



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

**Phone No.** 01907-267199, 267688

**Fax No.** 01907-266811

**Website:** www.jngec.ac.in

**Email:** jngechp@yahoo.co.in

No. 301

Dated: 18/10/2019

**Office Order**

Techno-Cultural Fest "TWASK-2019" is scheduled to be held on 7<sup>th</sup>-8<sup>th</sup> November 2019, therefore, following committees are hereby constituted for smooth functioning of activities related to TWASK-19.

Sr. No.	Name of Committee/Name of Officer	Role	Duties
01	<b>Welcome Committee</b> All Head's/OIC's Deans (Academics, P&D and SW) Training & Placement Officer Deputy Controller of Finance Superintendent Grade-I	Member	Invitation to Chief Guests and welcome of Chief Guests
02	<b>Hospitality &amp; Catering</b> Er. Ankush Sharma, AP TE Er. Madhu Gautam, AP CE Sh. Vinay Sharma, AP AS&H Er. Munish Bhardwaj, AP ECE	Convener Member Member Member	Purchase of Shawl, topi, bouquet, mementos, badges etc and arrangement of water, tea snacks, refreshment (Alpahar) to dignitaries, staff and stay arrangement of guests if any.
03	<b>Public Relation, Invitations and Media</b> Er. Vivek Sharma, AP TE Er. Surabhi Sharma, AP CE Er. Pooja Sharma, AP ECE	Convener Member Member	Printing of invitations cards, flexes, certificates and distribution of invitations cards to various guests/officials.
04	<b>Seating and Tent Arrangement</b> Er. Kapil Dev, AP CE Dr. Ritesh Kaundal, AP ME Sh. Sunil Sharma, AP AS&H Er. Dinesh Bhatia, AP TE Sh. Yakub Khan, Instructor	Convener Member Member Member Member	Arrangements related to tent, seating and canopy etc.
05	<b>Sound and Light Arrangement</b> Er. Vicky Kumar, AP ECE Er. Amit Kumar, AP TE Dr. Ajnesh Singh, AP AS&H Sh.KK Sharma, Instructor	Convener Member Member Member	Arrangements related to sound, light system and electricity backup during the function
06	<b>Event Management (Cultural), Stage Anchoring</b> Er. Urvashi Malhotra, AP TE Dr. Sunita Thakur, AP AS&H Er. Manavi Sharma, AP ECE Er. Rohit Bhardwaj, AP ME Sh. HS Rana, Sr. AVT	Convener Member Member Member Member	Screening of events, stage anchoring etc. (All cultural events dance, music, Drama, Fashion Parade, Arrangements of dresses, accessories for Saraswati Vandana and other events with proper scheduling.
07	<b>Event Management (Technical)</b> Er. Vivek, AP CE Er. Priya Jaswal, AP TE Er. Ankush Kapoor, AP ECE Er. Chetan Sharma, AP ME	Convener Member Member Member	Scheduling and screening of Technical Events

See



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

**Phone No.** 01907-267199, 267688

**Fax No.** 01907-266811

**Website:** www.jngec.ac.in

**Email:** jngechp@yahoo.co.in

<b>08</b>	<b>Decoration</b> Er. Preeti Gautam, AP TE Dr. Champa Verma, AP AS&H Er. Bedatryee Saha, AP CE	Convener Member Member	Ensure all the work related to decoration
<b>09</b>	<b>Discipline</b> All Head's/OIC's Er. Mridul Sharma, AP ME Er. Surabhi Sharma, AP CE Dr. Manjeet Singh, AP ECE Er. Dinesh Bhatia, AP TE	Conveners Member Member Member Member	Ensure discipline during the function
<b>10</b>	<b>Website Committee</b> Er. Shashi Gurung, AP CSE Sh. Nijay Sharma, Computer Assistant Sh. Dinesh, Computer Assistant	Convener Member Member	Uploading of TWASK related material on the college website and maintain the TWASK website with students
<b>11</b>	<b>Photography</b> Sh. HS Rana, Sr. AVT	Convener	Ensure the full coverage/photographs of the function.
<b>12</b>	<b>Event Management (Literary)</b> Er. Ankit Sharma, AP ECE Er. Nitasha Bisht, AP ECE Smt. Anita Jaswal, Librarian	Convener Member Member	Scheduling and screening of Literary Events

Further, the convener of each committee will take the advance (if required) from cashier (SWF) with the prior recommendation of Chairman TWASK\_2019 for meeting out the various expenses related to the duties/responsibilities assigned to them.

*ker.*

Director/Principal

Endstt. No. GEC/SNR/TWASK/2019-4837 - 4877 dated: 18/10/2019

Copy To:

1. All the Head's/OIC's, J.N. Govt. Engineering College, Sundernagar for information.
2. All above named faculty and staff members for information and necessary compliance.
3. Student President TWASK-2019 for information and necessary action.

*ker.*

Director/Principal

<b>07</b>	<b>Event Management (Technical)</b> Er. Vivek, AP CE Dr. Priva Jaswal, AP TE Er. Anandh Kumar, AP ECE Er. Chetan Sharma, AP ME	Convener Member Member Member	Scheduling and screening of Technical Events
-----------	--	--	--