



# TECNIA INSTITUTE OF ART & DESIGN

(College of Dance, Music & Fine Art)

Affiliated by Indira Kala Sangit Vishwavidyalaya, UGC Recognized University, Khairagarh (C.G.)

Address: B- 71/2, WAZIRPUR INDUSTRIAL AREA, NEW DELHI – 110052

Tel: 011 -2737111, 011-43121122

E-Mail: [tadmfa.tecni@gmail.com](mailto:tadmfa.tecni@gmail.com); Website: [www.tadmfa.tecni.in](http://www.tadmfa.tecni.in)

Ref. No : TIAD/23-24/CIR/C010

March 20<sup>th</sup>, 2023

## CIRCULAR

All Teachers,

With immense pleasure we would to announce our 17<sup>th</sup> Annual Day “अभिव्यक्ति” on 8<sup>th</sup> April, 1 pm onwards.

- 1) The framework of upcoming program is as under-
  - ✓ Lighting of Lamp
  - ✓ Introduction of all guests & felicitation
  - ✓ Cultural programme
  - ✓ Award distribution
  - ✓ Vote of Thanks
- 2) All teachers are suggested to provide the following details by 25<sup>th</sup> of March before the closing hours-
  - ✓ Guest list with confirmation (One prominent guest from Music Department & One from Fine Art Department)
  - ✓ List of Number of final programs (Ensure about students’ presence on particular dates. Any issues or changes will not be accepted at last moment.)
  - ✓ Name of the participants list is required for “Participation Certificate”.
  - ✓ List of Awardees required from both department in following categories –
    - Academics Topper
    - Best in Sports, if any
    - Best Performer of the Year : Head Boy & Head Girl (Common from both department)
    - Full Attendance Award, if any
    - Special Achievement at University level, if any
- 3) As we are going to celebrate 17<sup>th</sup> year of excellence; for successful event we constitute the “Annual Program Committee” for smooth functioning:

Responsibility	Name of the Teachers	Signature
Guest Management	Pd. Vinod Lele, Dr. Lal Bahadur Kumar	
Cultural Programme	Dr. Pallavi Lohani, Dr. Aparna Chadnani, Ms. Ruma Chakraborty, Mr. Aditya Kumar	
Selection of Awardees	Dr. Pallavi Lohani, Pd. Vinod Lele, Mr. Satyaranjan Das	
Stage/ Instrument/ Lunch Management	Mr. Aditya Kumar, Mr. Vicky Vishwakarma	
Anchoring coordination with Students, Script, flow of the Program & promotion on Social Media	Mr. Akartha Halder, Ms. Ruma Chakraborty	
Banner, Certificate, Trophy, Gifts or any other miscellaneous etc	Ms. Deepshikha Pathak, Mr. Vicky Vishwakarma	

Now the time has come to be unite, positive, energetic & supportive towards the institution growth. Your cooperation are highly appreciated.

**Ms. Deepshikha Pathak**  
**Convener**  
**Organizing Committee**

## Distribution of duties –

- **Receive the Guest, escort towards Auditorium** – Mr. Satyaranjan Das with two students. One girl student arrangement at the entrance of the Auditorium with Tika plate during the welcome of Guest, Teachers, Staff & all students. Also responsible to select two girls who will be present full time on the stage as volunteer support. (All girls should be in saree)
- **Guest felicitation** – Arrangement of Bookey, Shawl & Gift on the stage – Dr. Lal Bahadur with two students
  - ✓ Welcome to Chairman Sir & felicitate by Principal & Dr. Pallavi Lohani
  - ✓ Fine Art guest will be felicitate by Chairman, Principal & Dr. Lal Bahadur Kumar
  - ✓ Music Department guest will be felicitate by Chairman, Principal & Pd. Vinod Lele
- **Stage Management** –
  - ✓ Placing of Trophy, Certificates, side tables- Ms. Deepshikha Pathak, Mr. Vicky Vishwakarma with students
  - ✓ Instrument setup – Mr. Aditya Kumar with students
  - ✓ Anchor Script & flow of the program - Mr. Akartha Halder, Ms. Ruma Chakraborty
- **Cultural Program** –
  - ✓ Preparation of performance - Pd. Vinod Lele, Dr. Pallavi Lohani, Dr. Aparna Chandnani, Ms. Ruma Chakraborty & Mr. Aditya Kumar
  - ✓ All song check and put in pandrive in sequence and coordination with server room – Mr. Akartha Halder, Ms. Ruma Chakraborty
- **Lunch Arrangement** –
  - ✓ Meeting with Ms. Vandana or any other vender - Mr. Vicky Vishwakarma
  - ✓ Coupon arrangement & distribution to students, teachers and staff – Mr. Vicky Vishwakarma with Mr. Serjeet Yadav
  - ✓ Arrangement of small size water bottle (for all) and tea (for guest & teachers)- Mr. Serjeet Kumar
- **Award Distribution** –
  - ✓ Announcement of Awardees – Ms. Deepshikha Pathak
  - ✓ Name of the Awardees, sequencing of certificate & trophy – Ms. Deepshikha with Subha Pandey
- **Vote of Thanks** – Dr. Pallavi Lohani

**Note :** *Whatever students you have to select for supporting work, please also share those names so that they all will recognize as **excellent contribution as Volunteer in Annual Day.***