

**INVESTITURE CEREMONY- 21 APRIL, 2018**
PRIMARY DEPARTMENT
DUTY PLANNER**CONVENORS : MS D KHANNA & MS D PRABHAKAR****CO-CONVENOR: MS M SETHI**

S NO	AREA OF DUTY	TEACHER INCHARGE	ACTION DATE
01.	Stage Arrangement	Ms Namisha Singh, Mr Niladri, Mr Yuvraj	20.04.2018
02.	Emcee Mentor	Ms Sharmishtha (Draft to be discussed on 12.04.18) Two Primary Wing Students.	20.04.2018
03.	Cultural Programme	Ms Nisha, Ms S Sengupta	10.04.2018 (Planning & preparation commences in consultation with H.M.-Pr.)
04.	Invitation	Ms R Khanna, Ms M Srivastava (To be handed over to the parents and others, be in touch with the school office for the list of invitee.)	10.04.2018
05.	Hospitality	Ms Neha Gupta, Ms V Kaul (Menu to be discussed with the PPL)	17.04.2018
06.	Procurement & Floral Presentation	Ms Priya Sharma along with two students from the Primary Wing.	20.04.2018 / 21.04.2018
07.	a) Procuring Badges	Ms D Khanna, Ms A Dhar	17.04.2018
	b) Selection of Prefectorial Board	Ms D Khanna, Ms M Sethi, Mr Prabhat M, Ms R Khanna	15.04.2018
08.	Seating Arrangement and placement of pots	Ms R Khanna, Ms Arpita S, Ms AnitaS, Ms Illashree	20.04.2018
09.	Arrangement of House Flags	Ms R Negi, Mr Ramesh, & House Reps.	12.04.2018
10.	School Band	Mr Mohan, Mr Tulsi & Ms P Chand	10.04.2018 (Practice commences)
11.	Photography & Videography	Mr Prabhat M, Ms M Panwar	21.04.2018
12.	Report writing	Ms D Prabhakar	23.04.2018
13.	Uploading of Report on the School Website	Mr Prabhat.M, Mr J M Pant	24.04.2018
14.	On Drums	Ms R Negi /Mr Ramesh	18.04.2018 (Planning commences)
15.	Oath Rehearsals	Ms P Chand	16.04.2018 -18.04.2018
16.	Movement of the Prefectorial Board Members	Ms A Dhar and Ms Manisha S	21.04.2018

DRESS REHEARSAL ON 20.04.18**Asha Prabhakar**
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

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