

Phaltan Education Society's
College of Engineering, Phaltan
National Level Project Competition
Organizing Committee

Sr. No	Committee	Responsibilities	Assigned Faculty
1	Organising Secretary	Overall planning ,Coordination & Execution	Prof. Mrs. D. S. Bhoite
			Prof. A. A. Ranaware
			Prof. N. B. Bhujabal
			Prof . M. M. Garagade
2	Organising Committee	Smooth Conduction of Event	Prof. Ms. N. N. Ingale
			Prof. A. A. Hipparkar
			Prof. G. V. Thombare
			Prof A. T. Bhosale
			Dr. D. N. Shinde
			Prof. C. M. Gorad
			Prof. A. K. Desai
			Prof. D. J. Sangale
			Prof. S. T. Kale
2	Registration and Reception Committee	Design and manage Online/Offline Registration Process	Prof. Ms. D. G. Bankar
		Prepare Google form and generate QR code for flyer. In Google form add payment details with QR	Prof. Mrs. D. B. Wagh
		Ckeck registration status and inform campaigning team	Prof. A. H. Jadhav
		On event day	Prof. Mrs. P. S. Jadhav
		Prepare registration desks with required materials- Registration form, Provide welcome kits, badges. Prepare budget accordingly and submit it. Also guides to participants	Prof. Ms. S. C. Gaikwad
			Prof. Ms. M. H. Kadam
		Assist and guide participants, judges, and guests on arrival	
3	Printing Committee (Flyers & Certificates)	Design and print event flyers, ID cards	Prof. Dr. M.V.Dalvi
		Print participation, winner, volunteer, and judge certificates	Prof. Ms. D. S. Bhoite
		Ensure timely proofreading and printing without errors	Prof. V. V. Gundage
			Prof. A. B. Gawade
4	Flash Mob & Social Media Promotion Committee	1. Identify and shortlist enthusiastic students for dance and supporting roles. 2. Assign sub-leaders (choreography, props, music, and logistics). 3. Collaborate with dancers to design a high-energy, theme-based dance. 4. Ensure synchronization and originality in the performance. 5. Plan and schedule rehearsals.	Prof. Ms. Nale P.S. Prof. Ms.R. J. Kumbhar Prof. S. M. Gadkari Prof. Ms. S. P. Kadam Prof. Ms. S. S. Alate Prof. Mrs. S. A. Pawar

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4	Flash Mob & Social Media Promotion Committee	6. Ensure attendance, punctuality, and discipline during practices. 7. Ensure the performance reflects the spirit of the project competition. 8. Integrate symbolic representations (like engineering branches or innovation slogans). 9. Work closely with the media, publicity, and design teams for props, banners, and social media content. On-Event Execution:	Prof. Ms. Nale P.S. Prof. Ms.R. J. Kumbhar Prof. S. M. Gadkari Prof. Ms. S. P. Kadam Prof. Ms. S. S. Alate Prof. Mrs. S. A. Pawar
5	Engineering College Address Collection & Letter Dispatch Committee	Collect postal/email addresses of engineering colleges across India	Prof. N. B. Bhujbal
		Draft formal invitation letters for participation	Prof. Mrs. M. G. Khandalkar
		Make soft copy of Addresses and take prints and paste it on envelopes	Prof. Ms. P. T. Nale
		Post letters and email invitations	Mr. T. B. Jadhav
		Maintain follow-up and acknowledgement records	Mr. S. S. Raut
6	Media and Publicity Committee	Prepare press notes Two days before and after the event date.	Prof. S. V. Kalel
		Invite local newspapers and electronic media for coverage	Prof. A. T. Bhosale
		Handle press interactions and photo opportunities	Prof. Mrs.D. S. Bhoite
		Coordinate with social media team for consistent coverage	Prof. Ms. S. S. Sontakke
		Arrangement for Logo inauguration before event or as per discussion	
7	Food and Refreshment Committee	Arrange tea, snacks, and lunch for participants, guests, and volunteers on event day.	Prof. S. D. Jadhav
		Provide copupons to registration committee before event day.	Prof. A. S.Kate
		Finalize caterers and prepare menu.	Prof. S. T. Kale
		Submit budget and requirements.	Prof. Mrs. M. S. Khilare
		Identify locations and guide caterers and participants accordingly. Ensure hygiene and timely service.	Prof. R. D. Ranaware
8	Prize Distribution Committee	Set up water facility around venue.	
		Procure mementos, trophies, and certificates	Prof. A. T. Bhosale
		Prepare winner list and category-wise results	Prof. Mrs.J. S. Tilekar
		Coordinate prize giving sequence and stage logistics	Prof. S. B. Jadhav
		Ensure proper documentation and photography	Mr. V. K. Shinde

