

PRE PRIMARY ORIENTATION PROGRAMME (2019-20)
10 FEB, 2019 (SUNDAY)

Given under are the duties and responsibilities of teachers and other staff members :

ORGANISING COMMITTEE : HM (Pr) & HM (Mont)

SUB COMMITTEES

| AREA OF RESPONSIBILITY | MEMBERS | TARGET DATE |
|--|--|---|
| Dispatch of Orientation Day Circular | HM (Mont) | 25 Jan, 19 |
| <u>Arrangement of Guest Speaker</u> Invitation Letter, Honorarium & Thank you letter | Ms Anjuni Razdan | |
| <ul style="list-style-type: none"> Booking of the Auditorium Laying of Chairs & Seating Arrangement | Ms R Gupta Ms P Khanna, Ms R Gupta, Ms Anju R to be assisted by Mr Harinder & Mr Ompal Mr P Pallavi, Mr Swapan & Mr Jagatpal | 02 Feb 19 08 Feb 19 |
| <ul style="list-style-type: none"> P A System, Light & Sound Arrangements Polishing of Podium Stage Decoration | Ms Nitika Bhatia Mr Yuvraj, Mr Niladri, Ms K Sood, Ms Neeru S Ms Aayesha K, Ms Tushar M & Ms Bharti S | 08 Feb 19 |
| <ul style="list-style-type: none"> Back Stage Duty | Mr Deepak, Mr Debraj, Mr Narender & Mr Sunderlal | During rehearsals and on 10 Feb19 |
| <u>Display Boards at Mont Entrance (1)</u> | | |
| <ul style="list-style-type: none"> Section-wise list Summer Uniform & Sports Uniform Table Mat, Apron & School Shoes Programme Synopsis List of Do's and Don'ts Rate List | Ms Manju M Ms Manami Ghosh Ms Anju R Ms Bharti Suri | 07 Feb 19 |
| Display Boards at Mont Entrance (2) | Ms R Gupta, Ms M Aggarwal, Ms V Khurana | 07 Feb 19 |
| Display Boards (Inside & Outside PP-I Class Rooms) (Theme Based) | All Pre Primary Teachers | 02 Feb 19 |
| <u>Cleanliness of Class Rooms</u> Items kept in the Class Rooms to be cleaned including Window Panes | Class Teachers to supervise cleanliness by the Support Staff | 10 Feb, 19 |
| <u>Ushering of Parents to the venue</u> | | |
| <ul style="list-style-type: none"> Putting up of arrows for the directions on tiles. Parents to be guided to the Auditorium | Ms Shalini K, Ms Tushar M assisted by Support Staff and Lab Attendants | 10 Feb, 19 |
| Introduction of the school by the Head Girl (Pr School) Virtual Tour of the school – a Video highlighting Best Practices and accolades won by the school. | Ms Asha M, Ms Alka R & Ms Sonam M, Ms Deepa K, Ms Vibha K (for Pre Pr Videos & clips) Action : HM (Pr) | To be ready by 01 Feb, 19 |
| Opening Address and Introduction of the Guest Speaker | Principal | |
| <u>Felicitations</u> | | |
| <ul style="list-style-type: none"> Securing planters Planters to be handed over to the guests under the supervision of Ms Aayesha Khan | Ms Aayesha Khan Students of PP I & II | 02 Feb, 19 10 Feb, 19 |
| <u>Cultural Programme</u> | | |
| <ul style="list-style-type: none"> Folk Dance 'Holi Ke Rang' (5 Min) Fusion Song 'Let the Sunshine Bring Rainbows' (4 Min) Gymnastic & Aerobic Performance 'Fitness Furl' (3 Min) Assistance & Costumes Stage Setting & Props (Preparations to start from 28 Jan, 19) | Ms K Pandey, Ms Manju M & Ms Ruchika G Mr P Pallavi, Ms S Sengupta, Ms M Ghosh, Mr Tulsiram Ms Maya J, Ms N Bhatia & Ms Shalini K Ms K Sood & Ms V Khurana Ms K Sood, Ms M Ghosh, Ms Meena A | Rehearsals to begin from 28 Jan, 19 onwards |
| Interactive Session by Dr Jitendra Nagpal (40 Mins) | Ms Aditi G, Ms Saba Naaz | |
| Question & Answer session with parents | Ms Aditi G, Ms Saba Naaz | |
| Vote of Thanks | Ms Deepa K, Head Boy (Primary School) Action : HM (Pr) | 10 Feb, 19 |
| <u>Emcee Preparation</u> Emcee (Primary school students) to be prepared for conducting the programme. | Ms Deepa K, Ms Sheuli G & Ms Meena A | 02 Feb, 19 |
| <u>High Tea</u> | | |
| <ul style="list-style-type: none"> Quotations from vendors Distribution, Venue : Basketball Court | Ms Neha Gupta Ms P Khanna, Ms Sheuli Ghosh <u>Helped by :</u> Ms N Sharma, Ms R Gupta Mr Debraj | 31 Jan, 19 |
| <ul style="list-style-type: none"> Placement of Dust Bins | | 10 Feb, 19 |
| Photography / Videography | Mr Yuvraj, Mrs V Khurana | 10 Feb, 19 |

- All concerned members are requested to remain present on 10 Feb, 2019 (Sunday) as per normal school timings.
- Run through will be held on 07 and 08 Feb, 2019 in the Auditorium.

Asha Prabhakar
(Principal)

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Distribution

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