

Preamble

Since from the establishment of the institute, decentralization practice is maintained to reflect the participation of stakeholders in various activities. In the context of participative management, coordinators of the program (seminar, workshop, conference, meetings, guest lecture, etc) forms temporary committees for the smooth execution of the allotted task.

In the following example, METRxPLORE (UG Research Conference) held in every year in the institute. For the successful organization of the event, various committees were formed and responsibilities were given to the members.

2nd METR&PLORE 2017

Date of Event: 11/02/2017

Responsibilities of Respective Committees

1. Registration committee

- To prepare and design registration form, feedback form and certificates.
- Registration as per the prescribed format of the delegates
- To make necessary arrangement for registration.
- To distribute and collect feedback forms from delegates after the event.
- To distribute certificates to delegates.

2. Stage Committee

- To check the availability of seminar hall.
- Ensure the cleaning of seminar hall from Krystal before and after the event.
- Arrangement of sufficient tables, chairs for guests, arrangement of podium on stage. *Name plates, slide sponsors*
- Arrangement of sound system
- To check the proper functioning of LCD projector and sound system
- Monitoring LCD projector and sound functioning throughout the event.
- To make photographer and video shooting arrangement.

3. Stage Decoration:

- To plan decoration of stage.
- To make arrangement of necessary flowers and decoration
- To prepare and display slide of all sponsorors.
- To prepare necessary flex and get it print.

4. Anchoring and welcome committee

- Arrangement of sufficient potted plants, VIP kits for felicitation of guests.
- Preparation and finalization of draft for anchoring throughout the event.
- To prepare welcome power-point slide, arrangement of MET AV and handover to stage committee.

- To make necessary changes in event schedule and execute the same with prior permission of resp. Principal Sir

5. Food Committee

- To decide the menu as per the prescribed budget.
- To identify and finalize the location for food serving
- To make necessary seating arrangement for delegates.
- To make necessary arrangement of breakfast and lunch for guests.

6. Escorting and discipline committee

- To make necessary arrangement for escorting the delegates from medical college phata to institute.
- To direct the delegates in seminar hall of institute of pharmacy
- To maintain overall discipline in seminar hall and institute during the event.
- To appoint sufficient non-teaching members (attendants) in seminar hall during the event.

7. Accommodation and Hospitality:

- To make necessary arrangement of accommodation of guest in guest house of campus.
- To make necessary arrangement of food of guests.
- To make necessary arrangement of accommodation of students (girls/boys) in respective hostels and to make arrangement of their food and transportation from hostel to campus.

8. College Presentation

- To update and approve the college power-point presentation from resp. Principal sir.
- To deliver the power-point presentation in the program as per the decided schedule.
- To make design and arrangement of Abstract CDs.

9. Student college visit

- To show all laboratories, class rooms, library, instrument room and machine room facilities to delegates from other colleges.
- During the visit give the information to students about our PG courses, placements and results.

10. Documentation

- Prepare the budget for the event and get it sanctioned from the resp. Principal sir and respective authorities.
- To identify, take consent and send the invitations to guests.
- To prepare and circulate notification of the event to other nearby colleges and to ensure their participation in the event.
- To collect the bills from respective committees after the event. Prepare the overall event report.

11. Poster competition and oral presentation coordination

- To make necessary arrangements for display of posters.
- To prepare respective evaluation sheets for poster and oral presentation competition.
- To make necessary arrangement of transportation and hospitality of evaluators.
- To make necessary arrangement of VIP kits and potted plants for respective evaluators.

12. Trophies and Cash Prize

- To select appropriate designs for trophies and finalize the same.
- To collect the cash prize from account section and make necessary arrangement for the distribution to anchoring committee.

- **All committee members are informed to go through the event schedule.**
- **Committee members can appoint student volunteers for their respective committees.**
- **Any other duties assigned by Principal Sir from time to time.**



Coordinators

Convener

FOR MET BUNJAL COLLEGE
MET Bhujbal Knowledge City
 AS STRONG AS YOU CAN GET
INSTITUTE OF PHARMACY

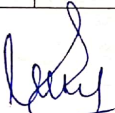
2nd METRXPLORE 2017


Date of Event: 11/02/2017

LOCAL ORGANIZING COMMITTEE

Sr. No.	Name of Committee	Name of Faculty assigned to committee	Signature
1.	Registration	Mrs. S. R. Rupvate Mrs. Smita Kakad Mrs. Y. D. Patil	(V)
2.	Stage, AV and mic arrangement	Dr. D. S. Bhambere, Mrs. R. S. Kankate Mr. Nitin Chavan, Mr. Manik Kumawat	
3.	Stage decoration	Mrs. N. L. Dashputre, Mrs. G. U. Patil Mrs. J. S. Jadhav	
4.	Anchoring and welcome	Dr. G. S. Deokar Mrs. Smita Kakad Mrs. Pratibha Pawar Shinde	
5.	Food	Mr. Raju Phad Mr. S. D. Patil Mr. Nitin Bhamare Mr. Ashok Kanojiya	
6.	Escorting and discipline	Mr. S. D. Patil Mr. Pratap Pawar Mr. Amol More Mr. Vishal Dubukwad	

Sr. No.	Name of Committee	Name of Faculty assigned to committee	Signature
7.	Poster Competition & oral presentation co-ordination	Pharmaceutics: Dr. N. A. Thombre (Kharat) Pharmaceutical Chemistry: Dr. D. D. Rishipathak (Pramod), Pharmacology: Dr. P. B. Udavant (Rajesh) Pharmacognosy: Dr. S. N. Surse (Sharad)	
8.	Accommodation & Hospitality	Dr. S. P. Ahirrao Mrs. R. S. Kankate Dr. P. B. Udavant, Mr. S. D. Patil	
9.	Student college visit	Mr. Deepak Nikam Mr. Jitendra Bhalerao Mr. K. D. Ahire	
10.	College Information (Related to admission)	Mrs. V. M. Mane, Mr. Gautam Gaikwad	
11.	Overall documentation	Dr. S. S. Chhajed Dr. M. P. Patil, Mr. Hemant Nikam	


Dr. M. P. Patil
Dr. S. S. Sonawane
Dr. S. S. Chhajed ✓
COORDINATORS


Dr. S. J. Kshirsagar
CONVENER