

MAHARAJA AGRASEN TECHNICAL EDUCATION SOCIETY

July 11, 2025

CIRCULAR

This is for information to all concerned that Mr Alok Kumar Sharma, Head – Computer Centre MAIT, shall be SPOC, for the display on the LED screen near the Admin block, along with his duties, being Incharge of Computer Centre.

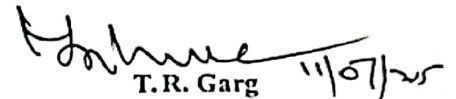
All Deans/Directors are requested to kindly share the latest content/event updates with Mr Alok on a day-to-day basis. Directors shall ensure that the event /content details must be shared with the start date and end date needed for the creative display. The end date must also be mentioned clearly to avoid outdated events on screen and ensure adequate time is allocated to the display.

Mr Alok shall create an infographic and display image of the event/content and get it approved by the concerned Dean / Director before display. Mr Alok shall also ensure that the creatives are sequenced appropriately ensuring that the outdated events are removed timely.

If a creative involves a VVIP and hence needs special highlights, the concerned Dean/Director must instruct for a static display of the creative.

Mr Alok shall ensure that the display is never empty without a creative. If there is no update then generic display creatives duly approved by the society shall be displayed.

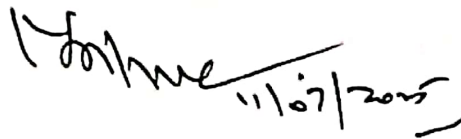
All concerned to note and Mr Alok to comply with immediate effect.

  
T.R. Garg 11/07/25

General Secretary

Copy to : all concerned

All Director (DC) / Deans / HODS / Engineers /  
PRO

  
11/07/2025

