

Workchart as per Minutes

Particulars	Action
Facilitate guests their arrival, hotel etc.	Manzoor Ahmad, Ovais & Akther Khuroo
Procurement of all items required – Deadline 16 th Oct 2026	Concerned Teams
Bouquets (8 Total)	Shaista
Two Registration Desk	Shahnawaz, Shaista, Shakeel & Ashiq (Internal/External participants)
Reception of Guests	DC Members
Honorarium to Resource Persons	Rs.1500 for Local experts and Rs.3000 for outside experts
Letter to PRC for coverage of the event	Office
EMRC coverage	Camerapersons/ Talib Hussain
Letter to Chief Proctor regarding guest list, parking of vehicles etc.	Office
Letter to Landscape for decorative flower pots, including railings etc. requesting a visit to venue	Office
Release of Annual Reports	Shaista to wrap and present
Still photography	Akmal Hanan to provide camera & Shahnawaz Shah to click photos
Feedback Google form Day 1 & Day 2 for every resource person	Shahnawaz & Manzoor
DAIS Management	Feroz, Ahsan & Bilal
Workshop Whatsapp Group	Muzaffar Ahmad
Brief Report on Seminar	Inam & Manzoor
Audited UC	Mubashir
Attendance Sheet	Shahnawaz
List of participants	Shahnawaz
Event Schedule	Manzoor Ahmad
Photos & Videos	Akmal Hanan & Camerapersons
Shawls (03)	Shaista
Momentos	Ovais
Red Carpet & Green Turf	Er. Muzaffar Ahmad
Printing of banners/hoardings/ standees/ Annual Reports/ Agenda/ Flyers etc.	Akmal Hanan, Faheem ul Islam, Sajad Malik
Procuring Isband Soz	Dr. Tariq Abdullah
Cordless Mics for Auditorium	Er. Muzaffar Ahmad
Curtains of Auditorium Gate	Office
Next Meeting	15th October 2026; 2:30 PM


 14/10/2026