



ANNUAL DAY CELEBRATION

27th Feb 17

It is hereby informed to all staff & faculty members that the Annual Function 2017"ARYANSH 17" is scheduled to be organized on 4th & 5th March 2017. For that the following staff & faculty members are assigned the following duties. No staff member is allowed to avail leave during the annual days.

SI	Activity	Requirements & Responsibility	In Charge
1	Invitation(printing & Distribution) Certificate/Award/Prize Distribution	Preparation of certificates, Awards, Prizes, Arrangements for distribution near stage	Mr Hemant Kumar Barik(i/c) Mr Krishna Mohan Das Mr Charan Behera Ms Ajanta Priyadarshini Ms Ankita Panda Mr Arun Behera Mr Bikash Sahoo
2	Stage ,Light & Sound, Flower Decoration, Seating Arrangement	Tent, Light,sound,stage Flower arrangement(main gate, other gate, Dias, Buildings, Venue), etc.Dais	Ms Sasmita parida Mr Amiya Kumar Sahoo(I/c) Mr Chinamaya Prasad Nanda Mr Prakash Kumar Dehury

			<p>Mr Siba Prasad Senapati</p> <p>Mr Rudra Prasad Nanda</p> <p>Mr Chinmaya Sahoo</p> <p>Ms Madhumita Sahoo</p> <p>Ms Nibedita Sahoo</p> <p>Mr Manas Swain</p> <p>Mr Deepak Nayak</p>
3	Stage Arrangement	<p>Chairs</p> <p>Lights</p> <p>Lighting of Lamp</p> <p>Water Bottles</p> <p>Folders</p> <p>Bouquet Presentation etc.</p>	<p>Mr Amiya Kumar Sahoo(I/c)</p> <p>Mr Siba Prasad Senapati</p> <p>Ms Smaranika Das</p> <p>Ms Aparimita Swain</p> <p>Ms Ankita Panda</p> <p>Ms Minati Sahoo</p> <p>Mr Mihir Kumar Senapati</p> <p>Mr Gangadhar Khatei</p> <p>Mr Gangadhar Mallick</p>
4	<p>Cleanliness</p> <p>Security & Parking Arrangements</p> <p>Fir fighting & police</p>	<p>Campus</p> <p>Blocks(Admin, Academic, Workshop, Library, Canteen, Hostel etc)</p> <p>Main gate</p> <p>Venue</p>	<p>Mr Bana Bihari Mishra(I/c)</p> <p>Mr Rabindra Patra</p> <p>Mr Sandip Kumar Das</p> <p>Mr Debashish Mishra</p> <p>Mr Chinmaya Sahoo</p> <p>Mr Pratap Kumar Sahoo</p> <p>Mr Benudhar Mishra</p> <p>With all security staff</p>
5	Welcome to Guests		Mr Smaranika Das(I/c)

			<p>Mr Sanjeet Raj</p> <p>Ms Aparimita Swain</p> <p>Ms Madhulita Mohapatra</p> <p>Mr Deepak Kumar Mishra</p> <p>Mr Kabindra Pati</p>
6	Hospitality	<p>Drinking Water, Tea, Coffee</p> <p>For guests & others</p>	<p>Ms Minati Sahoo(I/c)</p> <p>Mr Charan Behera</p> <p>Mr Debendra Pradhan</p> <p>Mr Kabindra Pati</p>
7	Cultural Programme	<p>Student participation,</p> <p>Outside Items</p> <p>Scrutiny of Items,</p> <p>Green Room</p> <p>Dress</p> <p>Costumes & Make-up</p>	<p>Mr Sahashranshu Das(I/c)</p> <p>Mr Chandrabhanu Malla</p> <p>Ms Smaranika Das</p> <p>Ms Chinmayee Padhi.</p> <p>Mr Pravakar Mallick</p> <p>Ms Niti Rani</p> <p>Ms Ajanta Priyadarshini</p> <p>Mr Subhrajit Jena</p> <p>Mr Bani Prasad Mali</p> <p>Ms Smruti rekha Giri</p> <p>Mr Jatin Swain</p>
8	Disciplinary Committee	To maintain Discipline	<p>Mr Amiya Kumar Sahoo(I/c)</p> <p>Mr Murari Prasad Panda</p> <p>Mr Sahashranshu Das</p> <p>Mr Chandrabhanu Malla</p> <p>Mr Bana Bihari Mishra</p>

			Ms D.Swapna Mr Ajit Panda
9	Transport, First Aid & Generator	First aid equipments	Mr Chinmaya Prasad Nanda(I/c) Mr Debashish Mishra Mr Rajendra Das Mr Mrutunjaya Padhi Mr Suraj Patel Mr Rajesh Khatei Mr Ajaya Baral Mr Manoj Patra

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