

## ESPRIT (2019-20)

### (A PRE-PRIMARY INTER SCHOOL FIESTA)

The school will be hosting Esprit, an Inter School festival for the Pre Primary Wing on 31<sup>st</sup> Aug, 2019 (Saturday) in the school premises.

**Overall I/C : HM (Pre Primary)**  
**Convenors : Ms M.Malkoti & Ms M.Ghosh**

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

| S NO | ITEM  | COORDINATOR                               | CLASS       | VENUE                    | WAITING ROOM            | TIME                  |
|------|---|---|-------------|--------------------------|-------------------------|-----------------------|
| 1.   | 'Mosaic Virtuos'<br>(Scenery Using Mosaic Patterns) | Mr. Niladri<br>Ms.Neeru S<br>Ms.Anju R    | Pre School  | Dance Room<br>(Mont/Pri) | --                      | 09.30 a.m.<br>onwards |
| 2.   | 'Jocular Jive'<br>(A Humorous Conversation)         | Mrs. Sheuli G<br>Ms. P Khanna             | Pre School  | Activity Room            | Pre Primary<br>D, E & F |                       |
| 3.   | 'Planet of my Dreams'<br>(3D model making)          | Ms.Kuldeep S<br>Ms. Shilpa R              | Pre Primary | Pre-Primary<br>A & B     | --                      |                       |
| 4.   | 'Sur-Mandakini'<br>(Group Song)                     | Mr.P Pallavi<br>Ms.Vibha K<br>Ms.Nitika B | Pre Primary | Auditorium               | Auditorium              |                       |
| 5.   | 'Chunking Art'<br>(Let's Create A Constellation)    | Ms. Aayesha K<br>Ms. Aparna G             | Pre Primary | Pre School<br>D & E      | --                      |                       |

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|--|---|
| Entry Form Incharges   | <input type="checkbox"/> Ms M Malkoti & Ms M Ghosh<br><input type="checkbox"/> Yograj Malik to directly forward the e-mails to HM's (Pre Primary) Desk.<br><input type="checkbox"/> HM (Pre Primary) in turn to forward to the Incharges.<br><input type="checkbox"/> 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 <b>15 Aug, 2019</b>  |
| <b>Dispatch certificates of participating schools</b><br>after closure of the event<br>(Latest by 04Sept, 2019)  | Ms M Malkoti, Ms Tushar M, Ms N Bhatia<br>The Participation Certificates will be written in the Activity room by the teachers and will be dispatched collectively on 04 Sept, 19 under the supervision of HM (Pre Primary).   |
| Procurement of Certificates  | Ms M Ghosh, Ms M Malkoti, Ms M Aggarwal   |
| <b>Procurement of Trophies/Prizes</b><br>(To be handed over to Item I/Cs latest by 15 Aug, 19.)  | Ms.P Khanna & Ms K Sood   |
| <b>Photo Coverage</b><br>(Itemwise photographs are to be uploaded on the school website).  | Mr Niladri & Ms T Manchanda   |
| <b>Videography Incharges</b><br>(Folders to be made and preserved for School Management Committee Meeting Report)  | Ms T Manchanda & Mr J M Pant  |
| Preparation of Folders, Badges,& Display Board(Pre Primary Entrance)<br>Decoration (Pre Primary Entrance, Lamp, Rangoli)   | Incharges : Ms S Rajotia, Mr Niladri, Mr Yuvraj<br>Members : Ms A Raghav, Ms A Khan, Ms A Gupta, Ms B Suri & Ms Tushar M  |
| <b>Incharge for handing over of folders, erasers, pencils, white sheets, stop watches and bells:</b><br>(All Item I/Cs are to be handed over the Judgement Sheets duly approved by the Principal to the following team for preparation of folders) | Ms M Malkoti & Ms M Ghosh   |

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| <b>Display of Event Related Information</b><br>(To be made available in all respects latest by 27 Aug, 19)   | Ms M Aggarwal & All Event I/C's  |
| Registration Counter   | Overall I/C : HM (Pre Primary)<br>Ms A Khan, Ms N Sharma , Ms P Khanna, Ms N Bhatia  |
| Incharges for providing mikes and setting up of furniture  | Overall Supervision : Mr A Halder (A.O.) & Mr P Pallavi<br>All Event Incharges<br>Mr Sandeep, electrician to assist)   |
| Prize Distribution   | Ms M Ghosh, Ms N Bhatia, Ms N Sharma & Ms M Malkoti  |
| Procurement of Refreshments  | Ms N Sharma, Ms P Khanna, Ms M Ghosh, Ms M Malkoti   |
| Distribution of Refreshment for Participants / Teachers Escort / Judges  | Ms M Aggarwal, Ms Anju Raghav & Ms Aparna Gupta  |
| <b>Volunteers/Discipline</b><br>(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 26 Aug, 18) | Respective Event Incharges   |
| Invitation Letters, Thank you letter, Honorarium for Judges  | HM (Pre Primary), Ms P Khanna & Ms N Bhatia<br>(Teachers are to seek assistance from Ms A Razdan)  |
| Result Compilation and Display of Results  | Overall I/C: HM (Pre Primary)<br>Ms M Aggarwal (Overall Compilation) & Ms A Menon<br>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 3 <sup>rd</sup> Sept, 2019  | Ms M Ghosh, Ms M Aggarwal  |
| Hindi Report (to be forwarded to Ms Nishi Nigam on 31 Aug, 2019 itself)  | Ms S Ghosh, Ms M Malkoti   |

**OUR MANTRA – SWIFT AND SNAPPY ACTION, PLEASE!**

**Asha Prabhakar**  
(Principal)

स्वच्छ भारत  
एक कदम स्वच्छता की ओर

**Distribution**

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