



ION/02/2016-17

29 Apr, 2016

WORKSHOP ON SCHOOL SAFETY INITIATIVE
(03 MAY, 2016)

Disaster Management cell ,Noida under the aegis of New Okhla Industrial Development Authority and in association with School Safety Experts, SHUTTL is conducting a safety programme for students at BBPS, Noida on 03 May, 2016 from 11.00 a.m to 01.00 p.m.

Following are the duty areas for the day:

ORGANISING COMMITTEE : **SOCIAL SCIENCE DEPARTMENT / HM (SR)**

AREA OF RESPONSIBILITY

MEMBERS

Auditorium (Inside)

- Booking of Audi, Mikes
- Polishing of Podium

Ms K Shreya
Support Staff - Bharat

Auditorium (Outside)

- Potted plants to be placed near Audi gate

Ms N Bhatnagar

Booking of Projector Hardware for the day

Ms M Gulati

Floral Honours

- **Securing and handing over bouquets to the guests**

Ms S Walia

Opening Address

Student Emcee
Mentor : Ms Poonam Sharma

Ushering of Guests to the venue

Mr A Halder, Mr B B Srivastava,
Council Members

Venue Preparation

- Seating Arrangements
- P A System
- Chairs to be placed and mikes to be arranged

Jagatpal
Ms Aruna Sharma
Mr Harinder

Vote of Thanks

Vice Head Girl
Mentor : Ms Poonam Sharma

Photography / Videography

Mr Yuvraj

Tea / Snack Arrangements for the Guest Speaker

Ms N Gupta, Ms Richa Mohan

Report – Preparation & Uploading with photographs

Ms S Maitra, Ms Samra Rehman

Press Release

Ms U Kumari (Report Writing), Ms Rumpa B

- Classes IX, X & XI to attend the workshop under the supervision of Subject Teachers.

Distribution

VPL, HM (Sr), HM (Pr), A.O.
All Teaching Staff, Website I/C
A Razdan (File)

Asha Prabhakar
(Principal)

स्वच्छ भारत
एक कदम स्वच्छता की ओर