

MAHARAJA AGRASEN MAHAVIDYALYA, JAGADHRI

Date: 11.02.2021

Duties for Zonal Festival (13, 14 and 15th 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, Coupans, Certificates, Invitation cards, entry passes, Cantratable, flowerpot, planter, rangoli, jyoti lightning, troy (Prizes, Table, Footmat on last day etc.)

Mr. Gaurav Bareja

Mr. Lakhpat Singh

Dr. Vijay Chawla

Mr. Anil Kumar

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

Mr. Lakhpat Singh

Mr. Gaurav Shukla

Live streaming

Dr. Narender Rana - MAIMT

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 1st] -Time Keeping Duty

[Mr. Himanshu Walia M.com 1st] -Time Keeping Duty

Helper For Cleanliness:

Mr. Naresh

Stage 2nd (Spandan):

Stage Setting:

Dr. Seema Gupta

Ms. Ekta Aahuja

Time Keeping Incharge:

Ms. Ekta Aahuja

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

[Mr. Prem – B.com 2nd A1] -Time Keeping Duty

Helper For Cleanliness:

Mr. Naresh

Stage 3rd (Swaranjali):

Mr. Ashok Aggarwal

Ms. Bulbul

Time Keeping Incharge:

Ms. Bulbul

[Ms. Priyanka – B.com 2nd A2] -Time Keeping Duty

[Ms. Shivani – B.com 2nd 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

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-2nd 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