

"Techno-Social Excellence"
Marathwada Mitramandal's Institute of Technology,
Lohgaon, Pune- 411 047
 Accredited with "A" Grade by NAAC

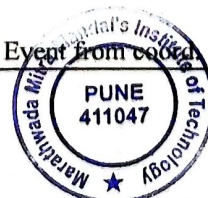
Ref: MMIT/Admin/2023-24/ 636

Date: 28/03/2024

Techno-Sci 2K24
(Technical Event)
Date of Competition: 15th and 16th April 2024
OFFICE ORDER

All the staff are hereby informed that our institute is organizing a State Level Technical Event-"TECHNO-SCI 2K24" on **15th and 16th April 2024**. To carry out the event in a smooth manner, following staff have been appointed as per given details. All are requested to note down their responsibilities in respective committees and work accordingly for successful conduction of events.

Sr. No.	Committee	Responsibilities	Committee Members
1.	Printing: Poster, Certificate, Flex, Navigation Display,	1. Design & Print of poster, certificate & Flex 2. Display of flex 3. Arrange arrow indications (navigation)	Prof. S. S. Chaudhari
2	E-Promotion (Mail, SMS, Social Media, radio advertisements)	1. Creating text messages and send it to all 2. E-mail to all 3. Sharing of Google forms for registration 4. Creating and promoting facebook page (ad boosting) 5. Creating whatsapp message for publicity	Prof. S. S. Chaudhari
3	Campaigning	1. Send the group of students to other colleges & coordinate for campaigning 2. Prepare the list of visited college and its all records	Dr. Pratibha Desai Mr. Swapnil M. Gagare
4	Participant registration	1. Purchase Equipment's of registration kit 2. Preparation of Registration Kits 3. Participants Registration & distribution of kits with coupons 4. Maintaining records of registration (MMIT and Outside Diff) 5. Working at help desk for participants	Mr. Kulkarni Vishal Mr. Vishal Shinde Mrs. Rohini Mahale Mrs. Aparna Lahane
5	Lunch & Refreshment	1. Lunch and refreshment arrangements for guests and judges 2. Lunch and refreshment arrangements for participants 3. Printing & Counting of lunch and refreshment coupons 4. Distribution of coupons to registration committee 5. Coordination with caterers for good service	Mr. Mayur Gandhile Mr. P. S. Thombare
6	Lab/class/venue (Location preparation)	1. Arrangements of chairs tables at location 2. Arrangement of necessary material & equipment at area (Projector, laptop, tables extension box etc.) 3. Display of flex (in coordination with flex committee) 4. Arrange arrow indications (navigations) for locations (in coordination with flex committee) 5. Decoration & cleaning follow-up of venue	Mr. Vaibhav Rewaskar Mr. B. Khavale (In coordination with Respective event heads)
7	Prize & Certificate Distribute	1. Purchase memento for guests and judges 2. Coordinate with registration team and prepare list of all participants (category wise) 3. Give Prize and Certificate to res. Event from college	Prof. V. D. Sawant Mr. N. R. Kalbhor




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8	Photography	1. Photography throughout the event with Geo Tagging and share to all on same day	Dr. Gargi Yadav Mr. S. L. Adsure
9	Stage & Hall arrangement, Sound system and Anchoring	1. Stage preparation for inauguration 2. Saraswati poojan & Rangoli arrangement 3. Seating arrangement of guests & all participants 4. Arrangement of projector & sound system 5. Arrangement of PA system/Extension box, light and generator at event location 6. Coordination with stage and venue preparation committee 7. Inauguration function- welcome speech, felicitation of guests and management, introduction of guest 8. Coordination with other committees for time management 9. Valedictory function- Vote of Thanks	Ms. P. D. Shinde Dr. Snehal Karad Mrs. Shalaka Kshirsagar Mrs. Y. P Warke
10	Transportation (Guests & Participants)	1. Transportation of guests & judges 2. Transportation of participants	Mr. Vikas Chavan
11	Sponsorship	1. Contact to respective person/ company/ vendors where there is scope of getting sponsorship 2. Maintain record of sponsorship 3. Coordination with account department	Prof. S. S. Chaudhari
12	Event Heads	Project competition	Dr. B. D. Patil Dr. S. Mutalikdesai
		IOT Model Competition	Mr. Mukesh Sharma Mrs. M. S. Jagtap.
		Robo-war & Robo Race Competition	Prof. Apurva Ulhe Mr. Shashikant Golande
		Bridge Making Competition	Prof. Punam Kokate Mr. R. S. Fegade
		CAD WAR	Mr. Nilesh satonkar Mr. Nilesh Dhobale
13	Accounts & finance settlement	1. Issue advance 2. Collect bills for settlement from coordinators 3. Collect expenditures from individual heads/ coordinators	Mrs. Rucha Agrawal


Coordinator




Principal