



MAHARAJA AGRASEN INTERNATIONAL COLLEGE

NAAC Accredited B+
(Run by Shree Maharaja Agrasen Charitable Trust)
Affiliated to Pt. Ravishankar Shukla University, Raipur
Shree Ramnath Bhimsen Marg, Sanjay Colony, Raipur - 492001 (C.G.) INDIA
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"Saraswati Poojan - Var De"

Date :- 3-2-2025 (Monday)

Time :- 10.00 AM

Venue :- MAIC Campus, Raipur

Incharge: Dr. Rishi Pandey

S.N.	The Mood & Events	Responsibility Center	Signature
1	Preparation & Dispatching of Invitation Letters to Trustees & Special Invitees	Mr. Gopi	
2	SMS & Telecalling to Trustees	Ms. Shaheen, Mr. Vikas	
3	Assembling of students in Reception Area	All Staff	
4	Rangoli in Poojan Area	Ms. Savita, Ms. Manisha	
5	Seating Arrangement for Guest, Faculties	Dr. Digree, Mr. Pradeep, Mr. Sanjay	
6	Purchasing of pooja Samagri	Ms. Anshu, Mr. Pradeep, Mr. Sanjay	
7	Decoration of poojan place	Ms. Neha, Ms. Navnee	
8	Arrangement of Pooja Samagri	Ms. Rashmi, Ms. Sadhvi	
9	Prasad arrangement for the Trustee Faculties, Students and other Guest	Ms. Vandana, Ms. Anshu, Ms. Suchitra	
10	Prasad Distribution for the Trustee Faculties & Students and other Guest	Mr. S.K. Jain, Ms. Anjali, Ms. Jayshree, Ms. Neelima, Ms. Deepkumari	
11	Photographer: Booking & Follow Up	Ms. Seema	
12	Mikes (Portable) & Music system Arrangement	Mr. Bhavesh, Mr. Pradeep	
13	Arrangement of Instruments for Bhajan	Mr. Bhavesh, Mr. Naveen, Mr. Pradeep	
14	Thanks Letter	Mr. Gopi	
15	Bhajan by Students (MAIC Band Team)	Mr. Naveen, Mr. Jay Narayan	
16	Vote of Thanks	Ms. Himani	
17	Full Anchoring	Ms. Himani	
18	Social Media	Mr. Amol	
19	Media (Hindi / English)	Ms. Ekta, Ms. Sakshi	
20	Flyer	Mr. Amol	
21	Discipline	All Faculties	
22	Seating Arrangement Infront of Ganesh ji and Side Gate	Dr. Digree, Mr. Abhijeet, Mr. Mahesh, Tula ram	Mr.

Ms. Snehal Rahatgaonkar
Program Director

Dr. Rishi Pandey
Incharge

Dr. M.S. Mishra
Principal

28/01/25