



# AZAD GROUP OF EDUCATIONAL INSTITUTIONS

(UNDER AUSPICES OF AZAD EDUCATIONAL SOCIETY)  
Approved by AICTE/PCI/NCTE, New Delhi & Affiliated to AKTU/LU/BTEUP

Ref. No.: ATC/NOT/2024/395

Date: 6-12-2024

## UPDATED EVENT MANAGEMENT COMMITTEE

The **Event Management Committee (EMC)** at the **Azad Group of Educational Institutions** has been revised to ensure the effective planning and execution of co-curricular and extracurricular activities within defined timelines.

The EMC plays a pivotal role in organizing events aligned with the institute's academic calendar, fostering engagement, learning, and entertainment for the institution's community. Additionally, the committee oversees critical logistical arrangements, including:

- **Infrastructure setup**
- **Housekeeping**
- **Photo and Videography**
- **Media and News coverage**
- **Hospitality, etc.**

Moreover, the EMC actively works towards identifying, designing, and implementing events that enhance the institution's visibility on various platforms, thereby strengthening its connection with the broader public.

### Composition of the Event Management Committee (EMC):

- |  |                         |
|--|-------------------------|
| 1. <b>Mr. Rehan Sultan Khan</b> , HoD BT                     | - <i>Coordinator</i>    |
| 2. <b>Ms. Safiya</b> , Lecturer, BA                          | - <i>Co-coordinator</i> |
| 3. <b>Mr. Amul Ranjan</b> , Assistant Professor, CE          | - <i>Member</i>         |
| 4. <b>Ms. Zeba Tabassum</b> , Lecturer, App Sc. & Humanities | - <i>Member</i>         |
| 5. <b>Ms. Samreen</b> , Lecturer, BA                         | - <i>Member</i>         |
| 6. <b>Mr. Faizan</b> , Lecturer, AIPR                        | - <i>Member</i>         |
| 7. <b>Mr. Kaleem</b> , CCC                                   | - <i>Member</i>         |

[Prof. (Dr.) Shafeeq Ahmad]  
Director ATC

### Copy to:

- ED, VC, AD, and DD for information, please;
- Director AIPR, Principal ADC(LU), Principal ADC(BTC);
- HoD App. Sc., BA, CA, EE, CSE, ME, CE, BT, Pharmacy;
- SWO, AO, Asstt. Registrars (Acad./Estb.), Hostels Wardens, Librarians, SO, SSO;
- Persons concerned;
- Website and all the Notice Boards.