

**DEENBANDHU CHHOTU RAM UNIVERSITY OF SC. & TECH.,
MURTHAL**

RHYTHM (12th to 13th October, 2017)

Organizing Committee

President and Chief-Patron	Prof. Rajender Kumar Anayath (Hon'ble Vice-Chancellor)
Patron	Er. K. P. Singh (Registrar)
Convener	Prof. Ajay Monga (Dean Students' Welfare)
Coordinator- Rhythm	Dr. Mayur Chhikara (Cultural Coordinator)
Co Coordinator Rhythm	Dr. Rupa Rathee
Co Coordinator Rhythm	Mr. Anand Chauhan
Co Coordinator Rhythm	Dr. Suman Sangwan

1.	Members	Department	Duties
	Designing and Printing of Posters, Certificates, Invitation cards/letters and Dispatch		
	Dr. Sarvjeet Singh(Convener)	BME	<ul style="list-style-type: none"> • Printing and designing of posters, banners, invitation cards , I-cards, certificates, rule book, brochures etc. • To send invitations via post and emails to colleges affiliated to DCRUST and other institutions.
	Mr. Anil	EE	
	Mr. Deepesh	EE	
	Sh. Manish Kumar Saini	EE	
2.	Inauguration & Prize Distribution Ceremony		
	Dr. Pardeep Panghal (Convener)	Physics	<p>To coordinate:</p> <ul style="list-style-type: none"> • Guests Tilak • Arrangement of Bouquets for Inauguration and Valedictory ceremony • Bouquet & Memento presentation • Lamp Lighting, Inaugural speech arrangements and coordination. • Coordination of Certificates and Prize distribution • Cultural Activities (Saraswati vandana/Dance, Haryanvi dance, Skit, Dance or any other cultural programme) • Podium, sitting Arrangement on stage of the chief guest apart from other dignitaries (List will be provided by the Cultural Coordinator) • To submit the requirements of dresses, props etc. for cultural events to be organized on these ceremonies to Dress Procurement committee. • To arrange for folders and materials for guests and dignitaries
	Mr Ravi Lathwal	EE	
	Dr Sudesh	ECE	
	Sh. Devender Dalal	LTA (EE)	
	Sh. Rohtash Dhiman	EE	
3.	Stage & Campus Decoration, Printing of Flexes, flower arrangements on stage/ tent/other areas.		
	Dr Shaileja (Convener)	Arch.	<ul style="list-style-type: none"> • Designing and fixing of back drop of stage. • To coordinate Stage and Campus Decoration • Printing of Flexes/ flower decoration.
	Mr Sachin Dass	CE	
	Ms. Rajni	ECE	
	Dr. Avinash Upadhyaya	Maths.	
4.	Anchoring and related activities		

