

ESPRIT (2018-19)

(A PRE-PRIMARY INTER SCHOOL FIESTA)

The school will be hosting Esprit, an Inter School festival for the Pre Primary Wing on 15 Sep, 2018 in the school premises.

Overall I/C : **HM (Pre Primary)**
Convenors : **Ms N Bhatia & Ms N Sharma**

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

S NO	ITEM	COORDINATOR	VENUE	CLASS	TIME
1.	'Mélange' (Medley of Rhymes)	Ms S Ghosh Ms M Ghosh	Pre Primary-I	Sr. Library	09.30 a.m.
2.	'Thirkan' (Group Dance)	Ms K Pandey Ms M Malkoti Ms N Bhatia	Pre Primary-II	Auditorium	
3.	'Potli Baba Ki Kahaniyan' (Aao kahaniyan Bunein)	Ms P Khanna Ms M Aggarwal	Pre Primary-I	Activity Room	
4.	'Wings of Innocence' (Scenery Using Stippling)	Mr Niladri Ms K Sood Ms R Gupta	Pre Primary-II	Dance Room –Pri	

Entry Form Incharges	<ul style="list-style-type: none"> Ms N Bhatia & Ms N Sharma Yograj Malik to directly forward the e-mails to HM's (Pre Primary) Desk. HM (Pre Primary) in turn to forward to the Incharges. 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.
Nominate Judges for the event	The convenors / event coordinators are to tie up with Judges for their respective competitions and submit their names alongwith a brief profile to Principal. Ceasework on 25 Aug, 2018
Dispatch certificates of participating schools after closure of the event (Latest by 20 Sep, 2018)	Ms P Khanna, Ms M Malkoti, Ms B Suri & Ms Tushar M The Participation Certificates will be written in the Activity room on a day to day basis by the teachers and will be dispatched collectively on 20 Sep, 18 under the supervision of HM (Pre Primary).
Procurement of Certificates	Ms N Bhatia, Ms N Sharma & Ms M Ghosh
Procurement of Trophies/Prizes (To be handed over to Item I/Cs latest by 31 Aug, 18.)	Ms K Sood & Mr Dinesh Bisht
Photo Coverage (Itemwise photographs are to be uploaded on the school website).	Mr Niladri & Ms V Khurana
Videography Incharges (Folders to be made and preserved for School Management Committee Meeting Report)	Ms V Khurana & Mr J M Pant
Preparation of Folders, Badges & Headgears:	Incharges : Mr Niladri, Ms K Sood & Ms V Khurana Members : Ms A Raghav, Ms B Suri, Ms Shalini K & Ms Tushar M
Decoration Team	Incharges : Mr Yuvraj & Mr Niladri Members : Ms A Raghav, Ms A Khan & Ms Kanika B
Incharge for handing over of folders, erasers, pencils, white sheets, stop watches and bells : (All Item I/Cs are to hand over the Judgement Sheets duly approved by the Principal to the following team for preparation of folders)	Ms N Bhatia & Ms N Sharma

<u>Display of Event Related Information</u> (To be made available in all respects latest by 13 Sep, 18)	Ms M Malkoti, Ms A Khan, Ms Kanika & All Event I/C's
Registration Counter	Overall I/C : HM (Pre Primary) Ms R Gupta Ms A Khan & Ms Shalini
Incharges for providing mikes and setting up of furniture	Overall I/C : Mr A Halder (A.O.) Members : Ms Neeru S, Ms.B Suri, Ms Kanika & Ms Tushar M
Prize Distribution	Ms R Gupta, Ms M Ghosh, Ms N Bhatia & Ms N Sharma
Refreshment for Participants / Teachers Escort / Judges	Ms Neha Gupta, Ms S Ghosh, Ms A Raghav, Ms Shalini & Ms Kamleshwari
<u>Volunteers/Discipline</u> (A list of student volunteers, not more than 15, from Classes V to VIII duly signed by HM (Sr) & HM (Pr) with ID Cards to be kept ready in all respects latest by 07 Sept, 18)	Respective Event Incharges
Invitation Letters, Thank you letter, Honorarium for Judges	HM (Pre Primary), Ms P Khanna, Ms N Bhatia & Ms N Sharma (Teachers are to seek assistance from Ms A Razdan)
Result Compilation and Display of Results	Overall I/C: HM (Pre Primary) Ms M Aggarwal (Overall Compilation) & Ms A Menon Mr Y R Malik & Mr J M Pant (Uploading of results on the school website)
Uploading of Report (with Photographs) on School Website latest by 21 Sept, 2018	Ms S Ghosh & Ms M Aggarwal

OUR MANTRA – SWIFT AND SNAPPY ACTION, PLEASE!

Asha Prabhakar
(Principal)
स्वच्छ भारत
एक कदम स्वच्छता की ओर

Distribution

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