

Office of the Director, PEC University of Technology, Chandigarh

O/O No.PEC/SD/

Dated:

The following duties will be carried out by the Officers/Staff and Students as given below, in connection with the 63rd Annual Athletic Meet of the PEC University of Technology, Chandigarh from 11th to 13th March, 2010. They are requested to note and do the needful: -

Invitation Cards & Programme Printing Committee

Prof.S.K.Sharma, Dr.Jagtar Singh Gill, Sh.Amit Thakur, Mr.Varun Kashyap (061451) (Mech), Ms.Preetdeep Kaur (061306) (E&Ec.)

Invitation Committee

Ms.Raminder Kaur (Elect), Sh.Shakti Kumar (Civil),

Mr.Varun Kashyap (061451) (Mech), Ms.Preetdeep Kaur (061306) (E&Ec.)

This committee will ensure the distribution of Invitation Cards to the Guests to be invited.

Hospitality Committee

Ms.Raminder Kaur (Elect), Dr.Umesh Sharma (Civil), Dr.S.K.Singh (Civil), Ms.Kulbir Kaur (W/Shop), Sh.Harbans Lal (W/Shop).

Mr.Varun Kashyap (061451) (Mech), Ms.Preetdeep Kaur (061306) (E&Ec.)

This committee will ensure the proper seating arrangements for Guests, Faculty, Staff and Students.

Reception Committee

Dr.M.L. Gupta (Applied Sc.), Prof.S.K. Sharma (Civil), Dr.Jagtar Singh Gill, Prof.Sushant Samir, Maj P. Thareja (Mett), Mr.Varun Kashyap (061451) (Mech), Ms.Preetdeep Kaur (061306) (E&Ec.) All Captains of all college teams, N.C.C. & N.S.S. Unit and all members of College Sports Committee.

Captains & Secretaries of all college teams, N.S.S. & N.C.C. Units are to be lined up well in time at the reception gate to receive the Chief Guests on Inaugural and Final day i.e. on 11th March, 2010 and on 13th March, 2010 respectively.

March Past and Flag Ceremony Committee

Maj.P.Thareja (Mett.), Dr.M.L.Gupta (Applied Sc.), Prof.Sushant Samir,

Dr.Anju Singla (Applied Sc.),

Mr.Varun Kashyap (061451) (Mech), Ms.Preetdeep Kaur (061306) (E&Ec.).

This committee will ensure proper conduct of March Past at Inaugural and Closing Ceremonies.

Refreshment Committee

Chairperson, Committee of Wardens and his team will make refreshment arrangements for Guests, Officials & participants on all Meet days.

Sh.Nathi Ram (Shivalik Hostel), S.Iqbal Singh Gill (Mett.), Sh.Gurshan Singh (PES)
Mr.Varun Kashyap (061451) (Mech), Ms.Preetdeep Kaur (061306)

Track Events Committee

Sh.Sarbjeet Singh (PES), Ms.Manju Chahal (PES), S.Gurmail Singh (Elect), Sh.Hardev Singh (PES) Sh.Harjinder Singh, Mr.Varun Kashyap (061451) (Mech), Ms.Preetdeep Kaur (061306)

This committee will conduct all Track Events of the Meet as per schedule.

Jump Events Committee

Sh.Anter Atma Singh (PES), Sh.Vijay Kumar (PES)

This committee will conduct all Jumping Events of the Meet as per schedule.

Throw Events Committee

S.Amanpreet Singh (PES), Sh.Vijay Parkash (PES)

This committee will conduct all Throwing Events of the Meet as per schedule.

Discipline Committee

Proctor and all Hostel Wardens will ensure discipline during the entire Athletic Meet.
Mr.Varun Kashyap (061451) (Mech), Ms.Preetdeep Kaur (061306)

Shamiana, Dias Setting Arrangement & Furniture Committee

Dr.T.K. Jindal (Aero), Dr.D.R. Prajapati (Mech), Ms Kulbir Kaur (W/Shop), Sh.Harbans Lal (W/Shop), Mr.Varun Kashyap (061451) (Mech)

This committee will supervise the work of erection of Shamiana and Knats and will also make seating arrangements. Supporting staff and Kha lasis will assist this committee in setting the Dias. The committee will also take the help from Decoration & Gardening Committee wherever needed.

