

13TH ALL INDIA INTER-UNIT BAL BHARATI SPORTS MEET (2019-20)
FROM 10 TO 12 OCT, 2019

ORGANISING COMMITTEE : PPL/VPL/HM(Sr)/HM (Pr)/HM(Pre P)/A.O/Mr D Bist

1. Reception : HM (Sr), Ms Ruby Singh (for VIPs) Ms M Arora, Ms Mukul S (for Teams) & **Relationship Managers**
2. Relationship Managers :

For Delhi / NCR

<u>S NO</u>	<u>UNIT</u>	<u>RELATIONSHIP MANAGER</u>	<u>S NO</u>	<u>UNIT</u>	<u>RELATIONSHIP MANAGER</u>
1	BBPS (GR)	Ms Indula Mishra	4	BBPS (RH)	Ms Shally W
2	BBPS (PP)	Ms Swati C	5	BBPS (BV)	Ms Poonam S
3	BBPS (DW)	Ms Rani V	6	BBPS (ND)	Ms Anita P

For Out Station Teams

<u>S NO</u>	<u>UNIT</u>	<u>RELATIONSHIP MANAGER</u>	<u>S NO</u>	<u>UNIT</u>	<u>RELATIONSHIP MANAGER</u>
7	BBPS (N Mumbai)	Ms Nivedita B	15	BBPS (Sipat)	Ms N Sourabh
8	BBPS (Ludhiana)	Ms K Shreya	16	BBPS (Gadarwara)	Ms V Oberoi
9	BBPS (Manesar)	Ms Vaishali M	17	BBPS (Khargone)	Ms Pooja K
10	BBPS (Neelbad)	Ms Samra R	18	BBPS (Kudgi)	Ms Arpita
11	BBPS (Nishatpura)	Ms Mamta M	19	BBPS (Annupur)	Ms Namrta K
12	BBPS (Jharli)	Ms Shazi J	20	BBPS (Nabi Nagar)	Mr Prabhat K
13	BBPS (Simhadri)	Ms U Kumari	21	BBPS (Jhanor)	Mr Anshul D
14	BBPS (Ratnagiri)	Ms Nishi Nigam	22	BBPS (Darlipali)	Ms Arpita

3. Emcee Mentors : Opening Ceremony : Ms Rachna Sondhi, Ms Deepa P & Team
Closing Ceremony : Ms Rumpa B, Ms Manisha A & Team
4. Booking of Noida Stadium : Ms Anjuni R, Mr D Bist & Mr A Dixit
(For Athletic Events)
5. Compilation of Results (On a day-to-day basis)
 Athletics : Ms Rani Negi & Mr A Dixit
 Badminton : Mr D Bist & Ms Subha R
 Basketball : Mr Yash N & Mr D Bist
 Chess : Mr Ashutosh & Mr Anshul D
 Table Tennis : Mr Vardhan & Mr U Verma
 Tennis : Mr Tarachand & Ms Archana Dhar
 Volleyball : Mr Ramesh & Ms Swati C

All results on a day-to-day basis will be uploaded by Ms Meetu T and Ms A Menon on the **web link page**.

6. Venue Preparation : VPL / Art Dept.
 (a) Display Boards of Corridors and 61 classrooms): HMs (Sr, Pr & Pre Pr)
 (b) Gate-1 and 2 : VPL, A.O., Mr B B Srivastava, Mr D Bist
 (c) Sports Ground : VPL, Mr D Bist, Ms K Sood,
 Ms Sheuli G & Performing Art Dept.