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9	Secretary Birthday Celebration Committee	Coordinate birthday celebration activities. Arrange cake, gifts, and felicitation. Arrange flex behind the stage before birthday celebration. Plan short cultural or appreciation program if required. Manage timing so it blends seamlessly with event. Ensure proper documentation and photography. Submit budget and requirement. Coordinate with stage committee for smooth functioning	Prof. R.S. Kolape Prof. D.J. Sangale Prof. Mrs. N.S.Mohite Prof. Mrs.R.A. Lad Prof. Ms. G. V. Dhumal Prof. Ms. S. S. Nikude
10	Stage Arrangement Committee (Inaugural, Birthday, Prize Distribution)	Decorate and set up the stage for all key functions (Inaugural ceremony, Birthday celebration, Prize distribution etc.)	Dr. D. N. Shinde
			Prof. A. K. Desai
		Arrange podium, dais, seating, mics, lighting	Prof. Ms.P.C.Bhosale
		Ensure backdrop, banners, and floral decor are appropriate for each ceremony. Submit budget and requirement.	Prof. N. K.Kadam
			Prof. B. M. Tupe
		Coordinate with cultural team and anchors	Prof. Ms. S. B. Gawali
11	Selfie Point Committee	Design creative and thematic selfie/photo booths	Prof. Ms.D.D. Jadhav
		Use engaging slogans, banners, and college branding	Prof. A. B. Gawade
		Install props and ensure aesthetic background	Prof. S. D. Patole
		Promote use of event hashtags	Prof. Ms. P. V. Shedage
		Submit budget and requirement	Mr. A. M. Gore
12	Tent (Canopy), Table, Chair with Frill Committee	Arrange tent/canopy for outdoor stalls and sitting areas, Floor mat , Red carpet for circulation space, flex arrangement at top for displaying stall number and banner with event name.	Prof. Dr. M.V.Dalvi
		Confirm vendor arrangements in advance.	Prof A. A. Ranaware
		Check comfort and aesthetics. Identify locations, make necessary arrangements. Ensure proper placement of tables, chairs with decorative frills. Submit budget and requirement.	Prof. R. A. Pisal
			Prof. K. U. Chavan
			Prof. Ms. K. A. Palande
13	Flex & Poster on Event Date Committee	Design and print flex boards/posters for event date	Prof.Dr. M.V.Dalvi
		Include welcome messages, directions, and schedules	Prof. Ms. D. S. Bhoite
		Coordinate installation at key locations around campus	Prof .V. V. Gundage
		Ensure clarity, visibility	Prof.M.M. Ghadage
14	Electrical Connection in Each Stall Committee	Arrange temporary power supply to all stalls, stage and whenever required.	Prof.P.S. Sonone
		Coordinate with electricians to install sockets and wiring at stall and at different locations as per requirement.	Prof. N. D. Kalukhe
		Test connections before event day.	Prof. Mrs. N.S.Bale
		Keep backup power sources (extension boards, generators)	Mr. V. V. Adsul

