



No.158/UPSC/P/2023

Office order

Date:17.09.2023

The “Workshop on Preparedness for the Civil Services Examinations “ organized by Satyendra Nath Tagore Civil Services Study Centre in association with the Department of Higher Education is going to be held on 22.09.2023 (Friday) at Dinabandhu Mancho, Siliguri for the Civil Service aspirants. The Department of Higher Education entrusted Jalpaiguri Government Engineering College through an email sent on September 15, 2023, by the Senior Special Secretary, Technical Branch, to execute the program satisfactorily. The following Committees are constituted with indicated responsibilities. All committee Members are requested to work together whole-heartedly and make the program a grand success.

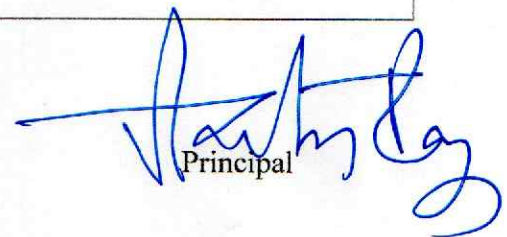
Chairman-Civil Service Workshop for the Aspirants: Prof. Amitava Ray

Vice Chairman: Prof. Goutam Bairagi

Transportation	Prof. Asim Mahapatra, Coordinator	Arrangement of Transport for JGEC students & faculty and staff members etc.
Refreshment	Dr.Santanu Das, Coordinator Mr. Dilip Roy, Member and NSS Volunteers	<ul style="list-style-type: none"> ✓ Refreshments for the participants at the end of the program ✓ To arrange tea & biscuits at the time of registration ✓ To arrange tea and snacks for the VIPs.
Receive VIPS at the entry of Dinabandhu Mancha, meeting room/Green zone and Auditorium	Dr.Goutam Kumar Panda, Co-ordinator Dr.P.K.Saha Dr.Dipak Kumar Kole Prof.Aditya Kumar Samanta Dr.Subhas Barman Dr.Jishan Mehedi Smt. Elora Rakshit Prof. Gopa Mandal Dr.Bikash Chandra Mandal Prof.Srinibas Rana Dr.Santanu Das Prof.Dhiman Mondal	<p>As soon as VIPs/Guest enters into the auditorium committee members will take care of the Inside/outside of the auditorium to control the students.</p> <p>Role:</p> <ol style="list-style-type: none"> 1. If the VIPs arrive before noon, take them to the green zone or the conference room. 2. Provide Tea/snacks to the VIPs 3. Take the VIPs to the auditorium (1st stage) 4. Take the VIPs to the stage after he is invited to the stage 5. As soon as the program is closed, take the specific VIPs to their Car
Stage management and anchoring committee	Dr.Dipak Kumar Kole, Co-ordinator Dr.Arindam Saha Prof. Chinmoy Ghosh, Dr.Subhas Barman Ms.Ananya Bose Ms.Shrayasi Datta & Committee members receiving VIPs	Decoration of stage, Decoration of auditorium, Sitting arrangement for VIPS, flower bouquet, Uttariya, water bottle, LED arrangement etc.



Registration Committee	Prof.Asim Mahaptara, Coordinator Role: <ul style="list-style-type: none">✓ Registration of the students✓ Distribution of food coupon	Desk-1:Prof. Debojyoti Chatterjee & NSS Desk-2: Dr.Sobhraj Halder& NSS Desk-3: Dr.Anisur Rahaman & NSS Desk-4: Dr.Nripen Mondal& NSS Desk-5: Prof.Animesh Hazra & NSS Desk-6: Prof.Ujjal Dey& NSS Desk-7: Prof.Shubhasish Sarkar & NSS Desk-8: Prof.Samir Das & NSS Desk-9: Prof.Sandipan Ganguly & NSS Desk-10:Smt.Sukla Dahra Sheet & NSS Desk-11: Prof.Jhuma Dutta & NSS Desk-12: Prof.Rakhi Roy Ghosh& NSS Desk-13: Mr.Chanchal Jana & NSS Desk-14: Mr.Asim Roy & NSS Desk-15:Mr.NilayChandra Das & NSS Desk-16: Mr.V.Biswas & NSS Desk-17:Mr.Gouranga Sarkar & NSS Desk-18 Mr.Tapas Dutta & NSS Desk-19:Mr.TapasRanjan Kar& NSS Desk-20: Mr.Bhaskar Sarkar& NSS
Auditorium & Balcony Management	Prof. Mafizul Islam-Coordinator Dr.Sudip Mandal Prof. Madhab Mandal Prof.Prithwish Roy Prof.Alokesh Mondal Dr.Swagata Mandal & NSS Volunteers Role: <ul style="list-style-type: none">✓ To guide the student✓ Plan for sitting arrangement etc.✓ To facilitate interaction with the experts	


Principal

Copy to:

1. All Heads/sections incharge
2. All concerned members