

**ALL INDIA NAVODAYA VIDYALAYA STAFF ASSOCIATION**  
**7<sup>TH</sup> ALL INDIA CONFERENCE DATE: 07-05-2017 (SUNDAY)**  
**MAVALANKAR HALL, RAFI MARG, NEW DELHI**  
**COMMITTEES FOR ARRANGEMENTS**

SL.NO.	ACTIVITY	AREAS OF WORK	INCHARGE
1	Reception at hall	Receiving the Guests, Delegates & snacks & tea for Guests	G.S.Basava Raju,Janaki,
2	Registration at hall & delegate fee	Preparation of registration formats, collection of delegate fee, providing stationary	Zubair Ali,RK Magaria
3	Decoration of stage and gate	Number of chairs on stage, water bottles, Decoration of stage and gate	R.P.Sharma,Naga Raju
4	Inaugural session co-ordinator	Programme list, files, Badges, honouring guests,etc	K.Manjula,M.Chakraborty
5	Delegate session co-ordinator	Programme list, files, Badges, honouring guests,etc	Presidium consists of 5 members
6	Lighting of Lamp	Arranging lamp, oil, wick, candle, flower decoration	Ashu verma,KGPrathibha
7	Badges for Guests 40	Preparing Badges for guests and delegates	Brij Mohan Meena,K.Manjula
8	Pen,file,note pad etc for delegates	Procurement of required number and issuing to delegates	N.P.Mehar,Bharadwaj
9	Comparing	Arranging for anchoring of the sessions	K.V.Thamos
10	Planning of programme	Sequence of programme, Preparation of programme list, timing, etc.	G.S.Basava Raju,Tafseer Anwer
11	Invitation card	Preparation and distribution	K.M.Reddy,P.Bhaskara Chary
12	Invitation letters to guest	Preparation and inviting the guests	R.S.Tomar,Prakash Gehaloth
13	Media manager	Publicity, Coverage in print media & news channels	Shaik Maroof,CMV Seshu
14	Videography	Arranging for photographs and video of the event	P.V.Swamy,B.Srinivas
15	Bouquet & garlands flowers etc	Arranging them for guests and decoration	U.K.Verma,KMReddy
16	Seating arrangements at hall	For Media persons, CEC members, invitees and delegates	U.S.Soneparke,HC Verma
17	Tea	For delegates, Guests, Disposable cups	Rakesh Rohila,Prakash Gehaloth
18	Lunch	For delegates, Guests & number of counters	HH Rai,Rakesh Rohila
19	Stay at different places ( lodging)	Lodging for Guests, delegates (Statewise)	Concernced SECs
20	Water at Hall	Drinking water, Disposable cups	R.S.Tomar,PBDV Prasad
21	Banner,Delegate & volunteer card	Designing and printing	K.M.Reddy,Bhaskara Achari
22	Whatsapp manager	Motivational messages through whatsapp and updates	Shaik Maroof,UG Soneparke
23	P.A. system	Number of mikes and arrangement	SR Bansal,P.Joji Babu
24	Press	Inviting Media persons, Releasing press notes	Shambhu Prasad,Ravinder Kumar
25	Discipline	conference	GS Rathore,Shafi Kamal
26	Resolutions	Preparations resolutions,feedback from state units and jnv units	GS Basava Raju
27	Condolence motion	Getting the list of nvs staff who passed away since Huderabad conference	UG Soneparke
28	Martyr column	Preparation of Martyr column	Adinararayana,PGT Guntoor

Over all incharges K.Manjula,Tafseer Anwer

All the incharges are requested to look into duties and take up the responsibilities for the successful organisation of 7th ALL INDIA CONFERENCE

JAGDISH RAI  
President



L B REDDY  
General Secretary