

**NOTICE**  
**ASSIGNMENT OF RESPONSIBILITIES**  
**25<sup>TH</sup> ANNIVERSARY OF FOUNDATION**  
**(SUNDAY) 03 DEC 2023**

It is matter of pride that COER University is going to celebrate 25<sup>th</sup> Anniversary of Foundation of COER University on Sunday, 03 December 2023.


To make the event a memorable day detailed work plan with responsibility to each member has been worked out as follows.

Event coordinators are requested to submit estimated budges by Saturday, November 16, 2023.

A meeting of nominated faculty members and staff will be held as per schedule given below :-

**Date** : 09 Nov 2023 (Thursday)  
**Time** : 1500 Hrs  
**Venue** : Chancellor Conference Hall

S.N.	Activity	Responsibility/Coordinators	Completion Date
1.	Guest list of compilation designing/printing and dispatch of Invitation Cards	<b>*Dr. Mohit Gupta</b> Mr. Naresh Pal Mr. Bobinder Kumar (ME) Mr. Shiv Kumar (ME) Mr. Raj Kumar Chuahan (ME)	25 Nov
2.	Seating arrangements at Vardhman Auditorium. Reservation of Seats & Pasting of Name Tags	<b>*Mr. Vivek Agarwal</b> Mr. Nitin Chand Mr. Sushil Kumar (ME)	30 Nov
3.	Arrangement of Lunch & Snacks	<b>*Dr. Sushil Jindal</b> Mr. Adesh Bhardwaj	30 Nov
4.	Banners	<b>*Mr. Mayank Dev</b>	27 Nov
5.	Arrangement & Purchase of Mementoes and presentation etc VVIP/Guests	<b>*Mr. Mayank Dev</b>	27 Nov
6.	Media Coverage/Press Request letter to Media	<b>*Dr. Ravindra Kumar</b>	27 Nov

  
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S.N.	Activity	Responsibility/Coordinators	Completion Date
7.	Photography/Videography	<b>*Mr. Mayank Dev</b>	27 Nov
8.	Reception of Guest and Ushering of VIPs	<b>*Ms. Chhavi Krishna</b> Ms. Twinkle Tomar Ms. Pooja Verma Ms. Soumya Upadhyay	03 Dec
9.	Cultural Programme (Swagat Gaan & Cultural Show)	<b>*Mr. Sandeep Chaudhary</b> Ms. Ishita Pant Ms. Renu Bahuguna	27 Nov
10.	Computer & Audio/Video Arrangements	<b>*Mr. Priyabrat Kumar</b> Mr. Ashok Kumar	27 Nov
11.	Master of Ceremony	<b>Dr. Veeralakshmi B</b> <b>Dr. Rashmi Gupta</b>	27 Nov
12.	Deep Prajwalan	<b>*Dr. Sweta Gaur</b> Dr. Induja Mishra	27 Nov
13.	Arrangement of DIAS	<b>*Mr. Ravi Kumar</b> Mr. Amit Kumar (SOB)	27 Nov
14.	Flower Decoration, Arrangement of Garlands	<b>*Dr. Amar Nath</b> Mr. Narayan Jee	27 Nov
15.	Electrical Work/Maintenance of Auditorium and Generator Power Supply	<b>*Mr. Baleshwar Kumar</b>	27 Nov
16.	All awards distribution & arrangements	<b>*Mr. Thomas Mathew</b> Mr. Ramesh Singh Pundir Mr. Gajender Saini (CE)	27 Nov
17.	Discipline Committee	<b>Mr. Sandeep Chaudhary</b> <b>Dr. Aruna Tomar</b> <b>Dr. Jagat Pal</b> <b>Mr. Bhwneshwar Swaroop</b> <b>Ms. Uma Sharma</b> Mr. Vineet Kumar Mr. Deshant Kumar Mr. Himanshu Gupta Mr. Ankit Kumar Singhal Mr. Mukul Chaudhary Mr. Amit Singh Mr. Sumit Kumar	

  
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S.N.	Activity	Responsibility/Coordinators	Completion Date
18.	Painting/Distemper Face lifting, Weeding, Watering of Plants, Lawn, Parking Area, Flower Pots, Toilets, etc.	Mr. Yogesh Semwal (In consultation with Mr. Nitin Tomar Mr. Vikram Singh Mr. Main Pal Mr. Satish Mr. Srichand	27 Nov
19.	Audio System	* <b>Mr. Vishal Chauhan</b> Mr. Rakesh Kumar (ET)	27 Nov
20.	Liaison Officer to Chief Guest	<b>Dr. DV Gupta</b>	03 Dec
21.	Arrangement of Tea, Fixing of Tentage etc.	* <b>Dr. Sushil Jindal</b> Mr. Anurag Singh Mr. Shri Chand	27 Nov
22.	Welcome Bouquet Presentation	* <b>Ms. Renu Bahuguna</b>	03 Dec
23.	Visitor Book Entry	<b>Ms. Chhavi Krishna</b>	03 Dec
24.	Models and Project Display	* <b>Mr. BD Patel</b> * <b>Dr. Jagat Pal</b> Mr. Mohit Singh Sengar Mr. Kshitij Jain	03 Dec
25.	Preparation of Foundation Day Report	* <b>Dr. Sunita Rani</b> Dr. Sweta Gaur Sharma	05 Dec
26.	Annual Report COER	<b>Dr. Mridula</b> Mr. Prashant Kumar	05 Dec
27.	Fire Safety	Mr. Nitin Tomar	02 Dec
28.	First Aid Arrangements	Mr. Mudit Chauhan	03 Dec
29.	Alumni Invitation and Honour	Dr. Gunjan Agarwal	27 Nov



**Dr. BM Singh**  
**Pro Vice Chancellor**

**Distribution :**

1. Hon'ble Chancellor - for kind information please.
2. Pro Chancellor - for kind information please.
3. Executive Director - for kind information please.
4. Vice Chancellor - for kind information please.
5. Pro Vice Chancellor (Academic) - for kind information please.
6. Director (Medical) - for kind information please.
7. All Notice Boards