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15	Sponsorship Committee	Draft the overall sponsorship strategy with defined goals and timelines.	Prof. Dr. M.V.Dalvi
		Coordinate with Principal for:	Prof. S. V. Kalel
		• Official approval letters.	Prof. G. V. Thombare
		• Event endorsement on college letterhead.	Prof. A. A. Hipparkar
		• Budget guidelines and utilization norms.	Prof. S. R. Teke
		Identify potential sponsors through:	Prof. Ms. Sweety Mohite
		• Industry contacts.	Prof. T. M. Shendage
		• Alumni entrepreneurs and donors.	Prof. Ms. J. D. Gaikwad
		• Local business networks and trade associations.	Prof. Ms. Shraddha Mohite
16	Chief Guest & Guest of Honor Committee	The faculty member shall draft a formal sponsorship request letter, enclose the proposal.	Mr. S. U. Thorat
		Faculty member shall personally visit potential sponsors, present the official sponsorship proposal, explain event benefits, and seek confirmation of support through discussion and follow-up.	
		The faculty member shall communicate sponsor advertisement requirements (flex, banner, stall, etc.) to the Flex & Display Committee and ensure appropriate placement and visibility as per the sponsorship agreement on the event day.	
		The faculty member shall formally invite confirmed sponsors to attend the event on the scheduled date and ensure their proper welcome, seating, stage felicitation with memento/certificate, and public acknowledgment during the program. Provide Logo of Sponseres for Flex and Flyers	
17	Inaugural Ceremony Committee	Identify and invite suitable dignitaries	Prof.Dr. M.V.Dalvi
		Send formal invitations and confirmation reminders	Prof. Mrs. D. S. Bhoite
		Arrange travel, accommodation, and hospitality	Prof. A. A. Ranaware
		Prepare mementos and introductions	Mr. N. S. Pawar
		Plan inaugural script, speeches, anchoring, and flow	Prof. Ms.R. V. Doshi
17	Inaugural Ceremony Committee	Coordinate with stage, floral, cultural, and guest committees	Prof. M. M. Gargade
		Arrange lamp-lighting, national anthem, and address, Agenda o	Prof. Ms. N. N. .Ingale
		Coordinate with: Stage arrangement committee, Anchoring team, Photography & videography, Technical and sound team, Sea	Prof. B. P. Shaikh
		Ensure punctuality and smooth execution, Handle memento presentation and bouquet arrangements. Assist the anchoring team with cues and program flow.	Prof. Ms. A. P. Tupe

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18	Hoardings Committee	Design and place large hoardings at strategic town/city location	Prof.Dr. M.V.Dalvi
		Get permission from local authorities if required	Prof A. A. Ranaware
			Prof. R. A. Pisal
		Ensure correct placement dates and vendor coordination	Prof. C. M. Gorad
19	Student Campaigning Committee	Promote event in colleges through peer-to-peer interaction	Flash Mob Committee
		Use WhatsApp, Telegram, email groups, posters	Prof. A. K. Desai
		Share event reels and registration links	Prof. Mrs. N. S. Yewale
			Prof. Ms. M. H. Kadam
			Prof. Ms K. A. Kumthekar
		Represent the college at other campuses if needed	Prof. S. S. Pawar
20	Faculty Campaigning Committee	Personally contact faculty and HODs of other colleges	Prof A. A. Ranaware
		Share invitation letters, rules, and benefits	Prof. J. V. Khalate
		Encourage them to nominate student teams	Prof. A. A. Hipparkar
		Follow-up via email and phone calls	Prof. M. D. Bankar
21	Judges Finalization, Invitation & Hospitality Committee	Shortlist qualified industry experts/academicians as judges	Prof.Dr. M.V.Dalvi
		Send invitations and confirm attendance	Prof. Mrs. D. S. Bhoite
		Arrange accommodation, travel, and food	Prof. A. A. Ranaware
		Coordinate reception and honor at the event	
22	Transportation Committee	Arrange pick-up/drop for participants	Committee 19 & 20
		Coordinate internal transport (college bus, auto assistance)	Prof. Mrs. A.K. Dudhal
			Prof. Mrs. I. B. Thakur
		Manage parking zones and traffic flow	Prof. M. R. Kakade
		Ensure signage for directions across campus	Mr. A.S. Randive