

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

**Procs. No.E1/POLYTECH FEST2017-18/2017**

**Dated: 11.09.2018**

The Special CTE, A.P is pleased to draft the following Officers of Department of Technical Education and SBTET, A.P and the Principals of Government Polytechnics of Visakhapatnam, Vizianagaram, Bheeminipatnam as members of the Organising Committees for the conduct of State Level Poly Tech Fest 2018-19 to be held at Visakhapatnam on 23<sup>rd</sup> and 24<sup>th</sup> September 2018.

S.No	Committees	Duties and Responsibilities
1	Registration Committee	<p>Registration of students and staff arriving from different Districts on 21.09.2018 and 22.09.2018</p> <p>Ensuring that the project is listed in the List of Projects selected for State Level Tech Fest as prepared by O/o CTE</p> <p>Collecting consolidated D.A. of Rs 200 per head per day of Students and Staff from Representation of Dist. Co-ordinator.</p> <p>Registration at AU Convocation Centre</p> <p>Allotment of space in stall ( Branch wise prepared beforehand )</p> <p>Preparing Press releases / News coverage in Electronic media</p> <p>Officer in-charge: Sri A. Murali Assistant Director , O/o CTE and Principal, GPT, VSP</p>
2	Accommodation Committee	<p>Accommodation for Boys and Staff Members at GPT, VSP Accommodation for Girls and lady Staff Members at GICE, Visakhapatnam</p> <p>-Facilities to be provided at Accommodation</p> <p>-Jambkhana in Dormitory</p> <p>-Water facility (drinking).</p> <p>-Toilets with running water</p> <p>-Sanitation</p> <p>Officers In-charge : Principals of GPT and GICE, Visakhapatnam (Note: Students have been asked to bring their own bedding)</p>
3	Logistics Committee	<p>Transport for staff and students participants from hostel to Tech Fest Venue on 22.09.2018, 23.09.2018 and 24.09.2018</p> <p>Transport for School children on 24.09.2018 from ITDA Schools and</p>

		Local Govt Schools Preparing a matrix ensuring flow of visiting school students. Officer In charge: Principal GPW, Bheeminipatnam	
4	Reception Committee	Distribution of Invitation cards to Dignitaries as per protocol Distribution of posters to Schools in Visakhapatnam District and ITDA Schools Officer in-charge : Principal , GICE, Visakhapatnam To be co-ordinated by Manjula Rani OSD O/o CTE	
5	Food Arrangement Committee	Breakfast Lunch Evening Snacks Dinner	On 23.09.2018 And 24.09.2018 at Venue
		Lunch Snacks Dinner	22.09.2018 at Venue
		Food on 21.09.2018 for those who report from distant Districts (As per Requirement to be prepared and served in GPT, VSP Hostel) Snacks for school children on 24.09.2018 Officer in-charge : Dr B. Janaki Ramaiah JS (OSD), SBTET,AP and Principal GPT, VSP	
5	Management for Inaugural and Valedictory Events	Pooling Audience for Inauguration and Valedictory Distribution of Badges for Dignitaries on Stage Stage Management (Announcements as per programme Agenda Inviting Dignitaries on Stage Distribution of Certificates Prize Distribution Vote of Thanks  Officers in-charge: Dr B. Sai lakshmi, Development Officer, O/o CTE. and Principal, MRAGR, Vizianagaram	
6	Purchase Committee	Advancing for Event Purchases of material Payment for Posters and banners Advertising Preparing badges for Dignitaries and Staff Volunteers from Hosting District and Visiting Districts Printing of Certificates Purchase of id cards for student participants Installation of Stalls Sri Vijaya Bhasker JS (OSD), SBTET,AP Dr. B. Janaki Ramayya JS (OSD), SBTET, AP Sri Venkatesh Kumar, OSD (TPO), O/o CTE Dr P. Rajasekhar Rao OSD ( DD Tech)	

7	Monitoring Cell	Sri V. S. Dutt, JD (FAC) and Secretary, SBTET,AP Sri J. S. N. Murthy Regional joint Director, TE, AU Region Sri D. Phaneendra Prasad, Principal, GPT, VSP Sri Venkatesh Kumar, OSD (TPO), O/o CTE Dr B. Janaki Ramayya JS (OSD), SBTET,AP Dr. B. Sai lakshmi DO O/o CTE Sri A. Murali Assistant Director , O/o CTE Smt. Manjula Rani OSD O/o CTE
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All the Officers are instructed to extend their best so that the State Level fest 2018-19, 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**

*G.S. Panda* 11/7/18

**For SPECIAL COMMISSIONER**

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 11.05.18