

**State Level offline Faculty Development Programme**  
**Under the aegis of Department of Higher Education, Haryana**  
**Duty List for 10-11 February, 2026**

| Sr. No. | Name of Committee                                                                                                         | Name                                                                                                            |
|---------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 1       | Convener                                                                                                                  | Dr. Renuka Dhyani                                                                                               |
| 2       | Organizing Committee                                                                                                      | Dr. Daisy<br>Dr. Sarika<br>Dr. Rajbir<br>Dr. Pushpa<br>Ms. Meenakshi                                            |
| 3       | Reception                                                                                                                 | Dr. Renuka Dhyani<br>Dr. Daisy                                                                                  |
| 4       | Registration & Certificate Writing, Record keeping<br>Attendance of Session                                               | Ms. Shakuntala<br><br>Ms. Kiran (Attendance)<br>Student of Shastri & Vishard                                    |
| 5       | Stage Co-ordination                                                                                                       | Dr. Rajbir                                                                                                      |
| 6       | Seating Arrangement                                                                                                       | Dr. Pushpa<br>Mr. Hardeep (L.A)<br>Mr. Vinod<br>Mr. Kamal                                                       |
| 7       | Press Report & Photography                                                                                                | Dr. Pushpa<br>Ms. Mamta<br>Mr. Kamal (Photography)                                                              |
| 8       | Decoration<br>Tilak Ceremony                                                                                              | Dr. Sarika<br>Ms. Mamta<br>Mr. Hardeep<br>Student of Shastri & Vishard                                          |
| 9       | Banner and Certificate Printing<br><br>Invitation <i>(Typing &amp; sending)</i>                                           | Dr. Daisy<br>Dr. Rajbir<br>Mr. Honey<br>Ms. Mamta<br>Ms. Kiran                                                  |
| 10      | Refreshment and Lunch for Chief Guest and other guests<br>Refreshment and Lunch for Participants<br><br>Water Arrangement | Dr. Sarika<br>Ms. Mamta<br>Mr. Honey<br>Mr. Hardeep (L.A)<br>Mr. Vijay<br>Mr. Hardeep<br>Mr. Rohit<br>Mr. Vinod |
| 11      | Tent & Shamiana                                                                                                           | Dr. Daisy<br>Dr. Rajbir<br>Dr. Pushpa<br>Mr. Hardeep (L.A)<br>Mr. Ravi<br>Mr. Kamal                             |
| 12      | Sound and Mic/ I.T. Support Projector<br><br>For IT                                                                       | Dr. Daisy<br>Dr. Pushpa<br>Mr. Ravi<br>Mr. Happy<br>Mr. Rohit                                                   |
| 13      | Cleanliness and Discipline Committee                                                                                      | Dr. Daisy<br>Mr. Vinod<br>Mr. Vijay<br>Mr. Hardeep                                                              |
| 14      | Remuneration to Resource Person                                                                                           | Ms. Kiran<br>Mr. Honey                                                                                          |

*Responsible*  
01/02/26

*[Signature]*  
01/02/26  
Principal  
SMMD GSM, PKL