

Office of the Principal Guru Daksh Govt. Polytechnic Hisar

Office order No 877

Dated 27/05/26

An Alumni Meet of the Computer Engineering Department is scheduled to be held on 19 June 2026 in the TPO Cell of the institute.

For the smooth and successful conduct of the event, the following duties are hereby assigned to the faculty members/staff members concerned:

Overall Coordinator: Dr Mukesh Bansal, HOD

Co-coordinator: Sh Munish Garg, SL

Event Supervision: All faculty Members

Sr. No	Nature of Duty	Duty Assigned	Work to be done
1	Invitation & Alumni Coordination Committee	Dr Kulbhushan Bansal, SL Dr Ajit Kumar, Lecturer	- Preparation of alumni database - Sending invitations through phone/email/social media - Confirmation of participation
2	Registration & Reception Committee	Ms Rekha Jangir, Lecturer Sh Ravi Kumar, Lecturer Sh Sunil Soni, Lecturer	- Registration of alumni participants - Welcome and badge distribution - Maintaining attendance record
3	Stage/Banner & Technical Arrangement Committee	Sh Kapil Bhorla, Lecturer Ms Raj Bala, Lecturer	- Arrangement of sound system, projector and presentation setup - Seating arrangement and stage management
4	Hospitality/Refreshment & Memento Committee	Sh Nitin Lecturer, Sh Amit Kumar, Lecturer Sh Manish Nagar, Programmer	- Arrangement of Memento - Arrangement of refreshments/lunch - Drinking water and guest hospitality
5	Photography	Sh Rajesh Dhindwal, lecturer	Photography of the entire event
6	Discipline	All Faculty of the department	- Discipline during the event - Parking and movement management - Assistance to alumni visitors

Encl. 4389

Date: 27/05/26

Principal
GD Govt. Polytechnic Hisar

A copy of the above is forwarded to the following for information and necessary action

1. HOD CE
2. All Concerned (Through WhatsApp)

Principal
GD Govt. Polytechnic Hisar
[Signature]

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It is hereby informed that the Alumni Meet of the Computer Engineering Department will be organized on **19 June 2026** in TPO Cell of Guru Daksh Government Polytechnic.

All faculty members of the Computer Engineering Department are directed to make necessary arrangements for the successful conduct of the event. The following activities may be coordinated:

1. Preparation of alumni database and invitations.
2. Registration and welcome arrangements.
3. Technical session / interaction with alumni.
4. Refreshment and hospitality arrangements.
5. Photography.
6. Feedback collection from alumni participants.

All students and faculty members of the department are encouraged to participate actively and ensure smooth conduct of the program.

Further detailed duty allocation and schedule will be issued separately.

Principal

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Hisar

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