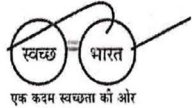




**DR. BHIM RAO AMBEDKAR COLLEGE**  
**(University of Delhi)**

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Email: info@drbrambedkarcollege.ac.in; brambedkarcollege.du@gmail.com;  
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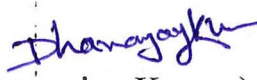


Ref. No. DBRAC/2019-20/


Dated: 08.04.2019

Invitation  
(Teaching & Non-teaching Staff)

All the Teaching and Non-teaching Colleagues are invited to 13<sup>th</sup> Baba Saheb Memorial Lecture on 13<sup>th</sup> April 2019 (Saturday) at 11:00 A.M. onwards.

  
(Dr. Dhananjay Kumar)  
Convenor,  
Memorial Lecture Committee

(Dr. G.K. Arora)  
Principal

  
08/4/19

Copy for information and necessary action to:

- (1) S.O.(Admn.): wide circulation among the staff
- (2) S.O.(A/cs)
- (3) Library
- (4) Caretaker
- (5) Sr. P.A.
- (6) SNA: to upload on College Website
- (7) Notice Board Teaching and Non-teaching



**DUTY CHART****DR. BHIM RAO AMBEDKAR COLLEGE 13<sup>th</sup> MEMORIAL LECTURE 2019****(Saturday 13<sup>th</sup> April 2019)**

**Please Note:** (1) Sub-Committee Convenors are requested to coordinate with the Central Committee Convenor and be present at the centre of activity/work. (2) The non-teaching staff will report to the Sub-Committee Convenors at 11:00 a.m. and should stay till the function is over /not leave duty without information to the Convenor. (3) Sub-Committee Convenors will further distribute the work as per requirements and inform the Central Co-ordination Committee accordingly; (4) Teachers whose names do not appear in the list are supposed to be present in the College and will report to the Coordinator & Co-Coordinator of the Central Coordination Committee.

S. No.	Committee's	Committee Members	Non-Teaching Staff	Work and responsibilities of various committee's Nature of work	Remarks
1.	Central Coordination Committee <ul style="list-style-type: none"> <li>Time/Duty Monitor</li> <li>Programme Monitor</li> <li>Guest sitting</li> <li>Prize Winner Badge</li> </ul>	Dhananjay Kumar (Conv.) S.S. Chawla (Co-Conv.) Rajendra Prasad Seema Sodhi Sanjay Sharma Ravindra Singh Purshottam M.P. Meena K.K. Sharma Rajbala Gautam Tusher kanti Debbarma Vishal Kumar Laheri Barun Kumar Sanjay S. Ningombam Sanjeev Kumar Rupesh Gupta Anjali Suman Madhuresh P. Mishra Anil Kumar Deepshikha	Ram Kumar Jogender Singh Rama Soin Mahesh Arya Purshottam (Lib)	<ul style="list-style-type: none"> <li>To manage co-ordinate and facilitate the function</li> <li>To monitor and be responsible for the function</li> </ul>	
2.	Reception Committee <ul style="list-style-type: none"> <li>At Gate</li> </ul>	Sarla Bhardwaj (Conv.) Dhananjay Kumar	Jagpal Yadav Ilam Singh	<ul style="list-style-type: none"> <li>Lighting of lamp</li> <li>Escorting Guest</li> </ul>	
	<ul style="list-style-type: none"> <li>Between Main Gate &amp; Office</li> <li>At Office</li> </ul>	S.S. Chawla Sanjay Sharma Kumar Manish Sakshi Vasudeva	Ravinder Kumar – I Virender	<ul style="list-style-type: none"> <li>Arrangement of bouquets</li> <li>Speech for Guest</li> <li>Mementoes Distribution</li> </ul>	
3.	Refreshment (Guest) & Welcome	Seema Sodhi (Convenor) Mitu Dash Sunita Sharma Anil Kumar	Jagpal Yadav Bharat Lal Virender Singh Anil Kumar (Safai) Neeraj	<ul style="list-style-type: none"> <li>To Arrange seating of guest</li> </ul>	

