

PROCEEDINGS OF THE COMMISSIONER OF TECHNICAL EDUCATION
ANDHRA PRADESH:: VIJAYAWADA
PRESENT: Sri. G.S. PANDA DAS, I.A.S.,
SPECIAL COMMISSIONER

Procs. No.08/Poly Tech Fest 2017-2018/2017

Date: 18. 07.2018

Sub:-TECHNICAL EDUCATION - State Level Organising Committee for State Level
Poly Tech Fest -2017 to be held at Government Polytechnic, Vijayawada
- description of Duties of Responsibilities- Reg

Ref: 1. Cir. Memo No.07/Poly Tech Fest 2017-2018/2017, Dt:11-07-2018

The Special CTE, A.P is pleased to draft the following Officers of Department of Technical Education and SBTET, A.P as members of the State Level Organising Committee for the conduct of State Level Poly Tech Fest -2017 to be held at Government Polytechnic, Vijayawada in either the last week of July or first week of August 2018 as per the convenience of the Hon'ble Chief Minister and Hon'ble Minister for Human Resource Development,A.P.,

State Level Organising Committee:-

S No	Name	Designation
1	Sri G S Panda Das, IAS	Special Commissioner of Technical Education
2	Sri V.S. Dutt	Joint Director i/c, O/o CTE, AP , Vijayawada Secretary, SBTET, AP
3	Sri B Suryudu	Regional Joint Director of Tech. Edn. (SVU Region)
4	Sri J S N Murthy	Regional Joint Director of Tech. Edn. (AU Region)
7	Dr. P.Rajasekhar Rao	Deputy Director (Tech)
8	Sri N.S.Venkatesh Kumar	Training and Placement Officer
9	Dr B Sai Lakshmi	Development Officer
10	Sri V.S. Chalapathi Rao	Principal, Government Polytechnic, Vijayawada

Detailed description of Duties of Responsibilities of Officers of O/o CTE and SBTET,AP.,

S. No	Name of the Officer	Designation	Duties and Responsibilities
1.	Sri N.S.Venkatesh Kumar	T.P.O	Monitoring 1. Setting up of stalls and stage decoration accessories. 2. Seating on stage for Inaugural and Valedictory. 3. Seating for participants for the two Functions. 4. Setting up of Barricades for stalls. 5. Lighting arrangements and Power supply. 6. Any others associated with the above activates
2.	Dr. P.Rajasekhar Rao	DD Tech	Monitoring Registration Counter for 1.Registration of Participants. 2.Allocation of Rooms in hostel or college for Boys. 3.Directing girls to their loading venue. 4.Distribution of Badges. 5.Preparing the invitee list and sending Invitations. 6.Distribution of food coupons for students to staff incharge. 7.Designing certificates (Merit and Participation) 8.Designing of Badges for Participants (i) Student Volunteers. (ii) Staff Volunteers. (iii) Receiving grievances and communicating the

same to relevant sections during the state test.			
3.	Smt .Dr.B.Sai Lakshmi	D.O	<ol style="list-style-type: none"> 1. Stage Management for Inaugural & Valedictory functions. 2. Constituting Evaluation Committee as per guidelines. 3. Designing Evaluation Sheets, Consolidation of Marks allotted and Finalizing the winners list. 4. Any other activity associated with the above.
4.	Dr.B.Janaki Ramayya	Joint Secretary SBTET,A.P.,	<ol style="list-style-type: none"> 1. Checking Accommodation Facilities for boys and girls. 2. Transport for Girls from accommodation to Venue during the Fest. 3. Food Arrangements. 4. Drinking water Arrangements.
5.	Sri Vijaya Bhaskar	Joint Secretary SBTET,A.P.,	Purchase of all requirements <ol style="list-style-type: none"> 1. Printing of Badges (Staff, Participants volunteers) 2. Printing of Certificates. 3. Purchase of Mementoes. 4. Purchase of Bouquets 5. Purchase of items for stage Refreshments. 6. Purchase of Rolling Shield.
6.	Sri R.Venu	Assistant Director	Monitoring <ol style="list-style-type: none"> 1. Setting up of temporary Toilets with running water supply 2. Collection of advertisements in stalls.

All the Officers are instructed to extend their best so that the State Level fest 2017-18, that is being conducted for the first time by the Department is a grand success and becomes a precedent.

Sd/-G.S.PANDA DAS
SPECIAL COMMISSIONER

To,
The individual's concerned .
Copy to stock-file/Spare.

Ramesh
for SPECIAL COMMISSIONER
Reddy 18/07/18