

Annual Meet of NITA Alumni

Date-9th & 10th Jan, 16

ACTION PLAN OF SUB COMMITTEE

A. INVITATION & REGISTRATION

The committee will prepare the list of invitees. They will co-ordinate with the Souvenir committee for printing of the invitation card and also will send the card to invitees. They will send information letter to all members. They will arrange distribution of invitation cards in right time. They will contact with the Retired Faculty & other Staff.

The committee will see about the registration of the delegates including the members & invitees. They will collect the Regd. Fee from the Ex-Students against Coupon. They will issue badge to all participants in the programme.

B. RECEPTION & ACCOMMODATION

The Committee will see for reception of VIP, Invitees, delegates in the programme. They will arrange reception at Airport & accommodation for the outside Ex-Students in/c Silver jubilee batch, preferably at International Guest House at NIT Campus. They will also see the breakfast, fooding & room arrangement for these delegates at accommodation venue.

C. PUBLICITY & PUBLICATION

The committee will arrange for wide publicity. They will display banners in all the prominent places. They will also arrange for display of advertisement in the local dailies. They will invite the press personals for the programme & also see about the hospitality of them in the hall. They will see about releasing **Press Release** before & after the programme. They will arrange for photography.

The committee will publish the Souvenir, which will be released on 9th Jan, 2016 in the inaugural session. Total 500 nos. of Souvenirs will be published. They will co-operate the Finance Committee in regards of collection of advertisements. They will receive no advertisement directly. It should come through Finance Committee. They will collect the messages from the dignitaries & also will collect the articles. They will also distribute the Souvenir in the programme.

C. HALL MANAGEMENT

The Committee will decorate the hall at Nazrul Kalakshetra, NIT Agartala & Netaji Subhas Vidyaniketan and also Daising, P.A. system, hall arrangement including arrangement of LCD, if required. They will also arrange table, chair etc. in the hall for the purpose of Registration

D. FINANCE:

The Committee will give special drive for collection of total fund. They will send the contract form for advertisement to the respective person/department. The target date for collection of advertisement is 26th Dec,2015. All the advertisement will be collected along with the advertisement charges. No advertisement will be received without cash/Cheque. They will also see about sponsorship. They will collect the Regd. fee through Registration Committee. They will issue temporary advance to the other committees after consultation with organizing Secretary/Chairman. The committees will not be allowed to cross their budget limit as approved. The committee will review the fund position weekly. The committee will place the final accounts within fifteen days from the closing date of the programme & also will send the Souvenir with bill to the Advertiser within the fifteen days..

F. FOOD & REFRESHMENT

The committee will arrange food/refreshment etc. for participants as well as for delegates/invitees in the venue: High Tea on the evening of 9th Jan, Dinner on 10th Jan. They will also co-ordinate with the Committee for programme at Institute for Lunch on 10th Jan,16 at Food Court of NIT Agartala. They will also arrange Tea & Biscuit as per schedule.

G. FELICITATION AND PROGRAMME CO-ORDINATION

They will purchase the mementoes for Felicitation in/c flower boquest for reception of Ex-Students. They will see for distribution of mementoes.

The committee will see about the arrangement in the Dais with the help of hall management committee. They will arrange the Dias as per programme schedule time to time including the Badges, Flower Bouquet & Mineral Water. They will arrange the Dais in every session as per requirement. They will co-ordinate with the announcer of the programme during the session. They will see that the programme is conducted smoothly.

H. CULTURAL PROGRAMME

The committee will arrange cultural function in the evening of 9th Jan at Nazrul Kalakshetra by Professional Artists & on 10th Jan,16 at Netaji Subhas Vidyaniketan by Students, Ex-Students & their family members. They will also arrange the opening & closing song in the inaugural & Closing ceremony. They will contact with the artists and also see about the distribution of refreshment to the artists. They will arrange suitable transport for the artists to arrive the venue and see about their return journey after their cultural performance.

I. PROGRAMME AT INSTITUTE IN/C SPORTS & TRANSPORT

The Committee will arrange the programme at the field of NIT on 10th Jan,15 in/c Inauguration. They will arrange Breakfast for all at NIT. They will arrange Sports programme in/c arrangement of Prizes. They will arrange buses for campus visit during programme & also will arrange Lunch at Food Court of NIT with the help of Food Committee. They will arrange buses for journey from Agartala to NIT on 10th Jan,16 & return thereof.