



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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