



ARYAN INSTITUTE OF ENGINEERING & TECHNOLOGY
Arya Vihar, Bhubaneswar-752050

Date: 31.08.2019

ORIENTATION CUM WELCOME PROGRAMME ON
5TH SEPTEMBER, 2019.



ARYAN INSTITUTE OF ENGINEERING & TECHNOLOGY
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Ref. No: o.o./p.a./29/19

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ORIENTATION CUM WELCOME PROGRAMME (5TH SEPTEMBER, 2019)

OFFICE ORDER

DUTY CHART

VARIOUS COMMITTEES & COMMITTEE MEMBERS	ACTIVITIES
INVITATION: <ul style="list-style-type: none">Mr. Rabi mishra (City Office)Mr. Pranab Nanda Das (MBA)	Prepare invitation in time and circulate the same to the students, parents & staff/ inform them about the detail programme of the Institute either Verbally/Telephonically, or through any other means.
RECEPTION: <ul style="list-style-type: none">Mr Arun Kumar Jena (Chem)Ms. Nilimashree Niharika (Civil)Ms. Bhagyashree Panda (Mech)Ms. Sushree Sangita Jena (CSE)	<ul style="list-style-type: none">To work in coordination with the invitation committeeReceive the guests invited and guide them to the appropriate seat at the venue.Taking care of guests.
TRANSPORT: <ul style="list-style-type: none">Mr. Durga Prasad Padhi (Admin)Mr. Chinmaya Nanda (Mech)Mr. Nilamani Samal (CSE)	<ul style="list-style-type: none">Provide adequate transport to guests, students, and staff as per the timing.Prepare detailed plan for Pick & Drop points, indicating time of Picking/Dropping.
INAUGURAL CEREMONY: <ul style="list-style-type: none">Ms. Ria Pujhari (Eng)Mr. Pradeep Kumar Chindra (Mech)Ms. Ritiparbani Nanda (EE)Ms. Subhamanasi Nayak (MBA)Ms. Bhagyashree Panda (Mech)	<ul style="list-style-type: none">Photo frames to be cleaned.Flower baskets with flowers to be ready for offeringLamp duly polished and decorated with flowers.Oil, Camphor and thick wick for the lamp along with match box to be kept ready.One volunteer for helping dignitaries during lighting the lamp.
LIGHT, SOUND & GENERATOR: <ul style="list-style-type: none">Mr. Rupak Kumar NayakMr. Jyoti Prakash DebataMr. Dibyajyoti samalMr. Durga Prasad PadhyMr. Santosh Jena	<ul style="list-style-type: none">Ensure that the Light and Sound, AC are working properly during the whole programme i.e from Start to End.Ensure stand by DG sets kept ready for sudden power failure during the programme.Arrangement of Chair in a proper order
ANNOUNCEMENT & HOSTING: <ul style="list-style-type: none">Ms. Ririparbani Nanda (EE)Ms. Ria Pujhari (Eng)Ms. Bhagyashree Panda (Mech)	<ul style="list-style-type: none">Introductory announcement about the the programme by thr Anchor.Inviting guests to the dias.Volunteers to welcome guests with Flower Bouquet.Announcement for Lamp lighting by Guests.Periodic announcement as per Programme Schedule.
PHOTOGRAPHY & VIDEOGRAPHY: <ul style="list-style-type: none">Mr. Samarendra Nayak	<ul style="list-style-type: none">To ensure Photography and Videography of the events.

<p>GENERAL DISCIPLINE:</p> <ul style="list-style-type: none"> • Mr.Durga Prasad Behera (Sports) • Mr. Pravanjan Mandal (Mech) • Mr. Sampad Kumar Pradhan (ECE) • Ms. Sasmita Nayak • Mr.Bibhuti Bhusan Das(Civil) 	<ul style="list-style-type: none"> • To ensure, order & discipline during the whole programme. • Deployment of committee members (faculty) to ensure discipline both inside and outside the progeamme venue. • To report to Deans/Principal immediately in any untoward incident, if any occurs. 	
<p>CERTIFICATE & PRIZE DISTRIBUTION:</p> <ul style="list-style-type: none"> • Ms. Ririparbani Nanda(EE) • Ms. Ria Pujhari(Eng) • Ms.Bhagyashree Panda(Mech) 	<ul style="list-style-type: none"> • To ensure that the list of recipients is prepared well in advance. • Printing of Certificates & procurements of prize sufficiently in advance. • Writing names of recipients in certificate and getting their signed by the authority in time. 	
<p>PUBLICITY IN PRINT AND ELECTONIC MEDIA:</p> <ul style="list-style-type: none"> • Mr. Anil Kumar Mishra • Mr. Pratap Kumar Swain 	<ul style="list-style-type: none"> • To send invitation to media (Print & Electronic) agencies about the programme in advance. • To send report on programme to all printing media & video clips to the electronic media. 	
<p>REFRESHMENT:</p> <ul style="list-style-type: none"> • Mr. Durga Prasad Padhy • Mr. Biswajit Mishra • Mr. Gouri Sankar swain • Mr. Durga Prasad Behera 	<ul style="list-style-type: none"> • To oversee the arrangement of water, snacks and tee during the programme. • To oversee Lunch preparation and its proper service. • To serve water tea and snacks to the guests. • To ensure drinking water arrangements on the stage and near the seating area. 	
<p>DECORATION:</p> <ul style="list-style-type: none"> • Mr.Bibhuti Bhusan Das • Mr Samarendra Nayak • Mr. Dhanajaya Sahoo 	<ul style="list-style-type: none"> • To ensure flower decoration at Academic Block, Ganesh idols, Front gate of Library, Auditorium, Stair steps, Dias/Podium, Lamp, and Photo frame of deities. • Arrangements of Flower Bouquets for guests. 	
<p>GENERAL CLEANLINESS:</p> <ul style="list-style-type: none"> • Mr. Durga Prasad Padhy • Mr. Satyajeet Mohanty • Mr. Prakash Kumar dehury • Mr. S.K Javed 	<ul style="list-style-type: none"> • To ensure that an Institute premises is kept cleaned. • A large sized Dustbin to be kept at outside Verandah of Auditorium. • Few standard sized Dustbins be kept at various places in the Institute campus. 	
<p>PUBLIC UTILITY FACILITIES(BATHROOM & WASHBASIN):</p> <ul style="list-style-type: none"> • Mr. Santosh Jena • Mr. Muralidhar Raj • Mr. Dhanajaya Sahoo 	<ul style="list-style-type: none"> • Display boards to be placed to demark 'Gents' & 'Ladies' at utility facility rooms. • Arrangement of sufficient water, Scented/Aromatic phenyl wash be done periodically during the programme. • Action to be supervised by establishment Deptt. 	


 Principal
 31/08/12