

REVERBERATIONS (2017-18)
(AN INTER SCHOOL EVENT)

The school will be hosting the **14th Annual Festival** of Inter School Events 'Reverberations –2017' from 24 to 27 April, 2017 in the school premises.

Convenor : Ms Anjali S **Coordination Committee** : 1 Ms D Kaushal 2 Ms Ruby S
3 Ms S Tyagi 4 Ms Kavita P
5 Ms A Dhar

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

Day –1 (24.04.17)

SR. NO.	ITEM	COORDINATOR	VENUE	DATE	TIME
1	Inter School Football League Matches	Mr K Ramasubramanian Mr D Bist	Play Field	24.04.17 (Monday)	09.30 a.m.

Day –2 (25.04.17)

SR. NO.	ITEM	COORDINATOR	VENUE	DATE	TIME
1	The Asian Attire Challenge	Mr Niladri & Ms Namisha Singh	Art Room-II	25.04.17 (Tuesday)	09.30 a.m.
2	QR Code Hunt	Ms A Menon	Comp Lab (Sr)		
3	Beyond the Trailer and Movie Buzz	Ms Rumpa B & Ms D Kaushal	Sr Library		
4	Crack & Create	Ms Namrta K & Ms Vaishali M	Maths Lab		
5	Kavyagaatha	Mr P Pallavi	TT Arena		
6	Inter School Football League Matches	Mr K Ramasubramanian Mr D Bist	Play Field		

Day –3 (26.04.17)

SR. NO.	ITEM	COORDINATOR	VENUE	DATE	TIME
1	Rubik's Cube Challenge	Ms Mukul S & Ms Ruchika K	Maths Lab	26.04.17 (Wednesday)	09.30 a.m.
2	Sell Your App	Ms M Tripathi	Comp. Lab (Sr)		
3	Folk Art with a Twist	Mr Yuvraj	Art Room		
4	Log Darpan	Mr Swapan M	Sr Library		
5	Anuvadak	Ms M Sethi	Dance Room (Jr)		
6	Inter School Football League Matches	Mr K Ramasubramanian Mr D Bist	Play Field		

Day –4 (27.04.17)

SR. NO.	ITEM	COORDINATOR	VENUE	DATE	TIME
1	Inter School Football Matches (Semi Finals & Finals)	Mr K Ramasubramanian Mr D Bist	Play Field	27.04.17 (Thursday)	09.30 a.m.

• **Entry Form Incharges:**

Ms M Arora Ms D Prabhakar

- Yograj Malik to directly forward the e-mails to VPL's Desk
- VPL 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.

• **Inauguration and Cultural programme on 24 Apr, 2017 :**

Ms R Sondhi - Emcee Mentor Ms Sumana S, Mr Yuvraj & Ms Namisha - Decoration of the
Ms Anjali S - Overall Incharge Inauguration Area

- **Arrangement for Judges.** The convenors / event coordinators are to tie up with Judges for their respective competitions and submit final pick up/travel schedule for them to HM (Sr)/ HM (Pr.). Ceasework on **20 April, 17**

- **Dispatch of certificates to participating schools after the event (Latest by 29 Apr, 17) :**

Ms K Shreya Ms R Gathania Ms D Prabhakar

The participation certificates will be written in the Jr Library on a day to day basis with the help of 04 student volunteers and will be dispatched collectively on 29 Apr, 17 under the supervision of HM (Sr).

- **Procurement of Trophies/Prizes** (To be handed over to Item I/Cs latest by 21 Apr, 17.)

HM (Sr) Ms V Jain
Ms Abha Bhardwaj Ms V Mittal

- **Photo Coverage.** The daywise & itemwise photographs are to be uploaded on the school website each day. Direct reporting to the VPL at the time of dispersal is expected.

Mr Yuvraj Mr Niladri
Ms Poonam Ms Samra

- **Videography Incharges** (Folders to be made and preserved for Annual Report 2017)

Ms M Gulati Ms V Oberoi

- **Preparation of Folders with Judgement sheets** (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 Bhattacharya Ms D Nagpal Ms Arpita

- **Incharge for handing over of folders, erasers, pencils, white sheets, stop watches and bells :**

Ms S Renakumar Ms Kamna Mr Deepak (Physics Lab Attendant)

- **Display of Event Related Information** : (To be ready in all respects latest by 21 Apr, 17)

Mr Niladri Ms Namisha S
Mr Yuvraj Various Event I/C's

- **Registration Counter (Over all I/C : VPL**

- **Day I** : Ms M Arora & Ms M Srivastav
- **Day II** : Ms Ruby S & Ms A Dhar
- **Day III** : Ms M Arora & Ms M Srivastav
- **Day IV** : Ms Ruby S & Ms A Dhar

- **Incharges for providing mikes and setting up of furniture** (Any financial implication involved, approval to be routed through VPL's office in the form of a Minute Sheet latest by 21 Apr, 17.)

Mr Umesh Verma Mr P Pallavi
Ms K Mendiratta Mr Tulsiram

- **Refreshment for Participants/Teachers Escort / Judges**

Ms Rani Vaid }
Ms S Tyagi } **For Participants & Teacher Escorts**

Ms Neha Gupta }
Ms Richa Mohan } **For Judges**

- **Volunteers/Discipline** (A list of student volunteers, not more than 30, from classes X and XI duly signed by the Principal with ID cards to be kept ready in all respects latest by 21 Apr, 17)

Ms S Walia Mr Vardhan Sharmna
Ms A Panda Ms R Negi
Mr D Bist

- **Invitation Letters, Thank you letter, Honorarium for Judges:**

Ms Anjali Sharma and Mr R K Sikri (Teachers are to seek assistance from Ms A Razdan)

- **Result Compilation and Display of Results for each day:** (Overall I/C: HM (Pr)

Ms N Anju Ms M Tripathi Ms A Menon Ms M Gulati
Mr Y R Malik }
Mr J M Pant } **Uploading of results on day to day basis**

- **Students Sub-Committee.** Event coordinators are to form student sub-committees for conduct of each event. Care to be taken to give maximum exposure to students of Class-XI only in all facets of organizing the events.

OUR MANTRA – SWIFT AND SNAPPY ACTION, PLEASE!

Asha Prabhakar
(Principal)

स्वच्छ भारत
एक कदम स्वच्छता की ओर

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