

**MAHARANI PADMAVATI GOVT. COLLEGE FOR WOMEN
SHAHZADPUR, AMBALA**

DUTY LIST – ORIENTATION PROGRAMME

Notice No. BCWSNA/2094/2026

Date: 31 August 2026

Date: 29.08.2026

S. No.	Duty / Area	Responsibilities	Committee
1	Overall Programme Coordination	Overall supervision and coordination of all arrangements	IQAC
2	Discipline & Student Management	Maintain discipline, guide students and manage movement/entry-exit	Discipline committee
3	Seating Arrangement	Arrange seating for students, teachers, guests and dignitaries	Ms Ankita & Ms Arti Sharma
4	Reception & Welcome	Receive and welcome worthy Principal	College council
5	Registration / Attendance	Registration of participants and maintenance of attendance	Ms Monika sharma & Dr Rajni
6	Stage Arrangement	Prepare stage, dais, chairs, table and required materials	Stage secretary with the help of group D staff
7	Saraswati Vandana	Coordination of Saraswati Vandana and required arrangements	cultural committee
8	Lamp Lighting	Arrangement and coordination for ceremonial lamp lighting	Dr Eena
9	Water Arrangement	Drinking water	Water Arrangement committee
10	Tea / Refreshment	Arrangement and distribution of tea/refreshments, if	Refreshment committee
11	Cleanliness	Cleanlines of the venue	Cleanliness committee
12	Photography & Videography	Photographs and video coverage of the programme, geo tagged photos.	Press release committee
13	Welcome / Felicitation	Bouquets	Dr Priyanka
14			
15	Cleanliness & Venue Preparation	Cleaning and readiness of venue before and after programme	Cleanliness committee
16	Electricity / Backup	Check power supply, extension boards and backup arrangements	Electricity committee
17	First Aid / Emergency Support	Keep basic first-aid and emergency assistance available	YRC Committee
18	Feedback Collection	Distribution and collection of feedback forms	Ms.Manisha Arora
19	Refreshment	Coordination of refreshments/lunch for invited guests and participants	Refreshment committee
20	Student Volunteers	Briefing and deployment of student volunteers for various duties	Dr Ashu

S. No.	Duty / Area	Responsibilities	Committee
21	Time Management	Ensure programme follows the minute-to-minute schedule	Dr Geeta
22	Documentation / Record	maintaining documents of the event	IQAC
23	Post-Programme Arrangement	Ensure proper dispersal and restoration of venue after programme	All malis and sweeper


 Principal
 M.P.G.C.W.
 Shahzadpur (Ambala)