

Gujarat Power Engineering & Research Institute

(Managed by Gujarat Technological University)

STUDENT ACTIVITY CELL (SAC): - Jan-2024 to January-2025

Faculty Mentor: - Prof. Prerak Patel

Faculty Advisor: - Prof. Gaurav Vyas

Sr. No.	Name of Committee	Student Members	Scope of Work
1	Overall Coordinator	PRESIDENT Tirth Shah Shivam Pandey Varshil Oza Kavya Shah VICE-PRESIDENT Maulik Barot Fardin Limbidya Tisha Prajapati Aayushi Mani Krishnan Harshil patel Prefect Tarang patel Drashti patel	Take care about the overall event.
2	Sponsorship Committee	Tarang patel Varshil oza Tirth patel Harshil patel Maulik barot	To Prepare letter of sponsorship with different categories. To collect logo of the companies whose giving sponsorship amount. To contact companies, explore all possible organizations for the sponsorship.

Sr. No.	Name of Committee	Student Members	Scope of Work
3	Cultural Committee	Khush Chauhan (C) Harshil Patel (Cc) (Dance) Rajat Maurya (C) Bansari Modi (C) Unnati Patel Mahek Shah Richa Patel (Music) Tirth Patel(C) Jesica Rajput (C) Rushi Swaminarayan Romin Patel Ansh Gupta Ayushi Patel (Drama) Saloni Prajapati(C) Sumit Prajapati (C) Princy Maheshwari Roshan Bhagat Aryan Gupta Samir Patel (Ramp Walk) Ansh patel(C) Khushbu Gajjar(C) Bansari sathwara Harsh Patel Kunj Thakar Harvi Chaudhary Princy patel Mit soni	To plan and schedule all the cultural activities as per available time limit. To take registration, auditions, and finalize performance of students. To prepare students for anchoring and check their speech. To plan and coordinate external agencies for music, dance event. Provide them required audio/video content well in prior.

Sr. No.	Name of Committee	Student Members	Scope of Work
4	Back Stage Committee	Drashti Patel (C) Harshil Patel Tanvi Kadiya Dhruvil Nayi Vishwam Desai Ayush Prajapati Yesha Modi Vaishnavi Sharma Amit Yadav Krish Patel Prince Patel Lavish Dhanjani Prince Patel Aditya Pavar Aryan Joshi	To take schedule from Cultural Committee and ready performances. To provide required logistic items for the performance. To look after overall logistic requirements for the event at various locations. To give suggestions required for smoothly execution to the committee. To check sufficient mics, and other PA aids available for the performance.

Sr. No.	Name of Committee	Student Members	Scope of Work
5	Certificate & Medal distribution, Seating arrangements	Vaishnavi Sharma (C) Drashti Patel Sumit Pandya Shivani Dubey Drashti Thakkar	To prepare list of students to whom certificate and medal distribution required. To purchase medals for the distribution. To prepare certificate. Design of certificate, issue from store department. To plan seating arrangements in front of stage for the scholar students who are getting certificates so that distribution smoothly completed. To stick boards in front of stage for the various seating like, scholar students, guests, faculty members and students. To give suggestions required for smoothly execution to the committee.

Sr. No.	Name of Committee	Student Members	Scope of Work
6	Inauguration	Astha Panchal (C) Dhruvi Prajapati Meshwa Patel Meshwa Patel Ayushi manikrishnan Shakshi sharma	To plan and collect all the required items for the inauguration. To arrange seating arrangements on the Dias for the invitees. To provide required Audio content to the sound team for the inauguration. To give suggestions required for smoothly execution to the committee.

Sr. No.	Name of Committee	Student Members	Scope of Work
7	Guest Invitation and follow up	Shivam Pandey(C) Tarang Patel Maulik Barot Harshil Patel	To prepare list of guest. To prepare invitation letter To make arrangements reach to the guest and give them invitation. To take follow up whether they are coming or not at function.

Sr. No.	Name of Committee	Student Members	Scope of Work
8	Food arrangements	Ansh Patel (C) Mit Soni Krunal Patel Dhruv Patel	To decide areas for the dinner (separate for students, invitees, etc.). To give logistic requirements for the food arrangements to the respective committee. To take follow up with the vendor for the dinner arrangements. To decide timings and make arrangement such that smoothly food items served to all the invitees and students. To give suggestions required for smoothly execution to the committee.

Sr. No.	Name of Committee	Student Members	Scope of Work
9	Mandap, Decoration and Sound Arrangements	Varshil Oza(C) Dev Patel Hemang Patel Mihir Patel Darshil Patel Hetvi Patel Prexa Chauhan Yashvi Patel Harshil patel	To give our plan for Mandap, decoration & sound to the vendor. To plan necessary lighting arrangements, PA System arrangements, podium, mics etc. as per performance requirements. To collect audio items requirements for performance of students from cultural committee and give to sound team. To take regular follow up after giving work to vendor from our college. To give suggestions required for smoothly execution to the committee.

Sr. No.	Name of Committee	Student Members	Scope of Work
10	Discipline & Crowd Management	Vitan Chaudhary (C) Dhyey Patel Shubh Patel Dev Patel Abhi Darji Het Patel Parth Modi Hemal Soni Nirmal Chaudhary Ayush Rabari	To coordinate with security staff and make arrangements of security staff such that no any problem occurred during the function. To check all security arrangements of campus on the day of function. To ensure safe environment during the function. Discipline is the responsibility of all of the staff and faculty members of GPERI. To give suggestions required for smoothly execution to the committee.

Sr. No.	Name of Committee	Student Members	Scope of Work
11	Banner design and printing	Krutva Patel(C) Abhishek Kushwaha Mittal Panchal Meet	To design attractive main banner of the event. To collect sponsor companies logo from sponsorship committee. To design invitation card. To design other banners if required for the sponsor committee. To ensure at least 5 days before all banners must designed and take approval from principal sir for the printing. To ensure invitation card must design 12 days before the function date.

Sr. No.	Name of Committee	Student Members	Scope of Work
12	Media and report committee	Chintan Patel (C) Tisha Prajapati Foram Gandhi Mahi Patel Prince Patel	To prepare final report of the event. To prepare press note with 3-4 photographs on the same day and send coordinator of the event. Make video feedback.

Sr. No.	Name of Committee	Student Members	Scope of Work
13	Photography	Fardin limbadiya(C) Sahil thakor	To make a proper arrangement to take photography on the day of the event.