

**1st BAL BHARATI INTER SCHOOL TABLE TENNIS TOURNAMENT**

The school will be hosting the **1st Bal Bharati Inter School Table Tennis Tournament** from 21 to 22 April, 2018 in the school premises.

Convenors : **MR D BIST & MR VARDHAN SHARMA**
Coordination Committee : Ms Poonam Sharma Ms Rani Negi Ms Manisha Arora
 Ms Maya Jaryal Mr Ramesh Chand Mr Yash Negi

Various events to be conducted are given below with the names of the co-ordinators, venues, date and time indicated against each :

Day –1 (21.04.18)

SR. NO.	ITEM	Convenor (s)	VENUE	DATE	TIME
1	Inter School Table Tennis Matches	Mr D Bist Mr Vardhan Sharma	TT Hall Chess Room & Yoga Room	21.04.18 (Saturday)	09.00 a.m.

Day –2 (22.04.18)

SR. NO.	ITEM	Convenor (s)	VENUE	DATE	TIME
1	Inter School Table Tennis Matches	Mr D Bist Mr Vardhan Sharma	TT Hall Chess Room & Yoga Room	22.04.18 (Sunday)	09.00 a.m.

**Staff on Duty on (Teaching and Non-Teaching)
21 & 22 April 2018**

- Reporting Time : 08.45 a.m. and dispersal at the end of all the matches.**
- Support Staff on duty (on 21 & 22 Apr, 18) : Sohanveer, Kanwarpal, Naveen, Dheer Singh, Pramod, Badri, Kamla & Kamlesh
 - Lab Attendants on duty (on 21 & 22 Apr, 18) : Mr Deepak, Mr Sunder, Mr Dipti Singh, Mr Harender Mr Jagatpal & Mr. Ompal.
 - Security Supervisor (on 21 & 22 Apr, 18) : Mr Ajay Tyagi
 - Supervision of House Keeping (on 21 & 22 Apr, 18) : Mr Anoop Dixit
 - Lady Guards (on 21 Apr, 18) : Ms Saheen, Ms Shobha, Ms Beena & Ms Sangeeta (Bus duties will be taken over by Ms Leela, Ms Geeta, Ms Tara Devi & Ms Rakesh)
 - Sahayikas (on Round in premises) (On 22 April 18) : Ms Leela, Ms Geeta, Ms Tara Devi & Ms Rakesh
 - **Registration and Entry Form Incharges** : (Day- I & Day - II) Action : HM (Pre-Primary) Ms M Arora, Mr Ramesh & Ms Maya (Yoga Coach)
 - Mr. Narender Kumar and Debraj.
 - The I/Cs to photocopy the entry forms in duplicate and provide one list to the registration counter and the relevant copies to the respective Event I/Cs.
 Participants after registration are to be escorted by the Lab Attendants to Pre-Primary Courtyard. (Waiting lounge)

Seating of Participants and maintaining discipline : Ms. Rani Negi, Mr. Prabhat M & Mr. Anshul Dubey
 125 Chairs are to be arranged in the Pre Primary courtyard before dispersal on 20 apr, 2018

Arrangement of Drinking Water is to be made by the concerned staff.

- **Information Counter** (Day –I & Day – II) : Ms Kamna & Ms Poonam S
(To collect the details of all matches and their respective venues on 20th April 2018 from Mr. Vardhan Sharma.
- **Security Briefing** (Day –I & Day – II) : Mr Ajay Tyagi
(Entry to the parents of BBPS, Noida is only on showing of Parent ID Cards)
- **Procurement of Trophies/Prizes & Certificates** To be handed over to Item I/Cs latest by 20 Apr, 18 : **Mr Dinesh Bist**