Events Registration and Attendance Committee

Prof.R.M. Belokar (Prod), Prof.Narendra Mohan (Prod)

Running & Cycling Events (Boys & Girls)	: Mr.Tushar Bansal (09102082), Ms.Shilpi Gupta (09103028) Mr.Anshuman Khosla (09105008), Ms.Sukhdeep Kaur (09108007) Ms.Livleen Kaur Jatana (09109011)
Jump & Tug of War Events (Boys & Girls)	: Mr.Harshdeep Singh Brar (09105019), Ms.Mitali Chauhan (09108038) Mr.Alokik Bhasin (09108020), Ms.Harleen Kaur (09108007)
Throw & Obstacle Race (Boys & Girls)	: Mr.Deepak Gulia (09101017), Ms.Archana (09101015) Ms.Harshdeep Sandhu (09108024), Ms.Apeks ha Gohan (09105009)

This committee will ensure events wise Registration and attendance of participants 15 minutes before the respective event timings given in the schedule. This committee will also ensure the proper display of chest numbers by the participants.

Medal Ceremonies & Certificate Committee

Ms. Jasbir Kaur (E&Ec), Ms.Mamta (Mett.), Ms.Tammana (Mett.), Ms.Preetdeep Kaur (061306) (E&Ec.), Ms.Priyanka (09105044), Ms.Divya Gupta (09105014), Ms.Anshul Ahluwalia (09103008), Ms.Parveen Kumari (09105 041)

This committee will also ensure the preparation of certificates, conduct of Medal Ceremonies immediately after the event is over.

Mike & Announcement Committee

Dr.Shakti Kumar, Officer Incharge Music Club will depute two boys & two girls students from the Music Club.

This committee will ensure proper announcements of all events on all the days of the Meet.

First Aid Committee

Dr.Rupinder Kaur & Sh.Karnail Singh will make arrangements for the First Aid during the Athletic Meet.

Transportation Committee

Workshop Superintendent will make arrangements of Vehicles to transport the material/equipments/furniture/prizes etc. to the venue and back at its respective places. Available of Two Vehicles with driver be ensured all the time at the venue during the Athletic Meet and also on 10th and 14th March, 2010.

Prize Committee

Prof.Satyendra Singh (Applied Sc), Dr.R.S. Walia (Prod.), Sh.Amit Thakur, Mr.Varun Kashyap (061451) (Mech), Ms.Preetdeep Kaur (061306) (E&Ec.).

This committee will make the arrangements / purchase the prizes from the local market on quality and price basis as per the requirement.

Publicity, Web & Press Committee

Prof.Puneet Arora (Elect) Public Relations Officer, Prof.Divya (CSC), Prof.Rupali Syal (IT), Sh.Sanjay K. Batish (CC), Sh.Sushil Kumar (CC), Mr.Varun Kashyap (061451) (Mech), Ms.Preetdeep Kaur (061306) (E&Ec.)

This committee will inform the students regarding various Athletic & other events of the Meet and will also ensure that the Athletic Meet is widely covered in newspapers. The committee will interact with the news reporters regarding results of the Meet. Information of Annual Athletic Meet should also be uploaded on the official Website of the Institute.

Videography & Music Committee

Dr.D.R. Prajapati (Mech), Officer Incharge Art & Photography Club will make suitable arrangements of Videography of the Athletic Events as well as digital photography.

Traffic Committee

Dr.L.N. Sharma (App.Sc.) Officer Incharge & Sh.Harbans Lal (W/Shop) Assistant Officer Incharge, Watch & Ward will make suitable arrangements of traffic movement in front of the Athletic Stadium during Meet days.

Sanitation Committee

Estate Officer and Sh.Harpreet Singh (Sanitation Inspector, SSK).

This committee will make sure that Athletic Stadium, Gymnasium Hall, Swimming Pool and its surroundings are neat & clean before, during and after the Meet. The Athletic Stadium must be cleaned before 09.03.2010.

Decoration & Gardening Committee

Sh.Hardev Singh (Elect) Assistant Officer Incharge Gardening and Sh.Harpreet Singh (Sanitation Inspector, SSK).

This committee will make arrangement of flowers and flower pots to decorate the Athletic Stadium. The committee will also make arrangement of bouquets to be presented to the Chief Guests well in time on the Opening & Closing Ceremony.

This committee will also provide Workforce / Labour before, during and after the Meet.

Security Committee

Estate Officer and Officer Incharge, Watch & Ward

This committee will make necessary security arrangements for equipments, Furniture, Shamiana and other materials in the Athletic Stadium before, during and after the Meet, especially at night.

Estate Officer will be the Chief Co-ordinator of the Traffic, Sanitation, Decoration & Gardening and Security Committees.

All bonafide students of the institute are supposed to participate in this Meet. Hence, the students are required to participate / present in the Annual Athletic Meet during three days. All Head of Departments will make necessary arrangements for taking the attendance of all students of their department by the respective faculty during three days.

Students can claim one make up attendance in any subject by participating/organizing/attending this meet for each day.

Staff members working beyond their duty hours and on off days shall be given compensatory leave by their respective Incharge / Head.

DIRECTOR,
PEC UNIVERSITY OF TECHNOLOGY,
CHANDIGARH.