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4.	See-off (Flower, Mementoes, Files) <ul style="list-style-type: none"> <li>Chairperson</li> <li>Chief Guest</li> <li>Guest of Honour 1</li> </ul>	Ritu Aggarwal (Convenor) Mitu Dash Anjali Suman Jitender Nagar Sanjay S. Ningombam	Jagpal Yadav Ramesh (Waterman) V.S. Bedi Nagendra	<ul style="list-style-type: none"> <li>➤ Thanks giving for the Guest</li> <li>➤ Seeing of the Guest</li> <li>➤ Bouquet &amp; Mementoes in Vehicles</li> </ul>	
5.	Statute Decoration <ul style="list-style-type: none"> <li>Statue Decoration</li> <li>To be at Statue Site</li> </ul>	Purshottam (Convenor) C.M. Meena Sunita Sharma Ritu Sharma Barun Kumar Rekha Rani Anjali Suman	Purshottam (Lib) Jagpal Yadav Bharat Lal Virender Singh Anil Kumar (Safai)	<ul style="list-style-type: none"> <li>➤ General Cleanliness/Garlanding</li> <li>➤ Arranging flowers, flower pots</li> <li>➤ To coordinate with overall decoration, stage wind-up</li> <li>➤ Committee</li> <li>➤ To be present near statue till Chief Guest arrives</li> </ul>	
6.	Overall College Decoration	Kusum Nehra (Convenor) K.K. Sharma (Co-Con) Kumar Satyam Anjali Suman Anuradha Tyagi Rekha Rani Priyanka Saini Nisha Chaudhary Neha Sharma	Roop Chand Suresh (Lib.) Pradeep Harish Roshan	<ul style="list-style-type: none"> <li>➤ General Floral, Rangoli, of College from main gate till Main Stage</li> <li>➤ Coordinate with stage Decoration Committee &amp; Statue Decoration Committee</li> </ul>	
6.1	Stage Decoration (Reserve Seating)  Stage Articles <ul style="list-style-type: none"> <li>Name Plates</li> <li>Water arrangement</li> <li>File</li> </ul>	Kusum Nehra (Convenor) Tulika Sandhya Rajbala Gautam Madhuresh P. Mishra Priyanka Saini Sakshi Vasudeva Mohnish Kumar (Convenor) Sonam Dutta C.M. Meena Yogesh Murariya	Shobha Sharma Anil Kumar     Suresh Kumar Nagender	<ul style="list-style-type: none"> <li>➤ To Coordinate with stage windup Committee</li> <li>➤ Placing of Banner</li> <li>➤ Arrangement of tables, table-cloths, chairs, water, glasses etc. on stage.</li> <li>➤ Coordinate with Programme guide</li> <li>➤ To be present on around stage till the end of Programme</li> </ul>	
6.2	Stage Wind-up (Post Programme)	Indiwer Mishra (Convenor) Purshottam (Co- Convenor) Mohnish Kumar Tusher Kranti N. Sridhar	Roop Chand Ilam Singh Krishan Kumar Sandeep (Lib) Pradeep	<ul style="list-style-type: none"> <li>➤ To coordinate with stage Decoration Committee.</li> </ul>	
7.	Seating Arrangement	K.K. Sharma (Convenor) Sujit Kumar (Co-Conv.) Mamta Walia Rajvir Vats Rakesh Shahani V.P. Singh Nishi Sharma Aiman Fatima Anil Kumar		<ul style="list-style-type: none"> <li>➤ To maintain different section for teachers/students</li> <li>➤ Guest Seating Arrangement</li> <li>➤ Press Seating Arrangement</li> </ul>	

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8.	High Tea • Lunch/Arrangement/Food Quality	Atul Pratap Singh (Conv.) Arvind Kumar Yadav Rajender Prasad Rajbala Gautam Mitu Dash Anil Kumar	Rama Soin Joginder Singh Mahesh Arya Purshottam (Lib)	➤ Discussion with the Caterer regarding food items, budget, quality food ➤ Formulation of budget ➤ Arrangement of high tea ➤ To make payment	
9.	Discipline Committee  • Gate Entry / Exit Points	K.K. Sharma (Convenor) V.P. Singh Avtar Singh Purshottam Sanjay Sharma Ritu Aggarwal Vinayak Ram Jitender Kumar Nagar Mahesh Kr. Singh	Subhash Bhardwaj Mahesh Arya	➤ Proper vigilance during the programme ➤ Coordination with discipline committee ➤ All are requested to be present till the programme ends	
10.	Press Committee	R.P. Dwivedi (Convenor) Sanjay Ningombam (Co-Conv.) Praveen Kumar Shipra Singh	Praveen Kumar Rattandeep Singh Nagender Pal Singh	➤ Invitation to press ➤ Looking after the press people ➤ Refreshments of press people ➤ Preparation of press release ➤ To ensure adequate media coverage	
11.	Mementoes Purchase Committee	Dhananjay Kumar (Convenor) Seema Sodhi M.P. Meena C.M. Meena Rohit K. Srivastava Kumar Manish	Shyam Lal Ramphal	➤ To purchase Mementoes and potted plants and mementoes for both days	
12.	Photography	K.K. Sharma (Convenor) M.P. Meena Kranti deep	Subhash Bhardwaj Nagender Pal Singh	➤ To tie up with the photographer ➤ To collect photographs and make payment ➤ To monitor environment around the stage	
13.	Banner Committee	Nalin Kumar (Convenor) Barun Kumar C.M. Meena	Roop Chand Anil Kumar (Carp) Pradeep Kumar	➤ To design, formulate, arrange	
14.	Electric Supply/Generator	Purshottam (Convenor) Purshottam Binod Kumar	Ilam Singh Anita (Security) Anil (Carpenter)	➤ Coordination with BSES department. ➤ Arrangements of petrol/diesel for generator	
15.	Finance	M.P. Meena (Convenor) R.P. Dwivedi Dhananjay Kumar Purshottam	Joginder Singh Subhash Bhardwaj	➤ To manage finance of various programmes according to the fund allotted ➤ To receive all the bills ➤ Maintain photocopies of bills ➤ Facilitate various payments	

(Dr. G. K. Arora)  
PRINCIPAL

*Dhananjay Kumar*  
(Dr. Dhananjay Kumar)  
Convenor, Memorial Lecture Committee

1. SNA: Email to all Teacher & N/T. Staff
2. Mr. Kanishk : SMS
3. SOA Ann (Please Circulate) Teacher & NT. Staff.
4. Staff Room NB / ~~MT~~ 14/B
5. SOA / Library / Sr P.N

*G*  
*8/04/19*

*SOA Original*  
*Follow up*  
*Email*  
*Copy Dr. Dhananjay Kr. / Dr. S. Chandra*  
*1*  
*9/4/19*  
*4/4*