



GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS



Approved by AICTE, New Delhi, Ministry of Education, Govt. of India :: Affiliated to Jharkhand University of Technology, Ranchi

Ref. No:- Office Order/006/2026

Date:- 9.2.2026

OFFICE ORDER

Work Distribution for 'Safer Internet Day' Program – 10 February 2026 (Tuesday)

In reference to the proposed observance of *Safer Internet Day* scheduled on **10 February 2026** at the institute campus, the following work distribution is hereby assigned for smooth planning, coordination, and execution of the program.

Work Allocation

- **Overall Coordinator & SPOC (Single Point of Contact with DC Office):**
Prof. Rohit Verma
- **NSS Coordination:**
Dr. A. P. Burnwal & Prof. Suman Kumari
- **Registration Desk:**
Mr. Anand Kumar Jaiswal & Ms. Pooja Hazra
- **VIP Guest Hospitality & Other Arrangements:**
Prof. Sumit Kumar Pandey
- **DWO / Other District Rank Officers Hospitality:**
Prof. Md Hussain Ansari
- **Stage Management:**
Prof. Shafaque Rahmat
- **LED / Projector / IT Arrangements:**
Shri Anil Kumar Singh
- **Anchoring:**
Prof. Rashmi Thakur
Prof. Shafaque Rahmat
- **PPT Presentation:**
Prof. Smita Kishore
- **Protocol:**
Adv. Pallavi Prasad
- **Decoration / Banner:**
Shri Sarwan Singh
- **High Tea and Lunch Preparation:**
Dr. Vaibhav Gupta/ Prof. Kumar Ashish / Shri Sitaram Mahato/ Shri Ram Binod Kumar
- **Invitation Cards / Stage Name Plates / Coupons:**
Ms. Anuwartit Ekka
- **Overall Support System:**
Dr. Deepak Kumar/ Dr. Manojit De
- **Discipline:**
All HoDs & Shri Kumar Rishav.
- **Guest Coordination / Reception:**
Prof. Shahnaaz Farhin & Prof. Sakshi Kumari
- **Press & Media:**
Dr. Yasir Karim
- **Guest Hospitality (Other than VIPs – MOU Representatives and Ministerial Staff of Senior Officers):**
Prof. Goutam Kumar
- **Sound System / Power:** Mr. Guddu Rajak

CC: To Hon'ble Secretary




(Dr. Priyadarshi Jaruhar)
Director
GGSESTC, Bokaro

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