



REVERBERATIONS (2016-17)
(AN INTER SCHOOL EVENT)

The school will be hosting the **Thirteenth Annual Festival** of Inter School Events 'Reverberations –2016' from 12 to 18 April, 2016 in the school premises.

Convenors : 1 Ms R Sondhi 2 Ms D Kaushal 3 Ms Anjali Sharma
4 Ms K Shreya 5 Ms M Arora 6 Ms D Khanna

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

Day –1 (12.04.16) -

SR. NO.	ITEM	COORDINATOR	VENUE	DATE	TIME
1	Speak Your Mind (An Elocution Contest)	Ms U Kumari Ms R Sondhi	Auditorium	12.04.16 (Tuesday)	09.30 a.m.

Day –2 (16.04.16)

SR. NO.	ITEM	COORDINATOR	VENUE	DATE	TIME
1	The Erudite Domain – A Book Launch	Ms D Kaushal Ms R Bhattacharyya President Student Council, BBPS(ND) & Members of The Supreme Council	Auditorium	16.04.16 (Saturday)	09.30 a.m.
2	Model Display	Ms V Oberoi Ms N Bhatnagar	Bio Lab		
3	Tessellation Town	Ms M Srivastava Ms S Goswami	Sr Maths Lab		
4	Commercial Melodies	Ms A Panda Ms Ruby Singh	Sr Library		
6	Calligram	Mr Niladri Mr Yuvraj	Art Room		

Day –3 (18.04.16)

SR. NO.	ITEM	COORDINATOR	VENUE	DATE	TIME
1	Movie-ing with the Times (Online)	Ms M Gulati Ms M Tripathi	Sr Computer Lab	18.04.16 (Monday)	09.30 a.m.
2	The Contiguous States of Seven Sisters	Ms K Shreya Ms S Maitra	Multipurpose Hall		
3	Footloose	Mr S Mazumdar Ms K Pandey	Auditorium		
4	लोकदर्पण (लोकोक्तियों पर आधारित नाट्य-मंचन)	कोमल मेन्द्रिता दीपिका मेहरा	Sr Library		

• **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 12 Apr, 2016 :**

Ms D Kaushal - Emcee Mentor Mr Yuvraj & Ms K Shreya - Stage Decoration
Ms R Sondhi - Overall Incharge

• **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 **10 April, 16**

• **Dispatch of certificates to participating schools after the event (Latest by 18 Apr, 16) :**

Ms S Walia Ms K Shreya
Ms R Gathania Ms D Prabhakar

The participation certificates will be written in the Sr Library on a day to day basis with the help of 04 student volunteers and will be dispatched collectively on 18. Apr, 16 under the supervision of HM (Sr).

- **Procurement of Trophies/Prizes** (To be handed over to Item I/Cs latest by 08 Apr, 16.)
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 2016)
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 A Gaur 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 A Sharma
Ms Kamna Mr Deepak (Physics Lab Attendant)
- **Display of Event Related Information :** (To be ready in all respects latest by 08 Apr, 16)
Mr Niladri Ms Nisha
Mr Yuvraj Various Event I/C's
- **Registration Counter (Over all I/C : VPL)**
 - **Day I** : Ms Ruby Singh & Ms A Dhar
 - **Day II** : Ms Aditi Gaur, Ms M Arora & Ms M Srivastava
 - **Day III** : Ms Ruby Singh & Ms M Arora
- **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 08 Apr, 16.)
Mr Umesh Verma Mr P Pallavi
Ms K Mendiratta
- **Refreshment for Participants/Teachers Escort / Judges**
Ms Neha Gupta } Ms Rani Vaid }
Ms S Tyagi } **For participants** Ms I Mishra } **For Teacher Escorts**
Ms P Tiwari }
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 08 Apr, 16)
Ms S Walia Ms D Kaushal
Mr R K Sikri Ms R Negi
Mr D Bist
- **Invitation Letters, Thank you letter, Honorarium for Judges:**
Ms Anjali Sharma and Ms N Rai (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 (Overall Compilation) Ms M Tripathi (Day-01)
Ms A Menon (Day-02) Ms M Gulati (Day-03)
Mr Y R Malik } Uploading of results on day to day basis
Mr J M Pant }
- **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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