



SPU/NACRC/2024/274-A

Date -09.12.2024

Co-Curricular & Extra Curricular Cell

Formation of Co-curricular & Extra Curricular Cell with following members with their concern responsibilities

	Members	Roles and Responsibilities
Invitation	1. Dr. Avinash wade (Asso. Professor) 2. Dr. Namdev Vanganekar (Asso. Professor) 3. Dr. Mamta Sarda (Deputy Superintendent) 4. Mr. Amitbhai Patel (Office Superintendent) 5. Mr. Satish Gurupriy (Head Clerk)	● Guest list preparation prior to Event/Program ● Designing and distributing of invitaion Card/ Flyer/ Email/Message/Social platforms. ● All other necessary arrangements as per requirement ● Accommodation or sitting arrangement of Guest ● Committee should manage the all invitations related to any program/event/occasion to all concern authorities from from SPU campus or outside the campus.
Reception	1. Dr Ravina Baria (Consultant) 2. Ms. Patel Palakben (Clerk) 3. Mr. Patel Karm (Data manager)	● Prepartion of welcoming the guest ● Arrangement of stage and surrounding ● Arragemnt related to all reception activities
Decoration	1. Dr Drakshyanai N Beny (Professor) 2. Dr Sagar Ital (Asso. Professor) 3. Dr Rashmi Jain (Asst. Professor) 4. Dr Chanadni Pillai (Asst. Professor)	● Theme and Style selection for any event /program ● Budgeting and sourcing of material ● Venue decision, finalization and preparation ● Setup Installation on and off the stage ● Coordination with other relevant Committees ● Post-event lookout of venue including winding and cleaning of setup
Discipline	1. Dr Pragalbh M R (Asso. Professor) 2. Dr Pradeep Tidake (Asso. Professor) 3. Dr Sreejith K (Asso. Professor) 4. Dr Mamta D (Asst. Professor)	● Policy and rule making ● Establishment of clear guidelines for any event/program (dress code, conduct code, punctuality, decorum) ● Briefing of rules and responsibilities to volunteers of concern committee ● Monitoring and supervision on audience ● Managing security/inappropriate concerns ● Conflict Resolution and action taken and reporting to concern authority

[Signature]
Principal
NACRC
09/12/24

**NOOTAN AYURVEDIC COLLEGE &
RESEARCH CENTRE**