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

Dispatch of Orientation Day Invite Detailed Orientation Day Invite Detailed Orientation Letter Invitation Letter, Honoronnum & Thank you letter Invitation Letter, Honoronnum & Honoronnum & Men Prelative Thank Young Mindow Rompans Invitation Invitation Men Many Management Invitation Honoronnum & Honor	SOB COMMITTEES		
Detailed Orientation Letter Arrangement of Quest Speaker Invitation Letter, Honorarium & Thank you letter **Booking of Chairs & Seating Arrangement **Description of the Auditorium **P A System, Light & Sound Arrangements **Back Stage Duty **Back	AREA OF RESPONSIBILITY	MEMBERS	TARGET DATE
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S, Ms Aparma G, Ms Tushar M & Ms Bharti S Mr Deepak, Mr Harinder, Mr Narender & 15 Feb, 2020 Display Boards at Mont Entrance (1)	Polishing of Podium	Mr P Pallavi, Mr Swapan & Mr Jagatpal Ms Nitika Bhatia	
Scritton-wise list Summer Uniform & Sports Uniform Table Mat, Apron & School Shoes Programme Synopsis List of Do's and Don'ts Display Boards at Mont Entrance (2) Display Boards (Inside & Outside Pre Primary Class Rooms) (Theme Based) It sets of Do's and Don'ts Display Boards (Inside & Outside Pre Primary Class Rooms) (Theme Based) It sets of Do's and Don'ts Display Boards (Inside & Outside Pre Primary Class Rooms) (Theme Based) It sets of Do's and Don'ts Display Boards at Mont Entrance (2) Display Boards at Mont Entrance (2) Display Boards (Inside & Outside Pre Primary Class Rooms) (Theme Based) It sets of Do's and Don'ts All Pre Primary Teachers It sets to supervise cleanliness by the Support Staff Was Bharti S, Ms Anju Raghav, Ms Shipa R assisted by Support Staff and Lab Attendants It sets to be quided to the Auditorium Introduction of the school by the Pr School Student Sharing the journey leading to his/her growth and overall development. Opening Address and Introduction of the Guest Speaker Felicitations Securing planters Securing Address and Introduction of the Guest Speaker Students of PS & PP Security of PS & PP Students of	-	S, Ms Aparna G, Ms Tushar M & Ms Bharti S Mr Deepak, Mr Harinder, Mr Narender &	and on
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			15 Feb. 2020
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 $\bullet\,$ Run through will be held on 13 and 14 Feb, 2020 in the Auditorium.

Asha Prabhakar

(Principal) स्वच्छ भारत

एक कदम स्वच्छता की ओर