

CHANDIGARH COLLEGE OF ENGG. & TECH., DEGREE WING
SECTOR-26, CHANDIGARH
OFFICE ORDER

The following is the list of committees for Annual Athletic Meet 2019 for CCET (Degree Wing). All concerned are required to make necessary arrangements. The schedule for the same will be notified later as per instructions of I/C Sports.

S.no	Duty	Staff/Faculty	List
1	Stage Decoration To decorate stage in consultation with SSC and In charge Sports	Dr. Shilpa Jindal	Incharge
		Ms. Sarita	Sub-Incharge
		Mr. Harmeet Singh	Member
		Ms. Vandana	Member
2	Stage Announcement To prepare announcement material in discussion with PSC/SSC, to prepare invitation and cultural events.	Dr. Parvinder Kaur	Incharge
		Dr. Sunita	Sub Incharge
		Dr. Amit Chhabra	Member
		Ms. Mokesh	Member
3	Tent, Mike, Sound and Seating Arrangement To make necessary arrangements for Seating of students and Staff/Guest.	Dr. K. G. Sharma	Incharge
		Mr. Anil Vaghmare	Sub-Incharge
		Mr. Anil Kumar	Member
		Mr. Surender Sharma	Member
4	Equipment and Starting of Events Purchase of equipment necessary to conduct athletic events.	Mr. Yuvraj	Member
		Dr. Bhaskar Gupta	Incharge
		Mr. Mukesh Kumar	Sub-Incharge
		Mr. Sarabjeet Singh	Member
5	Refreshment for Participants/Guests/ Water Arrangements To make necessary arrangements for Guest/Staff/Students	Mr. Nipun Sharma	Member
		Mr. Preet Karan Singh	Member
		Mr. Maninder Singh	Member
		Dr. Anil Rose	Incharge
7	Medals/Trophy's Memento/ Flags/Band. To purchase medals/memento for students and guest. Five Flags for Athletic meet and 50 flags from horticulture department and Police Band.	Dr. S.C. Vettivel	Sub-Incharge
		Dr. Amit Chhabra	Member
		Mr. Rajesh Kumar	Member
		Dr. Ankit Gupta	Incharge
8	Website Upgradation To put information on college website	Mr. V. Senthil	Sub-Incharge
		Mr. Amit Kumar	Member
9	Ground Preparation To prepare ground in consultation with PSC, SSC and In-charge Sports.	Dr. Dheerendra Singh	Incharge
		Mr. Sudhakar Kumar	Sub-Incharge
		Dr. Ashwani Kumar	Incharge
		Ms. Karuna Sharma	Sub-Incharge
10	Judges (Throws) To conduct events and submit Result in given format and to submit to Time Keeper Committee	Mr. Anil Kumar	Member
		Mr. Sarabjeet Singh	Member
		Mr. Maninder Singh	Member
		Mr. Mohammad Sakib Perwez Khan	In-charge
11	Judges (Tracks) To conduct events and submit Result in given format and to submit to Time Keeper Committee.	Mr. Arafat Ahmed	Sub-Incharge
		Mr. Animesh Singh	Member
		Mr. Birinder Saini	Member
		Mr. Maninder Singh	Member
12	Judges (Jumps) To conduct events and submit Result in given format and to submit to Time Keeper Committee.	Mr. Amit Kumar	Member
		Mr. Vinod Chauhan	In-charge
		Mr. Rajiv Kumar	Member
		Ms. Poonam	Member
		Mr. Sumit Kumar	Member
		Mr. Preetkaran Singh	Member

	To conduct events and submit Result in given format and to submit to Time Keeper Committee	Dr. Varun Gupta Mr. V. Senthil Ms. Karuna Sharma Mr. Surinder Kaushik Mr. Gurpreet Singh	Incharge Sub In-charge Member Member Member
13	Time Keeper		
	To prepare results in consultation with maintenance and certification committee	Dr. S.C. Vettivel Ms. Neha Ms. Romica Mr. Maninder Singh	In-charge Sub In-charge Member Member
14	Record Maintenance and Certification		
	To Coordinate with Time Keeping committee and prepare results	Dr. Ankit Gupta Mr. Sudhakar K. Ms. Kuldeep Kaur	In-charge Sub In-charge Member
15	Photography		
		Dr. Dheerendra Singh Mr. Rajiv Kumar Mr. Harmeet Singh	In-charge Sub In-charge Member
16	Press Note		
	Preparation of press note and submission of same to concerned.	Dr. Sunita Dr. Parul Aggarwal Mr. Harmeet Singh	In-charge Sub In-charge Member
17	March Past		
	To conduct March Past with the help of departmental in charges with dress code and to ensure Participation of students in Athletic Events. To conduct flag hosting.	Mr. V. Senthil Mr. Hardeep Saini Mr. Mohammad Sakib Perwez Khan Dr. Manveen Kaur Dr. . Amit Chhabra	In-charge Sub In-charge Member Member Member
18	Overall Discipline		
	To maintain proper discipline with the help of class in charges	Dr. Radhey Sham Dr. Gulshan Goyal Mr. Sarabjeet Singh Ms. Sarita Ms. Karuna Sharma Dr. Sunita Mr ML Kundan Mr. Mukesh Kumar Dr. Manveen Kaur	Incharge Sub-Incharge Member Member Member Member Member Member Member
19	Attendance record of respective departments:		
		To be maintained by class in- charges of respective departments	


Dated Chandigarh the
22.02.2019

Endst. No. CCET/DG/SSC/2018-79/665-72.

Dr. Manpreet Singh
Principal,
Chd. College of Engg. & Tech.,
Degree Wing, Chandigarh.
Dated: 22/2/19.

A copy is forwarded to the following for information and necessary action:-

1. HOD Applied Science/Civil/Mech./EECE/CSE, CCET-Degree, Sec-26, Chd
2. AC(F&A), CCET-Degree, Sec-26, Chd
3. PSC, CCET-Degree, Sec-26, Chd
4. SSC, CCET-Degree, Sec-26, Chd
5. SSC, CCET, Sec-26, Chd (Diploma Wing)
6. Sports In charge, CCET-Degree, Sec-26, Chd
7. PA to Principal, CCET-Degree, Sec-26, Chd


Head of Office,
for Principal,
Chd. College of Engg. & Tech.,
Degree Wing, Chandigarh