



INVESTITURE - SCHOLAR BADGE CEREMONY- 10 MAY (FRIDAY), 2019
PRIMARY DEPARTMENT

DUTY PLANNER

Convenors : Ms.D.Khanna , Ms.IIashree, Ms A.Dhar, Mr Prabhat

S. NO.	AREA OF DUTY	TEACHER INCHARGE	ACTION DATE
01.	Stage Arrangement	Mr. Yuvraj ,Mr Niladri, Ms Pranjali	9.05.2019
02.	Emcee Mentor	Ms Sharmishtha –Investiture ; Ms Deepa P. – Scholar Badge (Draft to be discussed on 25.04.19) Two Primary Wing students each.	9.05.2019
03.	Cultural Programme	Ms Nisha . Ms S Sengupta, Ms Manisha Sethi and Performing Arts deptt.	12.04.2019(Planning & preparation commences in consultation with H.M.-Pr.)
04.	Invitations for Parents E Invite Chief Guest, MC members	Ms. M. Srivastava , Ms Anita Verma, Ms Alka Ms Anjuni Razdan	30.04.2019
05.	Hospitality	Ms Neha Gupta, Ms.V.Kaul, Ms R. Gupta (Menu to be discussed with the PPL.)	9.05.2019
06.	Procurement & Floral Presentation	Ms.IIashree along with two students from the Primary Wing.	9.05.2019/ 10.05.2019
07.a)	Procuring Badges Prizes/ Certificates	Ms. D.Khanna, Ms.Ruchika K. Ms Preety Pandey A.Dhar	7.05.2019
b)	Selection of Students	D.Khanna,IIashree, Sharmishtha - Investiture A.Dhar ,Prabhat.M, Ruchika K – Scholar badge	1.05.2019
08.	Seating Arrangement and placement of pots	Ms Arpita.S , Pooja K, Shalini G, Mukul S.	10.05.2019
09.	Arrangement Of House Flags	Ms. R.Negi, Ms Maya, Preety B. & House Reps.	1.05.2019
10.	School Band	Mr.Mohan , Mr. Tulsi &Ms Monika P.	12.04.2019 (Practice commences)
11.	Photography & Videography	Ms. Sonam , Mr. Yuvraj , Mr. Niladri	10.05.2019
12.	Report writing Press Release	Ms. Shazi J., Alka Ms IIashree (Hindi Daily); Ms Shazi (Eng .Daily)	14.05.2019 10.05.2019
13.	Uploading Of Report On the School Website	Ms Alka, Mr J.Pant	15.05.2019
14.	On Drums	Ms. R Negi /Ms. Maya	10.04.2019(Planning commences)
15.	Oath Rehearsals	Ms.Shazi J	1.05.2019 -10.05.2019
16.	Movement of the students	Ms. A Dhar and Mr Prabhat Ms Alka , D.Khanna	10.05.2019
17.	Budget	D.Khanna, A . Dhar in consultation with HM (PR)	20.4.19

Dress rehearsal on 09.05.19