

KARNATAKA SANGHA'S
MANJUNATHA COLLEGE OF COMMERCE, THAKURLI (E)
COMMITTEES FOR ANNUAL DAY FUNCTION
TARANG

VENUE: SAVITRIBAI PHULE NATYAGRUHA, DOMBIVLI (E)

Date: 16 January 2024

TIME: 10 am to 2 pm

Compering: Associate Prof. Jayanthi V.

Co-ordination Committee:

Student Council I/c. Ms. Vrunda Yadwad

G.S. – Shubham Singh

1. To issue notices to students, staff, student volunteers and participants.
2. To meet the Hall Manager and book the number of chairs, podium, mikes, tables etc. for the function.
3. To plan out the entire stage programme.
4. To see that the entire programme is organised smoothly.
5. To submit a statement of accounts of the entire Annual day function along with the compliance reports within 10 days of the function.

Reception Committee

Teaching Staff: - Ms. Nisha Deodhar

Non-Teaching Staff: Ms. Veena Palan, Mr. Bhalchandra Farde

Support Staff: Shri. Rajesh Sadankar, Vikas Rangle

Students: - Omkar Chuka, Shruti N, Pooja C

1. To prepare the draft of the invitation cards
2. To prepare badges for volunteers and distribute them. -
3. To confirm the arrival of guests & to receive the guests at the gate
4. To buy bouquets and mementos for the guests. -
5. To get back the badges from the guests. To see that the memento and bouquet is given to the guests while they are leaving
6. To send thank you letters and complimentary photographs to the guests and management members.
7. To prepare an inventory of the items and keep it in a locker, seal it and hand over the key to the office.
8. To co-ordinate with Landge Sir for Opening band.
9. Rangoli preparation
10. To give reports before and after the function along with the statement of accounts.

Refreshment Committee: -

Teaching Staff: - Ms. Ashwini. Ms. Swapnali

Non-Teaching Staff: Ms. Deepika Birajdar, Ms. Vanita Desai, Ms. Divya Shetty

Support Staff: Shri. Sanjay, & Ms. Aruna for Management & Teachers & Ms. Lalita for Participants

Students: - Milind, Aarti G, Omkar C

1. To arrange for refreshments and tea after consulting the Principal
2. To see that the guests are served refreshments before or after the Programme as is convenient.
3. To prepare coupons for Students' Council members, participants & volunteers and distribute them.
4. To provide refreshment to Staff, Students' Council Members & Volunteers.
5. To provide water for participants behind the stage.



Prizes, Bouquets & Mementos Distribution Committee: -

Teaching Staff :- Dr. Suchitra, Ms. Aarti Bagul

Non-Teaching Staff: Ms. Shashikala Devadiga, Mr. Sudhakar Bandgar

Support Staff : Rajesh, Dinesh, Vikas

Students:- Ashwini, Pooja, Diksha

1. To prepare a list of the winners according to their achievements and send letters to the academic prize winners.
2. To get the students seated before the function
3. To put up the list of prize winners with rules and regulations.
4. To buy the various prizes after consultation.
5. To arrange for transportation of prizes to the hall at least 1 hour before the function starts. -
6. To arrange the prizes and certificates in serial order according to the list.
7. To distribute bouquets, prizes, Mementos
8. To bring back the prizes of the absentee students and distribute them in college.
9. To see that the rotating trophies or shields are returned in good condition to the college after a period of one month.
10. To impose fines on the groups if the trophies are returned in a damaged condition or in case of delay and deposit the amount so collected in the office.-

Stage Committee: -

Teaching Staff :- Ms. Madhuri Maharao, Ms. Yogini Dastane

Non-Teaching Staff: Ms. Aarti Kharande, Shilpa Jadhav

Support Staff : Dinesh G., Sanjay Kadam, Amit

Students: - Shruti Lodaya, Nilesh, Shruti N,

1. To make Pooja arrangements and arrange the dais.
2. To make all arrangements like putting up the banners of the college and arranging for chairs and tables, table cloth, vase flowers, water, mike arrangement, lights, and curtains, for the formal function on the stage.
3. To check whether the Amplifier, DVD Player & Sound system, light arrangement are available for entertainment programme in the Hall.
4. To arrange for transportation of all such materials required 1 hour before the function.
5. To check whether anything is damaged and return all the above materials to the reception committee.

Entertainment Committee:

Teaching Staff :- Ms. Supriya, Ms. Swapnali, Ms. Priya, Mr. Pawan, Ms. Sanika

Non-Teaching Staff: Boys : Sanjay, Deepak **Girls :** Surekha

Students:- Preetesh, Nilesh, Saharsh, Vedika

1. To do selection and screening of the entertainment programmes. (in consultation with Degree Senior Teachers)
2. To arrange programmes in sequence.
3. To collect pendrive and verify them before start of programme from the participants and coordinate with comperer and play accordingly at proper time.
4. To take reporting of participants and their performance.
5. To co-ordinate with comperer and the participants.
6. To see that entertainment programme is conducted smoothly.

Green room – Mr. Pawan-Boys Room

Ms. Supriya and Ms. Sanika – Girls Room

PPT Preparation – Pankaj, Shamika and Sanika Mam

Discipline Committee: -

Mr. Pushkar Deshpande, Mr. Vijay Joshi, Mr. Vinayak Chakrawarti, Mr. Shabsikant G, Mr. Manikraj Landage

with all the Junior Teaching staff members & all Students' Council Members

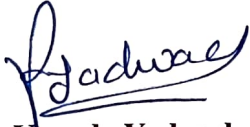
1. To get the entry passes printed
2. To coordinate with Police constables
3. To distribute the entry passes to students & keep record of it.
4. Check the I-cards and entry pass of the students at the gate.
5. To detect any outsiders, if any and send them out.
6. To maintain a vigil on the students seated on the chairs and to see that they don't stand on the chairs or damage anything.
7. To see that the students don't indulge in any indecent behaviour.
8. To check the chairs for any damages after the function and give a report.

Publicity Committee: -

Mr. Shabsikant G., Dr. Suchitra, Ms. Sanika, Mr. Kalpesh B.

1. To draft a report of the entire programme and send to various newspapers.
2. To arrange for photographer for the programme and collect the photographs and put it up on the notice board after the programme is over.
3. To issue a notice to students asking them to place an order for the photographs and collect the necessary charges if any.
4. To prepare a report of the number of photographs received, number ordered by the students and the number of photographs sent as complimentary copies and give the balance to library for preserving.

Note: All the teaching staff are hereby instructed to look after the discipline in the Auditorium once their allotted onstage duties are over.



Ms. Vrunda Yadwad
Students' Council In-charge



Dr. Sushila Vijaykumar
Principal



Karnataka Sangha's
Manjunatha College of Commerce
Thakurli (E)

Annual Day 2023-24
TARANG





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Principal
Manjunatha College of Commerce
Kanchangaon, Khambalpada,
Thakurli (E) - 421 201.