- (d) Hoarding (flex) – Facing Sector-21 Market : Mr Ajay, Mr B B Srivastava & Mr Ompal
- (e) Front Lawns : VPL, Performing Arts Dept & Ms Sarika P
7. Purchase & Procurement
- Banners, Collatrels, ID Cards, Wall Flex, Merit Certificates (In consultation with Brand Consultant) : VPL & Mr D Bist
 - Track Suits (103) for coaches : VPL & D Bist
 - T-Shirts and caps for March Past contingent : VPL & Mr Vardhan
 - Kit for School Team BBPS (ND) Team : Ms Rani N, Mr Vardhan & HM(Sr)
 - Planters & Gifts for 21 School PPLs & Dignitaries of CES } : Ms S Walia, Ms Sarika P
Mr Varghese M John, Ms Anjali S & Ms Neeru Sharma
 - Printing of stickers on VIP planters } :
 - Trophies, Memento (for VIP & Chief Guest) Medals with Ribbons : Ms A Bhardwaj & Ms T Khurana
 - Printing & Procuring of Certificates : Ms A Bhardwaj & VPL
 - (a) Writing the Certificate of Participation : Ms T Khurana & Ms S Maitra
 - (b) Writing the Certificate of Merit : Ms D Prabhakar, Ms S Maitra & Mr Santhosh Kumar
 - Making of placard for 21 units and BBPS Olympic Flag : Mr U Verma, Ms Subha R & Ms Pranjali
8. Lodging & Boarding (for outstation players)
(Approx – 577 players)
- Procuring Mattresses (40 Rooms have been allocated for the stay of Girls & Boys) } HM (Sr) & Relationship Managers
 - Making Bathing Arrangements } Co Convenors : Ms Anjali S & Ms V Jain
 - Procuring Bucket & Mugs } Support Staff : As Allocated by A.O.
 - Mosquito Coils }
 - Checking of Plug points }
 - Cleanship of Rooms and Corridors (twice a day) }
 - Cleanship of toilets (Every 2 hours) }
9. House Keeping
- Maintenance, Cleanliness, Aesthetic upkeep of all Classrooms / All common areas/ Washrooms / Sports Venues/ Corridors and Surrounding areas : Ms Deepa K, Ms Sharmishtha C, Ms Shiny H, Ms Ruchika G & Ms Manisha S
Support Staff : Mr Vishnu P, Mr Vickey, Mr Raju, Mr Gopal, Mr Omender & Ms Rajeshwari
10. Transportation and Parking
(w.e.f. 09 Oct, 19 to 13 Oct, 19) : HM (Pr) – Overall I/C
- Compilation of data (for to & fro ferrying of Students) from Railway Station(s) and Airport : Mr B B Srivastava & Mr A Dixit
 - Parking area of VIP Cars : Mr Ajay Kumar

- Parking area of school buses : All Regular Drivers
- Dispersal of school teams on 12 Oct & 13 Oct, 19 : Mr Dinesh Sharma
- Parking of Delhi/NCR School buses : Ms Tushar, Ms Aparna & Ms Neha (Sp Edu)

(A day-wise schedule is to be handed over to all the Relationship Managers by HM (Pr))

11. Medical Assistance

- Preparation of Medical Room : Mr Vidhi O
- Procurement of equipment for Medical Room : Ms Vidhi O & HM (Sr)
- Preparation of Day & Night shift schedule : Ms Vidhi O & HM (Sr)
- Hiring of Nurses and Ambulance : HM (Sr)
- Re-filling of Oxygen Cylinders : School Doctor & Nurse
- Procuring of white bed sheets and pillow covers: Ms S Passi & Ms Vidhi O
- Setting up of Medical Room in all respects : Ms Princy & School Doctor

12. Catering (Lunch, Breakfast, Evening Tea & Dinner

This team of teachers will work in two shifts on : Ms S Passi, All Pre Primary Teachers,
09, 10, 11, 12 & 13 Oct, 2019 Ms Abha B, Ms Mamta M
Ms Smriti Sharma, Ms Shalini &
Ms Ekta Kaur

(a) Refreshment for Band & March Past Contingent : Ms S Passi, Ms Neha G, Ms K Shreya &
On 09 Oct, 2019 (for Delhi/NCR units only) Ms Rajni G

(b) VIP Counters (Serving in Conference Room & : HM (Sr), Ms Nandini B, Ms Meenakshi G,
Classes 1,2 & 3 Ms Arpita, Ms Illashri, Ms Ruchika K,
Ms Anita V & Class XI Home Sc students

13 (a) Release of 60-90 second videos. : Computer Dept.
Curtain Raisers – i.e. 10 days to go, and so on All 05 teachers & Mr Jitender

(b) Running of Sports / Motivational videos and : "
other major school functions in
School Reception area

(c) Assistance during closing ceremony for the : "
cultural programme

14. Publication of Sports Newsletter : Ms Vinaya P, Ms Rachna S, Ms Rumpa B &
Ms M Arora

It goes without saying that the event would be attended by a large body of guests and the school is expected to perform to the entire satisfaction though the detailed duty is promulgated the school expected all the staff to reach out the prescribed duties and extended all possible help as demanded by the situation.

Distribution

VPL/ A.O/HM's
All Teaching & Non-Teaching Staff Members
Website, Staff Room
A/R – File

Asha Prabhakar
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर