



**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. 309

Dated: 18/05/2023

Office Order

Annual Cultural-cum-Technical Function "TWASK-2023" is scheduled on 16th-17th June 2023, therefore, following committees are hereby constituted for smooth functioning of activities related to TWASK-2023.

Sr. No.	Name of Committee/Name of Officer	Role	Duties
1.	<u>Welcome Committee</u> All Head/OIC's Deans (P&D, SW and Academics) Deputy Controller of Finance Training & Placement Officer		Invitation to Chief Guests and Welcome of Chief Guests
2.	<u>Hospitality</u> Er. Mridul Sharma, AP ME Dr. Sunita Thakur, AP AS&H Er. Preeti Goel, AP ECE	Convener Member Member	Purchase of shawl, topi, bouquet, badges etc.
3.	<u>Catering</u> Er. Amit Kumar, AP TE Er. Sachin Yadav, AP ME Er. Akshay Kanwar, AP ECE Mr. Mukesh Kumar, LT TE	Convener Member Member Member	Arrangement of water, tea, snacks, dinner to dignitaries, staff and stay arrangement of guests if any.
4.	<u>Public Relation and Invitations</u> Er. Parveen Kumar, OIC TE Er. Surbhi Sharma, AP CE Mrs. Rita Rana, AP AS&H Mrs. Cheena Chadda, LT CE	Convener Member Member Member	Printing of invitation cards, flexes, certificates and distribution of invitation cards to various guests/officials.
5.	<u>Seating and Tent Arrangement</u> Dr. Ajnesh Singh, AP AS&H Sh. Nag Singh Yadav, DCFA Dr. Kapil Dev, AP CE	Convener Member Member	Arrangements related to tent, seating and canopy etc.
6.	<u>Stage & Sound System</u> Dr. Ankush Kapoor, AP ECE Sh. Nag Singh Yadav, DCFA Er. Sanjeev Kumar, AP ECE	Convener Member Member	Arrangement related to stage, sound and electricity backup during the function.
7.	<u>Stage Anchoring & Management</u> Er. Preeti Gautam, AP TE Mrs. Parul Chauhan, AP AS&H Er. Aditi Sharma, AP CSE	Convener Member Member	Screening of students for anchoring, manage the time slots for events and stage management.

[Signature]
18.5.23



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8.	Event Management (Cultural), Stage Anchoring Dr. Madhu Gautam, OIC CE Er. Urvashi Malhotra, AP TE Mrs. Neelam Guleria, AP AS&H Dr. Kiran Thakur, AP AS&H	Convener Member Member Member	Screening of events (All cultural events Dance, Music, Drama, Fashion Parade, Arrangement of dresses, accessories for Saraswati Vandana and other events with proper scheduling.
9.	Event Management (Technical) Dr. Dinesh Bhatia, AP TE Er. Bedatryee Saha, CE Er. Rohit Bhardwaj, AP ME Er. Pooja Sharma, AP ECE	Convener Member Member Member	Scheduling and Screening of Technical events
10.	Decoration Dr. Champa Verma, OIC AS&H Er. Manvi Sharma, AP EE	Convener Member	Ensure all the work related to decoration
11.	Certificate & Prize Distribution Er. Nitasha Bisht, OIC ECE Er. Priya Jaswal, AP TE Er. Rita Devi, AP ECE Mr. Tejinder Chauhan, LT ME	Convener Member Member Member	Preparation of list of students for prize distribution and procurement of students mementos.
12.	Discipline Er. Ankush Sharma, AP TE All HOD's/OIC's Er. Chetan Sharma, AP ME Er. Aman Sharma, AP ME Mr. Sandeep Chaudhri, AP AS&H Incharge Home Guards	Convener Member Member Member Member	Ensure discipline during the function.
13.	Website Committee Er. Ravi Kumar, OIC CSE Sh. Dinesh, Computer Assistant Sh. Nijay, Computer Assistant	Convener Member Member	Uploading of TWASK related material on the college website and maintain the TWASK website with students.

Further, the convener of each committee will take the advance (if required) from cashier (SWF) with the prior recommendation of Chairman TWASK-2023 for meeting out the various expenses related to the duties/responsibilities assigned to them. (if required) (H.P.F.)*

Director/Principal

Dated: 18/05/2023

Endstt. No. GEC/SNR/TWASK/2023-2346-47

Copy To:

1. All the Head's/OIC's, J.N. Govt. Engg. College, Sundernagar for information.
2. All above named faculty and staff members for information and necessary compliance.

Director/Principal