

M E S INSTITUTE OF MANAGEMENT
RAJAJINAGAR, BANGALORE - 560010

NATIONAL LEVEL SEMINAR - 2ND & 3RD March 2023
WORK ALLOTMENT

01.03.2023		
SL.NO.	FACULTY NAME	WORK ALLOTTED
1	Smt Divyashree & Smt Nalini	Rangoli & Board Writing
2	Smt Sanjana & Smt Chitra (for M I S)	Arrangement of Files
3	Smt Divyashree & Smt Nalini (Non M I S)	Arrangement of Files
4	Smt Veena & Smt Veda	Files, Writing Pad, Pen, Programme Sheet, Feed Back Form, Voucher, Sapplings, Dry Fruit Box, Bouquet, Visitor's Book, Water Bottles
5	Sri. Gururaj, Sri. Arjun, Sri. Umashankar, Smt. Vijayamma, Smt Lakshmi	Cleaning & Arrangements in the Conference Hall. Lamp to be ready, Banners
6	Smt. Anitha, Sri. Naveen & Smt. Geetha	Banners for Entrance, display of Programme Charter & Program List, Banner for Conference Hall, Welcome Board, Sign Boards, Momentos, Certificates



Sharda S
28/2/23
Principal

MES Institute of Management
Rajajinagar, Bangalore-560010

6.1.2 Invitation
Letter to Mgt
Participate List
Certificate

Sl. No.	FACULTY NAME	02.03.2023 WORK ALLOTTED
1	Smt. Sujata & Smt. Chitra (for MIS)	Reception Desk
2	Smt. Divyashree & Smt. Nalini (for MIS)	Reception Desk
3	Dr. Vajreshwari S Murthy, Kum. Shobhenaz & Mr. Hanurappa	Receiving the Guest, Escorting <i>Inauguration & validation</i>
4	Smt. Geetha & Smt. Veda	Refreshments
5	Dr. Naveen Bhat	Vedaghosha
6	Smt. Anuradha	Invocation
7	Dr. Sharada S	Welcome Speech
8	Prof. Sheela Menon	Overview of the Programme
9	Dr. Harini & Smt. Anuradha	Overall Incharge of the Inaugural Programme
10	Dr. Harini	Compering & Vote of Thanks
11	Smt. Anuradha	Introduction
12	Smt. Rohini & Dr. Naveen Bhat	Co-ordinator's for Session - 1 Receiving & Escorting the Guest, Introducing & Welcoming the Guest Speaker, Vote of Thanks, (Table with File, Programme List, Writing Pad, Pen Momentos, Voucher, Sapplings, Dry Fruit Box, Boquet, Visitor's Book)
13	Smt. Nalini & Dr. Vajreshwari S Murthy	Co-ordinator's for Session - 2 Receiving & Escorting the Guest, Introducing & Welcoming the Guest Speaker, Vote of Thanks (Table with File, Programme List, Writing Pad, Pen Momentos, Voucher, Sapplings, Dry Fruit Box, Boquet, Visitor's Book)
14	Smt. Chitra & Dr. Kanchan	Co-ordinator's for Session - 3 Receiving & Escorting the Guest, Introducing & Welcoming the Guest Speaker, Vote of Thanks, (Table with File, Programme List, Writing Pad, Pen Momentos, Voucher, Sapplings, Dry Fruit Box, Boquet, Visitor's Book)
15	Dr. Harini M S	Concluding Day - 1



chandra S
28/3/23
MES Institute of Management
Rajahmundry, Bapatla, Guntur, etc.

03.03.2023		
SL.NO.	FACULTY NAME	WORK ALLOTTED
1	Dr. Harini MS Avt. Prof Anuradha	Opening of Day - 2 Welcome speech delegates
2	Smt. Divyashree & Sri Vijayakumar	Co-ordinator's for Session - 4 Receiving & Escorting the Guest. Introducing & Welcoming the Guest Speaker, Vote of Thanks, (Table with File, Programme List, Writing Pad, Pen Momentos, Voucher, Sapplings, Dry Fruit Box, Boquet, Visitor's Book)
3	Smt. Sanjana & Kum Poomima	Co-ordinator's for Session - 5 Receiving & Escorting the Guest. Introducing & Welcoming the Guest Speaker, Vote of Thanks, (Table with File, Programme List, Writing Pad, Pen Momentos, Voucher, Sapplings, Dry Fruit Box, Boquet, Visitor's Book)
4	Smt. Rohini Patil	Announcement of Groups for GD
5	Sri. Gururaj, Sri. Arjun, Sri. Umashankar, Smt. Vijayanama, Smt. Lakshmi	Arrangement of Tables for GD
6	Smt. Harini M S	Moderator for Panel Discussion
7	Kum Shehanaz Banu	Welcome & Vote of thanks for Panelists
8	Smt. Anuradha & Dr Harini	Overall Co-ordination of Valedictory, Welcoming the Chief guest ^{Introducing} Vote of Thanks ^{Welcoming the} Signatures by Dr. Harini, Vote of Thanks by Smt. Anuradha
9	Dr. Sharada S	Summing up of the programme
10	Smt. Divyashree, Smt. Nalini, Smt. Chitra & Smt. Sanjana	Certificate distribution, along with Attendance Sheet & OOD Certificate



Sharda. S
28/2/23
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Bajajinsgar, Bangalore-560 010

OTHER WORKS

1. Smt. Anitha Kumari & Sri. Naveen Overall Co-ordination of the programme on both days.
2. Food & Refreshments Incharge for Guests & for Participants. (Sri. Honnurappa, Vijay Kumar, Dr. Naveen Bhat, Dr. Kanchan, Kum. Poornima & Smt. Veena).
3. Sri. Vijaykumar & Smt. Sandhya Mohan, Report Writing & typing of the programme details on both days.
4. Re-arrangement of Conference Hall Sri. Gururaj, Sri. Arjun, Sri. Umashankar, Smt. Vijayamma, Smt. Lakshmi.
5. Sri. Gururaj & Sri. Arjuna should be always available in the Conference Hall.
6. Umashankar & Vijayamma should be available in the office.
7. Serving of Refreshments & Food on both the days Sri. Arjuna & Smt. Lakshmi.

Sharada S
28/2/23

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