helper For Cleanliness:**

Mr. Naresh

**9.Reception / Registration Counter(Starting at 8:30 AM)**

( Registration , Collection of authority Letters ,To Provide information about Allotment of Rooms and teams nos to Colleges/ Institutes And Participants, Distribution of Tea & Lunch Coupons, Writing certificates timely, Coordination with prize distribution committee, Maintaining full Record of the Function [ like Registration Details, Events wise Participants Detail, date of birth certificates, distribution of Certificates all]

Dr. Virender Dhillon

Mr. Randeep

**10.Distribution of prize, Certificates and Mementoes for Guests:**

Dr. Karuna

Dr. Anita

Dr. Rakhi

Mr. Gourav Bareja

**11. Electricity, Generator etc**

Mr. Anil

Mr. Vishal Shukla

Mr. Gourav Gupta

Mr. Ram Murti

Mr. Vikas Kumar

**12. Hospitality Committee- (Guests, Observer,Judges & Media,(Stay, Refreshment, Liasion with observer, judges & University, TA/DA, Sending results to convener)**

Mr. Gaurav Bareja

Dr. Rakhi

Dr. Vijay Chawla

Mr. Lakhpat Singh

Mr. Anil

Mr. Rajiv Goel

**1. Refreshment office (all Guests)**

Ms Neetu  
Ms. Uma -Volunteer  
Ms. Pallavi -Volunteer  
Ms. Muskan Garg -Volunteer

**14. Results:**

Dr. Rakhi

**15. Press/Media: (Timely Reporting and sending news to press alongwith photos)**

Dr. Bahadur Singh  
Mr. Ashok Aggarwal  
Mr. Rahul Kumar

**16. Discipline Committee**

Dr. Anita  
Dr. Vijay Chawla  
Dr. Rakhi  
Mr. Anil  
Mr. Gourav Bareja

**17. Invitation to Colleges & Guests:**

Mr. Rajiv Goel

**18. Presentation of Cultural Events**

Dr. Veeran Rani  
Ms. Seema Jain  
Mr. Anuj

**19. Jyoti and Sarswati Vandana/Temple duty (Bouquets, Garlanding, Tilak, Water, Towel, Sanetizers, foot mat):**

Dr. Veera Rani  
Ms. Seema Jain  
Dr. Rakhi

**20. Beautification & Cleanliness of College, putting flags(Big), Small Flag in the way to temple chuna etc.**

Mr. Sai Saran  
Mr. Ram Murti  
NSS Unit-1 Incharge  
Nss Unit-2<sup>nd</sup> Incharge & NSS Volunteers

**21. Typing and Printing (Within College):**

Mr. Rahul Kumar

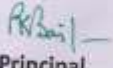
**22. Sanitizer Masks, First Aid etc- Providing sanitizers, masks, ensuring timely sanitization of building)**

Mr. Rajiv Goel  
Mr. Vishal  
Mr. Sai Saran

**23. Washroom accessories and cleanliness, Green Room (All Washroom in Campus)**

Mr. Naresh Kumar

**24. Parking: NCC Cadets (Ground & Shed) - vehicles allowed in the campus only for College Staff & Guests**

  
Principal