



**JAWAHAR LAL NEHRU GOVERNMENT ENGINEERING COLLEGE
SUNDERNAGAR, DISTRICT MANDI (HP)-175018**

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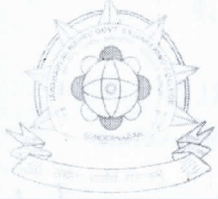
No **76**

Dated: **16/03/19**

OFFICE ORDER

The institute intends to organize two days Annual Sports and Athletic Meet on 28th and 29th March, 2019 at Government Polytechnic Sundernagar Playground and Auditorium. To carry out the event in effective manner following committees are formulated. The committees will carry out their assigned task and work in coherent manner.

Sr. No	Name of Committee	Members	Duties
1.	Advisory and Board of Appeal/Discipline Committee	1. Dean Student Welfare (Convener) 2. All HOD's & OIC's 3. Dean Academic 4. TPO	1. The participants can appeal games decision to the concerned committee. 2. All indiscipline matter shall be reported to Committee for taking action as per rules.
2.	Tent, Sound and Sitting Arrangement Committee	1. Dr. Ajnesh Singh, AP AS&H (Convener) 2. Sh. Munish Bhardwaj, AP ECE 3. Sh. Rohit Bhardwaj, AP ME 4. Sh. Raj Kumar, Instructor, ECE 5. Smt Kiren Sharma, Clerk AS&H/ECE	1. Arrangement for sitting, sound and tent for inaugural and prize distribution function.
3.	Refreshment Committee	1. Sh. Ankush Kapoor, AP ECE (Convener) 2. Sh. Vivek, AP CE 3. Sh. Dinesh Bhatia, AP TE 4. Sh. Karun Singh, Lab Technician ME 5. Class-IV: Sh. Baldev Singh (AS&H), Sh. Ram Lal (ECE) & Sh. Nikka Ram (TE)	1. Arrangement of refreshment and drinking water for players and referees during matches.
4.	Certificate Preparation and Prize Distribution Committee	1. Ms. Urvashi Malhotra, AP TE (Convener) 2. Sh. Gaurav Mahajan, AP ME 3. Ms. Manavi Sharma, AP ECE 4. Ms. Cheena, Lab Technician CE 5. Smt. Kamla, Clerk	1. Preparation of certificates for winner's, runner up's and experts/referees. 2. Conduct of Prize distribution function.
5.	Hospitality Committee	1. Sh. Vinay Sharma, AP AS&H (Convener) 2. Sh. Kapil Dev, AP CE 3. Dr. Manjeet Singh, AP ECE 4. Sh. Mukesh Kumar, Lab Technician TE 5. Smt Kiran Kapoor, <i>Clerk</i>	1. Purchase of Shawl, Topi and Memento for Honouring of Chief Guest & Guest of Honour. 2. Purchase of Memento, Trophy, Badges and Medals for winner's, runner up's and experts/referees.
6.	Decoration, Event Management, Anchoring and Banner Committee	1. Smt. Bedatrayee Saha, AP CE (Convener) 2. Smt. Preeti Gautam, AP TE 3. Sh. Vicky, AP ECE 4. Sh. Ankush Sharma, AP TE 5. Sh. K.K Sharma, Instructor, ECE	1. Anchoring and Scheduling of events during inaugural and prize distribution ceremony. 2. Arrangement of banners and bouquet for eminent guests.



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7.	Invitation and Press Committee	1. Sh. Vivek Sharma, AP TE (Convener) 2. Ms. Surabhi Sharma, AP CE 3. Sh. Hem Raj Sharma	1. Finalization of Invitation card in Consultation with Director. 2. Coordination with press for coverage of event.
8.	Catering Committee	1. Sh. Ajay Kumar, AP ME (Convener) 2. Ms. Madhu Gautam, AP CE 3. Sh. Desh Raj, AP AS&H) 4. Sh. Yakoob, Instructor, ECE 5. Sh. Pawan, Clerk Academic Branch 6. Class-IV: Sh. Inder Singh (ME), Sh. Het Ram (CE), Sh. Suresh (Computer Centre)	1. Arrangement of tea, snacks and drinking water for faculty, staff, experts and guest during inaugural and prize distribution function.
9.	Committee for girl's event	1. Dr. Champa Verma, AP AS&H (Convener) 2. Ms. Priya Jaswal, AP TE 3. Ms. Nitasha Bisht, AP ECE 4. Dr. Sunita Thakur, AP AS&H	1. Conduct of girl's events in consultation with experts/referees.
10.	Athletic Event Committee	1. Sh Shashi Gurung, AP CSE 2. Sh. Amarjeet Singh, Lab Technician TE	1. To carry out respective event in consultation with Sports Committee Experts.
11.	Boys Sports Event Committee		
a)	Badminton	1. Sh. Pankaj Sharma, Lab Technician AS&H	
b)	Table Tennis	2. Sh. Avinash, Lab Technician ECE	
c)	Volleyball	1. Sh Kashmir Singh, Workshop Instructor ME	
d)	Basketball	1. Sh. Tijender Singh, Lab Technician ME	
e)	Kabaddi	1. Sh. Mukesh Kumar, Lab Technician TE	

The Committee's shall collect spot quotations, evaluate them and on behalf of Committee's Sh Mridul Sharma, AP ME and Store Purchase Officer shall place the supply order/work order to carry out the task assigned to them. If the committee has any monetary requirements they shall take advance from Sh. Amit Kumar, Co-Coordinator Sports Committee. The Convener of all the Committee are requested to submit the bills within seven days of the event.

Endst No - GIEC/SNR/SPT/13 - 1342-1353

Copy to:

1. Coordinator Sports Committee, JNGEC for information and necessary compliance.
2. All Committee Convener and Members for information and necessary compliance.
3. Store Purchase Officer, JC(F&A) for information.

4. All MODs/OICs with the request to circulate it among the staff/faculty under their control.

Sher
Director-cum-Principal

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Director-cum-Principal