

VIVEKANANDA COLLEGE
VIVEK VIHAR, DELHI-110095

Date : 04.04.2025

NOTICE for Non-Teaching Staff

The 55th Annual Day Function of the College is to be held on Wednesday, 9th April, 2025 from 11:00 a.m. onwards in the College premises.

Hon'ble Shri Harsh Malhotra Ji, Member of Parliament Lok Sabha, Minister of State in Ministry of Corporate Affairs and Ministry of Road Transport and Highways will be the Chief Guest.

Shri Sanjay Goyal, MLA Shahdara and Shri Prashant Gautam, DCP, Shahdara District, Delhi Police will be the Guests of Honour.


Besides the Chief Guest, Guests of Honour, other distinguished guests are anticipated to witness the programme.

The E-Invitation Card with the detailed programme and the duty list of the non-teaching staff are attached herewith.

The parking of vehicles for Non-Teaching Staff will be allowed only from College Gate No. 3 (Residence Gate) on 9th April, 2025.

Please note that all the concerned staff are required to be present on time to discharge their duties sincerely. Please ensure that assigned duties are diligently delivered on selected places of duties. In case of any irresponsible behavior of the concerned staff related to duty, disciplinary action can be taken by the administration of the College.

Lunch will be served after the programme.


(Prof. Pinki Maurya)
Principal

Copy to :

1. Inform the non-teaching staff through mail
2. Office file.

VIVEKANANDA COLLEGE :VIVEK VIHAR : DELHI-110095

Duty list of the Non-Teaching Staff on Annual Day Function of the College to be held on Wednesday, 9th April, 2025 from 10.00 a.m. onwards.

All the members of Non-Teaching Staff shall report for duty on 9th April, 2025 at 09:00 a.m. (except housekeeping staff, malls and security guards).

LUNCH WILL BE SERVED AFTER THE FUNCTION.

(NO CASUAL LEAVE SHALL BE GRANTED FOR 9th APRIL, 2025)


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|----|--|---|--|
| 1. | To attend the Principal & Guests | : | Mr. Bahadur Singh Bora |
| 2. | Supervision the seating, Arrangement, Electricity, Cleanliness work & Flower arrangement | : | Mr. Naresh Kumar |
| 3. | Electricity Work & Other Arrangements (under the supervision of Mr. Naresh Kumar) | : | Mr. Uday Vir
Mr. Sumit Kumar
Mr. Hemant Kumar Gupta
Mr. Dharam Pal |
| 4. | College Gate-I (Auditorium Side) | : | Chowkidar on Duty
Mr. Ashok Kumar
Mr. Rama Kant
Mr. Mangal Dass |
| 5. | College Gate-II (Main Gate) | : | Chowkidar on Duty
Mr. Parveen Katariya
Mr. Kishan Pal
Mr. Deepanshu |
| 6. | College Gate-III (Residence Side) | : | Chowkidar on Duty
Mr. Praduman
Mr. Sunil Kumar
Mrs. Krishna Devi |

No outsiders are allowed in the college on 09.04.2025

Only College Students and Parents of Prize Winners are allowed for entry in the college on 09.04.2025 from College Gate No. 1.

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| 7. | Seating Arrangement of Prize Winners & their Parents & Discipline | : | Mrs. Anuradha Arora
Mrs. Vijay Bala
Mrs. Priyanka Sharma
Mrs. Uma Baliyan
Mrs. Usha Rani
Mrs. Rekha Kumari
Ms. Bhawna Beniwal
Ms. Sujata
Ms. Muskan
Mr. Kiran Negi |
| 8. | Prize Distribution (Arrangement at Stage) | : | Mrs. Archana
Mrs. Nisha Devi |
| 9. | Distribution of Refreshment Coupon (for I yr.) (in Room No. 8) | : | Mr. Rajesh Kumar
Mr. Brij Kishor
Mr. Chander Pal |
| 10. | Distribution of Refreshment Coupon (for II yr.) (in Room No. 9) | : | Mr. Suresh Kumar
Mr. Javed Siddiqui
Mr. Sudhir Gidh |
| 11. | Distribution of Refreshment Coupon (for III yr. & M.A.) (in Room No. 7) | : | Mr. Sanjeev Kaushik
Mr. Rajender Singh
Mr. Nishant Maan |
| 12. | Cleanliness (under the supervision of Mr. Naresh Kumar) | : | Mr. Raj Pal
Mr. Aakash Mehra
Mr. Goverdhan
Mr. Pradeep
Mr. Vikas
Mr. Rajinder
Mrs. Preeti
Mrs. Tulsi |
| 13. | Flower Decoration | : | Mr. Praduman
Mr. Mangal Das
Mr. Dharam Pal
Mr. Kishan Pal
Mr. Sunil Kumar
Mr. Deepanshu |
| 14. | To assist the Music Dept. | : | Mr. Mujeeb Hilal Khan |


(Prof. Pinki Maurya)
Principal

Copy to :

1. For circulation among the staff
2. Mr. Naresh Kumar for information
3. Office file.