	Dr. Rupa Rathee (Convener)	DMS	<ul style="list-style-type: none"> • Coordinating Anchors(students) and arrange bio-data of Chief Guests • Screening and Formatting of Anchoring Speeches • Maintaining the Time Schedule for Anchors • Coordinating with Anchors for inaugural and valedictory function • To coordinate with anchors for inauguration and prize distribution
	Ms. Vandana Sharma	DMS	
	Ms. Reeti Chaudhary	Biotech	
5.	Tents, Stalls and Shamiana		
	Dr Gayanander (Convener)	CE	<ul style="list-style-type: none"> • Arrangement for Tents, Stall etc. as per the requirements submitted by various committees. • Back/side Stage space for prize distribution tables and prizes • Collection of Stalls fee from all/ outside stalls and deposit the same to Students fund through DSW • Carpeting on the Stage • To coordinate with “Flower Decoration committee
	Sh. Anil Narwal	ME	
	Dr Rajender Malik	Chemistry	
	Mr Raman	JE (Civil)	
	Mr Jugal Kishor	SO, DSW Office	
	Sh. Durga Prashad	Draftsman (ME)	
6.	Electrical Affairs (PA and Sound System, Lighting, Mikes, Power back up and generator)		
	Sh. Naresh Kumar (Convener)	EE	<p>Making arrangements for:</p> <ul style="list-style-type: none"> • Lighting in Pandal, Stage, stalls, other venues and ground during evening and at night • PA and Sound system all required locations. • Arrangements of Generator for uninterrupted power supply. • Safety precautions and measures for all open joints, cables and switches and fire fighting equipment. • To ensure uninterrupted power supply and quality sound throughout the function
	Sh. Anil Kumar	EE	
	Sh. Yudhveer Dalal	SDO (Electrical)	
	Sh. Lila Ram Sangwan	Foreman, EED	
	Sh. Narender	Electrician	
7.	Registration and Reception		
	Dr. Sudesh (Convener)	CEEES	<ul style="list-style-type: none"> • Reception of Guests • Registration of the participants • Issuing I-cards to the participants/core committee members/organizers • Announcements of events and schedule • Result display • To collect Registration fee • To submit the Registration fee and its record to DSW
	Dr. Aditi Arya	BT	
	Ms. Rekha Yadav	ECE	
	Sh. Subhash	DSW Office	
8.	Accommodation in Hostels and Guest Houses		
	Dr Sukhdeep (Convener)	CSE	<ul style="list-style-type: none"> • To arrange and facilitate the stay of guests and participants in guest house and hostels respectively. • Committee members are requested to coordinate with I/C Guest House
	Dr Sanjeev Indora	CSE	
	Ms Mamta Bhagat	CHE	
	Ms. Sudesh	CEEES	
	Mr Kirshan Kundu	Guest House	
9.	Stationery and Prizes/Mementos Purchase Committee		
	Dr Pankaj Chaudhary (Convener)	DMS	<ul style="list-style-type: none"> •To purchase Stationary items, prizes and mementoes. •To make stock register of all purchased items and receiving/handing over of items to different committees.
	Mr Charanjeet	ECE	
	Ms. Neelam Dahiya	D.R. (ESTT.)	
	Sh. Jugal Kishore	SO, DSW Office	

10 Hospitality (Guest House/Pandals/stalls)	Dr. Rajeshwar Dass (Convener)	ECE	<ul style="list-style-type: none"> • Arrangement and distribution of refreshment for Chief Guests, Guests, Judges and faculty members etc. • Arrangement of water (bottles and RO water cans) during various main stage functions for guests and audience • General refreshment during function for organizing faculty and for visits of VIPs to events venues • Distribution of refreshment coupons to all the members of organizing committee with record of the same.
	Er. Aman Ahlawat	CE	
	Dr Aarti	DMS	
	Mr Vinod Kumar	Hostel Warden	
	Mr Kirshan Kundu	Guest House	
11 Photography, Videographer	Dr Dinesh (Convener)	CSE	<ul style="list-style-type: none"> • Arrangement of photographer and videographer. • To submit the Video and Photographs to DSW after the programme. • Sh. Dilbag to broadly all events during rhythm in addition to hired photographer.
Sh. Ajmer Saini	CSE.		
Sh. Dilbag Singh	Arch.		
12 Web site designing, and Web Content Mgt.	Dr. Darshana Hooda	Head, UCC	<ul style="list-style-type: none"> • To design, host, update and maintain Rhythm website.
Mr. Sanjeev Indora	CSE		
Sh. O. K. Singh	Programmer		
13 Result compilation, Certificates preparation	Dr Parveen Kumar(Convener)	Arch.	<ul style="list-style-type: none"> • Compilation of results of all events • To prepare certificates for position holders and participants • Certificate distribution on stage in liaison with Inauguration & Prize Distribution Ceremony committee.
Dr. Manjit Singh	Maths.		
Dr. Surender Duhan	Nano-tech.		
Mr Amit Sharma	ME		
Sh. Mukesh	ATO		
Sh. Azad Panwar	ATO (ME)		
14 Judicial	Dr. Dharmendra(Convener)	HUM	<ul style="list-style-type: none"> • To decide the judges for all events in consultation with concerned event conveners, if desired. • Take the consent and invite the judges • To ensure the availability of judges at the time of event, to make alternate arrangement if necessary • Disbursement of Honorarium to judges (external only)
Dr Mayur Chhikara	HUM		
Dr. Ananad Chauhan	DMS		
Dr Jitender Batra	DMS		
15 Security, Parking and Crisis management and stipulated closure of stage	Prof. R. K. Soni (Convener)	In-charge Security	<ul style="list-style-type: none"> • Management of security (Home guards) and crisis during the Fest • Arrange Mock-drill for unforeseen incidents during fest in order to safely evacuate participants and occupants in order to handle any disaster • Parking arrangements • To handle any unexpected situation during the fest • Closure of function at stipulated time.
Sh. Satyvan Malik	Security Supervisor		
16 Sponsorship Committee	Dr. Anand Chauhan (Convener)	DMS	<ul style="list-style-type: none"> • To identify and contact the probable sponsoring agencies • Preparing sponsorship brochure (e-brochure only)
Dr. Mayur Chhikara	HUM		
Mr Jugal Kishor	DSW Office		

