

PRE PRIMARY ORIENTATION PROGRAMME (2020-21)
15 FEB, 2020 (SATURDAY)

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 Invite Detailed Orientation Letter	HM (Mont)	05 Feb, 2020 11 Feb, 2020
<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 Nitika Bhatia Ms P Khanna, Ms Neeru S, Ms Anju R to be assisted by Mr Harinder & Mr Ompal	10 Feb, 2020 14 Feb, 2020
<ul style="list-style-type: none"> P A System, Light & Sound Arrangements Polishing of Podium Stage Decoration 	Mr P Pallavi, Mr Swapan & Mr Jagatpal Ms Nitika Bhatia Mr Yuvraj, Mr Niladri, Ms Shilpa R, Ms Neeru S, Ms Aparna G, Ms Tushar M & Ms Bharti S	15 Feb, 2020 During rehearsals and on
<ul style="list-style-type: none"> Back Stage Duty 	Mr Deepak, Mr Harinder, Mr Narender & Mr Sunderlal	15 Feb, 2020
<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 	Ms Manju M Ms Manami Ghosh Ms Sheuli G Ms Tushar M Ms Anju R	13 Feb, 2020
Display Boards at Mont Entrance (2)	Ms M Aggarwal, Ms V Khurana	13 Feb, 2020
Display Boards (Inside & Outside Pre Primary Class Rooms) (Theme Based)	All Pre Primary Teachers	12 Feb, 2020
<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	14 Feb, 2020
<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 Bharti S, Ms Anju Raghav, Ms Shilpa R assisted by Support Staff and Lab Attendants	15 Feb, 2020
Introduction of the school by the Pr School Student Sharing the journey leading to his/her growth and overall development .	Ms Manami G, Ms Sheuli G	To be ready by 07 Feb, 2020
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 Parimeeta K 	Ms Parimeeta K Students of PS & PP	12 Feb, 2020 15 Feb, 2020
Power Point Presentation showcasing Achievements of the school along with the guided tour of the school, Pre Primary Routine, Learning Centers, Innovative Pedagogies.	Ms Vibha K, Ms Tushar M, Ms Meena A Assistance : Mr J M Pant, Ms Alka R & Ms Sonam M	10 Feb, 2020
<u>Cultural Programme</u>		
<ul style="list-style-type: none"> Invocation - Shloka Chanting Folk Dance 'Aaya Vasant' (5 Min) 'Nanhe Kadam Badlaav Ki Aur' (4 Min) Assistance & Costumes Stage Setting & Props (Preparations to start from 04 Feb, 2020) 	Ms Neeru S, Ms Sumana Sen Gupta Ms K Pandey, Ms N Bhatia Ms Manju Malkoti, Ms Kuldeep S Ms K Sood & Ms V Khurana Ms Shilpa R, Ms Aparna G	Rehearsals to begin from 03 Feb, 2020 onwards
Interactive Session by the Guest Speaker (40 Mins)	Ms Aditi G, Ms P Khanna	
Question & Answer session with parents	Ms Aditi G, Ms Neha	
<u>Emcee Preparation</u> Emcee (Primary school students) to be prepared for conducting the programme.	Ms Manami G, Ms Sheuli G	Script to be finalized by 06 Feb, 2020.
<u>Welcome Goodies</u>		
<ul style="list-style-type: none"> Quotations from vendors Distribution Placement of Dust Bins 	HM (Mont) Helped By : Ms N Sharma, Ms Manju M Pre School Class Teachers Ms Anju R, Ms Tushar M	12 Feb, 2020 15 Feb, 2020
Photography / Videography	Mr Yuvraj, Mrs V Khurana	15 Feb, 2020

- Run through will be held on 13 and 14 Feb, 2020 in the Auditorium.



Asha Prabhakar
(Principal)

स्वच्छ भारत
एक कदम स्वच्छता की ओर

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