



Ref no. ISBMU/2024-25/059

Date – 02.08.2024

Notice

Sub.: Job Distribution for Induction Program 2024 -2025.

Attn:- All Members of faculty and staff

Following assignments are assigned to the member of the faculty and staff in view of the Induction Program scheduled on 05.08.2024 for the smooth conduct of the program.

On 03.08.2024 a mock program will be held twice. All assigned faculty members will join the mock program

Deeksharambh Program 2024 Date: 05.08.2024

Responsibility Chart

S. No.	Responsibility	Activity	Coordinators	Signature
1	Overall Faculty Coordinator	Overall Coordination	Mr. Hemant Pandey	
2	Hosting	On and off stage	Ms. Swati Chandrakar & Ms Ranu Verma	
3	Bus Arrangement	To and Fro from to Venue to Campus	Mr Chhannu Thakur ,Mr Gaurav & Marketing Team	
4	Escorting students to the Venue	To accommodate students to the Venue	Mr Rajendra Prasad Gendre(I/C) , Mr Rajendra Sahu, and Mr Sharvan Sahu	
5	Registration Desk	To provide kit with notebook, pen, food coupon and welcome all dignitaries with tilak and Aarti	Mr Ashwanee Sahu(I/C), Ms Rekha Sahu, Ms Lalita Sahu, Ms.Vamini Sahu , Ms.Hema Sharma, Mrs. Rekha Sahu,Mrs. Sarika Yadav	
6	Venue Arrangement	Lamp Lighting Seating Arrangement , Projector, Sound, Flex, Stage	Dr.Ramkirshna(I/C) ,Ms.Lalita Sahu Ms. Minkshi Mr Gaurav ,Mr Nandkishor Yadav, & Mr. Nutesh Patel	



7	Lunch & Catering	Venue arrangement and coordination	Mr Aminesh Singh(I/C), Mr Gaurav Kumar, Mr Nukesh Sahu, Mr Ravi Ram Patre, Mr. Vagesh	
8	Discipline	To ensure discipline on and off the venue	Mr Yugal Kishor Rajput(I/C), Mr. Lukeshwar Sahu, Mr Dameshwar Sahu, Mr Onkar Yadav	
9	Cultural Team: Coordinator	Games, Cultural and Finalization of Mr/Ms Fresher	Ms Vimla Sona and Team (Ms Lukeshwari Verma, Ms Poonam Rajput, Mr.Sanjiv Jangde , Mr Dushiyant Yadaw ,Mr. Khemanshu Sahu)	
10	Press Release	Pre and Post Release with all online and print media	Dr. Poonam Verma Mr. Mohit Ram Chelak	
11	Flex & Poster		Mr. Chhannu Thakur & Mr. Gaurav Kumar Mr. O.P. Sharma (Procurement)	
12	Technical support	PPT coordination	Mr. Laxmikant Sinha, ,Mr. Lukesh Thakur & Mr. Raghuvendra	
13	Photography	Overall Photography	Mr. Shravan Sahu, Mr. Satyavarath Dhruw ,Mr Mohan Dhruw	
14	DG Support	DG Operation	Mr. Nand Kishor Yadav	
15	Parking	Parking facility	Mr. Rameshwar Nishad(I/C), Mr. Mukul Thakur, Mr. Govinda Netam ,	



B P B Shal
Registrar
ISBM University