17	Dress Procurement Committee		<ul style="list-style-type: none"> • To coordinate with various committees and compile the requirement of dresses to hired on rent. • To coordinate with various committees involved for proper disbursement of rented dresses /arranged items. • To ensure the return the rented items well in time.
	Dr. Vinod (Convener)	Physics	
	Dr. Ravinder	Mathematics	
	Dr Sonia	Chemistry	
	Sh. Jitender Kumar	DMS	
	Sh. Jugal Kishore	SO, DSW Office	
18	Pre-Audit Committee		<ul style="list-style-type: none"> • To provide the purchase rules • To facilitate pre and post audit • To issue TI as per requirements
	Mr. Narender Hooda(Convener)	DR (F)	
	Mr. Vinod	Accounts Officer	
	Sh. Jugal Kishore	SO, DSW Office	
Cultural Event Coordinators			
19	DANCE		<ul style="list-style-type: none"> •To take auditions of all the teams willing to participate in the event and ensure that all matches with the spirit and level of a Univ. cultural fest •To shortlist the entries, maintain the records and provide wherever required. •Coordinating all dance events during fest •Submit the requirement of dresses, props etc. to Dress Procurement Committee.
	Dr. Suman Sangwan (Convener)	CSE	
	Dr Manju	CHE	
	Ms. Poonam Sheoran	MBE	
	Mr. Saurab Jaglan	Civil	
	Dr Priyanka	ECE	
20	Music and Singing		<ul style="list-style-type: none"> •To take auditions of all the teams willing to participate in the events. •To shortlist the entries, maintain the records and provide wherever required. •Coordinating all singing and instrumental events during the fest •Arranging musical instruments for preparation by students •Arranging musicians if required
	Dr. Amita Malik (Convener)	CSE	
	Dr Manisha	DMS	
	Ms. Mamta Bhagat	Chemical	
	Mr. Parveen	DMS	
21	THEATRE		<ul style="list-style-type: none"> •To screen all possible participating entries and ensure that all matches with the spirit and level of a Univ. cultural fest •To shortlist the entries, maintain the records and provide wherever required. •Coordinating all Dramatics events during the fest. •Submit the requirement of dresses, props etc. to Dress Procurement Committee.
	Dr. Suman Jhakhar(Convener)	Chemistry	
	Dr. Nirmala	Arch.	
	Mr Lalit	Arch.	
	Dr Poonam Sheoran	MBE	
	Ms. Anju	DMS	
22	FASHION PARADE (Non-Competitive)		<ul style="list-style-type: none"> •To screen all the items of Fash-P and ensure that all matches with the spirit and level of a Univ. cultural fest. •The dresses, props etc. may be got sponsored preferably. Else the requirement may be submitted to Dress Procurement Committee, if required.
	Dr. Pamela Singh	BT	
	Ms Anita	CEEES	
	Dr. Aditi Arya	BT	

