



ANNUAL SCHOLAR BADGE / BLAZER/P.T.A. AWARDS FUNCTION
(EXCELLENCE IN ACADEMICS)

- The FIFTEENTH ANNUAL SCHOLAR BADGE FUNCTION will be held on **29 Sep, 2018 (Saturday)** in the School Lawns at 09.00 a.m. The Chief Guest for the school function will be announced shortly. The school will be holding the Gandhi Jayanti assembly highlighting the fervour of peace and self reliance on the same day.
- **Given below is the list of various duties with names of Incharges indicated against each area of responsibility.**

Duties

Tr-In-Charge

- Convenor(s) : **MS S WALIA & MS SAMRA R**
(Under the supervision of HM (Sr) & HM (Pr))
- **Over all Supervision** : **Ms Anjali Sharma**
- List of Scholar Badge Awardees : Ms T Khurana, Ms A Dhar & Mr P K Mishra
(List to be released on School website by 20 Sep, 2018)
- List of Subject Proficiency Awardees : Ms S Walia, Ms A Dhar & Mr P K Mishra
(List to be released on School website by 20 Sep, 2018)
- Cultural Programme (Duration : 7-8 Min) : Mr P Pallavi, Ms K Pandey, M Sumana S & Mr Swapan M
(The layout of programme to be discussed with Principal)
- Emcee Mentor : Ms Rumpa Bhattacharyya & Ms Poonam Sharma
- Stage Decoration : Mr Niladri / Mr Yuvraj / Ms Vandana Kaul / Ms Sania T
- Sound System : Mr P Pallavi & Ms Sumana S
- Preparation of Certificates : Ms A Bhardwaj to be assisted by Ms D Prabhakar & Ms Samra
- Procurement of Badges : Ms T Khurana & Ms A Dhar
- Procurement of Scholar Shirts & Blazers : Ms S Walia & Ms Samra Rehman
- Photography & Videography : Mr Niladri & Mr Yuvraj
- Audio Control : Mr Tulsiram & Mr Jagatpal
- Tea/Miscellaneous Arrangements : Ms Neha Gupta / Ms S Tyagi / Ms Kamleshwari
- Press Release / **Loading of pictures & video** with a write up on conclusion of the programme on SCHOOL WEBSITE : Ms M Arora / Ms Nishi Nigam
Ms Asha M and Ms R Bhattacharyya
(**The same should be uploaded latest by 04 Oct, 2018**)
- Editing of video (5-7 minutes duration) : Ms Sonam M & Ms M Gulati
(Raw footage to be received from Mr Niladri)
- Seating Arrangement : Mr Umesh Verma & Mr Harender
- Invitation :
 - (a) Parents : Ms D Khanna, Ms N Bhattacharya, Ms Mukul S
(To be dispatched to the parents of awardees latest by 23 Sep, 18)
 - (b) PTA Members : Ms A Razdan

- Aesthetics / Placing of Green Pots / School Gardens / Open space near Swimming Pool : Ms D Khanna & Ms N Bhatnagar

Programme

- Welcome / Presentation of Bouquet : President, Student Council & Ms S Walia
- **President's Address (Students Council)** : Mentor : Ms R Sondhi
- Cultural Programme : Duration 20 Mins.
 - a) School Choir } : As designated
 - (Musical Rendition) }
 - b) Dance }

ANNUAL SCHOLAR BADGE FUNCTION COMMENCES

- Address by the Chief Guest : To be announced later
- Vote of Thanks : Principal
- Student Discipline : Action : Concerned Class Reps. / Mr D Bist
Cls VIII & IX to be seated by 08.45 a.m.

Distribution

VPL, HMs, A.O. (Via e-mail)
All Staff Members (Via e-mail)
Website I/C
File (Anjuni Razdan)

Asha Prabhakar
(Principal)

स्वच्छ भारत
एक कदम स्वच्छता की ओर