23. FINE ARTS	Mr. Lalit Kumar (Convener)	Arch.	<ul style="list-style-type: none"> To coordinate fine arts events. To purchase required items To screen students from each department of the university.
	Ms. Jyoti	CEEES	
	Ms. Nirmala	Arch.	
	Dr. Krishan Selwal	BT	
	Sh. Himanshu Raj	CE	
	Sh. Saurabh Jaglan	CE	
24. Literary Events	Dr Pradeep Kadiyan (Convener)	HUM	<ul style="list-style-type: none"> To encourage team participation from each department of the university. Coordinate literary events during the fest. To shortlist entries and maintain the record during fest.
	Ms Sunanada	CHE	
	Ms Nisha Kumari	CEEES	
25. Press/Media	Dr Parvesh Gahlot (Convener)	PRO	<ul style="list-style-type: none"> To invite media/press and district administration. Make and coordinate news release for Rhythm'16 To coordinate with Web. Content Management Committee for news Feed on website
	Mr Dilbag Singh	Arch.	
26. First Aid	Dr Ravinder Dahiya, MO, University Medical Centre(Convener)		<ul style="list-style-type: none"> Availability of First Aid Kit and ambulance near main stage. Presence of First Aid response team near main stage during the duration of the fest Sending request for any emergency item to the DSW if required due to shortage in the dispensary.
	Dr Garima, MO		
	Ms Reena Dahiya (Staff Nurse)		
	Ms Seema (Pharmacist)		
	Ms Reena (Lab Technician)		
27. Discipline	Prof. Vijay Sharma (Proctor)	Convener	<ul style="list-style-type: none"> To coordinate measures to maintain discipline among students in Pandal and at different events where fest is being held. Allotment of practice space for the Guest and Guest teams Closure of Function at stipulated time
	Sh. Ravi Kumar Lathwal	EE	
	Dr Surender Dahiya	EE	
	Ms Santosh Sindhu	DPE	
	Dr Pradeep Kadiyan	HUM	
	Dr Dinesh Kr Dalal	Chemistry	
	Sh. Rajneesh Pawar	EE	
	Dr. Krishan	Chemistry	
	Mr. Rajnish	Mechanical	
	Mr Vijay Tomar	Mathematics	
	Mr Gyan Singh	Mechanical	
	Mr Lila Ram	ATO	
	Mr Naresh	ATO	
	Mr Gyan Singh	ATO	
	Mr Satish Kumar	ATO	

	Mr Vimal	ATO	
	Mr Bupesh	ATO	
	Ms Sarita	Library	
28.	Sanitation and Campus Beautification (related to horticulture)		
	XEN. B.S. Sheokand	Converner	<ul style="list-style-type: none"> • To ensure clean and Green Campus during fest • To arrange flower pots and horticulture beautification of Campus • To ensure sweepers present on different stages during the fest
	Mr. Joginder Antil	JE (Horticulture)	
	Mr. Manoj Rana	Sanitary Inspector	
29.	University Vehicle Arrangement Committee		
	Mr. Ajit	Gen. Branch	<ul style="list-style-type: none"> • To ensure availability of university vehicles to committee members before fest and during fest • To ferry guests and judges during the fest
	Mr. Dilbag	Arch.	
Note: The conveners of all committees are requested to contact the members of Pre-Audit Committee(Sr. No: 18) and follow account code while making purchases and get the comparative statements pre-audited well in time.			

Dr.Mayur Chhikara
Coordinator-Rhythm 2017
18/09/2017

Prof.(Dr.) Ajay Monga
Dean Students Welfare
18/09/2017

